

# Quick Service Guides

## Effective January 27, 2013

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### Reference

- 800 Glossary of Postal Terms and Abbreviations in the DMM



**Physical Standards (101.4.0)** Maximum weight: 70 pounds.  
Maximum length and girth: 108 inches.

**Prices and Fees (113.1.0)** For a complete list of retail Express Mail prices see, [Notice 123–Price List](#).

Except for the Express Mail Flat Rate packaging, Express Mail prices are based on weight and zone. Items are charged the 0.5-pound price for weights up to 0.5 pound (i.e. If a piece weighs 0.25 pound, the weight (postage) increment is 0.5 pound). Items over a 0.5 pound are rounded up to the next whole pound (i.e. If a piece weighs 0.75 pound, the weight (postage) increment is 1 pound or if a piece weighs 1.2 pounds, the weight (postage) increment is 2 pounds).

Matter mailed in USPS-produced Express Mail Flat Rate packaging is charged one flat price regardless of weight (up to 70 pounds) or domestic destination. Only USPS-produced Flat Rate packaging is eligible for the Express Mail Flat Rate price.

Sunday/Holiday Premium: Delivery guaranteed for a Sunday or a holiday is charged a premium fee. Customers may avoid the Sunday or holiday premium fee by opting for guaranteed delivery on the subsequent delivery day.

Pickup on Demand ([507.7.0](#)) is available regardless of the number of pieces. Only one fee includes Express Mail, Priority Mail, or Standard Post items picked up at same time. Service and information is available by calling 1-800-222-1811 or at [www.usps.com](http://www.usps.com).

Package Pickup is available for free by submitting your request online at [www.usps.com](http://www.usps.com) and having your Express Mail, Priority Mail, or international packages, with postage affixed, ready when your carrier arrives for your regular mail delivery.

**Content (113.3.0)** First-Class Mail, Priority Mail, or Express Mail is required for personal correspondence, handwritten or typewritten material, and bills or statements of account. Express Mail also may be used for any nonrestricted ([601.8.0](#)) mailable item.

**Service Features (113.4.0)** Express Mail is a money-back guaranteed overnight to 2-day service that includes tracking, proof of delivery, and insurance coverage up to \$100. Express Mail Sunday/holiday delivery is available to many destinations for an additional fee. Mailers may use the Domestic Price Calculator at [pe.usps.com](http://pe.usps.com), call 1-800-222-1811, or visit [www.usps.com](http://www.usps.com) for delivery information between specific ZIP Codes.

Overnight guarantee is not available during the December 22 through December 25 time period.

Express Mail envelopes and boxes are available from local Post Offices or online at [www.usps.com](http://www.usps.com) at no additional cost. Customized preprinted labels also are available by contacting your local Post Office.

- Express Mail Next Day Delivery ([113.4.2](#)) provides guaranteed overnight service to designated destination 3-digit or 5-digit ZIP Code delivery areas, facilities, or locations (Post Office to Addressee Service). Items are delivered to an addressee within the designated delivery area of the destination facility by noon or 3 p.m. on the next day. If delivery is not made, the addressee is notified, and a reminder notice is also left on the third day. A second delivery is attempted only upon customer request. For additional options, see Hold for Pickup and Custom Designed.
- Hold for Pickup ([113.4.2.5](#)) items presented for Express Mail Next Day Delivery are available for claim by the addressee at the destination facility by 10 a.m., 12 p.m., or 3 p.m. of the next day the destination office is open for retail business.
- Express Mail Military Service ([113.4.4](#)) is available between the United States and designated APO/FPO or DPO destination addresses. Shipments are delivered in 2 to 3 days to more than 300 worldwide locations.

There are two Express Mail labels – Label 11-B or Label 11-F. The wording for requesting or waiving a signature, will depend on the version of the label used. Most Post Offices should have labels that were updated in January 2012. However, labels prior to that date may still be used. Labels produced prior to January 2012 will have a "waiver of signature" box to check, while the updated labels will have a "signature required" box to check as follows:

- Waiver of signature (for labels dated prior to January 2012): mailers may instruct the USPS to deliver Express Mail packages without obtaining the addressee's signature by signing the waiver on the Express Mail label. A waiver of signature cannot be used for Express Mail Custom Designed Service, Express Mail COD, or Express Mail with additional insurance.
- Signature required (for labels dated January 2012): mailers requiring a signature must instruct the USPS by checking the "Signature Required" box on the label. A signature is required for Express Mail Custom Designed Service, Express Mail COD, or Express Mail with additional insurance.

**Postage Payment and Documentation (114)** Retail Express Mail postage may be paid by adhesive stamps ([604.1.0](#)) or postage meter ([604.4.0](#)). Commercial base prices are available when postage is paid through Click-N-Ship service or by registered end-users of PC Postage products using a qualifying shipping label managed by the PC Postage system.

Quick Service  
Guide**Mail Preparation  
(115)**

Matter mailed in USPS-produced Express Mail packaging is subject to Express Mail prices regardless of how the packaging is reconfigured or how markings may be obliterated.

When sealing a Flat Rate package, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container provided the design of the container is not enlarged by opening the sides, and the container is not reconstructed in any way.

For each Express Mail item, the mailer must complete Label 11-B or Label 11-F for Post Office to Addressee Service, or Label 11-HFPU for Hold for Pickup service. Each piece should include a complete delivery and return address with the correct ZIP Code or ZIP+4 code.

**Enter and  
Deposit (116)**

Retail Express Mail Next Day and Second Day items may be mailed at Post Offices, stations, and branches; dropped into Express Mail collection boxes; handed to carriers; or picked up by the USPS. Express Mail weighing more than 13 ounces bearing only postage stamps may not be deposited into a collection box or other unattended location, but must be presented at a Post Office retail counter.

Acceptance and collection information may be obtained by calling 1-800-222-1811 or contacting your local postmaster.

**Extra Services  
(503.1.0)**

Return receipt service is available (503.6.0). Collect on Delivery (COD) (503.13.0). Insurance against loss, damage, or rifling is included at no extra cost for coverage up to \$100 (503.1.0). Additional merchandise insurance may be available up to \$5,000, depending on the value and nature of the item. Claims must be filed within 30 days of the date of mailing (609.1.0). For an overview of extra services, see [Quick Service Guide 503](#).

Waiver of signature: mailers may instruct the USPS to deliver Express Mail packages without obtaining the addressee's signature by signing the waiver on the Express Mail label. A waiver of signature cannot be used for Express Mail Custom Designed Service, Express Mail COD, or Express Mail with additional insurance.

**Physical Standards**  
**(101.5.0)**

Maximum weight: 70 pounds.  
Maximum length and girth: 108 inches.

Regional Rate maximum weight:

- Box A – 15 pounds.
- Box B – 20 pounds.
- Box C – 25 pounds.

**Prices and Fees**  
**(123.1.0)**

For a complete listing of retail Priority Mail prices, see [Notice 123–Price List](#).

Except for Flat Rate and Regional Rate packaging, balloon, or dimensional weight, Priority Mail retail prices are based on weight and zone. Mailpieces are charged per pound; any fraction of a pound is rounded up to the next whole pound.

**Balloon Price:** Parcels addressed for delivery to Zones 1-4 that weigh less than 20 pounds but measure more than 84 inches (but not exceeding 108 inches) in combined length and girth are charged the 20-pound price for the zone to which addressed.

**Dimensional Weight Price:** Postage for parcels addressed for delivery to Zones 5-8 and exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight, whichever is greater.

Priority Mail Flat Rate options offer one low price regardless how much the item weighs (up to 70 pounds) or the domestic destination. Only USPS-produced Priority Mail Flat Rate packaging is eligible for Flat Rate pricing (exception: USPS-produced Priority Mail envelopes smaller than 12.5" x 9.5"). Priority Mail Flat Rate Envelopes, Flat Rate Boxes, and other packaging is available at no additional cost by phone at 1-800-222-1811 or via the Web at [USPS.com/shop](#). Some items are available at retail Post Office locations.

Priority Mail Forever Prepaid Flat Rate packaging is only available online at [www.usps.com](#). Forever Prepaid packaging is available for select Flat Rate Envelopes and Boxes and is equivalent to the current price paid at retail Post Office locations; they compare to the Forever Stamp in that it can be used even after the price of Priority Mail has increased.

Regional Rate Boxes are available to retail Priority Mail customers who use the USPS-produced packaging, with prices based on one of the three box sizes and zone to which it is shipped. Regional Rate boxes exceeding the maximum weight for the box size, or the container flaps do not close within the normal folds, will be assessed the applicable Priority Mail prices.

The Priority Mail Large Flat Rate Box may be used for APO/FPO and DPO destination addresses at \$2 off the regular retail price. Forever Prepaid packaging may be sent to APO/FPO and DPO destinations; however, the discounted military price is not available.

Pickup on Demand ([507.7.0](#)) is available regardless of the number of pieces. Only one fee includes Express Mail, Priority Mail, or Standard Post picked up at the same time. Service and information is available by calling 1-800-222-1811 or at [www.usps.com](#).

Package Pickup is available for free by submitting your request online at [www.usps.com](#) and having your Express Mail, Priority Mail, or international mail packages, with postage affixed, ready when your carrier arrives for your regular mail delivery.

For a complete list of Flat Rate packaging items, see the Flat Rate Quick Reference section of [Notice 123–Price List](#).

**Content**  
**(123.3.0)**

Unless Express Mail is used, Priority Mail prices are required for a mailpiece that weighs more than 13 ounces when the mailpiece contains matter that must be mailed as First-Class Mail ([133.3.0](#)). All mailable matter may be sent as Priority Mail, except matter prohibited by standards (e.g., certain hazardous materials).

**Postage Payment and Documentation**  
**(124)**

Retail Priority Mail postage may be paid by adhesive stamps ([604.1.0](#)), and postage meter.

Priority Mail Forever Prepaid Flat Rate packaging must be purchased with a credit card online through [www.usps.com](#). Packages will arrive with shipping labels and Forever Prepaid postage affixed. USPS Tracking/Delivery Confirmation is included at no extra cost. Any additional services must be purchased at a retail Post Office location and applicable extra service fee paid via postage stamps, postage validation imprint (PVI), or postage meter.

Commercial base prices are available when postage is paid through Click-N-Ship service or by registered end-users of PC Postage products using a qualifying shipping label managed by the PC Postage system.

**Mail Preparation**  
**(125)**

Matter mailed in USPS-produced Priority Mail packaging is subject to Priority Mail prices regardless of how the packaging is reconfigured or how markings may be obliterated.

Shipping labels affixed to Priority Mail Forever Prepaid packaging may not be removed from its existing package and placed on any other mailing container.

When sealing Flat Rate or Regional Rate packaging, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container provided the design of the container is not enlarged by opening the sides and the container is not reconstructed in any way.

Each piece must include a complete delivery and return address with correct ZIP Code or ZIP+4 code ([602.1.0](#)).

Marking on each piece: "Priority Mail" must be placed prominently on the address side of each mailpiece.

Quick Service  
Guide**Deposit  
(126)**

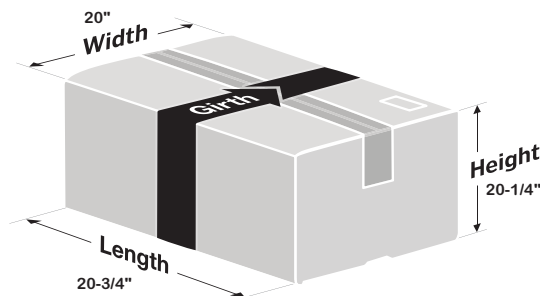
Packages with adhesive stamps (13 ounces or less) may be deposited in collection boxes, handed to carriers, or presented at Post Offices. Packages with adhesive stamps (more than 13 ounces) must be presented at a Post Office retail counter. Packages with metered postage or PC Postage may be deposited in collection boxes or at an acceptance point designated by USPS.

Delivery: At mailer's option, uninsured mail may be left in a protected place if endorsed "Carrier-Leave If No Response" (508.1.2).

**Determining Priority Mail Dimensional Weight****Priority Mail dimensional weight for rectangular shaped parcels to zones 5–8.**

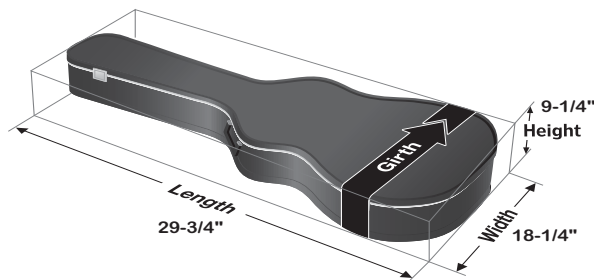
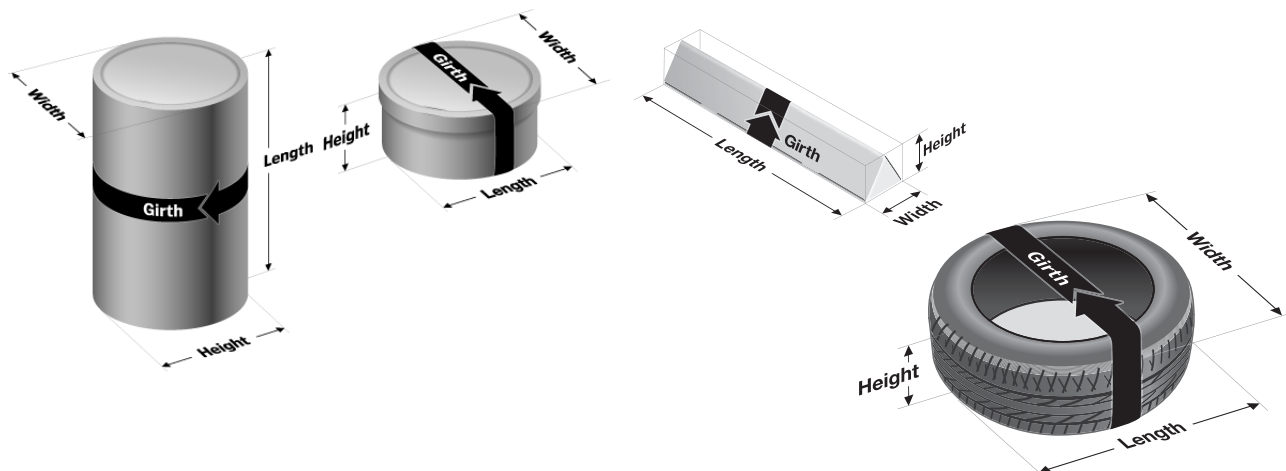
1. Measure the length, width, and height in inches. Round off<sup>1</sup> each measurement to the nearest whole inch: (length = 21, height = 20, and width = 20).
2. Multiply length x height x width:  $(21 \times 20 \times 20) = 8,400$  cubic inches.
3. If the result exceeds 1,728 cubic inches, divide the result by 194 and round up<sup>2</sup> to the next whole number to determine dimensional weight in pounds:  $(8,400/194 = 43.29)$  43.29 rounded up to the next pound is 44.
4. The price is based on the actual weight or dimensional weight, whichever is greater.

In this example the dimensional weight for this rectangular package to zones 5–8 is 44 pounds.

**Priority Mail dimensional weight for nonrectangular shaped parcels to zones 5–8.**

1. Measure the length, width, and height in inches at their extreme dimensions. Round off<sup>1</sup> each measurement to the nearest whole inch: (length = 30, height = 9, and width = 18).
2. Multiply length x height x width:  $(30 \times 9 \times 18) = 4,860$  cubic inches.
3. Multiply the result by an adjustment factor of 0.785:  $4,860 \times 0.785 = 3,815.1$  cubic inches.
4. If the final result exceeds 1,728 cubic inches, divide the result by 194 and round up<sup>2</sup> to the next whole number to determine the dimensional weight in pounds:  $(3,815.1/194 = 19.66)$  19.66 rounded up to the next pound is 20.
5. The price is based on the actual weight or dimensional weight, whichever is greater.
6. If the dimensional weight exceeds 70 pounds, the package pays the 70 pound price.

In this example the dimensional weight for this nonrectangular package to zones 5–8 is 20 pounds.

**Additional examples of nonrectangular measurement.**

1. Round off (e.g., 20.5 rounded off to the next whole number is 21, and 20.4 rounded off is 20), see 604.7.1.3.
2. Round up (e.g., rounding up either 44.2 or 44.8 to the next whole pound is 45).

**Physical Standards (101.2.1)** Maximum weight: 3.3 ounces.  
Minimum size: All pieces must be at least 5 inches long, 3-1/2 inches high and 0.007 inch thick. EDDM Retail flats also must have at least one dimension greater than 10-1/2 inches long, 6-1/8 inches high, or 1/4 inch thick.  
Maximum size: 15 inches long, 12 inches high, and 0.75 inch thick.

**Prices and Fees (143.1.0)** For EDDM-Retail prices, see Notice 123-Price List.  
EDDM-Retail saturation flats are priced at \$0.16 for up to 3.3 ounces. There are no annual presort or mailing fees to mail pieces as EDDM-Retail.

**Content (143.2.0)** EDDM-Retail flats are Standard Mail. EDDM-Retail enables customers to mail saturation flats with simplified addresses to all types of delivery in an even more simplified manner, subject to basic standards in DMM 140.

**Eligibility Standards (143.0)** EDDM-Retail must be part of a saturation flats mailing with all pieces bearing simplified addresses meeting the saturation and addressing standards in 602.3.0. Each mailing must consist of 200 or more pieces or 50 or more pounds of mail up to a maximum of 5000 pieces per day per 5-digit ZIP Code. See Mail Preparation below for more information.

**Postage Payment and Documentation (144.0)** The mailer is responsible for proper postage payment. Postage for EDDM-Retail flats must be paid with a postage evidencing system indicia (604.4.0) with the correct amount of postage affixed to each piece or payment at the time of mailing by cash, check, debit card, or credit card. See Exhibit below for the wording of the indicia required on each piece. Each mailing of EDDM-Retail flats must be accompanied by a postage statement (PS Form 3587) completed and signed by the mailer.

**PRSRT STD  
ECRWSS  
U.S. POSTAGE  
PAID  
EDDM-Retail**

**Mail Preparation (145.0)** EDDM-Retail flats must be in bundles of 50-100. A facing slip must be on top of each bundle, under the straps, with the number of pieces in the bundle written on the facing slip. All pieces must be presented directly to the correct delivery Post Office or destination delivery unit (DDU).  
EDDM-Retail flats must be part of one mailing of at least 200 pieces (or 50 pounds), but no more than 5000 pieces per mailing per day at any 5-digit ZIP Code location.. As an exception to this minimum quantity, a mailing to all addresses in a 5-digit ZIP Code area may contain fewer than 200 pieces when there are fewer than 200 deliverable addresses in the entire ZIP Code service area to which the pieces are mailed. All pieces in a mailing must be entered at the designated Post Office servicing the routes and Post Office Box sections to which delivery is intended.

**Enter and Deposit (146.0)** All EDDM-Retail mailings must be entered directly at the Post Office (or DDU) responsible for the Post Office Box or carrier route delivery for which the mailing is prepared, or shipped to that Post Office under 146.1.2.



**Physical Standards**  
(101.7.0)

Maximum weight: 70 pounds.  
Maximum length and girth: 130 inches.

**Prices and Fees**  
(153.1.0)

For a complete list of retail Standard Post prices, see [Notice 123–Price List](#).  
Prices are calculated based on weight and zone.  
Standard Post is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound.  
*Oversized price:* pieces exceeding 108 inches but not more than 130 inches in combined length and girth are mailable at the Standard Post oversized price for the zone to which addressed, regardless of weight.  
*Balloon price:* parcels that weigh less than 20 pounds but measuring more than 84 inches (but not exceeding 108 inches) in combined length and girth are charged the 20-pound price for the zone to which addressed.

**Content**  
(153.3.0)

Standard Post is mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (except as permitted or required by standard).  
Generally used for shipping merchandise.

**Eligibility Standards**  
(153.2.0)

Each piece must include a complete delivery and return address.  
Mailing items with no ancillary service endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece price (507.1.5.4).

**Postage Payment**  
(154)

Stamps (604.1.0) or Meter (604.4.0). Pieces with postage affixed must bear the correct postage.  
Precancelled stamps and permit imprint not permitted.

**Mail Preparation**  
(155)

Marking: Pieces must be marked “Standard Post” (or “SP”) in the postage area (155.1.3).  
There are no presort, sacking, or labeling standards for retail Standard Post with the correct postage affixed.

**Enter and Deposit**  
(156)

Deposit: Retail Standard Post entered at a retail window or acceptance unit designated by USPS. Standard Post weighing more than 13 ounces bearing only postage stamps may not be deposited into a collection box or other unattended location, but must be presented at a Post Office retail counter.

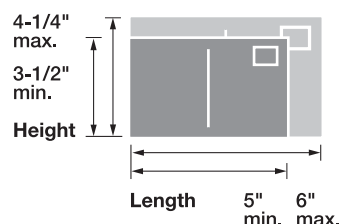
**Extra Services**  
(503)

May use COD, USPS Tracking/Delivery Confirmation, insurance, return receipt for merchandise, Signature Confirmation, and special handling. Return receipt and restricted delivery are available for COD mail or mail insured for more than \$200.00.

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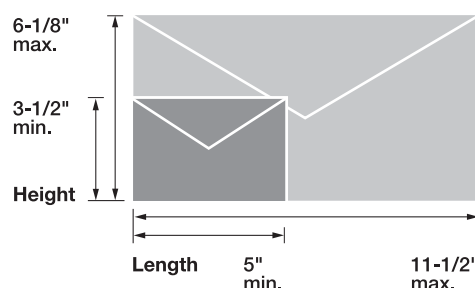
### Overview

#### Card Dimensions



|           | Minimum      | Maximum      |
|-----------|--------------|--------------|
| Length    | 5 inches     | 6 inches     |
| Height    | 3-1/2 inches | 4-1/4 inches |
| Thickness | 0.007 inch   | 0.016 inch   |

#### Letter Dimensions



|           | Minimum      | Maximum       |
|-----------|--------------|---------------|
| Length    | 5 inches     | 11-1/2 inches |
| Height    | 3-1/2 inches | 6-1/8 inches  |
| Thickness | 0.007 inch   | 1/4 inch      |

Mailpieces are classified by shape and by the way they are prepared. These classifications are based on how efficiently mailpieces can be processed on Postal Service equipment. The Postal Service classifies letters and cards into one of three categories: machinable, nonmachinable, and automation. For the purposes of determining mailability or machinability, the length is the dimension parallel to the address as read (601.1.4).

### Machinable Letters and Cards (201.1.0)

If you prepare your letters and cards so that they have an accurate address and can be processed on Postal Service equipment, your mail is "machinable" and eligible for "presort" prices. Machinable mailpieces must meet specific standards, including size, shape, and weight.

Maximum weight: First-Class Mail, machinable letters and Standard Mail machinable letters: 3.3 ounces, Periodicals letters: 3.5 ounces.

Machinable letters must not meet any of the nonmachinable characteristics (201.2.0).

Dimensions:

- Minimum: 5 inches long, 3-1/2 inches high, and 0.007 inch thick.
- Maximum for First-Class Mail card prices: 6 inches long, 4-1/4 inches high, and 0.016 inch thick.
- Maximum for letters and other cards: 11-1/2 inches long, 6-1/8 inches high, and 1/4 inch thick.
- Rectangular, with four square corners and parallel opposite sides. Letter-size, card-type mailpieces made of cardstock may have finished corners that do not exceed a radius of 1/8 inch.

### Nonmachinable Letters (201.2.0)

Maximum weight: First-Class Mail and Periodicals nonmachinable letters 3.5 ounces; Standard Mail nonmachinable letters; less than 16 ounces.

- Presorted First-Class Mail letters are subject to a nonmachinable surcharge if they meet any of the characteristics in 201.2.1. The nonmachinable characteristics do not apply to pieces mailed at card prices.
- Standard Mail letters that have one or more of the nonmachinable characteristics in 201.2.1 are subject to the nonmachinable letter prices in 243.1.3 or 243.1.4

Examples of a nonmachinable letter include:

- It has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5 (a square envelope has an aspect ratio of 1, making it nonmachinable).
- It is more than 4-1/4 inches high or more than 6 inches long and is less than 0.009 inch thick.
- It has clasps, strings, buttons, or similar closure devices.
- It is too rigid.
- It has a delivery address parallel to the shorter side of the mailpiece.
- It contains items such as pens, pencils, or keys that create an uneven thickness.
- Letters with nonpaper surfaces, other than envelope windows or attachments that are allowed under eligibility standards by class of mail.

### Quick Service Guide

#### Automation Letters and Cards (201.3.0)

If your letter-size mailpiece is machinable and displays the correct delivery point barcode or Intelligent Mail barcode, you may qualify for lower, “automation” prices. A letter or card meets automation standards and qualifies for automation prices if it meets the specific addressing, barcoding, and design standards.

For additional information, see:

- [Quick Service Guide 201a](#), Designing Letters and Cards for Automated Processing.
- [Quick Service Guide 201b](#), Using Tabs, Wafer Seals, and Glue Strips.

Maximum weight:

- First-Class Mail automation letters: 3.5 ounces.
- Periodicals automation letters: 3.5 ounces.
- Standard Mail automation letters and carrier route letters: 3.5 ounces.
- See [201.3.6](#) for heavy letter mail weighing over 3 ounces.

Shape: rectangular. Aspect ratio (length divided by height): 1.3 to 2.5 ([201.3.4](#)).

Dimensions:

- Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick if not more than 4-1/4 inches high and 6 inches long; or 0.009 inch thick if more than 4-1/4 inches high or 6 inches long, or both.
  - Maximum for First-Class Mail card prices: 4-1/4 inches high, 6 inches long, and 0.016 inch thick.
  - Maximum for letters and other cards: 6-1/8 inches high, 11-1/2 inches long, and 1/4 inch thick.
- Length is the dimension parallel to the address as read ([601.1.3](#)).

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and meter reply mail) provided as enclosures must meet the physical standards for automation letters and cards in [201.3.18](#).

### Quick Service Guides

#### First-Class Mail

See Quick Service Guides:

- [230b Nonmachinable Letters](#)
- [230c Machinable Letters and Cards](#)
- [230d Automation Letters and Cards](#)

#### Standard Mail

See Quick Service Guides:

- [240a Nonmachinable Letters](#)
- [240b Machinable Letters](#)
- [240c Automation Letters](#)
- [240d Carrier Route Letters](#)

#### Periodicals

See Quick Service Guides:

- [707d Nonbarcoded Letters](#)
- [707f Barcoded \(Automation\) Letters](#)

**Related QSGs**    [230d, First-Class Mail Automation Letters and Postcards](#)  
[240c, Standard Mail Automation Letters](#)  
[707f, Periodicals Barcoded \(Automation\) Letters](#)

**Overview**    Letter-size mail and card-size pieces meeting the applicable automation standards are entitled to automation prices. This Quick Service Guide summarizes the standards for mail with 100% delivery point barcodes and mail without barcodes processed on USPS optical character readers (OCRs).

**Physical Standards**    Must meet all physical standards in [201.3.0](#).

**(201.3.0, 708.4.0)**    Aspect ratio from 1.3 to 2.5 ([201.3.7](#)).

Dimensions:

- Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick if not more than 4-1/4 inches high and 6 inches long; or 0.009 inch thick if more than 4-1/4 inches high or 6 inches long, or both.
- Maximum for cards at card rates: 4-1/4 inches high, 6 inches long, and 0.016 inch thick.
- Maximum for letters and other cards: 6-1/8 inches high, 11-1/2 inches long, 1/4 inch thick.
- Rectangular, with four square corners and parallel opposite sides. Letter-size, card-type mailpieces made of cardstock may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch).

Maximum Weight:

- First-Class Mail Presorted Machinable—3.3 ounces (0.2063 pound).
  - First-Class Mail Automation—3.5 ounces (0.2188 pound).<sup>1</sup>
  - Periodicals Barcoded (Automation)—3.5 ounces (0.2188 pound).<sup>1</sup>
  - Standard Mail Automation—3.5 ounces (0.2188 pound).<sup>1</sup>
  - Enhanced Carrier Route—3.5 ounces (0.2188 pound).<sup>1</sup>
1. Heavy letters over 3 ounces, if barcoded, must bear an address block delivery point barcode under [201.3.6](#), and be part of a 100% delivery point or Intelligent Mail barcoded mailing. Heavy letters must be prepared in a sealed envelope, and may not contain stiff enclosures or be prepared as a self-mailer or booklet-type mailpiece.

Prohibitions:

- Polywrap, polybag, and shrinkwrap.
- Clasps, strings, staples, buttons, or protrusions that might impede or damage the mail or mail processing equipment ([201.3.5](#)).

Other machinability standards:

- Rigid and odd-shaped items prohibited or restricted ([201.3.10](#)).
- Tapping for self-mailers or booklets (see [201.3.14](#) or [Quick Service Guide 201b](#)).

Pieces with delivery point barcodes or Intelligent Mail barcodes must meet all standards in [708.4.0](#):

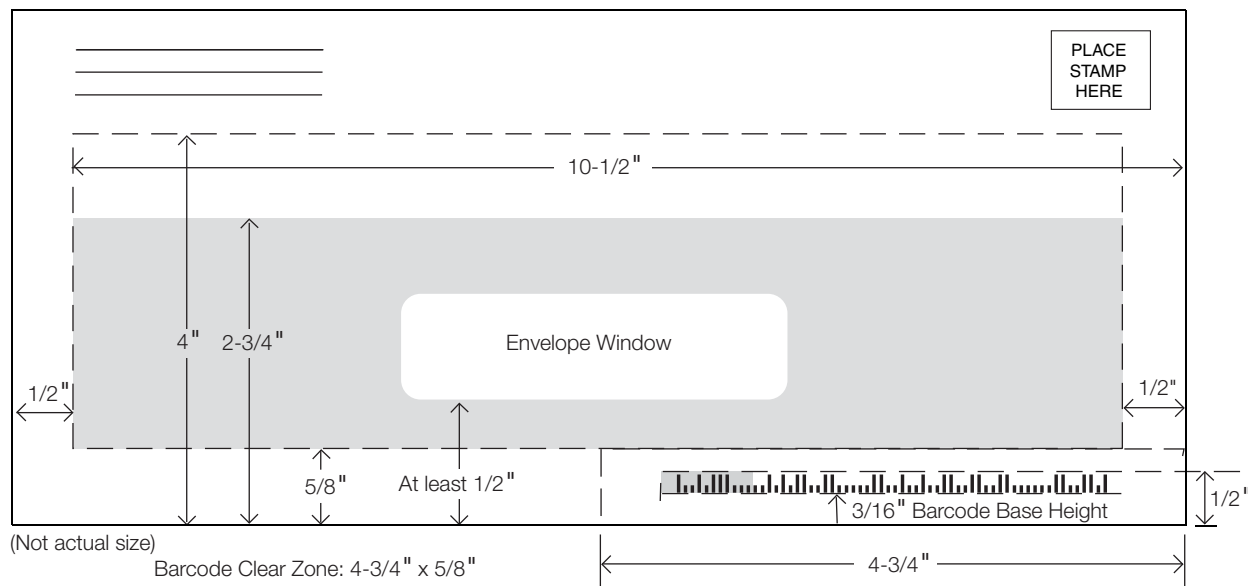
- Format of barcode bars (e.g., dimensions and spacing, [708.4.2](#)).
- Minimum clearance around barcode for barcodes printed on a mailpiece or label: 1/8 inch on left and right sides; 1/25 inch above and below barcode.
- Placement of address block barcode, lower right barcode, or barcode within a window: see page two.
- Reflectance standards for barcode and portion of mailpiece on which barcode is printed ([708.4.4](#)).

**Barcode in Address Block**  
**(202.5.0)**

When the barcode is included as part of the address block the barcode must be placed in one of these positions:

- Above the address line containing the recipient's name.
- Below the city, state, and ZIP Code line.
- Above or below the keyline information.
- Above or below the optional endorsement line.

## Physical Standards for Automation-Compatible Mail (201.3.0)



**Barcode Location:** delivery point barcode or Intelligent Mail barcode either within address block or within barcode clear zone in lower right corner of mailpiece (202.5.0).

**Address Block Barcode:** (202.5.0) Within address block (shown by dashed lines) must be:

- Rightmost bar—at least 1/2 inch from right edge of the mailpiece.
- Leftmost bar—less than 10-1/2 inches from right edge, and at least 1/2 inch from the left edge.
- Top of each bar—less than 4 inches from bottom edge of mailpiece.
- Bottom line in address block including barcode—at least 5/8 inch from bottom edge of the mailpiece.

The minimum clearance between the barcode and any information line above or below it within the address block must be at least 0.040 (1/25) inch for POSTNET barcode or 0.028 inch for an Intelligent Mail barcode. The separation between the barcode and the top line or bottom line of the address block must not exceed 0.625 (5/8) inch.

**Recommended Address Placement:**

On a letter-size piece, the recommended address placement is within the optical character reader (OCR) read area, which is a space on the address side of the mailpiece defined by these boundaries (202.2.1):

- Left: 1/2 inch from the left edge of the piece.
- Right: 1/2 inch from the right edge of the piece.
- Top: 2-3/4 inches from the bottom edge of the piece.
- Bottom: 5/8 inch from the bottom edge of the piece.

**Barcode Skew:** The combined effects of positional skew (slant or tilt of the entire barcode baseline) and rotational skew (slant or tilt of the individual barcode bars) for a barcode on a card-size or a letter-size piece must be limited to a maximum rotation of the bars of  $\pm 5$  degrees from a perpendicular to the bottom edge of the piece. The individual bars of a barcode must not shift (be vertically offset) more than 0.015 inch from the average baseline of the barcode (708.4.4.1).

**Envelope Window and Label Placement:**

- 0.125 (1/8) inch—minimum clearance between leftmost and rightmost bars and any printing or window edge.
- 0.040 (1/25) inch—minimum clearance between POSTNET barcode and top and bottom edges of window.
- 0.028 inch—minimum clearance between Intelligent Mail barcode and top and bottom edges of window.

For envelope window, a clear space must be maintained when insert is moved to its full limits in each direction within envelope (202.5.0).

**Address Label Barcode Placement:**

- 0.125 (1/8) inch—minimum clearance between the barcode and the left and right edges of the address label.
- 0.040 (1/25) inch—minimum clearance between POSTNET barcode and top and bottom edges of address label.
- 0.028 inch—minimum clearance between Intelligent Mail barcode and top and bottom edges of address label.

**For Barcode in Lower Right Corner Location:** Leftmost bar between 4-1/4 inches and 3-1/2 inches from right edge (202.5.0).

**Barcode Window:** If the barcode is printed on an insert to appear through a window in the lower right corner, see 202.5.7.

|                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Overview</b>                                         | Unenveloped letter-size mailpieces prepared for machinable or automation mailings must be sealed or glued completely along all four sides (or unsealed edges) or cured (tabbed) to prevent an open edge from jamming high-speed processing equipment. Standards for tabbing folded self-mailers, booklets, or postcards are based on basis weight of paper stock used and the location of the folded or bound edge. As an alternative to tabs or wafer seals, the open edge of the length of single-sheet self-mailers and postcards, and specific booklet designs, may be continuously glued or spot glued.                                                                                                                                                                                                                                                                |
| <b>Physical Standards</b><br>(201.3.11)                 | <p>Number and location of tabs or wafer seals are specified for particular types of letter-size mail. In all cases, additional tabs may be used.</p> <p>Tabs, wafer seals, cellophane tape, or permanent glue (continuous or spot) must not interfere with recognition of the barcode, rate marking, postage identification, or required address information. In all cases additional tabs or seals may be used. Cellophane tape is not acceptable within the barcode clear zone. Tabs or wafer seals placed in the barcode clear zone must contain a paper face meeting the standards for background reflectance and, if the barcode is not preprinted by the mailer, the standards for water-based ink.</p> <p>Adequate adhesion is required.</p> <p>Basis weight: the minimum basis for paper weight standards vary, depending on the construction of the mailpiece.</p> |
| <b>Letter-Size Folded Self-Mailers</b><br>(201.3.14)    | <p>A folded self-mailer is formed of panels that are created when one or more unbound sheets of paper are folded together and sealed to make a letter-size mailpiece. The number of sheets in the mailpiece and the number of times the sheets are folded determine the number of panels. Sheets that are bound by one or more staples are not considered folded self-mailers even when all other preparation recommendations are met.</p> <p>Folded Self-Mailer Reference Material, including mailpiece exhibits, is updated routinely. The most recent information is located at: <a href="http://ribbs.usps.gov/index.cfm?page=fsm">ribbs.usps.gov/index.cfm?page=fsm</a>.</p>                                                                                                                                                                                           |
| <b>Letter-Size Booklet-Type Mailpiece</b><br>(201.3.15) | The mailpiece must be tabbed (secured) with nonperforated 1-1/2 inch tabs, glue, or 1-1/2 inch wide tape. See DMM 201.3.15 for illustrations and design details for booklets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Postcard</b><br>(201.3.17)                           | Minimum basis weight 75 pounds, or greater, book grade paper stock. Double postcards must have folded edge at the top or bottom. The open edge must be secured with one tab in the middle.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**201b**

Quick Service  
Guide

## **Commercial Letters and Postcards**

### Using Tabs, Wafer Seals, and Glue Strips

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**Related QSGs**    [505, Business Reply Mail \(BRM\)](#)  
[604e, Meter Reply Mail \(MRM\)](#)

### **Overview** **(201.1.0)**

Courtesy Reply Mail (CRM) consists of preaddressed postcards or envelopes provided by the mailer to customers both to expedite their responses and to provide more accurate delivery. It differs from Business Reply Mail (BRM) in that no fees are required and the respondent is responsible for applying the correct postage before mailing back the card or envelope. CRM can come back faster because it is prepared with the correct address and barcode to take advantage of automated USPS processing. It is also good to use when you wish to direct replies (payments) to an address that is different from your usual mailing address. CRM templates are available on the Postal Explorer Web site at [pe.usps.com](http://pe.usps.com) by selecting "Mailpiece Design" in the left frame.

The USPS provides free of charge the facing identification mark (FIM) and the appropriate barcode to print on CRM pieces. The guidelines on page two will help optimize the use of this format.

Market research shows that providing barcoded envelopes makes good business sense:

- Barcoded reply envelopes can be processed and delivered faster by the Post Office.
- Customers save the time required to find an envelope, look up an address, and then write or type the address.
- Customers with correctly addressed return envelopes do not make addressing errors that can delay your returns.
- Customers and donors return payments and pledges significantly faster when supplied with a return envelope.
- Providers of return envelopes get remittance faster for optimum cash flow.
- Customers who are "thanked" by the back copy on the envelope flap are more likely to repeat the performance of mailing remittances or donations.
- Automated processing of properly prepared barcoded reply mail provides accurate sorting and eliminates mail delay.
- Customers have positive attitudes about creditors, marketers, and fundraisers who show thoughtfulness in providing reply envelopes.
- Providers of reply mail envelopes get orders faster, reducing inventories and their investment in them.
- Providers of reply envelopes receive and fulfill orders sooner, which improves customer relations.
- Providers using barcoded reply envelopes see faster initial response, giving them an earlier projection of future activity.

### **Barcodes** **(202.5.0)**

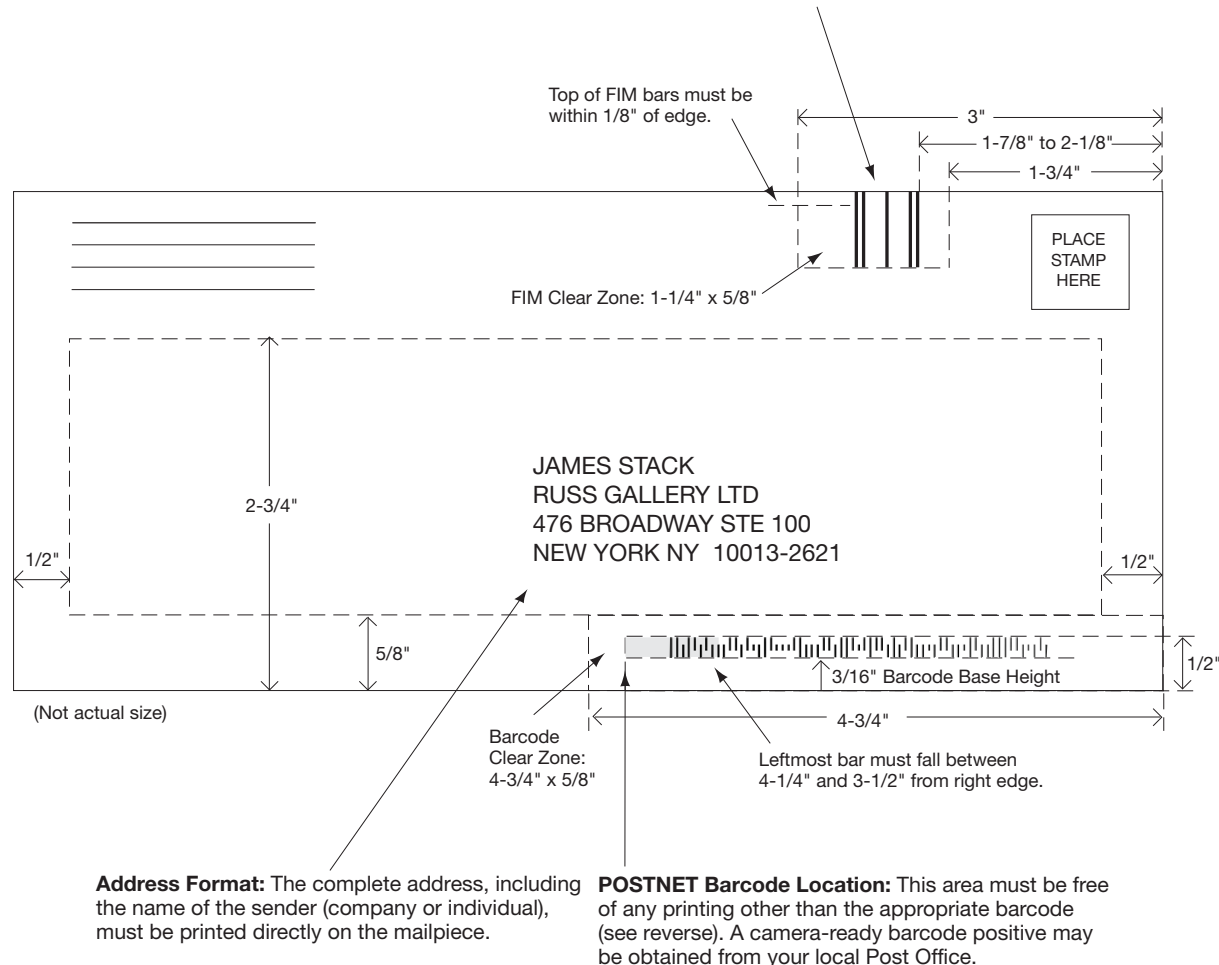
Delivery point POSTNET or Intelligent Mail barcodes may be placed either in the address block or in the lower right barcode clear zone.

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail should meet the standards in [201.3.18](#).

## Courtesy Reply Mail Layout Guidelines

**Facing Identification Mark (FIM):** Use FIM A on all courtesy reply mail postcards and letter-size mailpieces with the appropriate POSTNET barcode. This permits computerized cancellation equipment to align, postmark, and direct the mailpiece properly.

**FIM Location:** The FIM clear zone must contain no printed matter other than the FIM A pattern. FIM bars must be between 1/2 and 3/4 inch high and 0.03125 (1/32 inch) ( $\pm 0.008$  inch) wide.



**Address Format:** The complete address, including the name of the sender (company or individual), must be printed directly on the mailpiece.

**POSTNET Barcode Location:** This area must be free of any printing other than the appropriate barcode (see reverse). A camera-ready barcode positive may be obtained from your local Post Office.

**Dimensions:** Between 3-1/2 by 5 inches and 6-1/8 by 11-1/2 inches. To qualify for the card price, cards must be between 3-1/2 by 5 inches and 4-1/4 by 6 inches. Larger postcard sizes are mailable, but they are charged at the regular First-Class Mail letter price. Postcard thickness must be between 0.007 and 0.016 inch.

- If letter mail is more than 4-1/4 inches high or more than 6 inches long, it must be at least 0.009 inch thick.
- A surcharge is assessed for nonmachinable letter-size mailpieces (101.1.2).

**Ink/paper Colors and Type Styles:**

Not all colors of paper and/or ink and type styles are compatible with automated equipment. Contact your local Post Office for guidance.

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in 201.3.18.

#### Related QSG [507, Ancillary Service Endorsements](#)

**Overview** The Move Update standard is a means of reducing the number of mailpieces in a mailing that require forwarding or return by the periodic matching of a mailer's address records with change-of-address orders received and maintained by the Postal Service. Mailers who claim presorted or automation prices for First-Class Mail or Standard Mail must demonstrate that they have updated their mailing list within 95 days before the mailing date.

The Postal Service offers four preapproved methods: Address Change Service (ACS), National Change of Address Linkage System (NCOA<sup>Link</sup>), *FASTforward*, and ancillary service endorsements except for Forwarding Service Requested. Alternative methods that require separate approval also are offered for First-Class Mail. Mailers must use one of the preapproved or alternative methods to meet the Move Update standard.

The Move Update standard is met when an address used on a mailpiece in a mailing for any class of mail is updated with an approved method and the same address is used in a commercial First-Class Mail or Standard Mail mailing within 95 days after the address has been updated. Except for mail bearing an alternative address format, addresses used on all pieces claiming Standard Mail prices are required to meet the Move Update standard.

**Address Change Service**  
**(507.4.2)** Address Change Service (ACS) is an electronic enhancement to traditional, manual methods of providing change-of-address (COA) information to mailers. The system is designed to reduce the volume of manual (printed) address-correction notifications handled by both the Postal Service and mailers and to centralize and automate the provision of address correction information to mailers. Mailers add a unique mailer identification code to the address area of their mailpieces to identify them as ACS participants.

ACS may be used on any class of mail to qualify the addresses in a mailing list that is also used for First-Class Mail or Standard Mail mailings. First-Class Mail mailers who are ACS participants may use the ancillary service endorsement "Change Service Requested" to receive an electronic notice of the change-of-address information and prevent the mailpiece from being forwarded to the new address or returned to the sender. Electronic notices can be obtained on a variety of electronic media.

A mailer may determine the frequency with which to use an ancillary endorsement and ACS participant code, as long as the mailer can certify that each address in a First-Class Mail or Standard Mail mailing has been updated for customer moves within 95 days before the mailing date.

ACS is available for First-Class Mail, Periodicals, and Standard Mail. ACS is available monthly, weekly, or more frequently, depending on the needs and ACS volume of the mailer.

See example of an ACS code in [Quick Service Guide 708](#), Optional Information Lines.

Benefits:

- ACS provides significant cost-saving benefits to mailers and the Postal Service.
- ACS participants can use electronically generated address correction information to update their mailing lists more easily and in a more timely manner.

**National Change of Address Linkage System**  
**(602.5.0)** National Change of Address Linkage System (NCOA<sup>Link</sup>) is an address correction service provided to mailers through companies licensed by the Postal Service. Updated change-of-address information for the entire country is provided on a regular basis to the licensees by the Postal Service. The licensees match mailing lists submitted to them by mailers on tape or disk against the computerized information. If a match is made, NCOA<sup>Link</sup> can correct the address before it is printed.

Benefits:

- Reduces undeliverable mail by providing the most current address information, including standardized and delivery point coded addresses, for matches made to the NCOA<sup>Link</sup> file for individual, family, and business moves.
- Prevents remailings after address corrections are received because the address correction is applied prior to the mailing.
- Reduces mailer costs by reducing the number of undeliverable mailpieces.
- Provides faster product/service marketing through accurate mail delivery.

For more information about NCOA<sup>Link</sup>, including a list of licensees, see Postal Explorer ([pe.usps.com](http://pe.usps.com)) > Address Quality > Address Management Services > Move Update > [NCOA<sup>Link</sup> Systems](#).

***FASTforward***  
**(507.4.3)** The *FASTforward* system consists of a Postal Service-owned and user-licensed computer system containing *FASTforward* name- and address-matching software and a change-of-address database. The *FASTforward* database is updated weekly.

Multiline optical character readers (MLOCRs) – Licensed *FASTforward* MLOCr users must obtain an approved interface from their MLOCr vendors.

For a list of *FASTforward* licensees, see Postal Explorer ([pe.usps.com](http://pe.usps.com)) > Address Quality > Address Management Services > Move Update > *FASTforward* > Licensees.

Benefits: When *FASTforward* is used in conjunction with either MLOCr (and/or RVE) processing, mailpieces avoid the delays associated with traditional mail forwarding.

#### Ancillary Service Endorsements (507.1.5)

Any mailer may use one of the four ancillary service endorsements below to request a notification of the addressee's new address and provide the Postal Service with instruction on how to handle undeliverable-as-addressed mail. When these endorsements are used without participation in ACS, manual notices are provided. The handling of Standard Mail items participating in ACS may be different than noted below. See DMM [Exhibit 507.1.5.3a](#).

Mailers may use the following endorsements with First-Class Mail and Standard Mail service to initiate this updating method:

**Address Service Requested:** The mailpiece is forwarded to the new location when possible and a printed notice is returned to the mailer with the new address information. This notice is then used by the mailer to update the address list.

- Months 1-12: the mailpiece is forwarded at no charge; the mailer is provided a separate notice of new address and charged an address correction fee.
- Months 13-18: for First-Class Mail, the mailpiece is returned with the new address attached at no charge. For Standard Mail, the mailpiece is returned at a weighted fee. The weighted fee is 2.472 times the applicable single-piece First-Class Mail or Priority Mail postage.
- After month 18 or if undeliverable at any time: the mailpiece is returned with reason for nondelivery. Fee charged for Standard Mail

**Return Service Requested:** The mailpiece is returned with the new address information affixed. No forwarding service is provided. The return of First-Class Mail is provided at no charge. Standard Mail is returned at either the single-piece First-Class Mail or Priority Mail price, depending on the weight of the piece. The mailer then updates the address information in the file and may mail a new piece to the new address.

**Change Service Requested:** A separate notice of new address or reason for nondelivery is provided (in either case, an electronic address correction fee is charged); USPS disposes of the mailpiece. This endorsement is available only when used in conjunction with electronic Address Change Service for First-Class Mail pieces.

**Temp-Return Service Requested:** This endorsement is only available for First-Class Mail pieces. The mailpiece is returned with the new address or reason for nondelivery attached. If this is a temporary change of address, the piece is forwarded; no separate notice of new temporary change-of-address is provided.

For an address to meet the Move Update requirement by this method, the mailer must send at least one letter or card to the address with an approved ancillary service endorsement within 95 days before reuse of the address in a First-Class Mail mailing. To complete the Move Update process, the mailer must make the address changes received as a result of the use of the approved ancillary service endorsement. It is recommended that mailers retain address correction records for up to two years.

Benefits: Ancillary service endorsements allow the sender to obtain, on request, the addressee's new (forwarding) address (if the addressee filed a change-of-address order with the Postal Service) or the reason for nondelivery. These endorsements also provide the Postal Service with instructions for the disposition of undeliverable-as-addressed mail.

#### Alternative Methods (602.5.0)

Mailer Move Update Process Certification and USPS-approved alternative methods for mailers with legitimate restrictions on incorporating USPS-supplied change-of-address information into their mailing lists. The National Customer Support Center administers and approves both Mailer Move Update Process Certification and alternative methods.

#### Additional Information

*Phone:* National Customer Support Center (NCSC) at (800) 238-3150.

*Internet:* Postal Explorer ([pe.usps.com](http://pe.usps.com)) > Address Quality > Address Management Services > [Move Update](#).

### Physical Standards (201)

|           | Minimum      | Maximum       |
|-----------|--------------|---------------|
| Length    | 5 inches     | 11-1/2 inches |
| Height    | 3-1/2 inches | 6-1/8 inches  |
| Thickness | 0.007        | 1/4 inch      |

Maximum weight: 3.5 ounces. All letter-size pieces over 3.5 ounces are prepared as letters and charged the flat-size prices.

For an overview of the physical standards for commercial letters and postcards, see [Quick Service Guide 201](#).

### Prices and Fees (233.1.0)

Postage is based on the weight of each addressed piece. First-Class Mail letters are charged per ounce or fraction thereof; any fraction of an ounce is considered a whole ounce.

Letters are subject to a nonmachinable surcharge if they meet any of the characteristics in [201.2.1](#). The nonmachinable characteristics do not apply to pieces mailed at postcard prices.

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. First-Class Mail may also be used for most mailable items, including advertisements and lightweight merchandise.

### Eligibility Standards (233.4.0)

Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must be letter-size and meet one of the nonmachinable criteria in [201.1.0](#). Pieces mailed at card prices and pieces mailed at letter prices must meet separate 500-piece minimums.

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 method (e.g., ACS, NCOA<sup>Link</sup>, *FASTforward*, or the appropriate ancillary service endorsement except Forwarding Service Requested, under [507.1.5](#)). For an overview of the Move Update standards, see [Quick Service Guide 230a](#).

A certified process ([233.3.6](#)) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes.

Mailers can apply Repositionable Notes for an additional charge. See [705.23.0](#).

### 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-R](#), [PS Form 3600-EZ](#), or approved facsimile.
- 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 (235.5.3)

Mark each piece "Presorted" or "PRSRT" and "First-Class Mail" in the postage area. For optional marking location, see [202.3.0](#).

When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that result in the fewest total number of trays for that presort level.

Use 2-inch tray labels ([245.4.0](#)).

Trays sleeved and strapped ([235.3.4](#)). See [235.3.5](#) for exceptions to strapping for mixed ADC trays and mailings that originate and destinate in delivery area of same SCF.

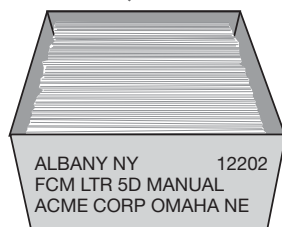
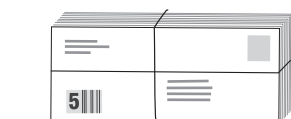
### Enter and Deposit (236)

Mailing entered at an acceptance point designated by USPS.

**Bundling and Traying Sequence (235.5.3)****5-Digit**

**Bundles:** Required, pieces must be bundled if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a bundle not permitted. Bundling not required if sufficient quantity to fill a 5-digit tray.

**Labels:** Red Label 5 or optional endorsement line (OEL) (708.7.0).



**Trays:** Required, full trays only for pieces to same 5-digit ZIP Code; bundling not required; less-than-full trays not permitted.

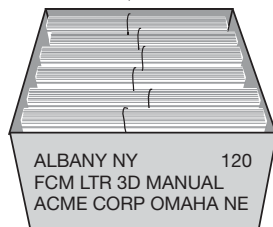
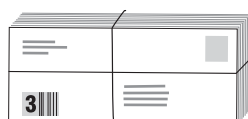
**Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail.

**Price:** Presorted

**3-Digit**

**Bundles:** Required, pieces must be bundled if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a bundle not permitted.<sup>1</sup>

**Labels:** Green Label 3 or OEL.



**Trays:** Required, full trays only for bundles to same 3-digit ZIP Code prefix; less-than-full trays not permitted.

Exception: One less-than-full tray must be prepared for any remaining bundles for each origin 3-digit ZIP Code prefix.

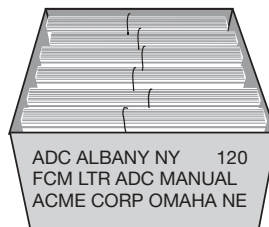
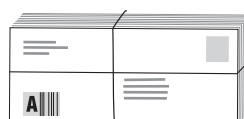
**Labels:** For Line 1, use L002, Column A, for destination facility.

**Price:** Presorted

**ADC**

**Bundles:** Required, pieces must be bundled if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a bundle not permitted.<sup>1</sup>

**Labels:** Pink Label A or OEL.



**Trays:** Required, full trays only for bundles to same ADC (see L004); less-than-full trays not permitted.

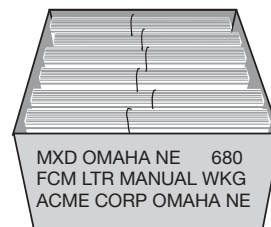
**Labels:** For Line 1, use L004, Column B, for destination facility.

**Price:** Presorted

**Mixed ADC**

**Bundles:** Required, any remaining pieces must be bundled in mixed ADC bundles.

**Labels:** Tan Label X or OEL.



**Trays:** Required for any remaining bundles placed in mixed ADC trays; only one less-than-full tray permitted.

**Labels:** For Line 1, use L201. For mail originating in 3-digit ZIP Codes in Column A, use "MXD" followed by city/state/3-digit ZIP Code in Column C.

**Price:** Presorted

Bundling required in mailings consisting entirely of postcard-size pieces and for other pieces in less-than-full trays. The maximum bundle thickness is 6 inches (601.2.0).

1. Bundling not required if sufficient quantity to fill a tray and none of the mail in the tray would have been more finely sorted if bundled (601.2.0).

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Physical Standards (201)</b>                | Maximum weight: 3.3 ounces.<br>For an overview of the physical standards for commercial letters and cards, see <a href="#">Quick Service Guide 201</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Prices and Fees (233.1.0)</b>               | For a complete listing of commercial First-Class Mail prices, see <a href="#">Notice 123–Price List</a> .<br>Annual presort mailing fee applies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Content (233.2.0)</b>                       | First-Class Mail is required for personal correspondence, handwritten or typewritten material, and bills or statements of account. It also may be used for any mailable item including advertisements and lightweight merchandise.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Eligibility Standards (233.4.0)</b>         | Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must be machinable; see <a href="#">201.1.0</a> . Pieces mailed at card prices and pieces mailed at letter prices must meet separate 500-piece minimums.<br><br>Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code.<br><br>Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA <sup>Link</sup> , <i>FASTforward</i> , or the appropriate ancillary service endorsement except Forwarding Service Requested. under <a href="#">507.1.5</a> ). For an overview of the Move Update standards, see <a href="#">Quick Service Guide 230a</a> .<br><br>A certified process ( <a href="#">233.3.6</a> ) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes.<br><br>Mailers can apply Repositionable Notes to letters for an additional charge. See <a href="#">705.23.0</a> . |
| <b>Postage Payment and Documentation (234)</b> | Precanceled stamp ( <a href="#">604.3.0</a> ), meter ( <a href="#">604.4.0</a> ), or permit imprint ( <a href="#">604.5.0</a> ).<br>Additional standards apply to mailings of nonidentical-weight pieces.<br>Documentation: <ul style="list-style-type: none"><li>■ Postage statement: <a href="#">PS Form 3600-R</a>, <a href="#">PS Form 3600-EZ</a>, or approved facsimile.</li><li>■ Supporting documentation: required unless correct price 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).</li></ul>                                                                                                                                                                                                                                                                                                                                                |
| <b>Mail Preparation (235)</b>                  | Mark each piece: “Presorted” or “PRSRT” and “First-Class Mail” in the postage area. For optional marking location, see <a href="#">202.3.0</a> .<br><br>When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that result in the fewest total number of trays for that presort level.<br><br>Use 2-inch tray labels ( <a href="#">245.4.0</a> ) or barcoded tray label (recommended) ( <a href="#">235.4.1</a> ).<br><br>Trays sleeved and strapped ( <a href="#">235.3.4</a> ). See <a href="#">235.3.5</a> for exceptions to strapping for mixed AADC trays and mailings that originate and destinate in delivery area of same SCF.                                                                                                                                                                                                                                           |
| <b>Enter and Deposit (236)</b>                 | Mailing entered at an acceptance point designated by USPS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

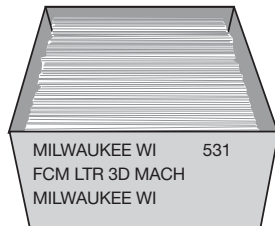
## Traying Sequence (235.5.2)

**3-Digit Origin**

**Trays:** Required, trays must be prepared for any pieces to each origin 3-digit ZIP Code; one less-than-full tray permitted for each origin ZIP Code.

**Labels:** For Line 1, use L002, Column A. For Line 2, use "FCM LTR 3D MACH."

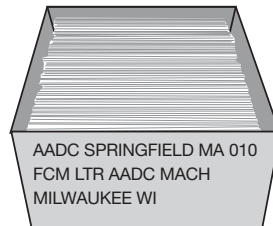
**Price:** Presorted

**AADC**

**Trays:** Required, full trays for pieces to same AADC (see L801); pieces grouped by 3-digit ZIP Code; less-than-full trays not permitted.

**Labels:** For Line 1, use L801, Column B, for destination facility. For Line 2, use "FCM LTR AADC MACH."

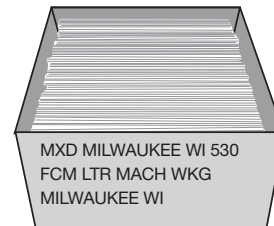
**Price:** Presorted

**Mixed AADC**

**Trays:** Required for any remaining pieces placed in mixed AADC trays; pieces grouped by AADC; only one less-than-full tray permitted.

**Labels:** For Line 1, use L201. For mail originating in 3-digit ZIP Codes in Column A, use "MXD" followed by city/state/3-digit ZIP Code in Column C. For Line 2, use "FCM LTR MACH WKG."

**Price:** Presorted



Bundling not permitted in full trays. Bundling required in mailings consisting entirely of card-size pieces and for pieces placed in less-than-full 3-digit and mixed AADC trays.

**Related QSGs**    [201b, Using Tabs, Wafer Seals, and Glue Strips](#)  
[230a, First-Class Mail Move Update](#)

**Physical  
Standards  
(201)**

Maximum weight: 3.5 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 [201.3.6](#).

For an overview of the physical standards for commercial letters and cards, see [Quick Service Guide 201](#).

**Prices and Fees  
(233.1.0)**

For a complete listing 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 also may be used for any mailable item including advertisements and lightweight merchandise.

**Eligibility  
Standards  
(233.5.0)**

Mailings of 500 or more addressed pieces, 100% delivery point or Intelligent Mail barcoded, sorted, and marked as described below. All pieces must be automation-compatible ([201.3.0](#)). Pieces mailed at card prices and pieces mailed at letter prices must meet separate 500-piece minimums.

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

For address standards, see [233.5.5](#); for barcode standards see [708.4.0](#); and for CASS/MASS standards see [708.3.0](#).

Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA<sup>Link</sup>, *FASTforward*, or the appropriate ancillary service endorsement except Forwarding Service Requested, under [507.1.5](#)). For an overview of the Move Update standards, see [Quick Service Guide 230a](#).

Addresses must be matched using CASS/MASS-certified process within 180 days before mailing.

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and metered reply mail) provided as enclosures must meet the standards in [201.3.18](#).

Mailers can apply Repositionable Notes to letters for an additional charge. See [705.23.0](#).

**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-R](#) or approved facsimile.

■ [PS Form 3553](#) must be retained for 1 year ([708.3.5.2](#)).

■ Supporting documentation: required unless correct price 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)**

Mark each piece: “First-Class Mail,” and “AUTO” in the postage area. For optional marking location, see [202.3.0](#). Pieces bearing a delivery point POSTNET or Intelligent Mail barcode in the address block or on an insert visible through a window do not require the additional “AUTO” marking. Pieces not marked “AUTO” must bear both the “Presorted” or “PRSRT” and “First-Class Mail” markings. For price markings applied by MLOCs, see [202.3.6](#). Pieces not claimed at an automation price must not be marked “AUTO” unless single-piece postage is affixed or a corrective single-piece price marking is applied under [235.5.1.2](#).

When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that result in the fewest total number of trays for that presort level.

Barcoded tray labels required ([235.4.9](#)).

Trays sleeved and strapped ([235.3.4](#)). See [235.3.5](#) for exceptions to strapping for mixed AADC trays and mailings that originate and destinate in delivery area of same SCF.

**Enter and  
Deposit  
(236)**

Mailing entered at an acceptance point designated by USPS.

## Traying Sequence (235.6.0)

**5-Digit/Scheme<sup>1</sup>**

**Trays:** Optional, but required for 5-digit price. 150-piece minimum to same 5-digit/scheme destination; bundling not permitted except for card-sized pieces; only one overflow tray permitted per destination.<sup>2</sup>

**Barcoded Labels:** Line 1: For 5-digit scheme trays, use destination in City State Product. For 5-digit trays, use city, state, and 5-digit ZIP Code on mail.

**Price:** 5-Digit

**3-Digit/Scheme**

**Trays:** Optional, but required for 3-digit prices; 150 pieces to same 3-digit/scheme destination; bundling not permitted; only one overflow tray permitted per destination.<sup>2</sup>

Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining pieces for each 3-digit/scheme of SCF serving post office where mail is verified.

**Barcoded Labels:** For Line 1, use L002, Column B, for destination facility.

**Price:** 3-Digit or AADC<sup>3</sup>

**AADC**

**Trays:** Optional, but required for AADC price; 150 pieces to same AADC; bundling not permitted; overflow pieces from 3-digit trays grouped by 3-digit/scheme destination; only one overflow tray permitted per destination.<sup>2</sup>

**Barcoded Labels:** For Line 1, use L801, Column B for destination facility.

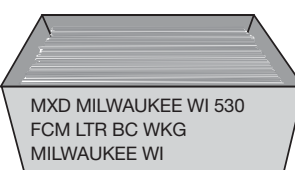
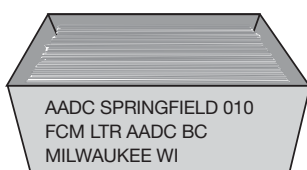
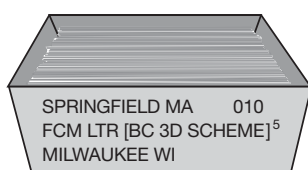
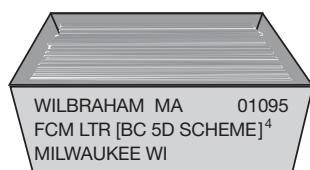
**Price:** AADC

**Mixed AADC**

**Trays:** Required for all remaining pieces placed in mixed AADC trays; overflow pieces from AADC trays grouped by AADC; only one less-than-full mixed AADC tray permitted per mailing.

**Barcoded Labels:** For Line 1, use L201. For mail originating in 3-digit ZIP Codes in Column A, use "MXD" followed by city/state/3-digit ZIP Code in Column C.

**Price:** Mixed AADC



Bundling required for mailings consisting entirely of card-size pieces and for pieces in overflow and less-than-full trays. The maximum thickness for a bundle is 6 inches.

1. For the 5-digit price, prepare all possible 5-digit scheme trays, then prepare all possible 5-digit trays.
2. Instead of preparing overflow trays with fewer than 150 pieces, mailers may include these pieces in an existing qualified tray of at least 150 or more pieces at the next tray level. The price is based on the overflow tray that would have been made (i.e., pieces placed in a 3-digit tray in lieu of 5-digit overflow trays are eligible for the 5-digit price). Pieces placed in the next tray level must be grouped by destination and placed in the front or back of the tray. This option may be used selectively for 3-digit/scheme and AADC ZIP Codes. The overflow option does not apply to 3-digit origin trays.
3. AADC price for any 3-digit/scheme tray for the origin SCF area containing fewer than 150 pieces.
4. Use "5D BC" on 5-digit trays; on 5-digit scheme trays, use "BC 5D SCHEME."
5. Use "3D BC" on 3-digit trays; on 3-digit scheme trays, use "BC 3D SCHEME" and, if applicable, as shown in L002, Column B, followed by the letter "A," "B," or "C."

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

**Physical  
Standards  
(201.2.0)**

Maximum weight: less than 16 ounces.

For an overview of the physical standards for commercial letters and cards, see [Quick Service Guide 201](#).

**Prices and Fees  
(243.1.0)**

For a complete listing of commercial Standard Mail prices, see [Notice 123–Price List](#).

Nonmachinable prices apply to pieces that have one or more of the nonmachinable criteria in [201.2.1](#).

There are no Standard Mail card prices; cards may be mailed at letter prices.

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF or SCF ([246.2.0](#)).

Annual presort mailing fee applies ([243.1.5](#)).

**Content  
(243.2.0)**

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 ([703.1.0](#)).

**Eligibility  
Standards  
(243.5.0)**

Mailings of 200 or more addressed pieces sorted and marked as described below. All pieces must meet one of the nonmachinable criteria in [201.2.0](#). Pieces are eligible if not required to be mailed at First-Class Mail prices or not eligible for Periodicals prices. Nonprofit prices require specific authorization ([703.1.0](#)).

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

A certified process ([243.3.8](#)) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes.

Mailers can apply Repositionable Notes for an additional charge. See [705.23.0](#).

Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA<sup>Link</sup>, *FASTforward*, or the appropriate ancillary service endorsement (except Forwarding Service Requested) under [507.1.5.3](#)). For an overview of the Move Update standards, see [Quick Service Guide 230a](#).

**Postage  
Payment and  
Documentation  
(244)**

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:

■ **Regular:** [PS Form 3602-R](#), [PS Form 3602-EZ](#), or approved facsimile.

■ **Nonprofit:** [PS Form 3602-N](#), [PS Form 3602-NZ](#), or approved facsimile.

■ 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  
(245)**

Marking on each piece in the postage area ([202.3.0](#)):

■ **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”

■ **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”

When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that result in the fewest total number of trays for that presort level.

Use 2-inch tray label ([245.4.0](#)).

Trays on pallets ([705.8.5](#)) are permitted and preferred.

Trays sleeved and strapped ([245.3.4](#)). See [245.3.5](#) for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

**Enter and  
Deposit  
(246)**

Mailing entered at an acceptance point designated by USPS.

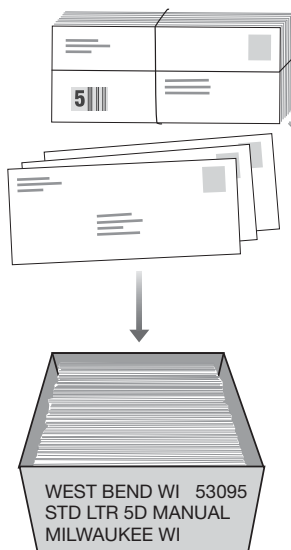
## Preparation

## Bundling and Traying Sequence (245.5.4)

## 5-Digit

**Bundles:** Required, pieces must be bundled if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a bundle not permitted. Except for card-size pieces, bundling not required if sufficient quantity to fill a 5-digit tray.

**Labels:** Red Label 5 or optional endorsement line (OEL) (708.7.0).



**Trays:** Required, 150-piece minimum for pieces to same 5-digit ZIP Code; bundling not required; overflow mail permitted.<sup>2</sup>

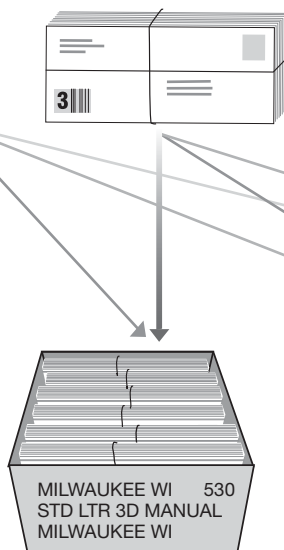
**Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, use "STD LTR 5D MANUAL."

**Price:** Nonmachinable 5-Digit

## 3-Digit

**Bundles:** Required, pieces must be bundled if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a bundle not permitted.<sup>1</sup>

**Labels:** Green Label 3 or OEL.



**Trays:** Required, 150-piece minimum for bundles to the same 3-digit ZIP Code; overflow mail permitted.<sup>2, 3</sup>

**Labels:** For Line 1, use L002, Column A, for destination facility. For Line 2, use "STD LTR 3D MANUAL."

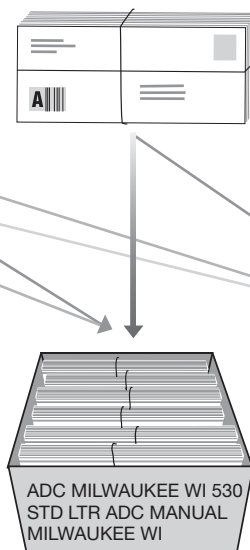
**Optional:** Tray may be prepared for any remaining bundles for each origin 3-digit ZIP Code prefix.

**Price:** Nonmachinable 3-Digit or Nonmachinable ADC<sup>4</sup>

## ADC

**Bundles:** Required, pieces must be bundled if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a bundle not permitted.<sup>1</sup>

**Labels:** Pink Label A or OEL.



**Trays:** Required, 150-piece minimum for bundles to same ADC (see L004); overflow mail permitted.<sup>2, 3</sup>

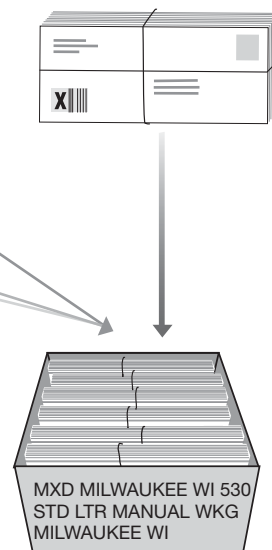
**Labels:** For Line 1, use L004, Column B, for destination facility. For Line 2, use "STD LTR ADC MANUAL."

**Price:** Nonmachinable ADC

## Mixed ADC (Required)

**Bundles:** Any remaining pieces must be bundled in mixed ADC bundles.

**Labels:** Tan Label X or OEL.



**Trays:** Required for any remaining bundles placed in mixed ADC trays.

**Labels:** For Line 1, use "MXD" followed by city, state, and ZIP Code of origin ADC facility in L011, Column B. For Line 2, use "STD LTR MANUAL WKG."

**Price:** Nonmachinable Mixed ADC

1. Mailers must bundle pieces in less-than-full trays and all pieces in mailings consisting entirely of card-sized pieces.
2. Except as noted in footnote 1, bundling not required if sufficient quantity to fill a tray and none of the mail in the tray would have been more finely sorted if bundled (601.2.0).
3. Mailers may include overflow pieces in an existing qualified tray of at least 150 or more pieces at either of the next two tray levels. For example, 50 overflow pieces for ZIP Code 03431 may be placed in an existing 3-digit 034 tray, or if no 034 tray exists, in an existing ADC 030 tray. The 50 overflow pieces would still qualify for the 5-digit price if the total number of pieces for 03431 is 150 or more.
4. Nonmachinable ADC price for pieces placed in 3-digit origin/entry tray.

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

**Physical  
Standards  
(201)**

Maximum weight: 3.3 ounces.

For an overview of the physical standards for commercial letters and cards, see [Quick Service Guide 201](#).

**Prices and Fees  
(243.1.0)**

For a complete listing of commercial Standard Mail prices, see [Notice 123–Price List](#).

For pieces over 3.3 ounces, see Standard Mail nonmachinable letter prices in [243.1.3](#) or [243.1.4](#).

There are no Standard Mail card prices; cards may be mailed at letter prices.

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF or SCF ([246.2.0](#)).

Annual presort mailing fee applies.

**Content  
(243.2.0)**

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 ([703.1.0](#)).

**Eligibility  
Standards  
(243.5.0)**

Mailings of 200 or more addressed pieces, sorted and marked as described below. All pieces must be machinable under [201.1.0](#). Pieces are eligible if not required to be mailed at First-Class Mail prices or not eligible for Periodicals prices. Nonprofit prices require specific authorization ([703.1.0](#)).

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

A certified process ([243.3.8](#)) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes.

Mailers can apply Repositionable Notes for an additional charge. See [705.23.0](#).

Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA<sup>Link</sup>, *FASTforward*, or the appropriate ancillary service endorsement (except Forwarding Service Requested) under [507.1.5.3](#)). For an overview of the Move Update standards, see [Quick Service Guide 230a](#).

**Postage  
Payment and  
Documentation  
(244)**

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:

■ **Regular:** [PS Form 3602-R](#), [PS Form 3602-EZ](#), or approved facsimile.

■ **Nonprofit:** [PS Form 3602-N](#), [PS Form 3602-NZ](#), or approved facsimile.

■ 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  
(245)**

Marking on each piece in the postage area ([202.3.0](#)):

■ **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”

■ **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”

When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that result in the fewest total number of trays for that presort level.

Use 2-inch tray label ([245.4.0](#)) or barcoded tray label (recommended) ([245.4.9](#)).

Trays on pallets ([705.8.5](#)) are permitted and preferred.

Trays must be sleeved and strapped ([245.3.4](#)). See [245.3.5](#) for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF and for trays not processed at a NDC.

Strapping not required on trays placed on SCF pallets that are secured with stretchwrap.

**Enter and  
Deposit  
(246)**

Mailing entered at an acceptance point designated by USPS.

## Preparation

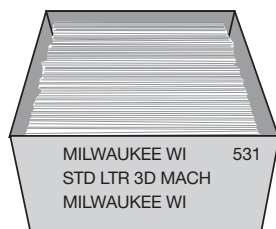
## Traying Sequence (245.5.3)

## 3-Digit Origin/Entry

**Trays:** Optional, trays may be prepared for each origin 3-digit tray; one less-than-full tray permitted.

**Labels:** For Line 1, use L002, Column A, for destination facility. For Line 2, use "STD LTR 3D MACH."

**Price:** Machinable AADC

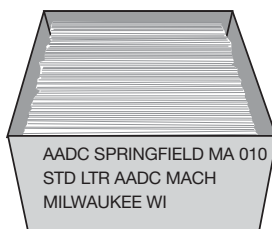


## AADC

**Trays:** Optional, but required for AADC price; 150-piece minimum to the same AADC, (see L801); one less-than-full/overflow tray permitted.<sup>1</sup>

**Labels:** For Line 1, use L801, Column B for destination facility. For Line 2, use "STD LTR AADC MACH."

**Price:** Machinable AADC

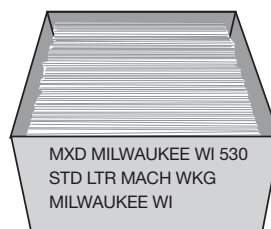


## Mixed AADC

**Trays:** Required for any remaining pieces placed in mixed AADC trays; one less-than-full/overflow tray permitted.

**Labels:** For Line 1, use L011, Column B (for NDC/ASF entry, use L010, Column B). For Line 2, use "STD LTR MACH WKG."

**Price:** Machinable Mixed AADC



Bundling not permitted except for mailings of card-size pieces and for pieces placed in less-than-full 3-digit origin or mixed AADC trays.

1. Instead of preparing overflow trays, mailers may include pieces in the mixed AADC trays. Pieces placed in a mixed AADC tray in lieu of an AADC overflow tray are eligible for the AADC price. Pieces must be grouped by destination and placed in the front or back of the tray.

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

**Physical  
Standards  
(201)**

Maximum weight: 3.5 ounces.

Heavy letter mail weighing more than 3 ounces must have a barcode in the address block and be prepared in a sealed envelope under [201.3.6](#).

For an overview of the physical standards for commercial letters and cards, see [Quick Service Guide 201](#).

**Prices and Fees  
(243.1.0)**

For a complete listing of commercial Standard Mail prices, see [Notice 123–Price List](#).

Letters that weigh more than 3.3 ounces but not more than 3.5 ounces pay piece/pound postage but receive a discount (see [243.7.6](#)).

There are no Standard Mail card prices; cards may be mailed at letter prices.

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF or SCF ([246.2.0](#)).

Annual presort mailing fee applies.

**Content  
(243.2.0)**

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 ([703.1.0](#)).

**Eligibility  
Standards  
(243.7.0)**

Mailings of 200 or more addressed pieces must be 100% delivery point POSTNET, or Intelligent Mail barcoded ([708.4.0](#)), sorted, and marked as described below. All pieces must be automation compatible ([201.3.0](#)). Pieces are eligible if not required to be mailed at First-Class Mail prices or not eligible for Periodicals prices. Nonprofit prices require specific authorization ([703.1.0](#)).

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

For address standards, see [243.7.5](#); for barcode quality standards, see [708.4.0](#) and CASS/MASS standards in [708.3.0](#).

Addresses matched using CASS/MASS-certified process within 180 days before mailing date.

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and metered reply mail) provided as enclosures must meet the standards in [201.3.18](#).

Mailers can apply Repositionable Notes for an additional charge. See [705.23.0](#).

Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA<sup>Link</sup>, *FASTforward*, or the appropriate ancillary service endorsement (except Forwarding Service Requested) under [507.1.5.3](#)). For an overview of the Move Update standards, see [Quick Service Guide 230a](#).

**Postage  
Payment and  
Documentation  
(244)**

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:

**Regular:** [PS Form 3602-R](#), or approved facsimile.

**Nonprofit:** [PS Form 3602-N](#), or approved facsimile.

■ [PS Form 3553](#) must be retained for 1 year ([708.3.5.2](#)).

■ 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  
(245.7.0)**

Marking on each piece in the postage area ([202.3.0](#)):

■ **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”

■ **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”

Pieces with a delivery point POSTNET or Intelligent Mail barcode printed in the barcode clear zone must also bear an “AUTO” marking. For price markings applied by a MLOCR, see [202.3.6](#). Pieces not claimed at an automation price must not bear an “AUTO” marking unless First-Class Mail single-piece postage is affixed or a corrective single-piece price marking is applied.

When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that result in the fewest total number of trays for that presort level.

Barcoded tray labels required ([245.4.9](#)).

Trays on pallets ([705.8.5](#)) are permitted and preferred.

Trays must be sleeved and strapped ([246.3.4](#)). See [245.3.5](#) for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

## Preparation

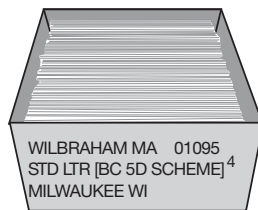
## Traying Sequence (245.7.5)

5-Digit/Scheme<sup>1</sup>

**Trays:** Optional, but 5-digit/scheme trays required for price. 150-piece minimum to same 5-digit/scheme destination; only one overflow tray permitted per destination.<sup>2</sup>

**Barcoded Labels:** For Line 1: For 5-digit scheme trays, use destination in City State Product. For 5-digit trays, use city, state, and 5-digit ZIP Code on mail.

**Price:** 5-Digit



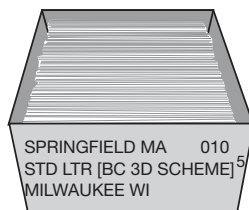
## 3-Digit/Scheme

**Trays:** Optional, but required for 3-digit price; at least 150 pieces to same 3-digit/scheme destination; only one overflow tray permitted per destination.<sup>2</sup>

Optional: One less-than-full tray may be prepared for any remaining pieces for each 3-digit/scheme of SCF serving post office where mail is verified.

**Barcoded Labels:** For Line 1, use L002, Column B, for destination facility.

**Price:** 3-Digit or AADC<sup>3</sup>

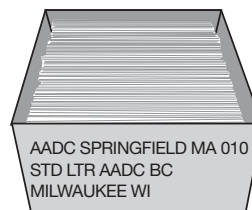


## AADC

**Trays:** Optional, but required for AADC price; at least 150 pieces to same AADC (see L801); group pieces by 3-digit/scheme when overflow pieces from 3-digit trays are placed in AADC trays; only one overflow tray permitted per destination.<sup>2</sup>

**Barcoded Labels:** For Line 1, use L801, Column B, for destination facility.

**Price:** AADC

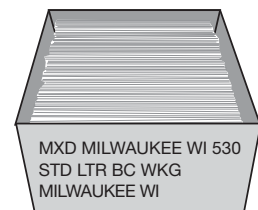


## Mixed AADC

**Trays:** Required for all remaining pieces placed in mixed AADC trays; group pieces by AADC when overflow pieces from AADC trays are placed in mixed AADC trays; only one less-than-full tray permitted per mailing.

**Barcoded Labels:** For Line 1, L011, Column B (for NDC/ASF entry, use L010, Column B).

**Price:** Mixed AADC



Bundling not permitted except for mailings of card-size pieces and for pieces in overflow and less-than-full trays. The maximum thickness for a bundle is 6 inches.

1. For the 5-digit price, all possible 5-digit scheme trays must be prepared, then all possible 5-digit trays.
2. Instead of preparing overflow trays with fewer than 150 pieces, mailers may include these pieces in an existing qualified tray of at least 150 or more pieces at the next tray level. The price is based on the overflow tray that would have been made (i.e., pieces placed in a 3-digit tray in lieu of 5-digit overflow trays are eligible for the 5-digit price). Pieces placed in the next tray level must be grouped by destination and placed in the front or back of the tray. This option may be used selectively for 3-digit/scheme and AADC ZIP Codes. The overflow option does not apply to origin/entry 3-digit trays.
3. AADC price for any 3-digit/scheme tray for the origin SCF area containing fewer than 150 pieces.
4. Use "5D BC" on 5-digit trays; use "BC 5D SCHEME" on 5-digit scheme trays.
5. Use "3D BC" on 3-digit trays; use "BC 3D SCHEME" on 3-digit scheme trays and, if applicable, as shown in L002, Column B, followed by the letter "A," "B," or "C."

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

**Physical  
Standards  
(201)**

Maximum weight: 3.5 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 [201.3.6](#).  
For an overview of the physical standards for commercial letters and cards, see [Quick Service Guide 201](#).

**Prices and Fees  
(243.1.0)**

For a complete listing of commercial Standard Mail prices, see [Notice 123–Price List](#).  
For pieces that weigh more than 3.3 but not more than 3.5 ounces, see [243.1.3](#). 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 prices; cards may be mailed at the letter prices.  
Destination discounts ([243.1.0](#)) apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF or SCF ([246.2.0](#)).  
Annual presort mailing fee applies.

**Content  
(243.2.0)**

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 ([703.1.0](#)).

**Eligibility  
Standards  
(243.6.0)**

Mailings of 200 or more addressed pieces, sorted and marked as described below. Pieces are eligible if not required to be mailed at First-Class Mail prices or not eligible for Periodicals prices. Nonprofit prices require specific authorization ([703.1.0](#)). Pieces must be part of a group of 10 or more to one carrier route, prepared in line-of-travel or walk sequence. Pieces that are not automation compatible or that do not have a Delivery Point barcode or Intelligent Mail barcode are mailable only as nonautomation carrier route letters (exceptions apply to pieces with simplified addresses). DDU discounts are not available for letter-size pieces.  
Carrier route information updated using CASS-certified process within 90 days before mailing.  
High-density, saturation, and basic letter-price mail subject to address standards in [243.7.5](#), barcode quality standards in [708.4.0](#), and CASS/MASS standards in [708.3.0](#).  
Mailers can apply Repositionable Notes for an additional charge. See [705.23.0](#).  
Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA<sup>Link</sup>, *FASTforward*, or the appropriate ancillary service endorsement (except Forwarding Service Requested) under [507.1.5.3](#)). For an overview of the Move Update standards, see [Quick Service Guide 230a](#).

**Postage  
Payment and  
Documentation  
(244)**

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:  
**Regular:** [PS Form 3602-R](#), or approved facsimile.  
**Nonprofit:** [PS Form 3602-N](#), or approved facsimile.  
■ 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).  
■ Additional documentation to support density standards ([245.6.9](#)).

**Mail Preparation  
(245.6.0)**

Marking on each piece in the postage area ([202.3.0](#)):  
■ **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”  
■ **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”  
■ Basic, high-density, and saturation price pieces must also be marked “ECRLT,” “ECRWSH,” or “ECRWSS,” respectively, in the correct optional endorsement line under [708.7.0](#) or in correct carrier route information line under [708.8.0](#), or postage area. Mailings consisting of bundles claimed at more than one enhanced carrier route price must bear appropriate marking for price claimed. Pieces not claimed at corresponding price must not be included in mailing and must not bear the “ECRLT,” “ECRWSH,” or “ECRWSS” marking. For additional marking standards for carrier route pieces, see [708.8.0](#).  
Basic price mail must be in line-of-travel (LOT) or in walk sequence ([245.6.8](#)).  
High-density (WSH) and saturation (WSS) price mail must be in walk sequence ([245.6.8](#)).  
Letter-size pieces that are claimed at nonletter prices must be marked, sorted, and trayed as letters.  
Barcoded tray labels required ([245.4.9](#)). Use 2-inch tray labels for all 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 [245.3.5](#) for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF and for trays not processed at a NDC.

**Enter and  
Deposit  
(246)**

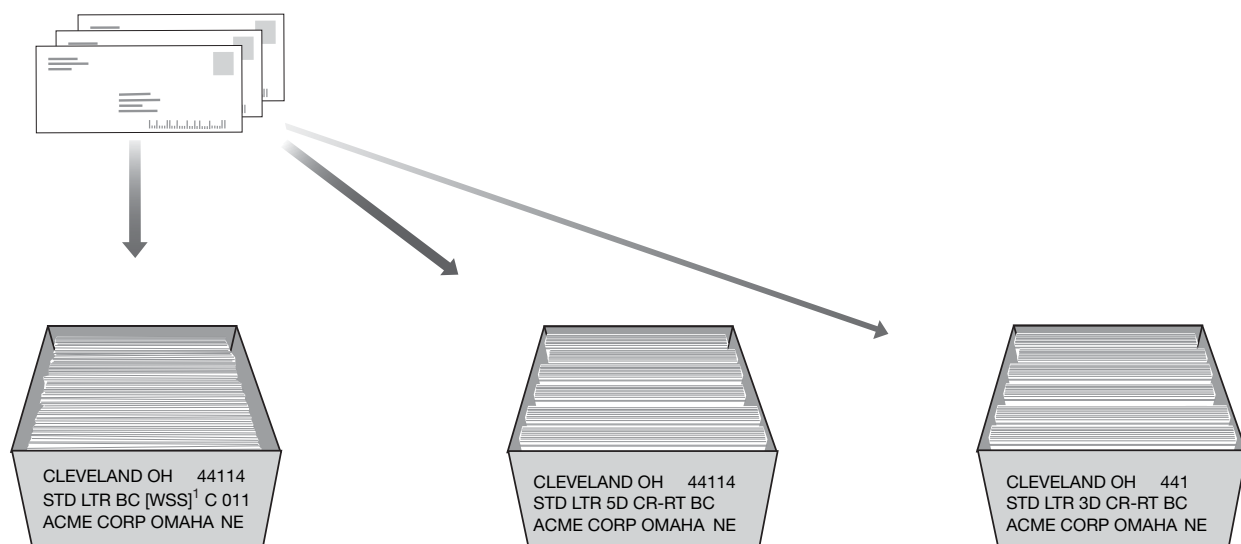
Mailing entered at an acceptance point designated by USPS.

## Preparation

**Preparation for Barcoded Automation-Compatible Letters 3 Ounces or Less (245.6.7)**

Required for Saturation, High Density, and Basic barcoded and automation-compatible letter-size mail weighing up to 3 ounces. For all other mail, use the preparation on page three.

At least 10 or more pieces to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit); fewer than 10 pieces per route not permitted. Use an optional endorsement line or carrier route information line.

**Carrier Route**

**Trays:** Required, full trays only for pieces to the same carrier route; overflow trays not permitted.

**Barcoded Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, use "STD LTR BC WSS" for saturation, or "STD LTR BC WSH" for high density, or "STD LTR BC LOT" for basic followed by route type and number.

**Price:** Saturation, High Density, or Basic

**5-Digit Carrier Routes**

**Trays:** Required, full trays when possible for pieces to the same 5-digit carrier routes; group pieces by carrier route; bundling not permitted. Overflow trays not permitted.

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

**Price:** Saturation, High Density, or Basic

**3-Digit Carrier Routes**

**Trays:** Required, for any remaining pieces, group pieces by carrier route. Bundling required in less than full trays

**Barcoded Labels:** For Line 1, use city, state, and 3-digit ZIP Code prefix shown in [L002](#), Column A, for 3-digit ZIP Code prefix on mail. For Line 2, use "STD LTR 3D CR-RT BC."

**Price:** Saturation, High Density, or Basic

Bundling not permitted except for card-sized pieces.

1. For saturation pieces, use "WSS," for high-density pieces, use "WSH," for basic pieces, use "LOT."

### Preparation for Letters Over 3 Ounces and all Nonbarcoded or Nonautomation-Compatible Letters (245.6.6)

#### Bundle Preparation

##### Saturation<sup>1</sup>

**Bundles:** 10 or more pieces addressed to same carrier route<sup>2</sup> 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 (245.6.8) and meet density standards.

**Labels:** Use optional endorsement line (OEL) stating carrier route description prefix and route number (708.8.0).<sup>4</sup>

**Price:** Saturation

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

Sample Address Labels

##### High Density<sup>3</sup>

**Bundles:** 10 or more pieces addressed to same carrier route<sup>4</sup> 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 (245.6.8) and meet density standards.

**Labels:** Use OEL with carrier route description prefix and route number (708.8.0).<sup>2</sup>

**Price:** High Density

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

##### Basic

**Bundles:** 10 or more pieces addressed to same carrier route<sup>4</sup> 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 (245.6.8).

**Labels:** Use OEL with carrier route description prefix and route number (708.8.0).<sup>2</sup>

**Price:** Basic

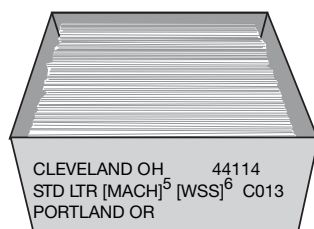
\*\*\*\*\*ECRL0T\*\*C 013  
STEVE BRUCE  
891 N MARGINAL DR  
CLEVELAND OH 44114

#### Tray Preparation

##### Carrier Route

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

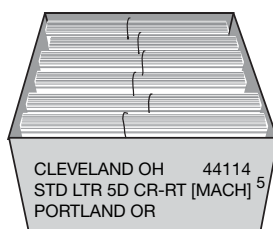
**Labels:** For Line 1, use city, state, and 5-digit ZIP Code of destination. For Line 2, use "STD LTR MACH" and "WSS" for saturation, "WSH" for high density, or "LOT" for basic followed by route type and number.<sup>5,6</sup>



##### 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.

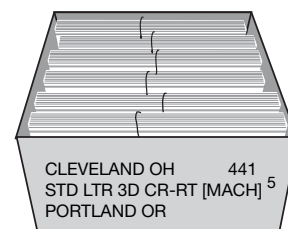
**Labels:** For Line 1, use city, state, and 5-digit ZIP Code of destination. For Line 2, use "STD LTR 5D CR-RT MACH."<sup>5</sup>



##### 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 MACH."<sup>5</sup>



- Minimum 90% total active residential or 75% total active deliveries per route (100% if simplified address (243.6.0)).
- Carrier route includes city route, rural route, highway contract route, post office box section, or general delivery unit.
- 125-piece minimum per route unless route has fewer than 125 deliveries.
- 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 (245.6.4).
- Use "BC" for trays containing barcoded, automation-compatible pieces over 3 ounces. Use "MAN" for trays containing nonmachinable pieces and trays containing simplified address pieces.
- For saturation pieces, use "WSS," for high-density pieces, use "WSH," for basic pieces, use "LOT."

**240d**

Quick Service  
Guide

## Commercial Letters and Postcards

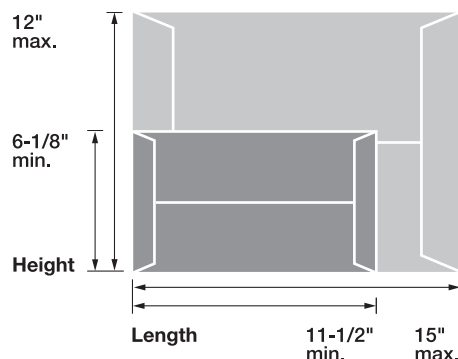
### Standard Mail Carrier Route Letters

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### Overview

#### Flat Dimensions



|           | Minimum*      | Maximum   |
|-----------|---------------|-----------|
| Length    | 11-1/2 inches | 15 inches |
| Height    | 6-1/8 inches  | 12 inches |
| Thickness | 1/4 inch      | 3/4 inch  |

\* Flats exceed at least one of these dimensions

For physical standards of automation flats, see [Quick Service Guide 301a](#).

In addition to shape, the Postal Service classifies mailpieces by the way they are prepared. These classifications are based on how efficiently your mailpieces can be processed on Postal Service equipment. The Postal Service classifies commercial flats as either nonautomation or automation flats or machinable and nonmachinable for Periodicals.

A flat meets automation standards and qualifies for automation prices if it meets the specific addressing, barcoding, and design standards. Automation flats must have a POSTNET or Intelligent Mail barcode with a delivery point routing code.

### Dimensions, Shape, Flexibility, and Uniform Thickness (301.1.0)

Dimensions:

- Minimum: more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4 inch thick.
- Maximum: 15 inches long, 12 inches high, and 3/4 inch thick.

The length of a flat-size mailpiece is the longest dimension. The height is the dimension perpendicular to the length.

Shape: rectangular, with four square corners, or with finished corners that do not exceed a radius of 0.125 inch (1/8 inch).

Flexibility and deflection: flat-size pieces must meet flexibility criteria in [301.1.3](#) and the deflection criteria in [301.1.6](#). Flats mailed at saturation or high density prices or flats mailed at basic carrier route prices and dropshipped to DDUs do not have to meet deflection standards. All other flats not meeting deflection standards are subject to prices as stated in DMM [301.1.7](#).

Uniform thickness: the contents must be uniformly thick so that any bumps, protrusions, or irregularities do not cause more than 1/4 inch variance in thickness ([301.1.4](#)). When determining variance in thickness, exclude the outer edges of a mailpiece (1 inch from each edge) when the contents do not extend to the edges.

Mailpieces that do not meet the standards for flexibility in [301.1.3](#), for uniform thickness in [301.1.4](#), or for polywrap in [301.1.5](#), must pay applicable prices as follows:

- First-Class Mail—parcel prices.
- Standard Mail—parcel prices.
- Bound Printed Matter—parcel prices.

### Presorted Nonautomation Flats (301.2.0)

Maximum weight:

- First-Class Mail: 13 ounces.
- Standard Mail: less than 16 ounces.
- Bound Printed Matter: 15 pounds.

### Automation Flats (301.3.0)

Flats may qualify for the automation discount based on the physical standards in [301.3.0](#).

See [Quick Service Guide 301a](#), Designing Flats for Automated Processing, for an overview.

### Quick Service Guides

#### First-Class Mail

See Quick Service Guides:  
[330a Nonautomation Flats](#)  
[330b Automation Flats](#)

**Standard Mail**

See Quick Service Guides:

[340a Nonautomation Flats](#)

[340b Automation Flats](#)

[340c Carrier Route Flats](#)

**Bound Printed Matter**

See Quick Service Guide:

[360 Flats](#)

**Media Mail and Library Mail**

See Quick Service Guide:

[370 Presorted Flats](#)

**Periodicals**

See Quick Service Guides:

[707e Nonmachinable Flats](#)

[707g Barcoded \(Automation\) Flats](#)

**Related QSGs** [301, Physical Standards for Discount Flats](#)  
[330b, First-Class Mail Automation Flats](#)  
[340b, Standard Mail Automation Flats](#)  
[360, Bound Printed Matter Flats](#)  
[707g, Periodicals Barcoded \(Automation\) Flats](#)

**Overview** Flat-size pieces meeting the applicable automation standards in [301.3.0](#) are entitled to automation or Periodicals machinable prices. Size, weight, thickness, polywrap, and flexibility standards vary for the class of mail. For eligibility and preparation standards for specific price options, see the appropriate Quick Service Guide above.

**Physical Standards (301.3.0)** Shape: rectangular, with four square corners, or with finished corners that do not exceed a radius of 0.125 inch (1/8 inch).  
 Dimensions:  
 ■ Minimum height is 5 inches. Maximum height is 12 inches.  
 ■ Minimum length is 6 inches. Maximum length is 15 inches.  
 ■ For bound or folded pieces, the edge perpendicular to the bound edge or folded edge may not exceed 12 inches.  
 ■ Minimum thickness is 0.009 inch. Maximum thickness is 0.75 inch.  
 The length of a flat-size mailpiece is the longest dimension. The height is the dimension perpendicular to the length ([301.1.2](#)).

Maximum weight:

- First-Class Mail: 13 ounces.
- Periodicals: 20 ounces for pieces prepared under [301.3.0](#).
- Standard Mail: less than 16 ounces.
- Bound Printed Matter: 20 ounces.

Uniform thickness: The contents must be uniformly thick so that any bumps, protrusions, or irregularities do not cause more than 1/4 inch variance in thickness. The mailpiece must have a smooth and regular shape and be free of creases, folds, tears, or other irregularities ([301.3.5](#)).

Flexibility and deflection: automation flats must meet the flexibility standards in [301.1.3](#) and deflection standards in [301.1.6](#).

Polywrap films and similar coverings must meet the standards in [301.1.4](#). A list of approved polywrap and polywrap manufacturers is available on [ribbs.usps.gov](http://ribbs.usps.gov). The wrap direction must be around the longer axis of the mailpiece, with the seam parallel to that axis. The longer axis is always parallel to the length of the mailpiece. The preferred seam placement is on the nonaddressed side of the mailpiece.

Prohibitions: Clasps, strings, buttons, or other protrusions; also staples, unless properly used as a binding method ([301.3.5](#)).

**Delivery Address (302.1.0)** Flats must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage. (Periodicals do not display postage and the address may appear on either side.) Use at least 8-point type for addresses on flats prepared without delivery point barcodes. A sans-serif font printed in all capital letters is preferred. The individual characters in the address cannot overlap. The individual lines in the address cannot touch or overlap. A minimum 0.028-inch clear space between lines is preferred. Mailers preparing flats with POSTNET or Intelligent Mail barcode delivery point routing codes may print addresses in all capital letters and a minimum of 6-point type.

**Address Placement (302.2.0)** On all Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flats mailed at presorted, automation, or carrier route prices, mailers must place the delivery address parallel or perpendicular to the top edge on the front or the back of the mailpiece and within the top half of the mailpiece. If there is a bound or folded edge, the address as read must be within the top half when the bound or folded edge is to the right. It cannot be upside down as read in relation to the top edge.

If the address is placed on a mailing wrapper, the address must be on a flat side, not on a fold. If a polybag is used, the address must not appear on a component that rotates within the bag and must remain visible throughout the addressed component's range of motion. See [707.3.3.11](#) for addresses prepared on Periodicals label carriers.

**Barcodes (302.5.0)** Barcodes must be at least 1/8 inch from any edge of the address side.

Address block barcodes must be in one of these four positions:

- Above the address line containing the recipient's name.
- Below the city, state, and ZIP Code line.
- Above or below the keyline information.
- Above or below the optional endorsement line.

The surface the barcode is printed on must meet the reflectance standards in [708.4.4](#).

The minimum clearance between the barcode and any information line above or below it within the address block must be at least 0.040 (1/25) inch for POSTNET barcode or 0.028 inch for an Intelligent Mail barcode. The separation between the barcode and the top line or bottom line of the address block must not exceed 0.625 (5/8) inch. The clearance between the leftmost and rightmost bars and any printing must be at least 0.125 (1/8 inch).

#### Window Envelope Barcode Placement:

- 0.125 (1/8) inch—minimum clearance between the leftmost and rightmost bars and any printing or window edge.
  - 0.040 (1/25) inch—minimum clearance between POSTNET barcode and top and bottom edges of window.
  - 0.028 inch—minimum clearance between Intelligent Mail barcode and top and bottom edges of window.
- For envelope window, a clear space must be maintained when insert is moved to its full limits in each direction within envelope (202.5.0).

#### Address Label Barcode Placement:

- 0.125 (1/8) inch—minimum clearance between the barcode and the left and right edges of the address label.
- 0.040 (1/25) inch—minimum clearance between POSTNET barcode and top and bottom edges of address label.
- 0.028 inch—minimum clearance between Intelligent Mail barcode and top and bottom edges of address label.

### First-Class Mail, Standard Mail, Bound Printed Matter, and Periodicals (301.3.0)

#### Length

Minimum: 6 inches  
Maximum: 15 inches

#### Height

Minimum: 5 inches  
Maximum: 12 inches

#### Thickness

Minimum: 0.009 inch  
Maximum: 3/4 inch

#### Maximum Weight

- First-Class Mail cannot weigh more than 13 ounces.
- Standard Mail must weigh less than 16 ounces.
- Periodicals and Bound Printed Matter cannot weigh more than 20 ounces.

#### Flexibility

Must meet flexibility standards in 301.1.3 and deflection standards in 301.1.6.

#### Polywrapped Pieces

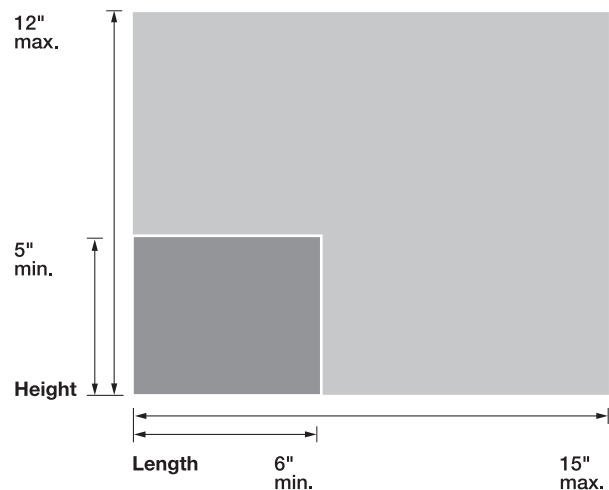
Must meet all six properties in Exhibit 301.1.5.1.

If an address label is used on the outside of the polywrapped piece, the haze property is not required. Polywrap seam must be parallel to longest dimension.

The preferred seam placement is on the nonaddressed side of the mailpiece. If seam is on the addressed side, it must not cover the delivery address, barcode, postage area, or any required markings.

#### Flat-Size Booklet-Type Mailpieces (301.3.5.3)

The contents of the mailpiece prepared in sleeves or other wrappers must be sufficiently secure in the sleeve or wrapper to stay in place during processing. If material bearing the delivery information or barcode for the mailpiece is enclosed in a partial wrapper, that wrapper must be sufficiently secure to prevent the contents from shifting and obscuring the delivery address or barcode.



|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Physical Standards (301)</b>                | Maximum weight: 13 ounces.<br>For an overview of the physical standards for commercial flats, see <a href="#">Quick Service Guide 301</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Prices and Fees (333.1.0)</b>               | For a complete list of commercial First-Class Mail prices, see <a href="#">Notice 123–Price List</a> .<br>Annual presort mailing fee applies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Content (333.2.0)</b>                       | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Eligibility Standards (333.3.0)</b>         | Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must fit within flat-size processing category (301).<br>Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 Code.<br>Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA <sup>Link</sup> , <i>FASTforward</i> , or the appropriate ancillary service endorsement under 507.1.0). For an overview of the First-Class Mail Move Update standards, see <a href="#">Quick Service Guide 230a</a> .<br>A certified process (233.3.6) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes.<br>Pieces that are rigid, nonrectangular, or not uniformly thick must be prepared as parcels and pay parcel prices (433.1.3).<br>Mailers can apply Repositionable Notes for an additional charge. See 705.23.0. |
| <b>Postage Payment and Documentation (334)</b> | Precanceled stamp (604.3.0), meter (604.4.0), or permit imprint (604.5.0).<br>Additional standards apply to mailings of nonidentical-weight pieces.<br>Documentation: <ul style="list-style-type: none"><li>■ Postage statement: <a href="#">PS Form 3600-R</a>, <a href="#">PS Form 3600-EZ</a>, or approved facsimile.</li><li>■ 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).</li></ul>                                                                                                                                                                                                                                                                                                                        |
| <b>Mail Preparation (335)</b>                  | Marking on each piece in the postage area (302.3.0): “Presorted (or PRSRT) First-Class.”<br>Use 2-inch tray labels (335.4.0).<br>Flat trays capped (green side up) and secured with two straps (335.3.0).<br>Any mailing job that contains bundles of Presorted flats and bundles of automation flats must be co-trayed using 705.9.1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Enter and Deposit (336)</b>                 | Mailing entered at an acceptance point designated by USPS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## Bundling and Traying Sequence (335.5.0)

## 5-Digit

**Bundles:** Required, pieces must be bundled if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a bundle not permitted.<sup>1</sup> Bundling not required if sufficient quantity to fill a 5-digit tray.

**Labels:** Red Label 5 or optional endorsement line (OEL).



PHILADELPHIA PA 19118  
FCM FLTS 5D NON BC  
TOPEKA KS

**Trays:** Required, full trays only to same 5-digit ZIP Code; bundling not required if sufficient quantities to fill a 5-digit tray; less-than-full trays not permitted.

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

**Price:** Presorted

## 3-Digit

**Bundles:** Required, pieces must be bundled if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a bundle not permitted.<sup>1, 2</sup>

**Labels:** Green Label 3 or OEL.



PHILADELPHIA PA 191  
FCM FLTS 3D NON BC  
TOPEKA KS

**Trays:** Required, full trays only for bundles to same 3-digit ZIP Code prefix; less-than-full trays not permitted. (Exception: One less-than-full tray must be prepared for any remaining bundles for each origin 3-digit ZIP Code prefix).

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

**Price:** Presorted

## ADC

**Bundles:** Required, pieces must be bundled if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a bundle not permitted.<sup>1, 2</sup>

**Labels:** Pink Label A or OEL.



ADC PHILADELPHIA PA 190  
FCM FLTS ADC NON BC  
TOPEKA KS

**Trays:** Required, full trays only for bundles to same ADC (see L004); less-than-full trays not permitted.

**Labels:** For Line 1, use L004, Column B, for destination facility.

**Price:** Presorted

## Mixed ADC

**Bundles:** Any remaining pieces must be bundled in mixed ADC bundles.

**Labels:** Tan Label X or OEL.



MXD TOPEKA KS 664  
FCM FLTS NON BC WKG  
TOPEKA KS

**Trays:** Required for any remaining bundles placed in mixed ADC trays; only one less-than-full tray permitted.

**Labels:** For Line 1, use L201. For mail originating in 3-digit ZIP Codes in Column A, use "MXD" followed by city/state/3-digit ZIP Code in Column C.

**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. When possible, pieces must be placed in two stacks to optimize tray use. Total weight of tray must not exceed 70 pounds.

1. Bundles may contain less than 10 pieces when there are at least 10 pieces to a destination and the bundle size would exceed the maximum size (601.2.0).
2. Bundling not required if sufficient quantity to fill a tray and none of the mail in the tray would have been more finely sorted if bundled (601.2.0).

**Related QSG**    [301a, Designing Flats for Automated Processing](#)

**Physical  
Standards  
(301)**

Maximum weight: 13 ounces.

For an overview of the physical standards for commercial flats, see [Quick Service Guide 301](#).

**Prices and Fees  
(333.1.0)**

For a complete list of Commercial First-Class Mail prices, see [Notice 123–Price List](#).

Annual presort mailing fee applies.

**Content  
(333.2.0)**

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  
(333.5.0)**

Mailings of 500 or more addressed pieces must be automation-compatible ([301.3.0](#)), bear a delivery point POSTNET or Intelligent Mail barcode ([708.4.0](#)), sorted and marked as described below.

Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 Code. For address standards, see [333.5.5](#); for barcode quality standards, see [708.4.0](#); and for CASS/MASS standards, see [708.3.0](#).

Addresses on all pieces must be updated within 95 days before mailing with a USPS-approved address update tool (e.g., ACS, NCOA<sup>Link</sup>, *FASTforward*, or the appropriate ancillary service endorsement except Forwarding Services Requested, under [507.1.5](#)). For an overview of the Move Update standard, see [Quick Service Guide 230a](#).

Addresses must be matched using a CASS/MASS-certified process within 180 days before mailing.

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and metered reply mail) provided as enclosures must meet the standards in [201.3.18](#).

Mailers can apply Repositionable Notes for an additional charge. See [705.23.0](#).

**Postage  
Payment and  
Documentation  
(334)**

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-R](#) or approved facsimile.
- [PS Form 3553](#) must be retained by mailer for 1 year ([708.3.5.2](#)).
- 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  
(335)**

Marking on each piece in the postage area ([302.3.0](#)): “Presorted (or PRSRT) First-Class Mail” or “AUTO” and “First-Class Mail.” For optional location, see [201.3.0](#).

Barcoded tray labels required ([335.4.9](#)).

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

Any mailing job that contains bundles of presorted flats and bundles of automation flats must be co-trayed using [705.9.1](#).

**Enter and  
Deposit  
(336)**

Mailing entered at an acceptance point designated by USPS.

## Bundle-Based Preparation (335.6.5)

5-Digit<sup>1</sup>

**Bundles:** Optional, pieces must be bundled if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a bundle not permitted.<sup>2</sup>

**Labels:** Red Label 5 or optional endorsement line (OEL) (708.7.0).

**Price:** 5-Digit

## 3-Digit

**Bundles:** Required, pieces must be bundled if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a bundle not permitted.<sup>2</sup>

**Labels:** Green Label 3 or OEL.

**Price:** 3-Digit

## ADC

**Bundles:** Required, pieces must be bundled if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a bundle not permitted.<sup>2</sup>

**Labels:** Pink Label A or OEL.

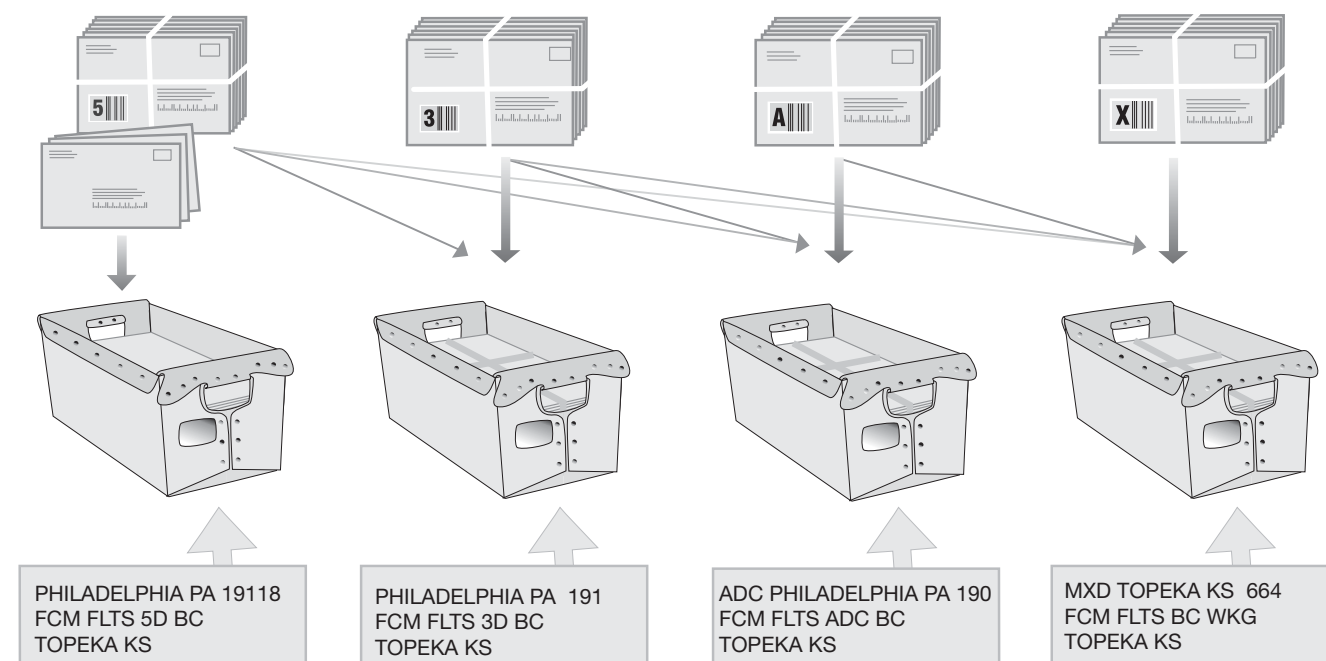
**Price:** ADC

## Mixed ADC

**Bundles:** Any remaining pieces must be bundled in mixed ADC bundles.

**Labels:** Tan Label X or OEL.

**Price:** Mixed ADC



**Trays:** Optional, full trays only for bundles to same 5-digit ZIP Code; bundling not required in full trays; less-than-full trays not permitted.

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

**Trays:** Required, full trays only for bundles to same 3-digit ZIP Code prefix; less-than-full trays not permitted. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining bundles for each 3-digit ZIP Code prefix of SCF serving post office where mail is verified.)

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

**Trays:** Required, full trays only for bundles to same ADC (see L004); less-than-full trays not permitted.

**Barcoded Labels:** For Line 1, use L004, Column B, for destination facility.

**Trays:** Required for any remaining bundles. Only one less-than-full tray permitted.

**Barcoded Labels:** For Line 1, use L201. For mail originating in 3-digit ZIP Codes in Column A, use "MXD" followed by city/state/3-digit ZIP Code in Column C.

1. For optional 5-digit scheme preparation, see 335.6.7.

2. Bundles may contain less than 10 pieces when there are at least 10 pieces to a destination and the bundle size would exceed the maximum size (601.2.12).

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

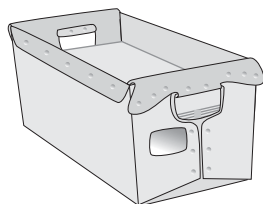
### Tray-Based Preparation (335.6.6)

#### 5-Digit

**Trays:** Optional, 90-piece minimum, fewer pieces not permitted; one less-than-full or overflow tray allowed.

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

**Price:** 5-Digit



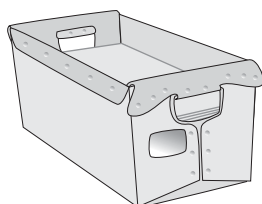
PHILADELPHIA PA 19118  
FCM FLTS 5D BC  
TOPEKA KS

#### 3-Digit

**Trays:** Required, 90-piece minimum, fewer pieces not permitted; one less-than-full or overflow tray allowed. After all full trays are prepared, one less-than-full tray must be prepared for any pieces remaining for each origin 3-digit ZIP Code prefix.

**Barcoded Labels:** For Line 1, use L002, Column A for 3-digit destinations.

**Price:** 3-Digit or ADC<sup>1</sup>



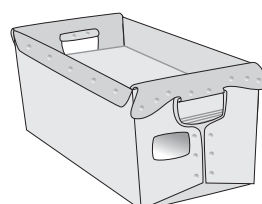
PHILADELPHIA PA 191  
FCM FLTS 3D BC  
TOPEKA KS

#### ADC

**Trays:** Required, 90-piece minimum, fewer pieces not permitted; one less-than-full or overflow tray allowed; group pieces by 3-digit ZIP Code prefix. (Exception: Pieces do not have to be grouped by 3-digit ZIP Code if mailing is prepared using MLOCR and standardized documentation is submitted.)

**Barcoded Labels:** For Line 1, use L004.

**Price:** ADC



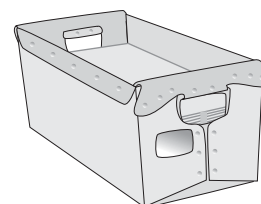
ADC PHILADELPHIA PA 190  
FCM FLTS ADC BC  
TOPEKA KS

#### Mixed ADC

**Trays:** Required, no minimum, group by ADC. (Exception: Pieces do not have to be grouped by ADC if mailing is prepared using MLOCR and standardized documentation is submitted.)

**Barcoded Labels:** For Line 1, use L201. For mail originating in 3-digit ZIP Codes in Column A, use "MXD" followed by city/state/3-digit ZIP Code in Column C.

**Price:** Mixed ADC



MXD TOPEKA KS 664  
FCM FLTS BC WKG  
TOPEKA KS

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

Mailers choosing to prepare their mail using the tray-based preparation option would not be eligible to prepare their mail for the cotraining preparation in 705.9.0.

1. ADC price for any 3-digit origin tray containing fewer than 90 pieces.

**330b**

Quick Service  
Guide

## Commercial Flats

### First-Class Mail Automation Flats

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

**Physical  
Standards  
(301)**

Maximum weight: less than 16 ounces.

For an overview of the physical standards for commercial flats, see [Quick Service Guide 301](#).

**Prices and Fees  
(343.1.0)**

For a complete list of commercial Standard Mail prices, see [Notice 123–Price List](#).

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF or SCF ([346.2.0](#)).

Annual presort mailing fee applies.

**Content  
(343.2.0)**

Flats 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, flyers, and catalogs. Additional content restrictions must be met for authorized nonprofit mailers ([703.1.0](#)).

**Eligibility  
Standards  
(343.3.0)**

Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. All pieces must meet the physical standards for flats ([301](#)). Pieces are eligible if not required to be mailed at First-Class Mail prices or not eligible for Periodicals prices. Nonprofit prices require specific authorization ([703.1.0](#)).

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

A certified process ([233.3.6](#)) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes.

Rigid, nonrectangular, and pieces that are not uniformly thick must be prepared as parcels pieces and pay parcel prices ([343.3.2.1](#)).

Mailers can apply Repositionable Notes for an additional charge of \$0.015. See [705.23.0](#).

Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA<sup>Link</sup>, or the appropriate ancillary service endorsement (except Forwarding Service Requested) under [507.1.5.3](#)). For an overview of the Move Update standards, see [Quick Service Guide 230a](#).

**Postage  
Payment and  
Documentation  
(344)**

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:

■ **Regular:** [PS Form 3602-R](#), [PS Form 3602-EZ](#), or approved facsimile.

■ **Nonprofit:** [PS Form 3602-N](#), [PS Form 3602-NZ](#), or approved facsimile.

■ 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  
(345)**

Marking on each piece in the postage area ([302.3.0](#)):

■ **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”

■ **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”

Palletization is preferred, see [Quick Service Guide 705d](#).

Any mailing job that contains bundles of Presorted flats and bundles of automation flats must be co-sacked using [705.9.3](#).

**Enter and  
Deposit  
(346)**

Mailing entered at an acceptance point designated by USPS.

## Preparation

## Bundling and Sacking Sequence (345.5.0)

5-Digit/Scheme<sup>1</sup>

**Bundles:** Scheme bundles required for 5-digit ZIP Codes in L007. Required with 15 pieces or more for mailings containing only pieces weighing 5 ounces or less. Required with 10 or more pieces for mailings containing any pieces weighing more than 5 ounces. Fewer pieces in a bundle not permitted.<sup>2</sup>

**Labels:** Red Label 5 or optional endorsement line (OEL).

3-Digit/Scheme<sup>1</sup>

**Bundles:** Scheme bundles required for 3-digit ZIP Codes in L008. Required with 10 or more pieces to same 3-digit/scheme; fewer than 10 pieces in a bundle not permitted.<sup>2</sup>

**Labels:** Green Label 3 or OEL.

## ADC

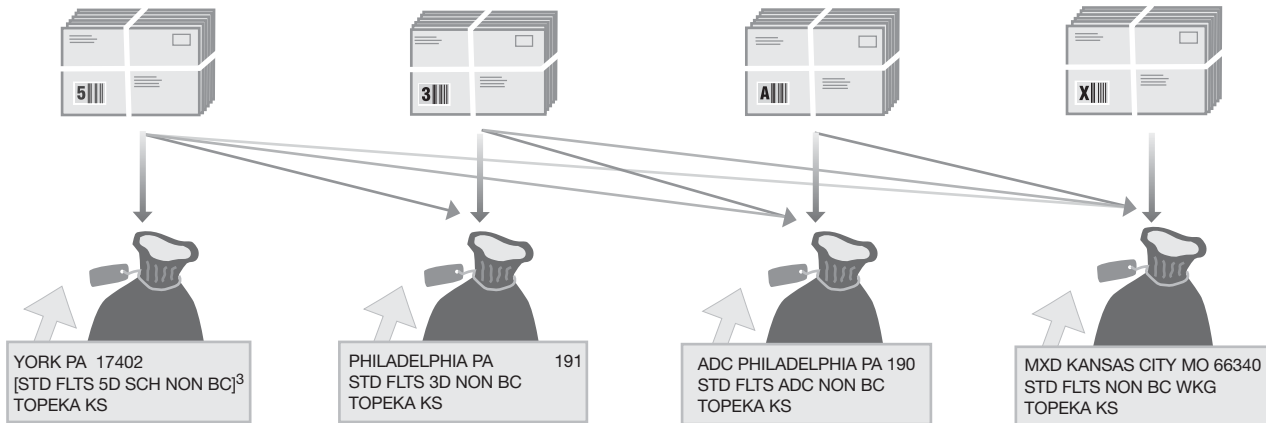
**Bundles:** Required with 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a bundle not permitted.<sup>2</sup>

**Labels:** Pink Label A or OEL.

## Mixed ADC

**Bundles:** Any remaining pieces must be bundled in mixed ADC bundles.

**Labels:** Tan Label X or OEL.

5-Digit/Scheme<sup>3</sup>

**Sacks:** Required when there are 125 pieces or 15 pounds to the same 5-digit/scheme; smaller volume not permitted.<sup>4</sup>

**Labels:** Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme sacks, use "STD FLT 5D SCH NON BC." For 5-digit sacks, use "STD FLTS 5D NON BC."

**Price:** 5-Digit

## 3-Digit

**Sacks:** Required when there are 125 pieces or 15 pounds; smaller volume not permitted.

Optional: After all full sacks are prepared, mailers may make one less-than-full sack for any remaining bundles for each origin 3-digit ZIP Code prefix of SCF serving post office where mail is verified.

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

**Price:** 3-Digit or ADC<sup>5</sup>

## ADC

**Sacks:** Required when there are 125 pieces or 15 pounds; smaller volume not permitted.

**Labels:** For Line 1, use L004, Column B for destination facility.

**Price:** ADC

## Mixed ADC

**Sacks:** Any remaining bundles placed in mixed ADC sacks.

**Labels:** For Line 1, use L009, Column B.

**Price:** Mixed ADC

Prices are based on sack level.

- Pieces meeting the automation-compatibility standards in 301.3.0 must be prepared in 5-digit scheme and 3-digit scheme bundles. Mailers must prepare all possible 5-digit scheme bundles and 5-digit scheme sacks before preparing 5-digit bundles and 5-digit sacks. All possible 3-digit scheme bundles must be prepared before preparing 3-digit bundles and 3-digit sacks.
- Bundles may contain less than the 10 or 15 piece minimums when there are at least the minimum number of pieces to a destination and the bundle size would exceed the maximum size (601.2.0).
- For 5-digit scheme sacks, use "STD FLT 5D SCH NON BC," for 5-digit sacks, use "STD FLTS 5D NON BC."
- For nonidentical-weight pieces, see 345.5.5b.
- ADC price for any 3-digit sack for origin SCF not meeting 125-piece or 15-pound minimum.

**Related QSGs** [301a, Designing Flats for Automated Processing](#)  
[703, Standard Mail Nonprofit Eligibility](#)

**Physical Standards (301)** Maximum weight: less than 16 ounces.  
For an overview of the physical standards for commercial flats, see [Quick Service Guide 301](#).

**Prices and Fees (343.1.0)** For a complete list of commercial Standard Mail prices, see [Notice 123–Price List](#).  
Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF or SCF ([346.2.0](#)).

Annual presort mailing fee applies.

**Content (343.2.0)** Flats 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, flyers, and catalogs. Additional content restrictions must be met for authorized nonprofit mailers ([703.1.0](#)).

**Eligibility Standards (343.7.0)** Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces) must be automation compatible ([301.3.0](#)), bear a delivery point POSTNET or Intelligent Mail barcode ([708.4.0](#)), and be sorted and marked as described below. Pieces are eligible if not required to be mailed at First-Class Mail prices or not eligible for Periodicals prices. Nonprofit prices require specific authorization ([703.1.0](#)).

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

For address standards, see [343.7.4](#); for barcode quality standards, see [708.4.0](#); and for CASS/MASS standards, see [708.3.0](#). Addresses must be matched using a CASS/MASS-certified process within 180 days before mailing date.

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and metered reply mail) provided as enclosures must meet the standards in [201.3.18](#).

Rigid, nonrectangular, and pieces that are not uniformly thick must be prepared as parcels pieces and pay parcel prices ([343.3.2.1](#)).

Mailers can apply Repositionable Notes for an additional charge. See [705.23.0](#).

Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA<sup>Link</sup>, or the appropriate ancillary service endorsement (except Forwarding Service Requested) under [507.1.5.3](#)). For an overview of the Move Update standards, see [Quick Service Guide 230a](#).

**Postage Payment and Documentation (344)** 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:

**Regular:** [PS Form 3602-R](#) or approved facsimile.

**Nonprofit:** [PS Form 3602-N](#) or approved facsimile.

■ [PS Form 3553](#) must be retained by mailer for 1 year ([708.3.5.2](#)).

■ 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 (345.7.0)** Marking on each piece in the postage area ([302.3.0](#)):  
■ **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”  
■ **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”  
Use of the “AUTO” marking is optional.

Barcoded sack labels required ([345.4.0](#)).

Palletization is preferred (see [Quick Service Guide 705d](#)).

Any mailing job that contains bundles of Presorted flats and bundles of automation flats must be co-sacked using [705.9.3](#).

**Enter and Deposit (346)** Mailing entered at an acceptance point designated by USPS.

**Bundling and Sacking Sequence (345.7.0)****5-Digit/Scheme<sup>1</sup>**

**Bundles:** Scheme bundles required for 5-digit ZIP Codes in [L007](#). Required with 15 or more pieces for mailings containing pieces weighing 5 ounces or less. Required with 10 or more pieces for mailings containing pieces weighing more than 5 ounces. Fewer pieces in a bundle not permitted.<sup>2</sup>

**Labels:** Red Label 5 SCH, Red Label 5, or optional endorsement line (OEL) ([708.7.0](#)).

**Price:** 5-Digit

**3-Digit/Scheme<sup>1</sup>**

**Bundles:** Scheme bundles required for 3-digit ZIP Codes in [L008](#). Required if 10 or more pieces to the same 3-digit/scheme; fewer than 10 pieces in a bundle not permitted.<sup>2</sup>

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

**Price:** 3-Digit

**ADC**

**Bundles:** Required if 10 or more pieces to same ADC (see [L004](#)); fewer than 10 pieces in a bundle not permitted.<sup>2</sup>

**Labels:** Pink Label A or OEL.

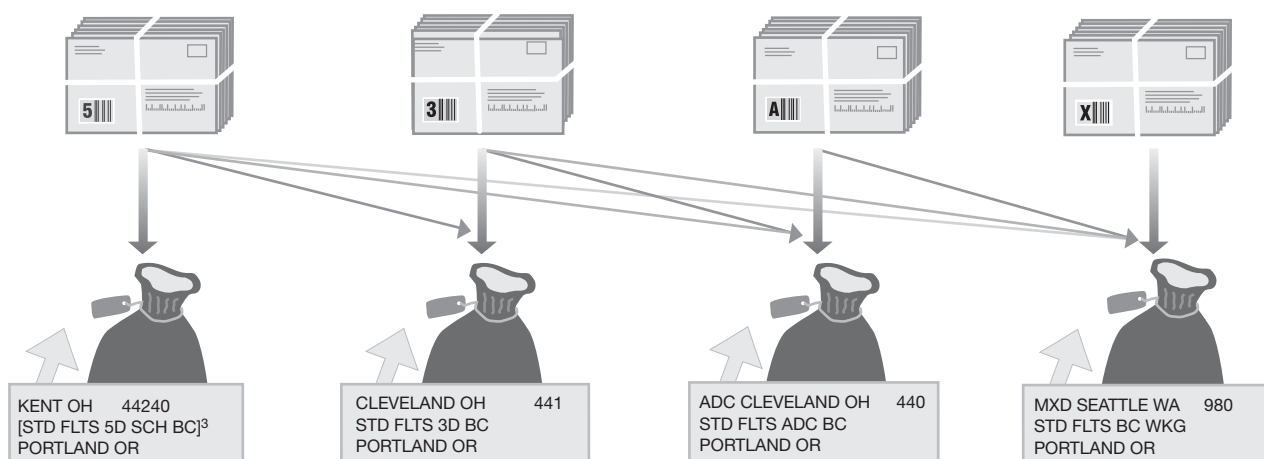
**Price:** ADC

**Mixed ADC**

**Bundles:** Any remaining pieces must be bundled in mixed ADC bundles.

**Labels:** Tan Label X or OEL.

**Price:** Mixed ADC

**5-Digit/Scheme<sup>3</sup>**

**Sacks:** Required at 125 pieces or 15 pounds to the same 5-digit/scheme; smaller quantities not permitted.

**Barcoded Labels:** Line 1: For 5-digit scheme sacks, use [L007](#), Column B; For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme sacks, use "STD FLTS 5D SCH BC." For 5-digit sacks, "STD FLTS 5D BC."

**3-Digit**

**Sacks:** Required at 125 pieces or 15 pounds of pieces to the same 3-digit ZIP Code; smaller quantities not permitted.

Exception: After preparing all required sacks, prepare a sack for any remaining bundles for each 3-digit ZIP Code of SCF serving Post Office where mail is verified.

**Barcoded Labels:** For Line 1, use [L002](#), Column A, for destination facility.

**ADC**

**Sacks:** Required at 125 pieces or 15 pounds to the same ADC; smaller quantities not permitted.

**Barcoded Labels:** For Line 1, use [L004](#), Column B, for destination facility.

**Mixed ADC**

**Sacks:** Required for any remaining bundles placed in mixed ADC sacks.

**Barcoded Labels:** For Line 1, use [L009](#), Column B.

Price is based on type of bundle regardless of sack in (or pallet on) which it is placed.

1. Mailers must prepare all possible 5-digit scheme bundles and 5-digit scheme sacks before preparing 5-digit bundles and 5-digit sacks. Mailers must prepare all possible 3-digit scheme bundles before preparing 3-digit bundles and 3-digit sacks.
2. Bundles may contain less than the 10 or 15 piece minimums when there are at least the minimum number of pieces to a destination and the bundle size would exceed the maximum size ([601.2.12](#)).
3. Use "STD FLTS 5D SCH BC" on 5-digit scheme sacks; use "STD FLTS 5D BC" on 5-digit sacks.

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

**Physical  
Standards  
(301)**

Maximum weight: less than 16 ounces.

For an overview of the physical standards for commercial flats, see [Quick Service Guide 301](#).

**Prices and Fees  
(343.1.0)**

For a complete list of commercial Standard Mail prices, see [Notice 123–Price List](#).

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF, or delivery unit ([346.2.0](#)).

Annual presort mailing fee applies.

**Content  
(343.2.0)**

Flats 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, flyers, and catalogs. Additional content restrictions must be met for authorized nonprofit mailers ([703.1.0](#)).

**Eligibility  
Standards  
(343.6.0)**

Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. Pieces must be part of a group of 10 or more to one carrier route, prepared in line-of-travel or walk-sequence order, as required. All pieces must meet the physical standards for enhanced carrier route flats in [301](#). Pieces are eligible if not required to be mailed at First-Class Mail prices or not eligible for Periodicals prices. Nonprofit prices require specific authorization ([703.1.0](#)).

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

Carrier route information must be updated using CASS-certified process within 90 days before mailing date.

Detached address label may be used with merchandise samples or saturation pieces, for an additional charge.

Mailers can apply Repositionable Notes for an additional charge. See [705.23.0](#).

Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method. For an overview of the Move Update standards, see [Quick Service Guide 230a](#).

**Postage  
Payment and  
Documentation  
(344)**

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:

**Regular:** [PS Form 3602-R](#) or approved facsimile.

**Nonprofit:** [PS Form 3602-N](#) or approved facsimile.

■ 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).

■ Additional documentation to support density standards ([345.6.0](#)).

**Mail Preparation  
(345)**

Marking on each piece in the postage area ([302.3.0](#)):

■ **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”

■ **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”

■ Basic, high-density, and saturation price pieces must also be marked “ECRLT,” “ECRWSH,” or “ECRWSS,” respectively, in the correct optional endorsement line under [708.7.0](#) or in correct carrier route information line under [708.8.0](#) or in the postage area. Pieces in a mailing consisting of bundles claimed at more than one Enhanced Carrier Route price must bear appropriate marking for price claimed. Pieces not claimed at corresponding price must not be included in the mailing and must not bear the “ECRLT,” “ECRWSH,” or “ECRWSS” marking. For additional marking standards for carrier route pieces, see [708.8.0](#).

Basic mail must be in line-of-travel (LOT) or in walk sequence ([345.6.0](#)).

High-density (WSH) and saturation (WSS) mail must be in walk sequence ([345.6.0](#)).

Palletization is preferred (see [Quick Service Guide 705d](#)).

Use standard sack label ([345.4.0](#)).

**Enter and  
Deposit  
(346)**

Mailing entered at an acceptance point designated by USPS.

## Preparation

## Bundling and Sacking Sequence (345.6.0)

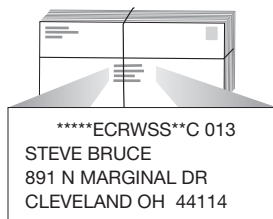
## Bundle Preparation

Saturation<sup>1</sup>

**Bundles:** 10 or more addressed pieces to same carrier route (city route, rural route, highway contract route, Post Office box section, or general delivery unit) must be prepared in bundles; fewer than 10 pieces allowed only if route has fewer than 10 delivery stops. Mail must be presented in walk-sequence (343.6.5) and meet density standards.

**Labels:** Use optional endorsement line (OEL) with carrier route description prefix and route number (708.7.0).<sup>3</sup>

**Price:** Saturation

High Density<sup>2</sup>

**Bundles:** 10 or more addressed pieces to same carrier route (city route, rural route, highway contract route, Post Office box section, or general delivery unit) must be prepared in bundles. Mail must be presented in walk-sequence (343.6.4) and meet density standards.

**Labels:** Use OEL with carrier route description prefix and route number (708.7.0).<sup>3</sup>

**Price:** High Density



## Basic

**Bundles:** 10 or more addressed pieces to same carrier route (city route, rural route, highway contract route, Post Office box section, or general delivery unit) must be prepared in bundles. Mail must be presented in line-of-travel or walk-sequence (343.6.3).

**Labels:** Use OEL with carrier route description prefix and route number (708.7.0).<sup>3</sup>

**Price:** Basic

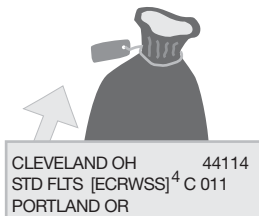


## Sack Preparation

## Carrier Route

**Sacks:** Required 125 pieces or 15 pounds.

**Labels:** For Line 1, use city, state and 5-digit ZIP Code of destination. For Line 2, use "STD FLTS", and "ECRWSS" "ECRWSH," or "ECRLT," as applicable, followed by route type and number.



## 5-Digit Scheme Carrier Routes

**Sacks:** Required, no minimum.

**Labels:** For Line 1, use L001, Column B. For Line 2, use "STD FLTS CR-RTS SCH."



## 5-Digit Carrier Routes

**Sacks:** Required, no minimum.

**Labels:** For Line 1, use city, state, and 5-digit ZIP Code of destination. For Line 2, use "STD FLTS CR-RTS."



1. Minimum 90% total active residential or 75% total active deliveries per route (100% if simplified address (343.6.5)).
2. Minimum 125 pieces per route unless route has fewer than 125 deliveries.
3. No facing slip or OEL required if the bundle is placed in a carrier route sack. Bundles in 5-digit/scheme carrier routes sacks must have a facing slip unless the pieces in the bundle show a carrier route information line or an OEL (345.6.4).
4. Use "ECRWSS" for saturation, "ECRWSH" for high density, and "ECRLT" for basic.

#### Physical Standards (301)

Maximum weight: 15 pounds.

For an overview of the physical standards for commercial flats, see [Quick Service Guide 301](#).

#### Prices and Fees (363.1.0)

For a complete listing of Bound Printed Matter prices — see [Notice 123–Price List](#).

Presorted, Carrier Route, and destination NDC (DNDC) prices: separate per piece and per pound charges based on weight and zone. Per pound charges must be calculated using a 1 pound minimum weight per piece, even if the pieces weigh less than 1 pound each. DSCF and DDU prices are not zoned. Destination entry discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF, or delivery unit (DDU) (366). DDU prices not available for flat-size pieces weighing 1 pound or less unless sorted to carrier route.

Barcoded discount: Applies to BPM flat-size pieces that bear a delivery point POSTNET barcode or an Intelligent Mail barcode encoded with the correct delivery point routing code (363.6.0). Discount is not available for Presorted DDU or carrier route prices.

No annual mailing fee; however, there is an annual destination entry mailing fee.

#### Content (363.3.0)

Bound Printed Matter is typically catalogs, directories, books, and other printed material that weighs up to 15 pounds and meets content eligibility standards in 363.3.0. Contents must:

- Consist of advertising, promotional, directory, or editorial material (or any combination of these).
- Be securely bound by permanent fastening.
- Consist of sheets of which at least 90% are imprinted by any process other than handwriting or typewriting with letters, characters, figures, or images (or any combination of these).
- Not have the nature of personal correspondence.
- Not be stationery (e.g., pads of blank printed forms).

#### Eligibility Standards (363.4.0)

Eligible mailings must meet the following minimum pieces:

- 300 pieces for Presorted and Carrier Route.
- 50 pieces for barcoded.
- No minimum for nonpresorted.

Each piece must include complete delivery address with correct ZIP Code or ZIP+4 code. Return address required for pieces with ancillary service endorsement or extra services.

For Presorted prices, a certified process (363.4.3) must be used within 12 months before mailing to ensure the accuracy of 5-digit ZIP Codes.

For Carrier Route price, carrier route information must be updated using CASS-certified process within 90 days before mailing (363.5.0).

For barcode flat discount: see address standards in 363.5.0, barcode quality standards in 708.4.0, and CASS/MASS standards in 708.3.0. Addresses matched using a CASS/MASS-certified process within 180 days before mailing date. Pieces must be prepared under 365.7.0.

Rigid, nonrectangular, and pieces that are not uniformly thick must be prepared as parcels and pay parcel prices based on weight and zone (363.1.0).

#### Postage Payment (364)

Permit imprint (604.5.0).

Postage statement: [PS Form 3605-R](#) or approved facsimile.

#### Mail Preparation (365)

Price markings:

- Presorted price: “Bound Printed Matter” or “BPM” and either “Presorted” or “PRSRT.”
- Carrier Route price: “Bound Printed Matter” or “BPM” and either “Carrier Route Presort” or “CAR-RT SORT.”

Mark each piece in the postage area. For optional marking locations, see [302.3.3](#).

Pieces must be separated by zones when presented unless authorized under [705](#).

#### Enter and Deposit (366)

Generally at the Post Office where permit is held. For destination entry, see [366.3.0](#) – [366.6.0](#).

## Preparation

## Bundling and Sacking Sequence Presorted Flats (365.5.0)

5-Digit/Scheme<sup>1</sup>

**Bundles:** Scheme bundles required for 5-digit ZIP Codes in L007. Required at 10 pieces or 10 pounds; smaller volumes not permitted.<sup>2</sup> Maximum weight 20 pounds or, if placed in 5-digit sack, 40 pounds.

**Labels:** Red Label 5 SCH, Red Label 5, or optional endorsement line (OEL) (708.7.0).

3-Digit/Scheme<sup>1</sup>

**Bundles:** Scheme bundles required for 3-digit ZIP Codes in L008. Required at 10 pieces or 10 pounds; smaller volumes not permitted.<sup>2</sup> Maximum weight 20 pounds.

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

## ADC

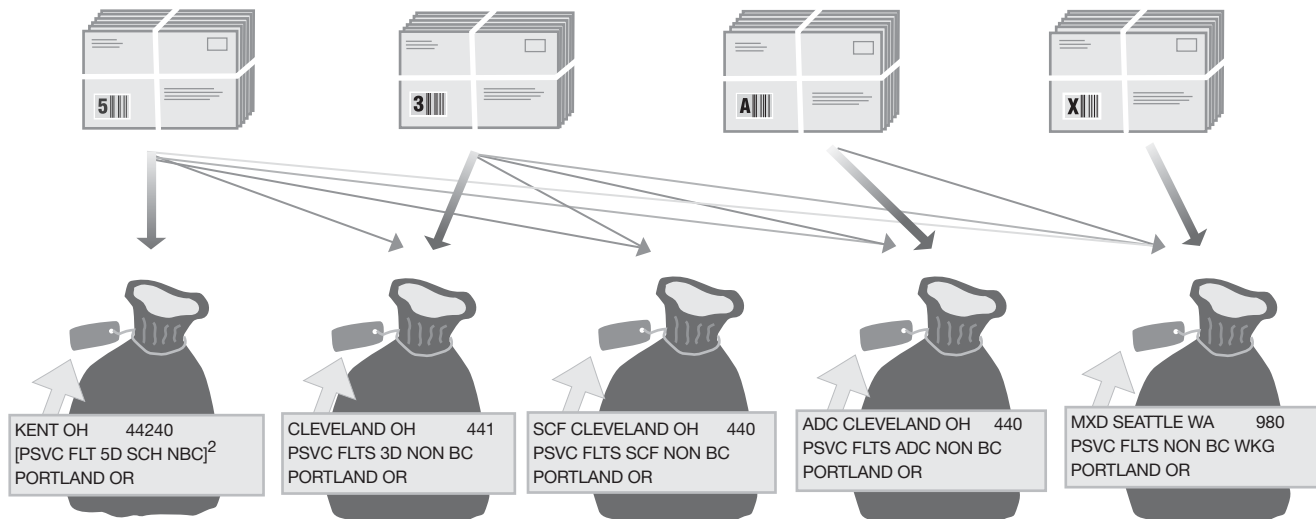
**Bundles:** Required at 10 pieces or 10 pounds; smaller volumes not permitted.<sup>2</sup> Maximum weight 20 pounds.

**Labels:** Pink Label A or OEL.

## Mixed ADC

**Bundles:** Required with no minimum. Maximum weight 20 pounds.

**Labels:** Tan Label X or OEL.

5-Digit/Scheme<sup>1</sup>

**Sacks:** Required at 20 addressed pieces or 20 pounds, smaller volumes not permitted.

**Labels:** <sup>3</sup> Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme sacks, use "PSVC FLT 5D SCH NBC." For 5-digit sacks, use "PSVC FLTS 5D NON BC."

## 3-Digit

**Sacks:** Required at 20 addressed pieces or 20 pounds, smaller volumes not permitted.

**Labels:** For Line 1, use L002, Column A. For Line 2, use "PSVC FLTS 3D NON BC."

## SCF

**Sacks:** Optional at 20 addressed pieces or 20 pounds, smaller volumes not permitted.

**Labels:** For Line 1, use L005, Column B. For Line 2, use "PSVC FLTS SCF NON BC."

## ADC

**Sacks:** Required at 20 addressed pieces or 20 pounds, smaller volumes not permitted.

**Labels:** For Line 1, use L004, Column B. For Line 2, use "PSVC FLTS ADC NON BC."

## Mixed ADC

**Sacks:** Required with no minimum.

**Labels:** For Line 1, use L009, Column B. For Line 2, use "PSVC FLTS NON BC WKG."

Each bundle (except mixed ADC bundles) must contain at least two addressed pieces.  
For Bound Printed Matter flat-size pieces claiming a barcode discount, see page four.

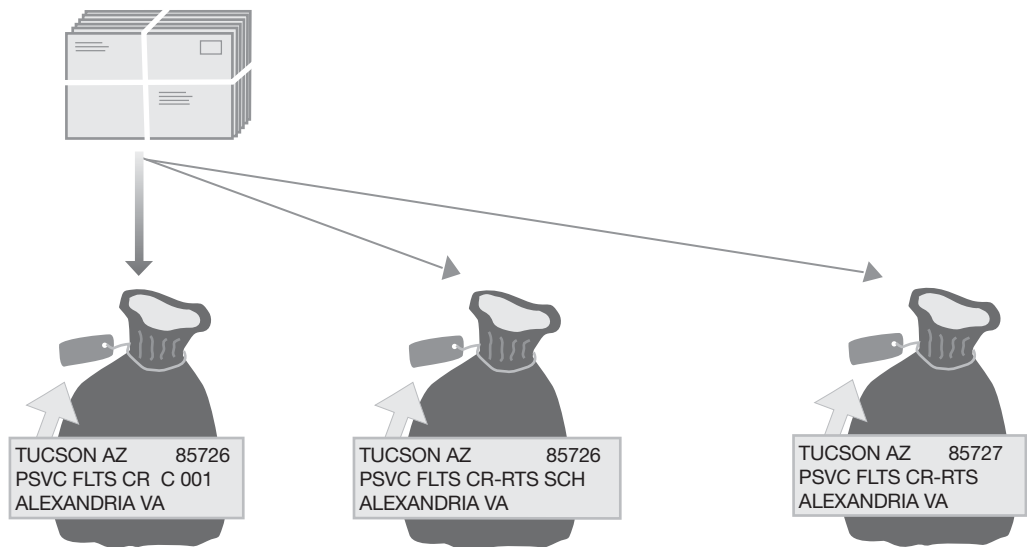
- For mailings consisting entirely of pieces meeting the automation-compatibility standards in 301.3.0 pieces must be prepared in 5-digit scheme and 3-digit scheme bundles and 5-digit scheme sacks. Mailers must prepare all possible 5-digit scheme bundles and 5-digit scheme sacks before preparing 5-digit bundles and 5-digit sacks. All possible 3-digit scheme bundles must be prepared before preparing 3-digit bundles. 5-digit bundles of flats placed in 5-digit sacks may weigh a maximum of 40 pounds.
- Bundles may contain less than the 10 piece or 10 pound minimum if the bundle size would exceed the maximum size (365.2.3).
- for 5-digit scheme sacks, use "PSVC FLT 5D SCH NBC," for 5-digit sacks, use "PSVC FLTS 5D NON BC."

**Bundling and Sacking Sequence Carrier Route Flats (365.6.0)**

**Bundles:**<sup>1</sup> Required at 10 addressed pieces or 10 pounds for an individual carrier route, smaller volumes not permitted.<sup>1</sup> Maximum weight 40 pounds. Each bundle must contain at least two addressed pieces except for the last bundle to each carrier route destination under 601.2.5.

**Labels:** Facing slip (601.2.15), optional endorsement line (708.7.0), or carrier route information line (708.8.0).

**Price:** Carrier Route.



**Carrier Route**

**Sacks:** Required at 20 addressed pieces or 20 pounds, smaller volumes not permitted.

**Labels:** For Line 1, use 5-digit ZIP Code destination of bundles. For Line 2, use "PSVC FLTS CR" followed by the route type and number.

**5-Digit Scheme Carrier Routes**

**Sacks:** Required, no minimum.

**Labels:** For Line 1, use L001, Column B. For Line 2, use "PSVC FLTS CR-RTS SCH."

**5-Digit Carrier Routes**

**Sacks:** Required, no minimum.

**Labels:** For Line 1, use 5-digit ZIP Code destination of bundles. For Line 2, use "PSVC FLTS CR-RTS."

1. Bundles may contain less than the 10 piece or 10 pound minimum if the bundle size would exceed the maximum size (365.2.3).

**Bundling and Sacking Sequence Barcoded Flats (365.7.0)****5-Digit/Scheme<sup>1</sup>**

**Bundles:** Scheme bundles required for 5-digit ZIP Codes in L007. Required at 10 pieces or 10 pounds; smaller volumes not permitted;<sup>2</sup> maximum weight 20 pounds.

**Labels:** Red Label 5 SCH, Red Label 5, or optional endorsement line (OEL) (708.7.0).

**3-Digit/Scheme<sup>1</sup>**

**Bundles:** Scheme bundles required for 3-digit ZIP Codes in L008. Required at 10 pieces or 10 pounds; smaller volumes not permitted;<sup>2</sup> maximum weight 20 pounds.

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

**ADC**

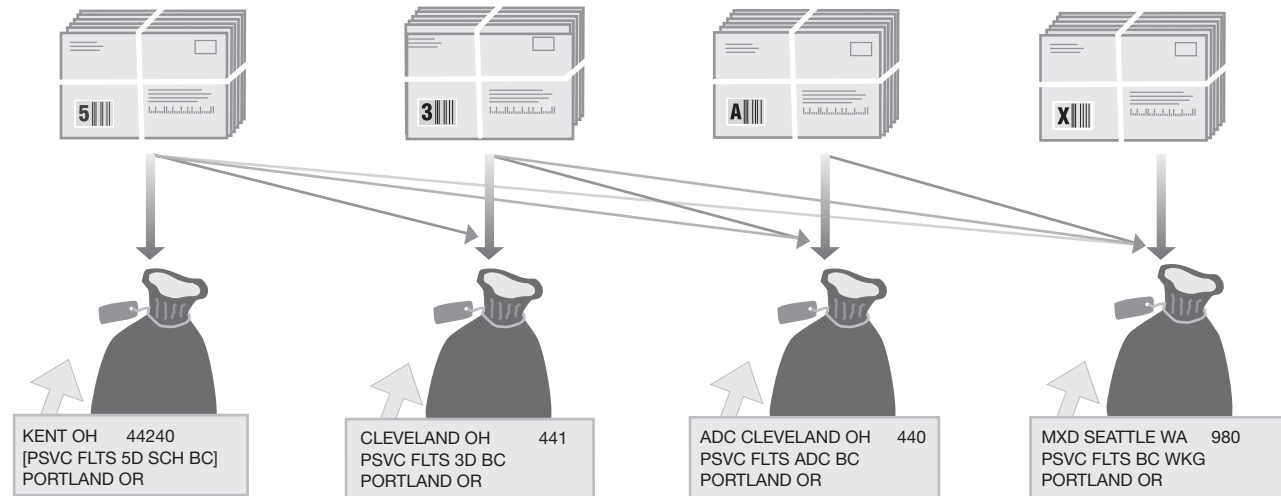
**Bundles:** Required at 10 pieces or 10 pounds; smaller volumes not permitted;<sup>2</sup> maximum weight 20 pounds.

**Labels:** Pink Label A or OEL.

**Mixed ADC**

**Bundles:** Required with no minimum. Maximum weight 20 pounds.

**Labels:** Tan Label X or OEL.

**5-Digit/Scheme**

**Sacks:** Required at 20 addressed pieces.

**Barcoded Labels:** Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme, use "PSVC FLTS 5D SCH BC." For 5-digit sacks, use "PSVC FLTS 5D BC."

**3-Digit**

**Sacks:** Required at 20 addressed pieces (except for optional bundles with 3-digit ZIP Code prefixes indicated by an "N" in L002).

**Barcoded Labels:** For Line 1, use L002, Column A, for destination facility. For Line 2, use "PSVC FLTS 3D BC."

**ADC**

**Sacks:** Required at 20 addressed pieces.

**Barcoded Labels:** For Line 1, use L004, Column B for destination facility. For Line 2, use "PSVC FLTS ADC BC."

**Mixed ADC**

**Sacks:** Required, no minimum for any remaining bundles placed in mixed ADC sacks.

**Barcoded Labels:** For Line 1, use L009, Column B. For Line 2, use "PSVC FLTS BC WKG."

Price is based on type of bundle regardless of sack in (or pallet on) which it is placed.

1. Mailers must prepare all possible 5-digit scheme bundles and 5-digit scheme sacks before preparing 5-digit bundles and 5-digit sacks. All possible 3-digit scheme bundles must be prepared before preparing 3-digit bundles.
2. Bundles may contain less than the 10 piece or 10 pound minimum if the bundle size would exceed the maximum size (365.2.8).

**Physical  
Standards  
(301)**

Maximum weight: 70 pounds.

For an overview of the physical standards for commercial flats, see [Quick Service Guide 301](#).

**Prices and Fees  
(373.1.0)**

For a complete list of Commercial Media Mail and Library Mail prices, see [Notice 123–Price List](#).

Flat-size pieces that do not meet the physical standards in [301.1.3](#) through [301.1.5](#) must be prepared as parcels.

Annual presort mailing fee applies separately for Media Mail and Library Mail.

**Content  
(373.3.0 and  
373.4.0)**

Media Mail:

Generally used for books (at least eight pages), film (16 mm or narrower), printed music, printed test materials, video and sound recordings, playscripts, printed educational charts, loose-leaf pages and binders consisting of medical information, and computer-readable media. Sound recordings may include incidental announcements of recordings and guides or scripts prepared solely for use with such recordings. Books may contain no advertising other than incidental announcements of other books.

Library Mail:

Generally used by qualified libraries, schools, nonprofit organizations, universities, and museums to mail specific types of Package Services matter that meet additional eligibility standards. Mailable items are limited generally to books, recordings, educational, and museum materials; advertising restrictions apply. Specific mailable items may be sent to, from, or between a school, college, university, public library, museum, herbarium, or nonprofit organization (religious, educational, scientific, philanthropic, agricultural, labor, veterans, or fraternal); any such institution, organization, or association, and an individual who has no financial interest in the sale, promotion, or distribution of the materials. Also, there are provisions for publishers to mail specified items to qualified customers.

**Eligibility  
Standards  
(373.6.0)**

Mailings of 300 or more addressed pieces as Media Mail and mailings of 300 or more addressed pieces as Library Mail are eligible for 5-digit and Basic prices. Prices based on weight and level of presort.

Each piece must include complete delivery and return addresses with correct ZIP Code or ZIP+4 code.

For Library Mail, each piece must show in the address or return address the name of a school, college, university, public library, museum, herbarium, or a qualified nonprofit organization ([703.1.2](#)).

Mailing items with no ancillary service endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece price ([507.1.5.4](#)).

Rigid, nonrectangular, and pieces that are not uniformly thick must be prepared as parcels and pay parcel prices ([373.1.2](#)).

**Postage  
Payment and  
Documentation  
(374)**

Meter ([604.4.0](#)) or permit imprint ([604.5.0](#)).

Postage statement: [PS Form 3605-R](#) or approved facsimile.

**Mail Preparation  
(375)**

Media Mail: mark each piece “Media Mail” and “Presorted” or “PRSRT” in the postage area. For optional marking locations, see [302.3.3.3](#).

Library Mail: mark each piece “Library Mail” and “Presorted” or “PRSRT” in the postage area. For optional marking locations, see [302.3.3.4](#).

Flat-size pieces that do not meet the physical standards in [301.1.3](#) and [301.1.4](#) must be prepared as parcels.

**Enter and  
Deposit  
(376)**

All meter or permit imprint: generally, at Post Office where permit or meter license is held.

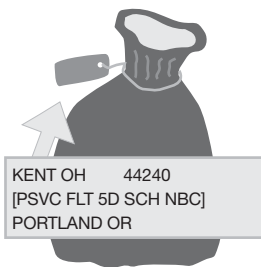
## Preparation

## Bundling and Sacking Sequence (375)

5-Digit/Scheme<sup>1</sup>

**Bundles:** Optional but required for 5-digit price. Scheme bundles required for 5-digit ZIP Codes in L007. Required at 10 addressed pieces, smaller volumes not permitted.<sup>2</sup> Maximum weight 20 pounds.<sup>3</sup>

**Labels:** Red Label 5 SCH, Red Label 5, or optional endorsement line (OEL) (708.7.0).



**Sacks:** Optional but required for 5-digit price. Minimum 10 pieces (or 1,000 cubic inches), smaller volumes not permitted.

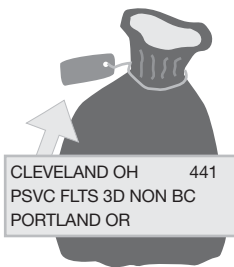
**Labels:** Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme sacks, use "PSVC FLT 5D SCH NBC." For 5-digit sacks, use "PSVC FLT 5D NBC."

**Price:** 5-Digit

3-Digit/Scheme<sup>1</sup>

**Bundles:** Scheme bundles required for 3-digit ZIP Codes in L008. Required at 10 addressed pieces, smaller volumes not permitted.<sup>2</sup> Maximum weight 20 pounds.

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



**Sacks:** Required at 20 pieces (or 1,000 cubic inches), smaller volumes not permitted.

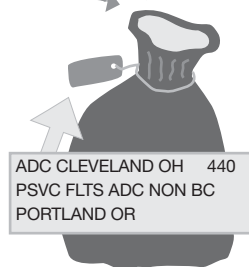
**Labels:** For Line 1, use L002, Column A. For Line 2, use "PSVC FLTS 3D NON BC."

**Price:** Basic

## ADC

**Bundles:** Required at 10 addressed pieces, smaller volumes not permitted.<sup>2</sup> Maximum weight 20 pounds.

**Labels:** Pink Label A or OEL.



**Sacks:** Required at 20 pieces (or 1,000 cubic inches), smaller volumes not permitted.

**Labels:** For Line 1, use L004, Column B. For Line 2, use "PSVC FLTS ADC NON BC."

**Price:** Basic

## Mixed ADC

**Bundles:** Required with no minimum. Maximum weight 20 pounds.

**Labels:** Tan Label X or OEL.



**Sacks:** Required, no minimum.

**Labels:** For Line 1, use L009, Column B. For Line 2, use "PSVC FLTS NON BC WKG."

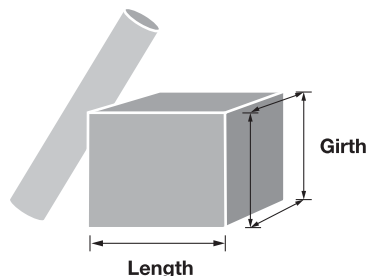
**Price:** Basic

Each bundle (except mixed ADC bundles) must contain at least two addressed pieces.

1. Pieces weighing up to 20 ounces and meeting the automation-compatibility standards in 301.3.0 must be prepared in 5-digit scheme and 3-digit scheme bundles and 5-digit scheme sacks. Mailers must prepare all possible 5-digit scheme bundles and 5-digit scheme sacks before preparing 5-digit bundles and 5-digit sacks. All possible 3-digit scheme bundles must be prepared before preparing 3-digit bundles.
2. Bundles may contain less than 10 pieces if the bundle size would exceed the maximum size (601.2.0).
3. 5-digit bundles of flats placed in 5-digit sacks may weigh a maximum of 40 pounds.

### Overview

### Parcel Dimensions

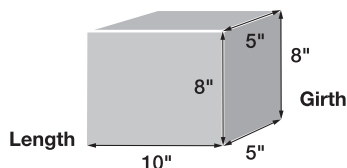


|                   |                                                                    |
|-------------------|--------------------------------------------------------------------|
| Length            | The longest side of the parcel.                                    |
| Girth             | Measurement around the thickest part.                              |
| Length plus girth | Cannot exceed 108 inches (Parcel Select cannot exceed 130 inches). |

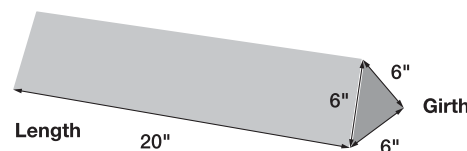
### Measuring Length Plus Girth (401.1.0)

For parcels, length is the measurement of the longest dimension and girth is the distance around the thickest part (perpendicular to the length).

Except for Standard Post and Parcel Select, no mailpiece may measure more than 108 inches in length and girth combined. Standard Post and Parcel Select pieces measuring over 108 inches but not more than 130 inches in combined length and girth are mailable at the applicable oversized price (453.1.0).



Length = 10 inches  
Girth  $(8 + 5 + 8 + 5) = 26$  inches  
Length + girth = 36 inches



Length = 20 inches  
Girth  $(6 + 6 + 6) = 18$  inches  
Length + girth = 38 inches

The Postal Service classifies parcels as machinable parcels, irregular parcels, or outside parcels.

### Machinable Parcels (401.1.5)

If you prepare your parcels so that they can be processed on Postal Service equipment, your mail is “machinable.” Machinable parcels must meet specific standards for size, shape, content, and weight.

Minimum weight: 6 ounces (3.5 ounces for parcels prepared under 401.1.5.2).

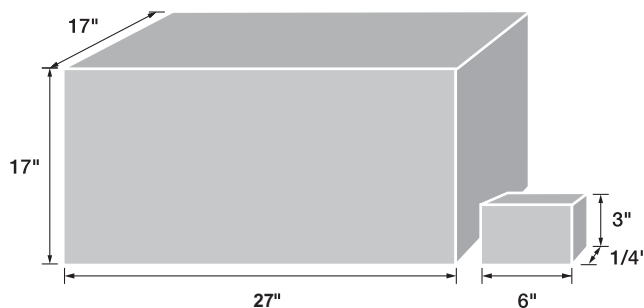
Maximum weight: 25 pounds (35 pounds for Parcel Select and Parcel Return Service parcels that do not contain books and other printed matter). Lower weight limits apply to First-Class Mail, Standard Mail, and Bound Printed Matter.

Dimensions:

■ Minimum: 6 inches long, 3 inches high, and 1/4 inch thick. A mailpiece exactly 1/4 inch thick is subject to the 3-1/2 inch height minimum.

■ Maximum: 27 inches long, 17 inches high, and 17 inches thick.

Soft goods wrapped in paper or plastic bags and printed matter are machinable only if all packaging standards in 601 are met.



### Machinable Parcels

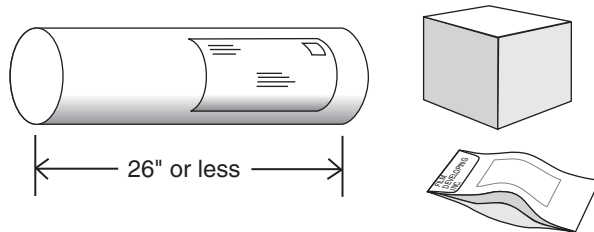
Minimum weight: 6 ounces (3.5 ounces for small lightweight parcels prepared under 401.1.5.2).

Maximum weight: 25 pounds (35 pounds for Parcel Select and Parcel Return Service parcels that do not contain books and other printed matter).

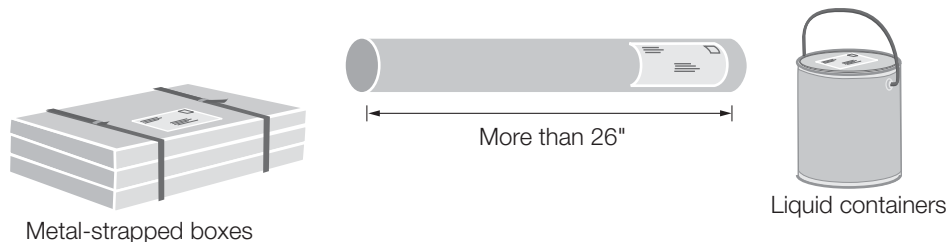
**Irregular Parcels**  
(401.1.6)

Irregular parcels include parcels that do not meet the dimensional criteria of machinable parcels and other parcels that cannot be processed by parcel sorters, including:

- Rolls and tubes up to 26 inches long and merchandise samples not individually addressed.
- Unwrapped, paper-wrapped, or sleeve-wrapped articles that are not letter-size or flat-size (e.g., catalogs, directories).
- Articles enclosed in envelopes that are not letter-size, flat-size, or machinable parcels.

**Outside Parcels**  
(401.1.7)

Outside parcels exceed any of the maximum dimensions for machinable parcels. This category also includes certain high-density items, cartons containing more than 24 ounces of liquids in one or more glass containers, cartons containing 1 gallon or more of liquid in metal or plastic containers, and items in 401.1.7.

**First-Class  
Package  
Service**  
(401.2.3)

Maximum weight: 13 ounces, except for commercial plus presorted machinable parcels, which must weigh less than 16 ounces.

A surcharge applies for parcels with the following characteristics:

- Unless prepared in 5-digit/scheme containers, presorted parcels weighing less than 2 ounces or that are irregularly shaped, such as rolls, tubes, and triangles.
- Nonpresorted parcels (except those paid with PC Postage) without a unique Intelligent Mail package barcode or extra services barcode, including a postal routing code. Effective January 7, 2013, nonpresorted parcels must include a unique Intelligent Mail package barcode with a postal routing code to avoid a surcharge.

See [Quick Service Guide 430](#), First-Class Package Service parcels

**Bound Printed  
Matter**  
(401.2.6)

Maximum weight: 15 pounds.

For additional information, see [Quick Service Guide 460](#), Bound Printed Matter Nonmachinable and Machinable Parcels.

**Media Mail**

Maximum weight: 70 pounds.

For machinable parcels, see [Quick Service Guide 470](#).

For preparation of irregular parcels, see [475.5.3](#).

**Library Mail**

Maximum weight: 70 pounds.

Barcode discount: available for machinable parcels (50-piece minimum), mailed at Basic prices.

For prices, eligibility, postage payment, and mail preparation, see [Quick Service Guide 480](#).

**Standard Mail  
Parcels  
(401.2.4)** Maximum weight: less than 16 ounces.  
Unless prepared in carrier route (irregular parcels only) or 5-digit/scheme containers, Standard Mail parcels are subject to a surcharge if machinable parcels do not bear a GS1-128 routing barcode or Intelligent Mail package barcode, or irregular parcels do not bear a GS1-128 routing barcode, an Intelligent Mail package barcode, or POSTNET barcode.

See Quick Service Guides:

[440a Standard Mail Machinable Parcels](#)

[440b Standard Mail Irregular Parcels](#)

[440c Standard Mail Carrier Route Irregular Parcels](#)

**Parcel Select  
(401.2.5)** Parcel Select Destination Entry packages are priced as machinable or nonmachinable. Nonmachinable parcels are subject to the applicable nonmachinable surcharge unless the special handling fee is paid. There is no Parcel Select nonmachinable surcharge for NDC Presort, ONDC Presort, or nonpresorted.

**Oversized Price:** pieces measuring more than 108 inches in combined length and girth, but not more than 130 inches in combined length and girth, are mailable at the applicable Parcel Select oversized price. Oversized pieces are not subject to nonmachinable prices.

**Balloon Price:** Parcel Select pieces measuring more than 84 inches in combined length and girth, but not more than 108 inches in combined length and girth, and weighing less than 20 pounds are mailable at the price equal to that of a 20-pound parcel for the zone to which the parcel is addressed.

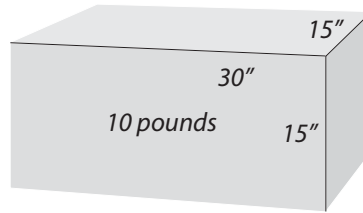
**Nonmachinable Parcel Select Destination Entry:** Except for pieces mailed at oversized prices or parcels sent with special handling, pieces that meet any of the following criteria must pay nonmachinable prices.

- A parcel more than 27 inches long, 17 inches wide, or 17 inches high.
- A parcel less than 6 inches long, 1/4 inch thick, or 3 inches high.
- A parcel that weighs less than 6 ounces (except under [401.1.5.2](#)) or more than 35 pounds.
- A parcel containing more than 24 ounces of liquid in glass containers, or 1 gallon or more of liquid in metal or plastic containers.
- An insecurely wrapped or metal-banded parcel.
- A can, roll, or tube, or wooden or metal box.
- Books, printed matter, or business forms weighing more than 25 pounds.
- A high-density parcel weighing more than 15 pounds and exerting more than 60 pounds per-square-foot pressure on its smallest side.
- A film case weighing more than 5 pounds or with strap-type closures, except any film case the USPS authorizes to be entered as a machinable parcel under [401.1.5](#) and to be identified by the words "Machinable in United States Postal Service Equipment" permanently attached as a nontransferable decal in the lower right corner of the case.
- Parcels with characteristics (such as inadequate packaging) that could result in damage to the contents of the mailpiece, other parcels, or postal machinery if mechanical sortation is used.

### Examples of Balloon Price, Oversized Price, and Priority Mail Dimensional Weight

#### Priority Mail (zones 1–4) and Parcel Select (all zones) Balloon Price if:

- Weight less than 20 pounds and length plus girth combined is more than 84 but not more than 108 inches.

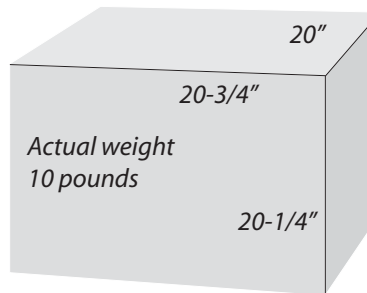


*Nonmachinable Price:* No  
*Balloon Price:* Yes  
*Oversized Price:* No

In this example, length and girth is 90 inches.

#### Priority Mail (zones 5–8) Dimensional weight for rectangular shaped parcels.

For Priority Mail dimensional weight for nonrectangular shaped parcels to zones 5–8, see [123.1.4.2](#).



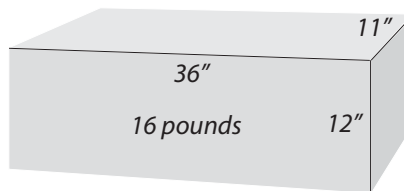
*Dimensional Weight:* Yes  
*Balloon Price:* No  
In this example the dimensional weight for a package to zones 5–8 is 44 pounds.

1. Round off each measurement to the nearest whole number (length = 21, height = 20, and width = 20).
2. Multiple length x height x width (21 x 20 x 20) = 8,400 cubic inches
3. If more than 1,728 cubic inches, divide the result by 194 and round up to the next whole number to determine dimensional weight (8,400/194 = 43.29). Dimensional weight = 44 pounds.

#### Parcel Select Destination Entry Nonmachinable prices if:

- Length more than 27 inches or
- Height more than 17 inches or
- Width more than 17 inches or
- Maximum weight: 25 pounds (35 pounds for Parcel Select and Parcel Return Service parcels that do not contain books and other printed matter) or
- Meets any Standard Post nonmachinable criteria on page three.

Nonmachinable prices do not apply to parcels mailed at oversized prices or parcels sent with special handling.

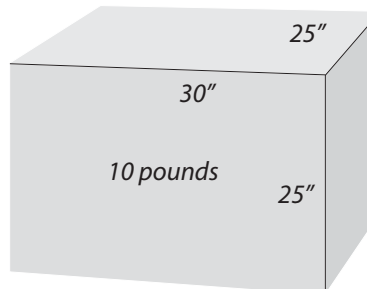


*Nonmachinable Price:* Yes  
*Balloon Price:* No  
*Oversized Price:* No

In this example, length and girth is 82 inches.

#### Parcel Select Oversized Price if:

- Length plus girth combined is more than 108 but not more than 130 inches.
- The oversized price does not apply to pieces with special handling fee.



*Oversized Price:* Yes

In this example, length and girth is 130 inches.

Balloon price: Priority Mail (zones 1–4) and Parcel Select only.

Nonmachinable price: Parcel Select Destination Entry only.

Oversized price: Parcel Select only

Priority Mail dimensional weight zones 5–8 only.

**Related QSGs** [440a, Standard Mail Machinable Parcels](#)  
[450, Parcel Select](#)  
[460, Bound Printed Matter Irregular and Machinable Parcels](#)

**Physical Standards (401)** Minimum weight: 6 ounces except under [401.1.5.2](#).  
Standard Mail: maximum weight is less than 16 ounces.  
Bound Printed Matter: maximum weight is 15 pounds.  
Parcel Select: maximum weight is 35 pounds (25 pounds for books and other printed matter).  
Dimensions: 6 to 34 inches long, 3 to 17 inches high, and 1/4 to 17 inches thick. Parcels 1/4 inch thick must be at least 3-1/2 inches high and 6 inches long.  
For an overview of the physical standards for commercial parcels, see [Quick Service Guide 401](#).

**Eligibility Standards** Parcels are nonmachinable if they meet any of the criteria in [401.2.5](#).  
Commercial parcels (except for Standard Mail parcels) mailed at a presorted or destination entry price must include a unique Intelligent Mail package barcode (IMpb) or extra services barcode, including a postal routing code. On January 7, 2013, an Intelligent Mail package barcode will be required for all commercial mailpieces that include a tracking or extra services barcode and on all parcels (except Standard Mail parcels) claiming presort or destination entry pricing.  
Package Services barcodes may be combined with USPS Tracking/Delivery Confirmation or Signature Confirmation and insurance barcode.  
Standard Mail barcodes may be combined with electronic USPS Tracking/Delivery Confirmation and insurance.  
Standard Mail and Package Services barcodes must be prepared with the address and barcode placed squarely onto the largest surface area of the parcel except when the shape and contents require specific orientation for stability during processing. The barcode should be placed immediately adjacent to the delivery address and no closer than 1/2 inch from the edge of the parcel.

**Acceptable Container (601.4.0)** Use sturdy materials to withstand handling.  
Size must be adequate to contain items and provide space for cushioning material:  

- Paperboard boxes for easy and average loads up to 10 pounds.
- Metal-stayed paperboard boxes for easy and average loads up to 20 pounds.
- Soft goods in paper or plastic bags and enveloped printed matter up to 5 pounds.
- Books and other printed matter in boxes; lighter weight items in other materials as indicated in [601.4.0](#) or [601.7.0](#).
- Avoid waxed or oiled materials, exterior foam boxes, and unsecurely packaged articles.
- Solid corrugated fiberboard boxes as shown below.

**Cushioning (601.3.0)** Cushioning absorbs shock and vibration of handling. Combinations of cushioning materials are most effective. Cushion items separately.

**Closure and Sealing (601.3.0)**

- Except for pressure-sensitive filament tape, tapes used for closure and reinforcement must be at least 2 inches wide. Avoid twine, cord, rope, cellophane tape, and masking tape.
- Paper tape must be at least 60-pound basis weight.
- Adhesive (glue, paste, thermal plastic, etc.) must be serviceable from -20°F to 160°F.
- Staples and steel stitching acceptable if spaced less than 5 inches apart for easy loads, less than 2-1/2 inches for difficult loads.

**Mail Preparation** Barcodes:  
First-Class Package Service: A surcharge applies for parcels with the following characteristics:  

- Unless prepared in 5-digit/scheme containers, presorted parcels weighing less than 2 ounces or that are irregularly shaped, such as rolls, tubes, and triangles.
- Nonpresorted parcels (except those paid with PC Postage) without a unique Intelligent Mail package barcode or extra services barcode, including a postal routing code. Effective January 7, 2013, nonpresorted parcels must include a unique Intelligent Mail package barcode with a postal routing code to avoid a surcharge.

Standard Mail parcels: Unless prepared in a carrier route or 5-digit/scheme containers, Standard Mail parcels are subject to a surcharge if:  

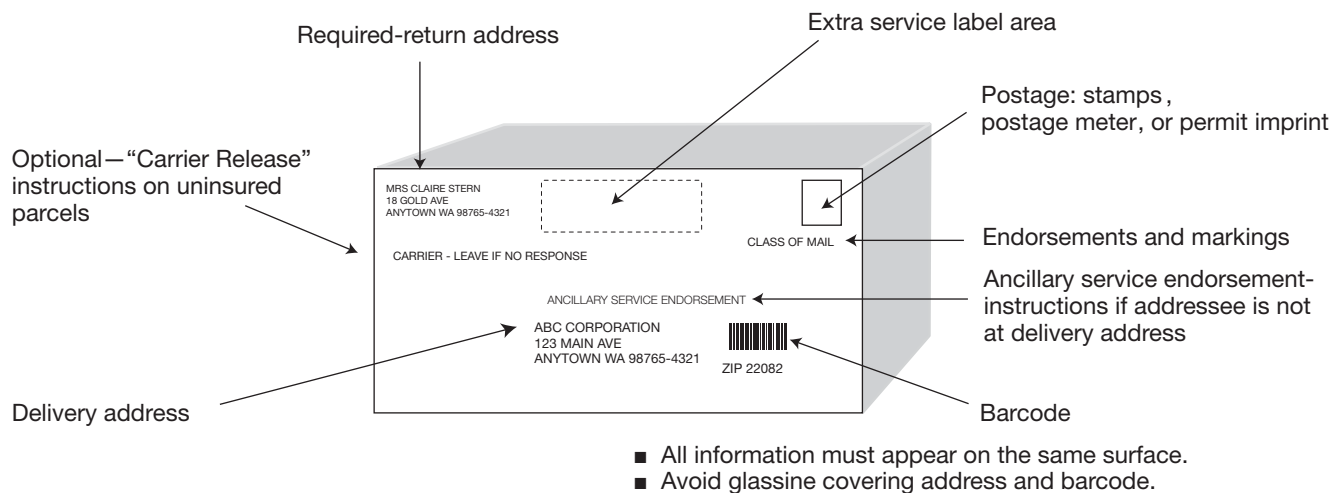
- Machinable parcels do not bear a GS1-128 routing barcode or Intelligent Mail package barcode, (IMpb).
- Irregular parcels do not bear a GS1-128 routing, POSTNET barcode, or IMpb.

Parcels must be prepared and marked under applicable standards for machinable parcel preparation:  

- Presorted Standard Mail ([445.5.0](#)) or [Quick Service Guide 440a](#).
- Parcel Select ([455](#)) or [Quick Service Guide 450](#).
- Bound Printed Matter ([465](#)) or [Quick Service Guide 460](#).
- Presorted Media Mail and Library Mail ([475](#)) or [Quick Service Guide 470](#).

For pallet preparation, see [705.8.0](#).  
For combined mailings of Standard Mail and Package Services parcels, see [705.6.0](#).

## Physical Standards for Automation-Compatible Parcels



## Packaging and Sealing

**Container** (see page one for details):

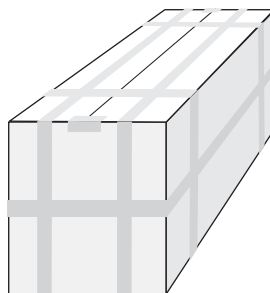
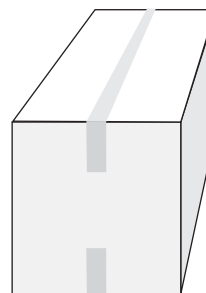
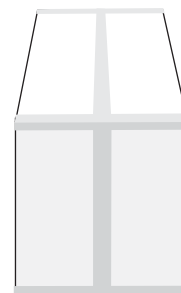
- Sturdy paperboard or fiberboard boxes.
- Plastic or paper bags up to 5 pounds.
- Enveloped printed matter up to 5 pounds.
- Avoid waxed or oiled materials, exterior foam boxes.

**Cushioning:**

- Cushion items separately.
- Combine materials for most effectiveness. Cushioning materials: foamed plastics, corrugated fiberboard, loose-fill material, and shredded newspapers.

**Sealing** (see page one for details):

- Pressure-sensitive reinforced tape.
- Reinforced paper tape.
- Staples or steel stitching.
- Adhesive.
- Avoid twine, cord, rope, cellophane tape, and masking

Pressure-sensitive  
filament tapeReinforced kraft  
paper tape

Kraft paper tape

#### Physical Standards (401.1.0)

Maximum weight: 70 pounds.  
Maximum length and girth: 108 inches.

#### Prices and Fees (413.1.0)

For a complete list of commercial Express Mail prices, see [Notice 123–Price List](#).

Except for Express Mail Flat Rate packaging, Express Mail prices are based on weight and zone. Items are charged the 0.5-pound price for weights up to 0.5 pound (i.e. If a piece weighs 0.25 pound, the weight (postage) increment is 0.5 pound). Items over a 0.5 pound are rounded up to the next whole pound (i.e. If a piece weighs 0.75 pound, the weight (postage) increment is 1 pound or if a piece weighs 1.2 pounds, the weight (postage) increment is 2 pounds).

Only USPS-produced Flat Rate packaging is eligible for the Express Mail Flat Rate price, and is charged one flat price regardless of weight (up to 70 pounds) or domestic destination.

Sunday/Holiday Premium: Delivery guaranteed for a Sunday or a holiday is charged a premium fee. No fee is charged for Sunday/holiday delivery when paying via an Express Mail Manifest Agreement.

Commercial Base Prices (413.1.3): Express Mail commercial base prices are lower than retail prices and are available for:

- Customers using an Express Mail Corporate Account (EMCA), including Federal Agency Accounts
- Click-N-Ship customers
- Registered end-users of USPS-approved PC Postage products using a qualifying shipping label
- Customers using USPS-approved Information-based indicia (IBI) postage meters that print the IBI with the appropriate price marking and who electronically transmit transactional data to the USPS and use an approved Express Mail shipping label
- Customers using permit imprint using the Electronic Verification System (eVS) program

Commercial Plus Prices (413.1.4): Express Mail commercial plus prices are lower than commercial base and retail prices and are available to existing and new customers whose account volume exceeds a minimum threshold or who have a customer commitment agreement with the USPS. Commercial plus prices are available for:

- Customers using an Express Mail Corporate Account (EMCA), including Federal Agency Accounts
- Customers using USPS-approved IBI postage meters that print the IBI with the appropriate price marking and who electronically transmit transactional data daily to USPS for all mailpieces and categories and use an approved Express Mail shipping label
- Permit imprint using the Electronic Verification System (eVS) program

#### Content (413.2.0)

All mailable matter may be sent as Express Mail, except matter prohibited by standards (e.g., certain hazardous materials) (601.8.0).

#### Service Features (413.4.0)

Express Mail is a money-back guaranteed overnight to 2-day service that includes tracking, proof of delivery, and insurance coverage up to \$100. Express Mail envelopes and boxes are available from local Post Offices or online at [www.usps.com](http://www.usps.com) at no additional cost. Customized preprinted labels also are available by contacting your local Post Office.

Overnight guarantee is not available during the December 22 through December 25 time period.

- Express Mail Next Day Delivery (413.4.2) provides guaranteed overnight service to designated destination 3-digit or 5-digit ZIP Code delivery areas, facilities, or locations (Post Office to Addressee Service). Items are delivered to an addressee within the designated delivery area of the destination facility by noon or 3 p.m. on the next day. If delivery is not made, the addressee is notified, and a reminder notice is also left on the third day. A second delivery is attempted only upon customer request.
- Hold for Pickup (413.4.2.4) items presented for Express Mail Next Day Delivery are available for claim by the addressee at the destination facility by 10 a.m., 12 p.m., or 3 p.m. of the next day the destination office is open for retail business.
- Express Mail Military Service (413.1.5) is available between the United States and designated APO/FPO and DPO destination addresses. Shipments are delivered in 2 to 3 days to more than 300 worldwide locations.
- Custom Designed service is available between locations in the United States on a scheduled basis under a service agreement (413.4.4).

There are two Express Mail labels – Label 11-B or Label 11-F. The wording for requesting or waiving a signature, will depend on the version of the label used. Most Post Offices should have labels that were updated in January 2012. However, labels prior to that date may still be used. Labels produced prior to January 2012 will have a "waiver of signature" box to check, while the updated labels will have a "signature required" box to check as follows:

- Waiver of signature (for labels dated prior to January 2012): mailers may instruct the USPS to deliver Express Mail packages without obtaining the addressee's signature by signing the waiver on the Express Mail label. A waiver of signature cannot be used for Express Mail Custom Designed Service, Express Mail COD, or Express Mail with additional insurance.
- Signature required (for labels dated January 2012): mailers requiring a signature must instruct the USPS by checking the "Signature Required" box on the label. A signature is required for Express Mail Custom Designed Service, Express Mail COD, or Express Mail with additional insurance.

Quick Service  
Guide**Postage  
Payment and  
Documentation  
(414)**

Commercial Express Mail postage may be paid by Click-N-Ship (604.4.0), Express Mail Corporate Account (414.2.0), IBI postage meter (604.4.0), PC Postage (604.4.0), or Permit Imprint (604.5.0).

Postage paid through an approved PC Postage system must bear an Intelligent Mail package barcode (IMpb) prepared under 708.5.0.

**Mail  
Preparation  
(415)**

Matter mailed in USPS-produced Express Mail packaging is subject to Express Mail prices regardless of how the packaging is reconfigured or how markings may be obliterated.

When sealing Flat Rate packaging, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container provided the design of the container is not enlarged by opening the sides, and the container is not reconstructed in any way.

For each commercial Express Mail item, the mailer must complete Label 11-B or Label 11-F for Post Office to Addressee Service, Label 11-HFPU for Hold for Pickup Service, or a single-ply Express Mail label generated through Click-N-Ship or an USPS-approved method.

Each piece should include a complete delivery and return address with the correct ZIP Code or ZIP+4 code.

Effective January 7, 2013, all commercial Express Mail pieces (except those pieces paying postage through an Express Mail Corporate Account) must bear an Intelligent Mail package barcode.

**Enter and Deposit  
(416)**

Commercial Express Mail Next Day and Second Day items may be mailed at Post Offices, stations, and branches; dropped into Express Mail collection boxes; handed to carriers; or picked up by the USPS.

Acceptance and collection information may be obtained by calling 1-800-222-1811 or contacting your local postmaster.

Open and Distribute shipments: see 705.18.0.

**Extra Services  
(503.1.0)**

Adult Signature services are available (503.9.0). Return receipt service is available (503.1.1.3). Collect on Delivery (COD) (503.13.1). Insurance against loss, damage, or rifling is included at no extra cost for coverage up to \$100 (503.1.1.7). Additional merchandise insurance may be available up to \$5,000, depending on the value and nature of the item. Claims must be filed within 90 days of the date of mailing (609.1.0).

**Physical  
Standards  
(401.1.0)**

- Maximum weight: 70 pounds.
- Commercial Plus Cubic — 20 pounds
  - Regional Rate "Box A" — 15 pounds
  - Regional Rate "Box B" — 20 pounds
  - Regional Rate "Box C" — 25 pounds

Maximum length and girth: 108 inches.

**Prices and Fees  
(423.1.0)**

For a complete listing of commercial Priority Mail prices, see [Notice 123–Price List](#).

Except for Flat Rate and Regional Rate packaging, balloon, or dimensional weight, and commercial plus cubic items, Priority Mail commercial prices are based on weight and zone. Mailpieces are charged per pound; any fraction of a pound is rounded up to the next whole pound, except for Priority Mail commercial plus items that weigh up to 1/2 pound are charged the 1/2-pound price.

**Balloon Price:** Parcels addressed for delivery to Zones 1-4 that weigh less than 20 pounds but measure more than 84 inches (but not exceeding 108 inches) in combined length and girth are charged the 20-pound price for the zone to which addressed.

**Dimensional Weight Price:** Postage for parcels addressed for delivery to Zones 5-8 and exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight, whichever is greater. (See [QSG 120](#) for examples on how to measure dimensional weight.)

Matter mailed in USPS-produced Priority Mail packaging is charged one flat price regardless how much the item weighs (up to 70 pounds) or domestic destination. Only USPS-produced Flat Rate packaging is eligible for Priority Mail Flat Rate pricing. For a complete list of Flat Rate packaging items, see the Flat Rate Quick Reference section of [Notice 123–Price List](#).

Regional Rate Boxes are available to Priority Mail commercial customers who use the USPS-produced packaging, with prices based on one of the three box sizes and zone to which it is shipped. Regional Rate boxes exceeding the maximum weight for the box size, or the container flaps do not close within the normal folds, will be assessed the applicable Priority Mail prices.

Critical Mail is a sub-category of Priority Mail and is available only for automation-compatible letters (up to 3 ounces) and automation flats (up to 13 ounces) bearing Intelligent Mail barcodes ([223.1.4](#) and [323.1.4](#)).

**Content  
(423.2.0)**

Unless Express Mail is used, Priority Mail prices are required for a mailpiece that weighs more than 13 ounces when the mailpiece contains matter that must be mailed as First-Class Mail ([433.2.0](#)). All mailable matter may be sent as Priority Mail, except matter prohibited by standards (e.g., certain hazardous materials) ([601.8](#)).

**Postage  
Payment and  
Documentation  
(424)**

Commercial base and Regional Rate Box prices are available for postage paid through:

- Click-N-Ship customers
- Registered end-users of USPS-approved PC Postage products when using a qualifying shipping label managed by the PC Postage system
- Customers using permit imprint
- Priority Mail Open and Distribute (PMOD) using permit imprint when a Service barcode containing a unique service type code 55 is on the address label ([705.18.0](#)); PMOD is not available for Regional Rate Boxes
- Information-based indicia (IBI) postage meters that print the IBI with the appropriate price marking and electronically transmit transactional data to the USPS
- Merchandise Return Service (MRS) for Priority Mail when all MRS requirements are met ([505.3.0](#))

Commercial plus prices are available to existing and new customers who qualify for commercial base prices and whose account volume for the previous year exceeds a combined total of 5,000 letter-size and flat-size (including Flat Rate Envelopes, but not the Padded Envelope); or a combined cumulative volume exceeding 75,000 total pieces (letters, flats, and parcels); or who have a customer commitment agreement with the USPS.

- Registered end-users of USPS-approved PC Postage products
- Permit imprint customers
- Priority Mail Open and Distribute customers (exceeds 600 PMOD containers)
- Merchandise Return Service permit holders

Commercial plus cubic prices are available to existing and new customers who qualify for commercial base prices and whose account volume exceeds 250,000 for the previous year or have a customer commitment agreement with the USPS, and who are:

- Registered end-users of USPS-approved PC Postage products
- Permit imprint customers who use the Electronic Verification System (eVS) or submit an electronic postage statement with a computerized manifest

Priority Mail pieces (except Critical Mail without an extra service) with postage paid through a PC Postage system must bear an Intelligent Mail package barcode prepared under [708.5.0](#).

Postage Statement: [PS Form 3600-R](#) or approved facsimile; other documentation may be required by standards for payment method used. No postage statement is required if metered postage is affixed.

**Mail Preparation  
(425)**

Matter mailed in USPS-produced Priority Mail packaging is subject to Priority Mail prices regardless of how the package is reconfigured or how the marking may be obliterated.

When sealing Flat Rate packaging or Regional Rate boxes, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container provided the design of the container is not enlarged by opening the sides and the container is not reconstructed in any way.

Each piece must include a complete delivery and return address with the correct ZIP Code or ZIP+4 code (602.1.0).

Marking on each piece: "Priority Mail" must be placed prominently on the address side of each mailpiece.

Except for permit imprint or Merchandise Return Service, the following price markings are required in the postage area (425.2.0):

- Commercial Base Price: "Commercial Base Price", "Commercial Base Pricing", or "ComBasPrice".
- Commercial Plus Price: "Commercial Plus Price", "Commercial Plus Pricing", or "ComPlsPrice".
- Commercial Plus Cubic Price *with PC Postage* (425.2.3): Mailpieces must bear the appropriate marking that reflects the respective price tier as follows:
  - Cubic .10
  - Cubic .20
  - Cubic .30
  - Cubic .40
  - Cubic .50
- Commercial Plus Cubic Price *with permit imprint* (425.2.3): "Cubic", "CUBIC", or "cubic"

**Enter and  
Deposit  
(426)**

Deposit: Packages with Click-N-Ship, IBI metered postage, or PC Postage may be deposited in collection boxes or at an acceptance point designated by USPS.

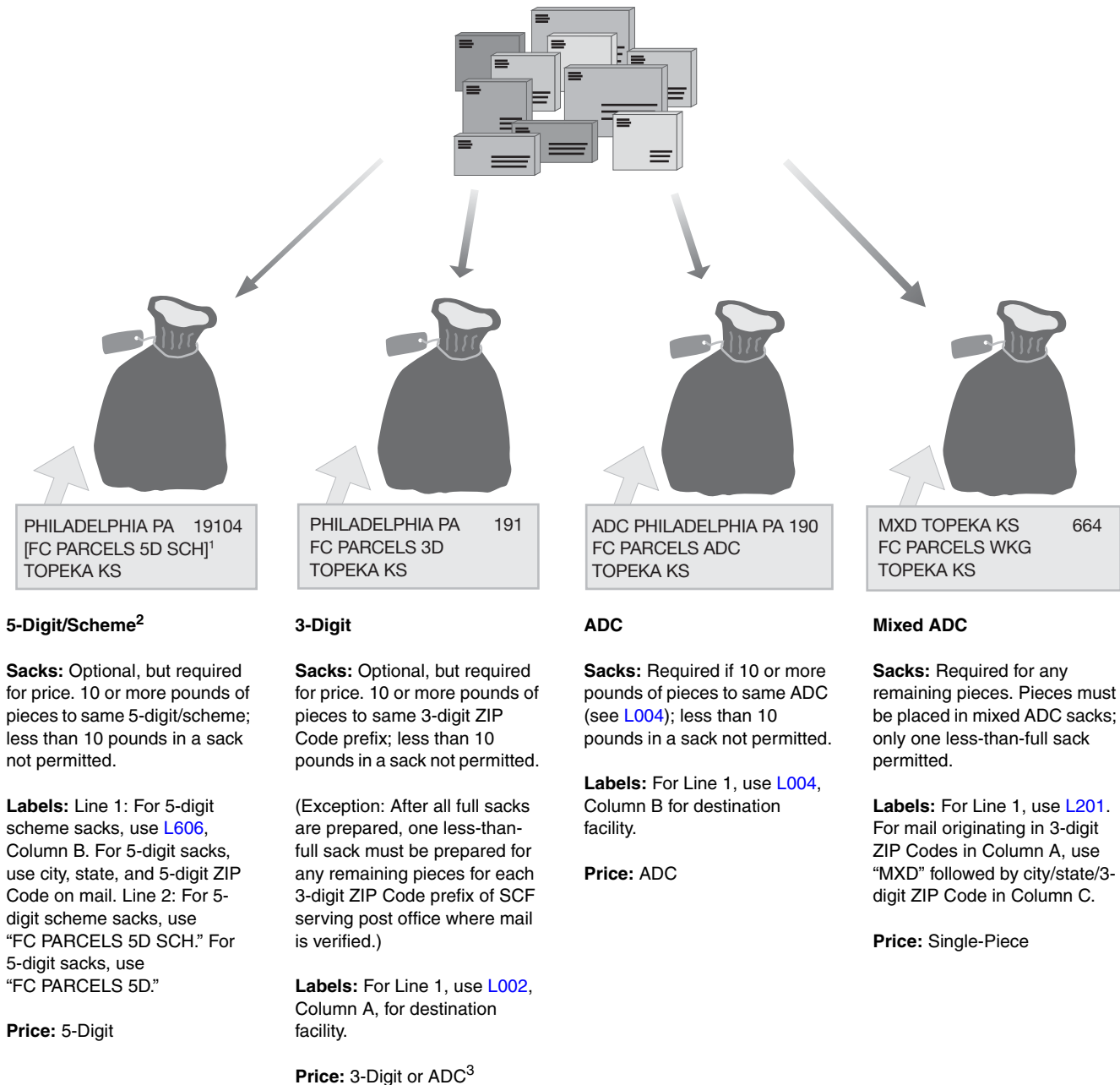
Delivery: At mailer's option, uninsured mail may be left in a protected place if endorsed "Carrier-Leave If No Response" (508.1.2).

Open and Distribute Shipments: see 705.18.0.

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Physical Standards</b><br>(401)                | Maximum weight: 13 ounces, except for commercial plus presorted machinable parcels which must weigh less than 16 ounces.<br>For an overview of the physical standards for commercial parcels, see <a href="#">Quick Service Guide 401</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Prices and Fees</b><br>(433.1.0)               | There are two categories of prices for First-Class Package Service commercial parcels: commercial base and commercial plus. For a complete list of commercial First-Class prices, see <a href="#">Notice 123—Price List</a> .<br>Annual presort mailing fee applies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Content</b><br>(433.2.0)                       | First-Class Package Service may be used for any mailable item including advertisements and lightweight merchandise, except that parcels mailed at commercial base prices are not sealed against inspection and may not contain documents or personal correspondence, except that such parcels may contain invoices, receipts, incidental advertising, and other documents that relate in all substantial respects to merchandise contained in the parcels.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Eligibility Standards</b><br>(433.3.0)         | Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must meet the physical standards for parcels (401).<br>Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code.<br>Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA <sup>Link</sup> , <i>FASTforward</i> , or the appropriate ancillary service endorsement except Forwarding Service Requested, under <a href="#">507.1.5</a> ). For an overview of the Move Update standard, see <a href="#">Quick Service Guide 230a</a> .<br>A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.<br>A surcharge applies for parcels with the following characteristics: <ul style="list-style-type: none"> <li>■ Unless prepared in 5-digit/scheme containers, presorted parcels weighing less than 2 ounces or that are irregularly shaped, such as rolls, tubes, and triangles.</li> <li>■ Nonpresorted parcels (except those paid with PC Postage) without a unique Intelligent Mail package barcode or extra services barcode, including a postal routing code. Effective January 7, 2013, nonpresorted parcels must include a unique Intelligent Mail package barcode with a postal routing code to avoid a surcharge.</li> </ul> |
| <b>Postage Payment and Documentation</b><br>(434) | IBI meter or PC Postage ( <a href="#">604.3.0</a> ), or permit imprint ( <a href="#">604.5.0</a> ) for parcels mailed at commercial base prices. Permit imprint only for parcels mailed at commercial plus prices.<br>Additional standards apply to mailings of nonidentical-weight pieces.<br>Documentation: <ul style="list-style-type: none"> <li>■ Postage statement: <a href="#">PS Form 3600-R</a>.</li> <li>■ 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).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Mail Preparation</b><br>(435)                  | Marking on each piece in the postage area: "Presorted (or PRSRT) First-Class Package (or PKG)." For optional locations, see <a href="#">402.2.4</a> .<br>Parcels claiming commercial base prices must also be marked: "CommercialBasePrice"; except for parcels mailed with permit imprint postage. All parcels claiming commercial plus prices must be marked "CommercialPlusPrice." See <a href="#">402.2.3</a> for allowable abbreviations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Enter and Deposit</b><br>(436)                 | Mailing entered at an acceptance point designated by USPS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## Preparation

## Sacking Sequence (435.4.0)



1. For 5-digit scheme sacks, use "FC PARCELS 5D SCH." For 5-digit sacks, use "FC PARCELS 5D."

2. All possible 5-digit scheme sacks must be prepared, then all possible 5-digit sacks.

3. Origin 3-digit sacks with less than 10 pounds will pay the ADC price.

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

**Physical  
Standards  
(401)**

Minimum weight: 6 ounces (3.5 ounces for parcels prepared under [401.1.5.2](#)).  
Maximum weight: less than 16 ounces.  
For an overview of the physical standards for commercial parcels, see [Quick Service Guide 401](#).

**Prices and Fees  
(443.1.0)**

For a complete listing of commercial Standard Mail prices, see [Notice 123–Price List](#).  
Unless prepared in 5-digit/scheme containers, Standard Mail machinable parcels are subject to a surcharge if they do not bear a GS1-128 routing barcode ([708.5.0](#)), or Intelligent Mail package barcode.  
Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF (5-digit and SCF), or delivery unit (5-digit only) under [446](#).  
Annual presort mailing fee applies.

**Content  
(443.2.0)**

Pieces are eligible if not required to be mailed at First-Class Mail prices or not authorized for Periodicals prices. Nonprofit prices require specific authorization ([703.1.0](#)).

**Eligibility  
Standards  
(443.3.0)**

Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. Machinable parcels ([401.1.5](#)) and irregular parcels ([401.1.6](#)) may not be combined in the same mailing.  
Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code.  
A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.  
Mail prepared using an extra service must bear a return address and an ancillary service endorsement that results in the return of the mailpiece if undeliverable ([443.4.5](#)).  
Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA<sup>Link</sup>, or the appropriate ancillary service endorsement (except Forwarding Service Requested) under [507.1.5.3](#)). For an overview of the Move Update standards, see [Quick Service Guide 230a](#).

**Postage  
Payment and  
Documentation  
(444)**

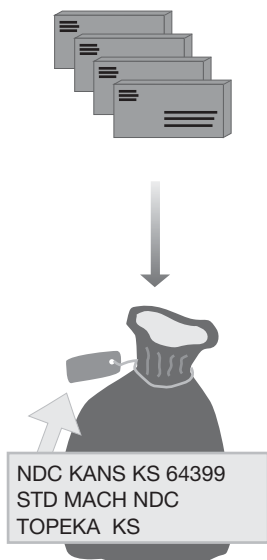
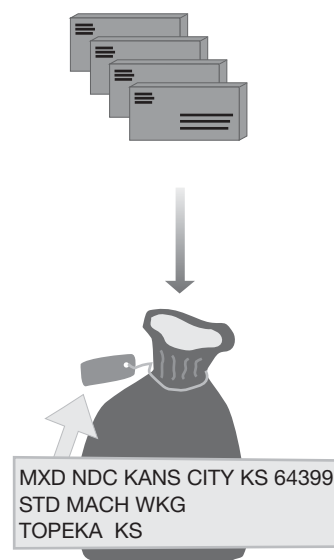
Meter ([604.4.0](#)), or permit imprint ([604.5.0](#)).  
Documentation:  
■ Postage statement:  
    **Regular:** [PS Form 3602-R](#) or approved facsimile.  
    **Nonprofit:** [PS Form 3602-N](#) or approved facsimile.  
■ Supporting documentation: required unless correct price is affixed to each 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.  
Additional standards apply to mailings of nonidentical-weight pieces.

**Mail Preparation  
(445)**

Marking on each piece in the postage area ([402.2.0](#)):  
■ **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”  
■ **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”  
For barcode placement, see [402.4.0](#).  
For use of detached address labels with merchandise samples more than 5 inches wide (high) or 1/4 inch thick, or nonuniform in thickness, see [602.4.0](#).

**Enter and  
Deposit  
(446)**

Mailing entered at an acceptance point designated by USPS.

**Machinable Sacking Sequence—when entered at Origin (445.5.3)****Origin NDC****Sacks:** Required, no minimum.**Labels:** For Line 1, use [L601](#), Column B.<sup>1</sup> For Line 2, "STD MACH NDC."**Price:** Mixed NDC**Mixed NDC****Sacks:** Required, no minimum for all remaining mail.**Labels:** For Line 1, "MXD" followed by [L601](#), Column B information for the NDC serving the 3-digit ZIP Code prefix of the entry Post Office. For Line 2, "STD MACH WKG."**Price:** Mixed NDC<sup>1</sup> For DNDC price eligibility, see [446.3.0](#).For DDU and DNDC price eligibility and preparation see DMM [440](#).

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

**Physical Standards (401)**    Maximum weight: less than 16 ounces.

For an overview of the physical standards for commercial parcels, see [Quick Service Guide 401](#).

**Prices and Fees (443.1.0)**    For a complete listing of commercial Standard Mail prices, see [Notice 123–Price List](#).

Unless prepared in a carrier route or 5-digit/scheme container irregular parcels are subject to a surcharge if they do not bear a correct readable POSTNET ([708.4.0](#)), a GS1-128 routing barcode ([708.5.0](#)), or an Intelligent Mail package barcode. For barcode placement, see [402.4.0](#).

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF (5-digit and SCF), or delivery unit (5-digit only) ([446](#)).

Annual presort mailing fee applies.

**Content (443.2.0)**    Pieces are eligible if not required to be mailed at First-Class Mail prices or not authorized for Periodicals prices. Nonprofit prices require specific authorization ([703.1.0](#)).

**Eligibility Standards (443.3.0)**    Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. Machinable parcels ([401.1.5](#)) and nonmachinable parcels ([401.1.6](#)) may be combined in the same mailing only in 5-digit containers.

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

A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

Detached address labels (DAL) may be used with merchandise samples and Marketing parcels under [602.4.0](#).

Mail prepared using an extra service must bear a return address and an ancillary service endorsement that results in the return of the mailpiece if undeliverable ([443.4.5](#)).

Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA<sup>Link</sup>, or the appropriate ancillary service endorsement (except Forwarding Service Requested) under [507.1.5.3](#)). For an overview of the Move Update standards, see [Quick Service Guide 230a](#).

**Postage Payment and Documentation (444)**    Precanceled stamp ([604.3.0](#)), meter ([604.4.0](#)), or permit imprint ([604.5.0](#)).  
Documentation:

■ Postage statement:

■ **Regular:** [PS Form 3602-R](#) or approved facsimile.

■ **Nonprofit:** [PS Form 3602-N](#) or approved facsimile.

■ 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.

Additional standards apply to mailings of nonidentical-weight pieces.

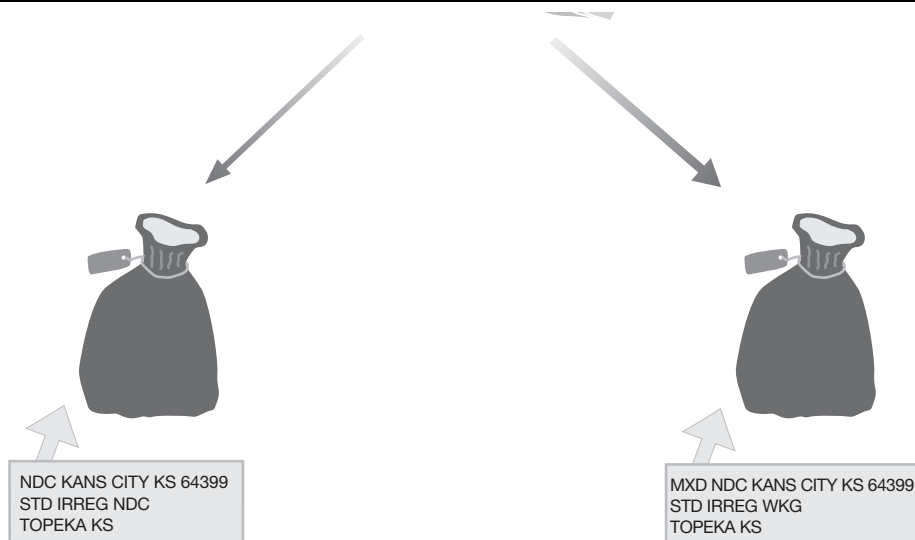
**Mail Preparation (445)**    Marking on each piece in the postage area ([402.2.0](#)):

■ **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”

■ **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”

For use of detached address labels with merchandise samples more than 5 inches wide (high) or 1/4 inch thick, or nonuniform in thickness, see [602.4.0](#).

**Enter and Deposit (446)**    Mailing entered at an acceptance point designated by USPS.

**Sacking Sequence—when entered at Origin (445.5.4)****Origin NDC****Sacks:** Required, no minimum.**Labels:** Line 1, use [L601](#), Column B. For Line 2, use "STD IRREG NDC."**Price:** Irregular Mixed NDC**Mixed NDC****Sacks:** Required, no minimum for all remaining mail.**Labels:** For Line 1, "MXD" followed by [L601](#), Column B information for the NDC serving the 3-digit ZIP Code prefix of the entry Post Office. For Line 2, use "STD IRREG WKG."**Price:** Irregular Mixed NDCBundling not permitted except for bundles of carrier route irregular parcels under [445.6.0](#).For DDU, DSCF, and DNDC price eligibility and preparation see DMM [440](#).

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

**Physical  
Standards  
(401)**

Maximum weight: less than 16 ounces.

For an overview of the physical standards for commercial parcels, see [Quick Service Guide 401](#).

**Prices and Fees  
(443.1.0)**

For a complete listing of commercial Standard Mail prices, see [Notice 123—Price List](#).

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF, or delivery unit ([446.2.0](#)).

Annual presort mailing fee applies.

**Content  
(443.2.0)**

Pieces are eligible if not required to be mailed at First-Class Mail prices or not authorized for Periodicals prices. Nonprofit prices require specific authorization ([703.1.0](#)).

**Eligibility  
Standards  
(443.6.0)**

Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. Pieces must be part of a group of 10 or more to one carrier route, prepared in line-of-travel or walk-sequence order, as required. All pieces must meet the physical standards for irregular parcels.

Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code, as appropriate, and must use an alternative addressing format ([602.3.0](#)).

Carrier route information must be updated using CASS-certified process within 90 days before mailing date.

Detached address labels required for merchandise samples ([602.4.0](#)) and when mailed at Enhanced Carrier Route saturation prices.

Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOALink, or the appropriate ancillary service endorsement (except Forwarding Service Requested) under [507.1.5.3](#)). For an overview of the Move Update standards, see [Quick Service Guide 230a](#).

**Postage and  
Payment  
Documentation  
(444)**

Meter ([604.4.0](#)), or permit imprint ([604.5.0](#)).

Documentation:

■ Postage statement:

**Regular:** [PS Form 3602-R](#) or approved facsimile.

**Nonprofit:** [PS Form 3602-N](#) or approved facsimile.

■ 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).

■ Additional documentation to support density standards ([445.6.6](#)).

Additional standards apply to mailings of nonidentical-weight pieces.

**Mail Preparation  
(445)**

Marking on each piece in the postage area ([402.2.0](#)):

■ **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”

■ **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”

■ Basic, High-Density, and Saturation price pieces must also be marked “ECRL0T,” “ECRWSH,” or “ECRWSS,” respectively, in the correct optional endorsement line under [708.2.0](#) or in correct carrier route information line under [708.8.0](#) or in the postage area. Pieces in a mailing consisting of bundles claimed at more than one Enhanced Carrier Route price must bear appropriate marking for price claimed. Pieces not claimed at corresponding price must not be included in the mailing and must not bear the “ECRL0T,” “ECRWSH,” or “ECRWSS” marking. For additional marking standards for carrier route pieces, see [708.8.0](#).

Basic price mail must be in line-of-travel (LOT) or in walk sequence ([445.6.0](#)).

High-density (WSH) and saturation (WSS) price mail must be in walk sequence ([445.6.0](#)).

Palletization is preferred, see [Quick Service Guide 705d](#), Standard Mail Bundles on Pallets.

Use standard sack label ([445.4.0](#)).

**Enter and  
Deposit  
(446)**

Mailing entered at an acceptance point designated by USPS.

## Preparation

## Bundling and Sacking Sequence

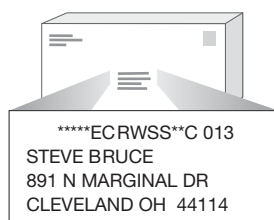
## Bundle Preparation (445.6.4)

Saturation<sup>1</sup>

**Bundles:** 10 or more addressed pieces to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in bundles; fewer than 10 pieces allowed only if route has fewer than 10 delivery stops. Mail must be presented in walk-sequence (443.6.5) and meet density standards.

**Labels:** Use optional endorsement line (OEL) (708.7.0) with carrier route description prefix and route number.

**Price:** Saturation

High Density<sup>2</sup>

**Bundles:** 10 or more addressed pieces to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in bundles. Mail must be presented in walk-sequence (443.6.4) and meet density standards.

**Labels:** Use OEL with carrier route description prefix and route number (708.7.0).

**Price:** High density



## Basic

**Bundles:** 10 or more addressed pieces to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in bundles. Mail must be presented in line-of-travel or walk-sequence (443.6.3).

**Labels:** Use OEL with carrier route description prefix and route number (708.7.0).

**Price:** Basic



## Sack Preparation (445.6.5)

## Carrier Route

**Sacks:** Required at 125 pieces or 15 pounds.

**Labels:** For Line 1, use city, state and 5-digit ZIP Code of destination. For Line 2, use "STD MKTG" and "WSS," "WSH," or "LOT," as applicable, followed by route type and number.



## 5-Digit Carrier Routes

**Sacks:** Required, no minimum.

**Labels:** For Line 1, use city, state, and 5-digit ZIP Code of destination. For Line 2, use "STD MKTG CR-RTS."



1. Minimum 90% total active residential or 75% total active deliveries per route (100% if simplified address) (443.6.5).

2. Minimum 125 pieces per route unless route has fewer than 125 deliveries.

3. Use "WSS" for saturation, "WSH" for high density, and "LOT" for basic.

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

**Physical  
Standards  
(401)**

Maximum weight: less than 16 ounces.

Maximum dimensions: 12 inches in length; 9 inches in height, and 2 inches in thickness.

For an overview of other physical standards for Marketing parcels, see [Quick Service Guide 401](#).

**Prices and Fees  
(443.1.0)**

For a complete listing of commercial Standard Mail prices, see [Notice 123–Price List](#).

Unless prepared in 5-digit/scheme containers, Marketing parcels are subject to a surcharge if:

- They do not bear a GS1-128 routing barcode, or Intelligent Mail package barcode.

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF (5-digit and SCF), or delivery unit (5-digit only) under [446](#).

Annual presort mailing fee applies.

**Content  
(443.2.0)**

Marketing parcels containing mailable items not required to be sent using First-Class Mail can be sent using Standard Mail. Standard Mail Marketing parcels are typically used for advertisements, flyers, catalogs, and product samples. Additional content restrictions must be met for authorized nonprofit mailers ([703.1.0](#)).

**Eligibility  
Standards  
(443)**

Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. All pieces must meet the physical standards for parcels in ([401](#)). Pieces are eligible if not required to be mailed at First-Class Mail prices or not eligible for Periodicals prices. Nonprofit prices require specific authorization ([703.1.0](#)).

Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code, but using an alternative addressing format ([602.3.0](#)).

A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

**Postage  
Payment and  
Documentation  
(444)**

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:

**Regular:** [PS Form 3602-R](#) or approved facsimile.

**Nonprofit:** [PS Form 3602-N](#) or approved facsimile.

- 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  
(445)**

Markings:

- **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”

- **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”

For pallet preparation, see [705.8.0](#).

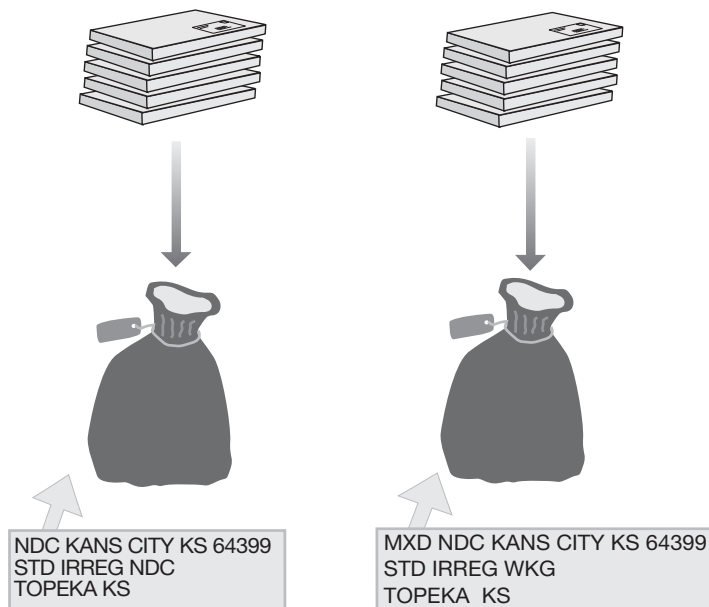
Prepared in sacks (unless palletized). Palletization is preferred, see [Quick Service Guide 705d](#).

**Enter and  
Deposit  
(446)**

Mailing entered at an acceptance point designated by USPS.

## Preparation

## Sacking Sequence for Pieces Less Than 6 Ounces—when entered at Origin (445.5.4)

**Origin NDC**

**Sacks:** Required, no minimum.

**Labels:** For Line 1, use [L601](#), Column B. For Line 2, use "STD IRREG NDC."

**Price:** Mixed NDC.

**Mixed NDC**

**Sacks:** Required, no minimum for all remaining mail.

**Labels:** "MXD" followed by [L601](#), Column B information for NDC serving 3-digit ZIP Code prefix of entry Post Office. For Line 2, use "STD IRREG WKG."

**Price:** Mixed NDC

For DDU, DSCF, and DNDC price eligibility and preparation see DMM [440](#).

**Sacking Sequence for Pieces 6 Ounces or More—when entered at Origin (445.5.3)**



**Origin NDC**

**Sacks:** Required, no minimum.

**Labels:** For Line 1, use [L601](#), Column B. For Line 2, use "STD MACH NDC."

**Price:** Mixed NDC.

**Mixed NDC**

**Sacks:** Required, no minimum for all remaining mail.

**Labels:** For Line 1, "MXD" followed by [L601](#), Column B information for NDC serving the 3-digit ZIP Code prefix of the entry post office. For Line 2, use "STD MACH WKG."

**Price:** Mixed NDC.

For DDU, DSCF, and DNDC price eligibility and preparation see DMM [440](#).

# 440d

Quick Service  
Guide

## Commercial Parcels

### Standard Mail Marketing Parcels

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**Physical  
Standards  
(401)**

Maximum weight:  
Parcel Select: 70 pounds.

Maximum length and girth:  
Parcel Select: 130 inches.

For an overview of the physical standards for commercial parcels, see [Quick Service Guide 401](#).

**Prices and Fees  
(453.1.0)**

Available prices:

- Parcel Select Destination Entry (DNDC, DSCF, and DDU), Parcel Select ONDC and NDC Presort, and Parcel Select Nonpresort.

Price determination: Parcel Select Destination Entry DSCF and DDU prices are based on weight only, all other prices are based on weight and zone.

*Oversized price:* pieces exceeding 108 inches but not more than 130 inches in combined length and girth are mailable at the Parcel Select oversized price for the zone to which addressed.

*Balloon price:* parcels that weigh less than 20 pounds but measuring more than 84 inches (but not exceeding 108 inches) in combined length and girth are charged the 20-pound price for the zone to which addressed ([453.3.6](#)).

Destination Entry ([453.3.0](#)):

- DNDC: entered at the destination NDC/ASF for delivery within the DNDC/ASF service area and part of a mailing of 50 or more Parcel Select pieces. Nonmachinable parcels are subject to a surcharge (does not apply to pieces mailed at oversized prices or sent with special handling).
- DSCF: entered at the designated facility for delivery within the DSCF area, sorted by 5-digit scheme or 5-digit ZIP Code destinations, and part of a mailing of 50 or more Parcel Select pieces. Nonmachinable parcels sorted to 3-digit ZIP Code areas subject to surcharge ([453.3.1.4a](#)).
- DDU: entered at the designated destination delivery unit for delivery within the DDU area and part of a mailing of 50 or more Parcel Select pieces ([453.3.1.4b](#)).

Annual Parcel Select destination entry (DNDC, DSCF, and DDU) fee applies.

Additional Service Fee applies to mailpieces returned as undeliverable as addressed.

**Content  
(453.2.0)**

Parcel Select is matter not mailed at Package Services prices (Bound Printed Matter, Media Mail, or Library Mail). Any Package Services matter may be mailed at Parcel Select prices, subject to the basic standards in [453.2.0](#).

Generally used for shipping merchandise.

**Eligibility  
Standards  
(453.3.0)**

Minimum mailing:

- Parcel Select: 50-piece minimum. Pieces sorted and marked as described on page two.
- Parcel Select Lightweight: 200 pieces or 50 pounds of mail per mailing.

Each piece must include a complete delivery and return address and a correct ZIP Code or ZIP+4 code ([453.3.7](#)).

Mailing items with no ancillary service endorsement obligates the mailer to pay the applicable forwarding and return postage at Parcel Select barcoded nonpresort prices, plus an additional service fee ([507.1.5.4](#)).

**Postage  
Payment and  
Documentation  
(454)**

Parcel Select: meter ([604.4.0](#)) or permit imprint ([604.5.0](#)).

Documentation:

- Postage statement: [PS Form 3605-R](#) or approved facsimile.
- Supplemental documentation: additional documentation as required by price, destination discount, preparation option, or postage payment system.

**Mail Preparation  
(455)**

Marking: ([455.1.8](#))

Parcel Select:

- Destination Entry - "Parcel Select".
- NDC Presort - "Parcel Select NDC Presort" or "Parcel Select NDC PRSRT".
- ONDC Presort - "Parcel Select ONDC Presort" or "Parcel Select ONDC PRSRT".
- Nonpresorted - "Parcel Select" or "Parcel Select NPS".
- Origin SCF Entry - "OSCF".
- Origin NDC Entry - "ONDC".
- Parcel Select Lightweight - "Parcel Select Lightweight" or "Parcel Select LW".

Preparation and labeling: see below.

Quick Service  
Guide**Enter and  
Deposit  
(456)****Deposit:**

- Mail with meter or permit imprint must be presented at Post Office where license or permit held.
- Parcel Select ONDC and NDC Presort, DNDC, DSCF, and DDU: at facility appropriate for price claimed. See [456.2.0](#) for scheduling deposit of DNDC, DSCF, and DDU mail.

**Extra Services  
(503)**

Parcel Select may use Adult Signature services, COD, USPS Tracking/Delivery Confirmation, insurance, return receipt for merchandise, Signature Confirmation, and special handling. Parcel Select destination entry pieces are eligible for no-fee electronic USPS Tracking/Delivery Confirmation. Return receipt and restricted delivery are available for COD mail or mail insured for more than \$200.

**Preparation****Parcel Select NDC Presort and ONDC Presort Preparation****NDC Presort  
and  
ONDC Presort  
(455.5.0)**

ONDC Presort and NDC Presort: sorted to NDC if machinable or NDCs/ASFs if nonmachinable. See [Quick Service Guide 705c](#) Parcel Select NDC and ONDC Presort.

**Parcel Select Nonpresort Preparation****Nonpresorted  
(455.6.0)**

Pieces must be separated by zones when presented for acceptance unless either the correct postage is affixed to each piece or the mailing is prepared under [455.1.7](#), Commingled Zones, or the mailing is presented under a special postage payment system under [705.2.0](#), Manifest Mailing System, [705.3.0](#), Optional Procedure Mailing System, or [705.4.0](#), Alternate Mailing System.

**Pallets:** See [705.8.0](#) for pallet preparation.

**Parcel Select Lightweight Preparation****Parcel Select  
Lightweight  
(455.8.0)**

Machinable – pieces sorted to 5-digit/scheme (optional), ASF (optional), NDC (optional), Origin NDC (required), and Mixed NDC (required) based on price claimed.

Irregular parcels – pieces sorted to 5-digit/scheme (optional), SCF (optional), ASF (optional), NDC (optional), Origin NDC (required), and Mixed NDC (required) based on the price claimed.

### Parcel Select Destination Entry DNDC, DSCF, and DDU Preparation

#### DNDC

DNDC price applies to parcels deposited at the destination NDC/ASF ([453.3.1.3](#)). Parcels claimed at the DNDC price must meet the standards in [455.4.3](#), including:

- Must be part of a mailing of 50 or more Parcel Select pieces (at any price).
- Must be addressed for delivery within the service area of the NDC/ASF where the mail is deposited.
- Machinable parcels claiming the DNDC price must bear a correct barcode under [708.5.0](#) for the ZIP Code of the delivery address. Nonbarcoded machinable parcels are eligible for Standard Post prices, and are not eligible for DNDC prices.

#### Preparation:

For machinable parcels on pallets, see [705.8.10.6](#).

For machinable parcels prepared in sacks, see [455.4.3.3](#).

For bedloaded parcels, see [456.2.0](#). Special preparation may be required for nonmachinable parcels.

DNDC price machinable parcels and nonmachinable parcels may not be combined in the same container.

**Price:** DNDC, see [453.1.2](#).

#### DSCF

DSCF price applies to parcels deposited at the destination SCF listed in [L005](#). Pieces claimed at the DSCF price must meet the standards in [455.4.2](#), including:

- Must be part of a mailing of 50 or more Parcel Select pieces (at any price).
- Must be addressed for delivery within the service area of the SCF where the mail is deposited.

Nonmachinable parcels sorted to 3-digit ZIP Code areas and claimed at a DSCF price must be entered at a designated SCF under [L005](#) (for exceptions see [455.4.2](#)).

**Preparation:** Must be sacked or placed directly on pallets or in pallet boxes. Machinable and nonmachinable parcels may be combined in the same container.

**Sacks:** Must be in 5-digit scheme or 5-digit sacks. Minimum seven pieces per sack, one overflow sack permitted per 5-digit scheme or 5-digit ZIP Code. After all possible 5-digit scheme or 5-digit sacks are prepared, any remaining 3-digit nonmachinable parcels are placed in 3-digit sacks, no minimum required.

#### Sack Labels

*5-digit scheme:* For Line 1, use [L606](#), Column B. For Line 2, use "PSVC PARCELS 5D SCH."

*5-digit:* For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, "PSVC PARCELS 5D."

*3-digit nonmachinable:* For Line 1, use [L002](#), Column C. For Line 2, "PSVC 3D NON MACH."

**Pallets:** See [705.8.10](#) for pallet preparation standards. Must be on 5-digit scheme, 5-digit pallets, or 3-digit (nonmachinable) destinations. Pallet boxes cannot exceed 60 inches in height. If the 5-digit destination facility cannot handle pallets, the DSCF price is not available for mail on pallets; however, mail for those facilities can be put into sacks that are placed on pallets (see [705.8.21](#)).

**Pallet Labels:** See [705.8.6](#).

**Price:** DSCF, see [453.2.0](#). DNDC price for overflow pallet.

#### DDU

DDU price applies to parcels deposited at the destination delivery unit. Parcels claimed at the DDU price must meet the standards in [455.4.1](#), including:

- Must be part of a mailing of 50 or more Parcel Select pieces (at any price).
- Must be addressed for delivery within the service area of the delivery unit where the mail is deposited.

**Preparation:** Must be bedloaded, sacked, or placed directly on pallets or in pallet boxes. Machinable and nonmachinable pieces may be combined.

**Sacks:** Must be in 5-digit scheme or 5-digit sacks. There are no piece or weight minimums.

#### Sack Labels

*5-digit scheme:* For Line 1, use [L606](#), Column B. For Line 2, use "PSVC PARCELS 5D SCH."

*5-digit:* For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, "PSVC PARCELS 5D."

**Pallets:** Must be on 5-digit scheme or 5-digit pallets. There are no piece or weight minimums. Pallet boxes cannot exceed 60 inches in height. Pallets or pallet boxes may be used only if the delivery unit can handle pallets or if mailer unloads pallets into a container specified by the delivery unit.

#### Pallet Labels

*5-digit scheme:* For Line 1, use [L606](#), Column B. For Line 2, use "PSVC PARCELS 5D SCH."

*5-digit:* For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, use "PSVC PARCELS 5D."

**Price:** DDU, see [453.2.0](#).

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**Physical  
Standards  
(401)**

Minimum weight irregular parcels: none.  
 Minimum weight machinable parcels: 6 ounces (3.5 ounces for parcels prepared under [401.1.5.2](#)).  
 Maximum weight: 15 pounds.  
 For an overview of the physical standards for commercial parcels, see [Quick Service Guide 401](#).

**Prices and Fees  
(463.1.0)**

For a complete listing of Bound Printed Matter prices — see [Notice 123—Price List](#).  
 Presorted, Carrier Route, and destination NDC (DNDC) prices: separate per piece and per pound charges based on weight and zone. Per pound charges must be calculated using a 1 pound minimum weight per piece, even if the pieces weigh less than 1 pound each. DSCF and DDU prices are not zoned. Destination entry discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF, or delivery unit (DDU) ([466](#)).  
 No annual mailing fee; however, there is an annual destination entry mailing fee.

**Content  
(463.4.0)**

Bound Printed Matter is typically catalogs, directories, books, and other printed material that weigh up to 15 pounds and meet specific eligibility standards in [463.3.0](#). Contents must:

- Consist of advertising, promotional, directory, or editorial material (or any combination of these).
- Be securely bound by permanent fastening.
- Consist of sheets of which at least 90% are imprinted by any process other than handwriting, typewriting with letters, characters, figures, or images (or any combination of these).
- Not have the nature of personal correspondence.
- Not be stationery (e.g., pads of blank printed forms).

**Eligibility  
Standards  
(463.4.0)**

Eligible mailings must meet the following minimum pieces:

- 300 pieces for Presorted and Carrier Route.
- 50 pieces for barcoded.
- No minimum for nonpresorted.

Mailings of 300 or more pieces, sorted, and marked as described below. Machinable parcels ([401.1.5](#)) and nonmachinable parcels ([401.1.6](#)) may not be combined in the same mailing.  
 Each piece must include complete delivery address with correct ZIP Code or ZIP+4 Code. Return address required for pieces with ancillary service endorsement or extra services.  
 For Presorted prices, a certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.  
 For Carrier Route price, carrier route information must be updated using CASS-certified process within 90 days before mailing ([463.4.0](#)).  
 Destination entry discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF, or delivery unit (DDU) ([466.2.0](#)).

**Postage  
Payment and  
Documentation  
(464)**

Permit imprint ([604.5.0](#)).  
 Postage statement: [PS Form 3605-R](#) or approved facsimile.

**Mail Preparation  
(465)**

Markings ([402.2.0](#)):

- Presorted price: “Bound Printed Matter” or “BPM” and either “Presorted” or “PRSRT.”
- Carrier Route price: “Bound Printed Matter” or “BPM” and “Carrier Route Presort” or “CAR-RT SORT.”

Mark each piece in the postage area. For optional marking locations, see [302.3.3](#).  
 Pieces must be separated by zones when presented unless authorized under [705.2.0](#).  
 Bound Printed Matter parcels claiming Presorted or destination-entry pricing must bear a unique Intelligent Mail package barcode or extra services barcode, including a postal routing code, prepared under [708.5.0](#).  
 Effective January 7, 2013, parcels must include a unique Intelligent Mail package barcode with a postal routing code.

**Enter and  
Deposit  
(466)**

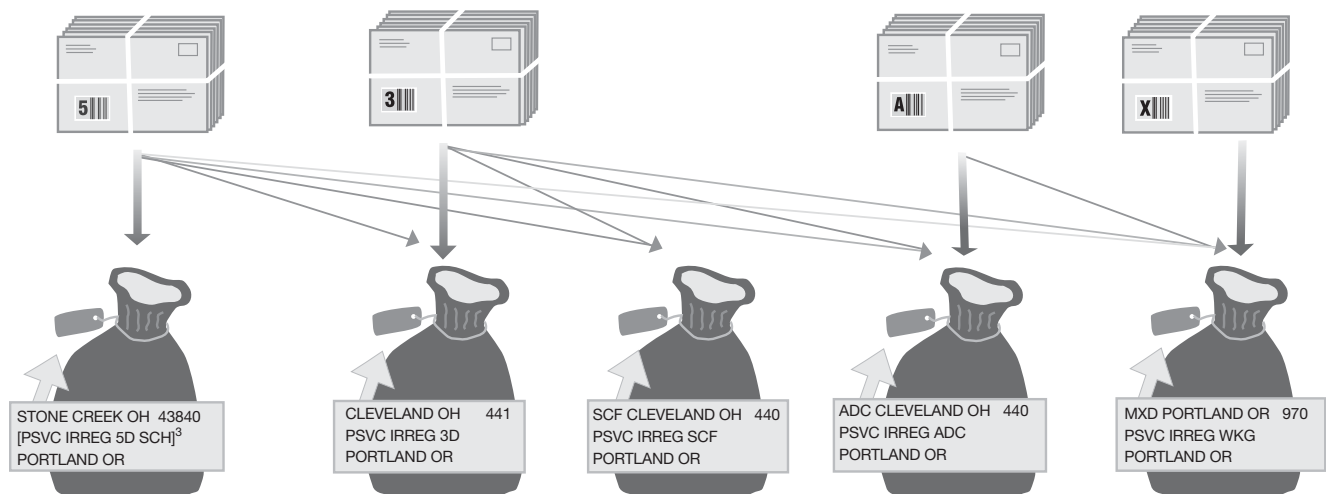
Generally at the Post Office where permit is held.

## Preparation

**Bundling and Sacking Sequence for Irregular Parcels Less than 10 Pounds (465.5.2)**

| 5-Digit/Scheme <sup>1</sup>                                                                                                                                                      | 3-Digit                                                                                                      | ADC                                                                                                          | Mixed ADC                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>Bundles:</b> Scheme bundles required for 5-digit ZIP Codes in L606. Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds. <sup>2</sup> | <b>Bundles:</b> Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds. | <b>Bundles:</b> Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds. | <b>Bundles:</b> Required with no minimum. Maximum weight 20 pounds. |
| <b>Labels:</b> Red Label 5 or optional endorsement line (OEL) (708.7.0).                                                                                                         | <b>Labels:</b> Green Label 3 or OEL.                                                                         | <b>Labels:</b> Pink Label A or OEL.                                                                          | <b>Labels:</b> Tan Label X or OEL.                                  |

**Labels:** Red Label 5 or optional endorsement line (OEL) (708.7.0).



| 5-Digit/Scheme <sup>1</sup>                                                                                                                                                                                                                             | 3-Digit                                                                                    | SCF                                                                                        | ADC                                                                                        | Mixed ADC                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sacks:</b> Required, at 10 addressed pieces or 20 pounds, smaller volumes not permitted. <sup>4</sup>                                                                                                                                                | <b>Sacks:</b> Required at 10 addressed pieces or 20 pounds, smaller volumes not permitted. | <b>Sacks:</b> Optional at 10 addressed pieces or 20 pounds, smaller volumes not permitted. | <b>Sacks:</b> Required at 10 addressed pieces or 20 pounds, smaller volumes not permitted. | <b>Sacks:</b> Required; no minimum.                                                                                                                                                                  |
| <b>Labels:</b> <u>Line 1:</u> For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. <u>Line 2:</u> For 5-digit scheme sacks, use "PSVC IRREG 5D SCH." For 5-digit sacks, use "PSVC IRREG 5D." | <b>Labels:</b> For Line 1, use L002, Column A. For Line 2, use "PSVC IRREG 3D."            | <b>Labels:</b> For Line 1, use L005, Column B. For Line 2, use "PSVC IRREG SCF."           | <b>Labels:</b> For Line 1, use L004, Column B. For Line 2, use "PSVC IRREG ADC."           | <b>Labels:</b> For Line 1, use "MXD" followed by the city, state, and ZIP Code of ADC serving 3-digit prefix for the entry post office as shown in L009, Column B. For Line 2, use "PSVC IRREG WKG." |

Each bundle (except mixed ADC bundles) must contain at least two addressed pieces.

1. All possible 5-digit scheme bundles and 5-digit scheme sacks must be prepared before preparing 5-digit bundles and 5-digit sacks.
2. Bundling not required for irregular parcels in 5-digit scheme and 5-digit sacks meeting the minimum bundle size requirements if individually wrapped or enveloped. 5-digit bundles placed in 5-digit scheme and 5-digit sacks or prepared and entered at the DDU price may weigh a maximum of 40 pounds.
3. For 5-digit scheme sacks, use "PSVC IRREG 5D SCH." For 5-digit sacks, use "PSVC IRREG 5D."
4. Sacking not required for 5-digit bundles of irregular parcels when prepared and entered at DDU prices; these bundles may be bedloaded and weigh up to 40 pounds.

**Sacking Machinable Parcels Not Claiming DNDC Prices ([465.5.4](#))****5-Digit/Scheme²**

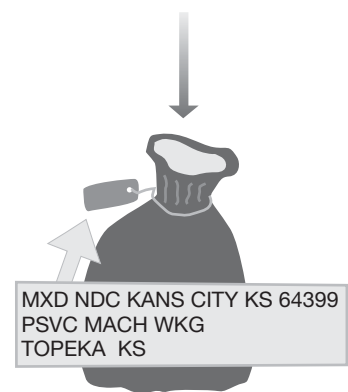
**Sacks:** Required; minimum 10 addressed pieces or 20 pounds, smaller volumes not permitted.

**Labels:** Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme sacks, use "PSVC MACH 5D SCH." For 5-digit sacks, use "PSVC MACH 5D."

**NDC**

**Sacks:** Required; minimum 10 addressed pieces or 20 pounds, smaller volumes not permitted.

**Labels:** For Line 1, use [L601](#), Column B. For Line 2, use "PSVC MACH NDC."

**Mixed NDC**

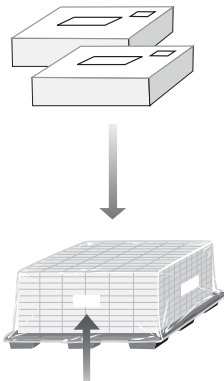
**Sacks:** Required; no minimum.

**Labels:** For Line 1, "MXD" followed by the information in [L601](#), Column B for the NDC serving the 3-digit ZIP Code prefix of the entry post office. For Line 2, use "PSVC MACH WKG."

For Bound Printed Matter machinable parcels claiming DNDC prices, see [465.5.5](#).

1. For 5-digit scheme sacks, use "PSVC MACH 5D SCH;" for 5-digit sacks, use "PSVC MACH 5D."
2. All possible 5-digit scheme bundles must be prepared before preparing 5-digit sacks.

## Palletizing Machinable Parcels (705.8.10.6)

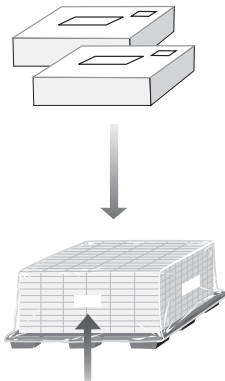


FALMOUTH VA 22403  
PSVC MACH 5D SCH  
DETROIT MI

**5-Digit Scheme**

Optional at 250  
pounds.

**Labels:** For Line 1,  
use [L606](#), Column B.  
For Line 2, use "PSVC  
MACH 5D SCH."

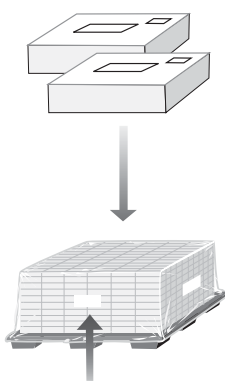


FAIRFAX VA 22033  
PSVC MACH 5D  
DETROIT MI

**5-Digit**

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 "PSVC MACH  
5D."

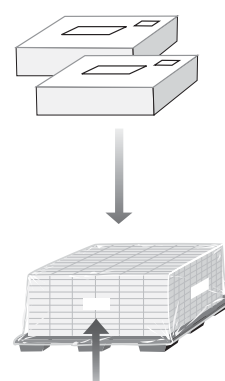


ASF BUFFALO NY 140  
PSVC MACH ASF  
DETROIT MI

**ASF**

Optional at 250  
pounds. Allowed only  
for mail deposited at  
an ASF to claim  
DNDC prices.

**Labels:** For Line 1,  
use [L602](#). For Line 2,  
use "PSVC MACH  
ASF."

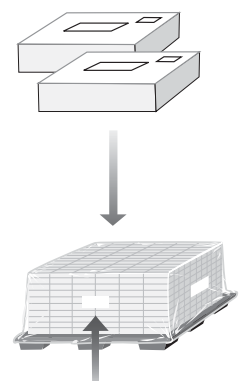


NDC PITTSBURGH PA 15195  
PSVC MACH NDC  
DETROIT MI

**NDC**

Required at 500 pounds.  
Optional at 250 pounds.

**Labels:** For Line 1, use  
[L601](#). For Line 2, use "PSVC  
MACH NDC."



MXD NDC DETROIT MI 48399  
PSVC MACH WKG  
DETROIT MI

**Mixed NDC**

Optional at 250 pounds.

**Labels:** For Line 1, use MXD  
followed by [L601](#), Column B  
information for NDC serving the  
3-digit ZIP Code prefix of the  
entry post office. For Line 2,  
use "PSVC MACH WKG."

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Physical Standards (401)</b>                | <p>Minimum weight: 6 ounces (3.5 ounces for parcels prepared under <a href="#">401.1.5.2</a>).</p> <p>Maximum weight: 35 pounds (25 pounds for books and other printed matter).</p> <p>For an overview of the physical standards for machinable parcels, see <a href="#">Quick Service Guide 401</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Prices and Fees (473.1.0)</b>               | <p>For a complete listing of commercial prices, see <a href="#">Notice 123–Price List</a>.</p> <p>Annual presort mailing fee applies separately for Media Mail and Library Mail.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Content (473.3.0 and 473.4.0)</b>           | <p><b>Media Mail:</b></p> <p>Generally used for books (at least eight pages), film (16 mm or narrower), printed music, printed test materials, video and sound recordings, play scripts, printed educational charts, loose-leaf pages and binders consisting of medical information, and computer-readable media. Books may contain no advertising other than incidental announcements of other books.</p> <p><b>Library Mail:</b></p> <p>Generally used by qualified libraries, schools, nonprofit organizations, universities, and museums to mail specific types of Package Services matter that meet additional eligibility standards. Mailable items are limited generally to books, recordings, educational, and museum materials; advertising restrictions apply. Specific mailable items may be sent to, from, or between a school, college, university, public library, museum, herbarium, or nonprofit organization (religious, educational, scientific, philanthropic, agricultural, labor, veterans, or fraternal); any such institution, organization, or association, and an individual who has no financial interest in the sale, promotion, or distribution of the materials. Also, there are provisions for publishers to mail specified items to qualified customers.</p> |
| <b>Eligibility Standards (473.6.0)</b>         | <p>Mailings of 300 or more addressed pieces of Media Mail and mailings of 300 or more addressed pieces of Library Mail claimed at any combination of 5-digit and Basic prices. Prices based on weight and level of presort.</p> <p>Machinable parcels (<a href="#">401.1.5</a>) and nonmachinable parcels (<a href="#">401.1.6</a>) may not be combined in the same mailing.</p> <p>Each piece must include complete delivery and return addresses with correct ZIP Code or ZIP+4 code.</p> <p>For Library Mail, each piece must show in the address or return address the name of a school, college, university, public library, museum, herbarium, or a qualified nonprofit organization (<a href="#">703.1.2</a>).</p> <p>Mailing items with no ancillary service endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece price (<a href="#">507.1.5.4</a>).</p>                                                                                                                                                                                                                                                                                                                                                                |
| <b>Postage Payment and Documentation (474)</b> | <p>Meter (<a href="#">604.4.0</a>) or permit imprint (<a href="#">604.5.0</a>). Mailers using eVS (<a href="#">705.2.9</a>) must pay postage with permit imprint.</p> <p>Postage statement: <a href="#">PS Form 3605-R</a> or approved facsimile.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Mail Preparation (475)</b>                  | <p>Media Mail: mark each piece “Media Mail” and “Presorted” or “PRSRT” in the postage area.</p> <p>Library Mail: mark each piece “Library Mail” and “Presorted” or “PRSRT” in the postage area.</p> <p>For optional marking locations, see <a href="#">402.2.5.5</a>.</p> <p>Presorted Media Mail or Library Mail parcels must bear a unique Intelligent Mail package barcode or extra services barcode, including a postal routing code, prepared under <a href="#">708.5.0</a>. Effective January 7, 2013, presorted parcels must include a unique Intelligent Mail package barcode with a postal routing code.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Enter and Deposit (476)</b>                 | <p>All meter or permit imprint: generally, at Post Office where permit or meter license is held.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## Preparation

## Sacking Sequence (475)

**5-Digit/Scheme**

**Sacks:** Optional but required for 5-digit price. Minimum 10 addressed pieces or 20 pounds, smaller volumes not permitted.<sup>2</sup>

**Labels:** Line 1: For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and ZIP Code on mail. Line 2: For 5-digit scheme sacks, use "PSVC MACH 5D SCH," for 5-digit sacks, use "PSVC MACH 5D."

**Price:** 5-Digit

**NDC**

**Sacks:** Required; minimum 10 addressed pieces, 20 pounds, or 1,000 cubic inches. Smaller volumes not permitted.

**Labels:** For Line 1, use L601, Column B. For Line 2, use "PSVC MACH NDC."

**Price:** Basic

**Mixed NDC**

**Sacks:** Required, no minimum.

**Labels:** For Line 1, "MXD" followed by the information in L601, Column B for the NDC serving the 3-digit ZIP Code prefix of the entry post office. For Line 2, use "PSVC MACH WKG."

**Price:** Basic

1. For 5-digit schemes, use "PSVC MACH 5D SCH," for 5-digit sacks, use "PSVC MACH 5D."

2. For the 5-digit price, all possible 5-digit scheme sacks must be prepared, then all possible 5-digit sacks.

**Overview** Extra services are enhancements that, for a fee in addition to postage, provide greater security and accountability for mail, convenience to the sender, or improved handling. Extra services are not available with Periodicals. Not all extra services are available for all classes of mail and only certain services may be combined for the same mailpiece.

**Adult Signature Services (503.9.0)** Adult Signature service provides a method for customers to obtain a signature at delivery from an adult recipient who is 21 years of age or older.

Available for commercial and online customers who send via: Express Mail, Priority Mail (including Critical Mail), and Parcel Select Nonpresort.

Return receipt (hardcopy PS Form 3811) may be used with Adult Signature shipments paid for as Express Mail and Priority Mail. Adult Signature service may also be combined with: Certified Mail (if Priority Mail but not Critical Mail), Insured Mail and Hold For Pickup (only for commercial Express Mail, Priority Mail (excluding Critical Mail) and Parcel Select Nonpresort pieces).

Two options available:

- Adult Signature Required—requires the signature of someone who is 21 years of age or older at the recipient's address.
- Adult Signature Restricted Delivery—requires the signature of a specific addressee (or authorized agent), who must be 21 years of age or older.

**Bulk Proof of Delivery (503.7.0)** Allows mailers to receive proof of delivery signature data electronically.

Available for Mailers who participate in the following mailing programs:

- Adult Signature Required.
- Adult Signature Restricted Delivery.
- Express Mail Manifesting (EMM).
- Signature Confirmation service, electronic option.
- Signature Confirmation service, retail option (when the mailer prints their own mailing labels or uses privately printed forms generated on their behalf by a third-party designee).

Also available to mailers who use privately printed forms and purchase electronic return receipt service in combination with the following extra services:

- Certified Mail service,
- Collect on Delivery (COD) service ,
- Insured mail service for more than \$200,
- or Registered Mail service

**Certificate of Mailing (503.5.0)** Provides evidence of mailing only. Certificate of mailing does not provide a record of delivery.

Available for: First-Class Mail, Priority Mail (excluding Critical Mail), Parcel Return Service, Standard Post, or Package Services mailpiece.

May be combined with: parcel airlift (PAL), special handling.

Use [PS Form 3817](#) for single pieces. Fee is affixed to form or paid with permit imprint (when presenting three or more pieces at one time using PS Form 3877).

Use PS Form 3877 (or facsimile) when mailing three or more pieces. PS Form 3877 facsimile is a USPS-approved, customer-generated itemized list and must contain the same information as the USPS form.

Use [PS Form 3606](#) for bulk mailings of identical weight pieces. This certificate states only the total number of pieces mailed and must not be used as an itemized list. Fee is affixed to form or, for mailers using Form 3606 with a permit imprint mailing, also may pay certificate of mailing fees, at the time of mailing, by the same permit imprint.

PS Form 3606 is available for mailings of identical weight pieces of: First-Class Mail, First-Class Package Service, Priority Mail (excluding Critical Mail), Package Services, Standard Mail (except Customized MarketMail), and Parcel Select.

Deposit: may not be placed in a Post Office maildrop or in a street letterbox.

**Certified Mail (503.3.0)** Provides sender with mailing receipt. Delivery record is maintained by USPS. No insurance provided.

Available for: First-Class Mail, First-Class Package Service and Priority Mail (except Critical Mail).

May be combined with: restricted delivery, return receipt, and adult signature services (only for Priority Mail, but not Critical Mail).

Use [PS Form 3800](#).

**Collect on  
Delivery (COD)**  
(503.13.0)

USPS collects from recipient the postage and price of an item that was not prepaid and provides the amount collected to the mailer. Amount collected from recipient may not exceed \$1,000. Delivery record is maintained by USPS. A record of mailing is maintained at the mailing post office.

Available for: Express Mail (except Express Mail Military Service), First-Class Mail, Priority Mail (excluding Critical Mail), Standard Post, Package Services, or Parcel Select (except Parcel Select Lightweight).

Registered COD Mail is available for items sent as First-Class Mail (including Priority Mail).

May be combined with: USPS Tracking/Delivery Confirmation, Registered Mail, restricted delivery, return receipt, Signature Confirmation, special handling. USPS Tracking/Delivery Confirmation and restricted delivery are not available with Express Mail COD.

Deposit: may not be placed in a Post Office maildrop or in a street letterbox.

Use [PS Form 3816](#).

**USPS Tracking/  
Delivery  
Confirmation**  
(503.11.0)

Provides the date and time of delivery or attempted delivery. USPS Tracking/Delivery Confirmation may be purchased at the time of mailing only. This service may be obtained in two forms: (1) an electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically; and (2) a retail option for mailers who retrieve delivery status on the Internet at [www.usps.com](http://www.usps.com) or by calling 1-800-222-1811. No record is kept at the office of mailing.

Available for: First-Class Mail parcels, First-Class Package Service parcels (electronic option only), Priority Mail, Standard Mail parcels (electronic option only), Standard Post, Package Services parcels, and Parcel Select. USPS Tracking/Delivery confirmation is provided at no additional charge for: Priority Mail, First-Class Package Service, and Standard Post mailpieces and for First-Class Mail parcels and Parcel Select mailpieces when using the electronic option.

Not available for: restricted APO/FPO destinations, U.S. territories, possessions, and freely associated states in [608.2.0](#) (except for Puerto Rico, U.S. Virgin Islands, and ZIP Codes listed in [503.10.2.4](#)), and mail paid with precanceled stamps.

May be combined with: COD, insured mail, Registered Mail, return receipt for merchandise, and special handling. Restricted delivery and return receipt is available if purchased with insurance for over \$200, COD, or Registered Mail service.

Present at a USPS Retail service counter, or use Label 400 (electronic).

**Express Mail  
Insurance**  
(503.1.0)

Provides automatic indemnity coverage of Express Mail up to \$100 at no extra charge for items that are lost, rifled, or damaged. Additional insurance may be purchased up to a maximum liability of \$5,000. For negotiable items, currency, or bullion, the maximum liability is \$15.

May be combined with: return receipt, COD (except Express Mail Military Service).

**Insured Mail**  
(503.4.0)

Provides indemnity coverage of up to \$5,000 for lost, damaged, or missing contents. A mailing receipt is provided with all pieces. For mail insured for \$200 or less, the USPS maintains delivery information (not including a signature). For mail insured for more than \$200, the USPS maintains a delivery record (including recipient's signature). Insurance may only be purchased at one source for each mailpiece. Combining postal insurance from multiple sources is not permitted.

Available for: Standard Mail or Parcel Select Lightweight parcels (bulk insurance only), Standard Post, Package Services, Parcel Select and for First-Class Mail or Priority Mail if it contains matter that is eligible to be mailed at Standard Mail, Standard Post or Package Services prices.

May be combined with: USPS Tracking/Delivery Confirmation, parcel airlift service (PAL), Signature Confirmation, special handling, and merchandise return service, and with Adult Signature services with Insured Express Mail, Priority Mail and Parcel Select Nonpresort.

Return receipt and restricted delivery available for items insured for more than \$200. Return receipt for merchandise available for items insured for \$200 or less.

Use PS Form 3813 for items insured for \$200 or less, use [PS Form 3813-P](#) for items insured for more than \$200.

**Registered Mail**  
(503.2.0)

Provides the most secure service offered by USPS. Provides sender with mailing receipt and a delivery record is maintained by the USPS. A record of mailing is maintained at the mailing Post Office.

Available for: First-Class Mail, First-Class Package Service and Priority Mail (except Critical Mail).

Insurance is not available for items with no value. Insurance is provided and included in the Registered Mail fee for items valued up to a maximum liability of \$25,000. Handling charges apply for articles valued over \$25,000.

May be combined with: COD, USPS Tracking/Delivery Confirmation, restricted delivery, return receipt, Signature Confirmation.

Deposit: must be presented to a retail employee at a Post Office or a rural carrier.

Use PS Form 3806 and Label 200.

### **Restricted Delivery** **(503.8.0)**

Directs delivery only to addressee or addressee's authorized agent.

Available for: First-Class Mail, First-Class Package Service, and Priority Mail (excluding Critical Mail), when purchased at the time of mailing with Certified Mail, COD, insured mail for more than \$200, or Registered Mail service. Standard Mail parcels or Parcel Select Lightweight Parcels when bulk insurance for more than \$200 is purchased at the time of mailing. Standard Post, Package Services or Parcel Select when purchased at the time of mailing with COD or insured mail for more than \$200.

May be combined with: USPS Tracking/Delivery Confirmation, parcel airlift (PAL), return receipt, Signature Confirmation, special handling.

Use PS Form 3811.

### **Return Receipt** **(503.6.0)**

Provides sender with evidence of delivery (to whom the mail was delivered and date of delivery). May be requested at the time of mailing or after mailing. A return receipt requested at the time of mailing also supplies the recipient's actual delivery address if different from the address used by sender. When purchased at the time of mailing, the mailer may choose to receive the return receipt by mail and/or electronically.

Available for:

- Express Mail (receive by mail (PS Form 3811) option only).
- First-Class Mail, First-Class Package Service, and Priority Mail (excluding Critical Mail) when purchased at the time of mailing with Certified Mail, COD, insured mail (for more than \$200.00), or Registered Mail service.
- Standard Mail parcels or Parcel Select Lightweight parcels when bulk insurance (for more than \$200.00) is purchased at the time of mailing.
- Standard Post or Package Services when purchased at the time of mailing with COD or insured mail (for more than \$200.00).

Return receipt may be combined with: USPS Tracking/Delivery Confirmation (First-Class Mail parcels, Priority Mail, Standard Post, Package Services, and Parcel Select parcels), parcel airlift (PAL) (Priority Mail, Standard Post and Package Services), restricted delivery, Signature Confirmation (Priority Mail, Standard Post, Package Services, and Parcel Select parcels), and special handling.

Return receipt may be used with Adult Signature shipments paid for as Express Mail and Priority Mail.

Use PS Form 3811 or request electronic Return Receipt at the time of mailing, use PS Form 3811-A after mailing.

### **Return Receipt for Merchandise** **(503.10.0)**

Provides sender with a mailing receipt (PS Form 3804) and a return receipt (PS Form 3811). Return receipt supplies the recipient's actual address if different from the address used by the sender. A delivery record is maintained by the USPS.

Available for: merchandise sent as Priority Mail (excluding Critical Mail), Standard Mail parcels, Standard Post, Package Services, or Parcel Select.

May be combined with: USPS Tracking/Delivery Confirmation, insurance (for up to \$200), parcel airlift, special handling.

Use [PS Form 3804](#) and PS Form 3811.

### **Signature Confirmation** **(503.12.0)**

Provides the date and time of delivery or attempted delivery. May be purchased at the time of mailing only. This service may be obtained in two ways: (1) an electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically; and (2) a retail option for mailers who retrieve delivery information on the Internet at [www.usps.com](http://www.usps.com) or by calling 1-800-222-1811. A delivery record, including the recipient's signature is maintained by the USPS and is available, via fax or mail, upon request. No acceptance record is kept at the office of mailing.

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Available for: First-Class Mail parcels, First-Class Package Services, Priority Mail, Standard Post, Package Services parcels, and Parcel Select. Not available for: APO/FPO/DPO destinations, U.S. territories, possessions, and freely associated states in 608.2.0 (except for Puerto Rico and U.S. Virgin Islands, to which service is available), mail paid with precanceled stamps.

May be combined with: COD, insured mail, Registered Mail, or special handling. May also be combined with return receipt (PS Form 3811) or restricted delivery, if purchased with COD, Registered Mail service, or insurance for more than \$200.00.

Use [PS Form 153](#) (retail) or Label 315 (electronic).

**Special  
Handling  
(503.14.0)**

Provides preferential handling, but not preferential delivery, to extent practicable in dispatch and transportation.

Available for: First-Class Mail, Priority Mail (excluding Critical Mail), Standard Post, Package Services and Parcel Select (except Parcel Select Lightweight). Required for parcels containing honeybees and day-old poultry, unless sent at First-Class Mail, First-Class Package Service, or Priority Mail prices.

May be combined with: COD, USPS Tracking/Delivery Confirmation, insured mail, parcel airlift (PAL) (for Package Services only), return receipt for merchandise, Signature Confirmation.

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## Additional Services

### Extra Services

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**Related QSGs**    [201c, Courtesy Reply Mail \(CRM\)](#)  
[604e, Meter Reply Mail \(MRM\)](#)

**Overview**    For an annual permit fee, a Business Reply Mail (BRM) permit is available for distributing business reply cards, envelopes, self-mailers, cartons, and labels. BRM allows the permit holder to receive First-Class Mail and Priority Mail back from customers by paying postage only on the mail returned. The BRM permit holder guarantees payment of First-Class Mail postage plus a per piece charge for pieces returned by the USPS (see payment options below).

When designing a BRM mailpiece or label, mailers must consult with their local Post Office. The piece must conform to a specific format to qualify as BRM, including a unique ZIP+4 Code, or equivalent Intelligent Mail or POSTNET barcodes assigned by the USPS. Proofs for regular BRM should be approved by the USPS before printing. Proofs for Qualified Business Reply Mail (QBRM) must be approved by the USPS. On page two is a layout example for a BRM envelope. For reusable envelopes using BRM with two-way indicia, see [601.6.6.4](#) for requirements.

BRM pieces distributed in automation mailings are required to meet automation compatibility standards. BRM templates are available on the Postal Explorer Web site at [pe.usps.com](http://pe.usps.com) by selecting “Mailpiece Design” in the left frame.

**Payment Options**    For a complete listing of Business Reply Mail prices, see [Notice 123—Price List](#).

**(505.1.0)**    **Basic BRM**—Annual permit fee applies.

Per piece charge in addition to the First-Class Mail or Priority Mail postage. Paid through an advance deposit account or by cash/check on delivery.

**High-Volume BRM**—Annual permit fee plus a BRM annual account maintenance fee for each account at each delivery unit.

Per piece charge in addition to the First-Class Mail or Priority Mail postage. Paid through an advance deposit account.

Best suited if return volume for letters is approximately 899 pieces or more per year.

**Basic Qualified Business Reply Mail (QBRM)**—Annual permit fee plus a BRM annual account maintenance fee.

Per piece charge in addition to QBRM automation First-Class Mail postage. Paid through an advance deposit account.

Used only on barcoded automation-compatible cards and letter-size mail weighing up to 2 ounces if design is approved for QBRM by USPS before distribution ([505.1.3](#)). A unique ZIP+4 code is assigned by the USPS for each price category of QBRM to be returned (one for card-price pieces, one for letter-size pieces weighing 1 ounce or less, and one for letter-size pieces weighing over 1 ounce up to 2 ounces).

Best suited if return volume is approximately 834 pieces or more annually.

**High-Volume QBRM**—Annual permit fee, a BRM annual account maintenance fee, and a separate quarterly fee. Mailers can pay quarterly fee for any consecutive 3-calendar-month period.

Per piece charge in addition to QBRM automation First-Class Mail postage. Paid through an advanced deposit account.

Best suited if return volume is approximately 11,247 pieces or more quarterly.

**Other Post Offices**    A BRM permit holder can allow its authorized representatives or agents to use that permit number to receive BRM at any Post Office. The original permit holder must supply the representative with a letter authorizing the use of the BRM permit and a copy of the USPS receipt showing the annual fee payment for that permit. See [505.1.11](#) for additional requirements.

**Official Mail**    Authorized users of official mail may distribute BRM, subject to [703.7.11](#) and [505.1.0](#).

**Business Reply Mail Layout Guidelines (505.1.8)**

**Permit Holder Space:** May contain information such as return address, logos, distribution codes, and form numbers.

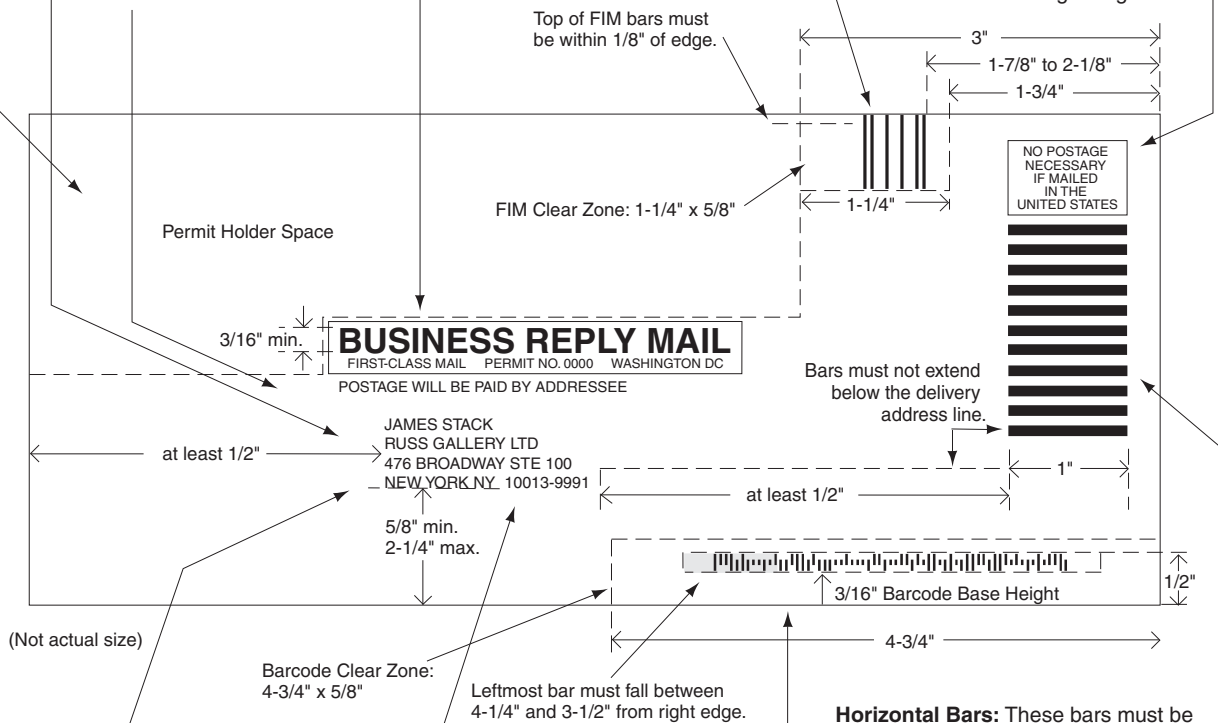
**Company Logo:** For barcoded pieces, a company logo is permitted in the address block if it is placed no lower than 5/8 inch from the bottom edge of the mailpiece and does not interfere with the barcode clear zone.

**Postage Paid Line:** Place the endorsement "POSTAGE WILL BE PAID BY ADDRESSEE" (in capital letters) under the business reply legend box.

**Business Reply Legend:** The words "BUSINESS REPLY MAIL" are required above the address in capital (uppercase) letters. Immediately below, place the words "FIRST-CLASS MAIL PERMIT NO." followed by the permit number and the name of the issuing Post Office (city and state) in capital letters.

**Facing Identification Mark (FIM):** A FIM pattern (specifically FIM B without barcode or FIM C with barcode) is required on all BRM postcards and letter-size mailpieces. The FIM clear zone must contain no printed matter other than the FIM pattern. FIM bars must be between 1/2 and 3/4 inch high and 0.03125 inch (1/32 inch) ( $\pm 0.008$  inch) wide.

**Postage Imprint:** "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" must appear in the upper right corner of the mailpiece and must not extend more than 1-3/4 inches from the right edge.



**Address Format:** The complete address, including the name of the permit holder (company or individual), must be printed on the mailpiece.

**ZIP Code:** A unique ZIP+4 code is assigned to each piece.

Before printing, submit proofs of BRM samples to your local Post Office for advice and approval. Take advantage of this service—it could save you money. Qualified Business Reply Mail pieces must be approved by the USPS before printing.

**Barcode Location:** The POSTNET or Intelligent Mail barcode may be located here or in the address block. The barcode must be a ZIP+4 barcode (delivery point barcodes are not permitted). This area must be free of any printing other than the barcode. A free camera-ready barcode positive may be obtained from your local Post Office.

**Dimensions:** Between 3-1/2 by 5 inches and 6-1/8 by 11-1/2 inches. To qualify for the card price, cards must be between 3-1/2 by 5 inches and 4-1/4 by 6 inches and between 0.007 and 0.016 inch thick. Larger card sizes are available, but they are charged at First-Class Mail letter price.

Barcoded pieces measuring more than 4-1/4 inches high or 6 inches long must be at least 0.009 inch thick.

- Additional standards apply to QBRM pieces (505.1.3).
- A surcharge is assessed for nonmachinable letters (101.1.2).

**Ink/paper Colors and Type Styles:**

Not all colors of paper and/or ink and type styles are compatible with automated equipment. Contact your local Post Office for guidance.

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in 201.3.18.

**Overview (507.1.4)** Ancillary service endorsements are used by mailers to request an addressee's new address and to provide the USPS with instructions on how to handle undeliverable-as-addressed pieces. The endorsements consist of one keyword: "Electronic," "Address," "Return," "Change," or "Forwarding," followed by the two words "Service Requested." The endorsements are the same for all classes of mail, but the treatment and cost differ by class of mail. Use of an ancillary service endorsement on a mailpiece obligates the mailer to pay any applicable charges for forwarding, return, and separate address notification charges.

**General Information (102.4.2)** Proper placement of the endorsement is required. If the endorsement cannot be seen or understood, you might not receive the service requested. A return address as presented in 602.1.6 must be used and placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If a return address is a multiple delivery address, it must show a unit designation (e.g., apartment number). The "Electronic Service Requested" ancillary service endorsement is available for participants of Address Change Service (ACS) or OneCode ACS (used with mailpieces bearing Intelligent Mail barcodes). Mailers using Intelligent Mail barcodes may encode ancillary service requests into mailpiece barcodes, but must also include a printed endorsement on Standard Mail pieces. Information about traditional ACS and OneCode ACS is located in Publication 8a, *Address Change Service*.

**Physical Standards (102.4.4)** An endorsement must be printed in no smaller than 8-point type, and it must stand out clearly against its background. Brilliant-colored envelopes and reverse printing are not permitted. There must be a 1/4-inch clear space around all sides of the endorsement. The endorsement and return address must read in the same direction as the delivery address.

**Placement of Endorsement (letters, 202.4.0; flats, 302.4.0; parcels, 402.3.0)** The exhibit below shows the options for placing an endorsement. The endorsement shown (ADDRESS SERVICE REQUESTED) is just one of several options. See DMM 507.1.5 for a complete list of endorsements, treatment, and fee consequences according to the class of mail.

|                                                                               |                                                |                                                                                    |
|-------------------------------------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------------------|
| JAMES WARRICK<br>RUSS GALLERY LTD<br>4016 MAIN ST<br>FORT WORTH TX 76133-5559 | <b>ADDRESS SERVICE REQUESTED<sup>3</sup></b>   | Presorted<br>First-Class Mail<br>U.S. Postage Paid<br>Fort Worth TX<br>Permit No.1 |
| <b>ADDRESS SERVICE REQUESTED<sup>1</sup></b>                                  |                                                | <b>ADDRESS SERVICE REQUESTED<sup>4</sup></b>                                       |
|                                                                               | <b>ADDRESS SERVICE REQUESTED<sup>2</sup></b>   |                                                                                    |
|                                                                               | JOHN DOE<br>10 ELM ST<br>ANYTOWN WA 98765-4321 |                                                                                    |

The endorsement must be placed in one of these four positions:

1. Directly below the return address.
2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
3. Directly to the left of the postage area and below or to the left of any price marking.
4. Directly below the postage area and below any price marking.

For a detailed description of USPS actions, see [507.1.5](#).

For Periodicals, see [507.1.5.2](#). For Parcel Select, see [507.1.5.4](#)

| Mailer Endorsement and USPS Action                                                                                                                                                                                                                                                    | Priority Mail and First-Class Mail                      | Standard Mail/ Parcel Select Lightweight                                  | Standard Post/Package Services/Parcel Select                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Electronic Service Requested<sup>1</sup></b>                                                                                                                                                                                                                                       | See DMM <a href="#">507.1.5.1</a> for more information. | See DMM <a href="#">507.1.5.3</a> for more information.                   | See DMM <a href="#">507.1.5.4</a> for more information.                                                                                                                       |
| <b>Address Service Requested<sup>2</sup></b><br><i>(Except for Shipper Paid Forwarding participants—see DMM <a href="#">507.1.5.4</a>)</i><br><i>Forwarding and return. New separate address notification provided.</i>                                                               |                                                         |                                                                           |                                                                                                                                                                               |
| Months 1 through 12: mailpiece forwarded; notice of new address provided, address correction fee charged.                                                                                                                                                                             | Forwarded at no charge.                                 | Forwarded at no charge.                                                   | Forwarded as postage due. <sup>3</sup>                                                                                                                                        |
| Months 13 through 18: mailpiece returned with new address attached.                                                                                                                                                                                                                   | Returned at no charge.                                  | Weighted fee charged. <sup>4</sup>                                        | Return postage charged at appropriate single-piece price. <sup>3</sup>                                                                                                        |
| After 18 months or if undeliverable at any time: mailpiece returned with reason for nondelivery attached.                                                                                                                                                                             | Returned at no charge.                                  | Weighted fee charged. <sup>2</sup>                                        | Returned if undeliverable or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate single-piece price. <sup>3</sup> |
| <b>Return Service Requested</b><br><i>No forwarding, only return. New address notification provided.</i>                                                                                                                                                                              |                                                         |                                                                           |                                                                                                                                                                               |
| Mailpiece returned with new address or reason for nondelivery attached.                                                                                                                                                                                                               | No charge.                                              | Appropriate single-piece First-Class Mail or Priority Mail price charged. | Return postage charged at appropriate single-piece price. <sup>3</sup>                                                                                                        |
| <b>Change Service Requested<sup>1,5</sup></b><br><i>(Except for Shipper Paid Forwarding participants.)</i><br><i>No forwarding or return. New address notification provided.</i><br>Separate notice of new address or reason for nondelivery provided; mailpiece disposed of by USPS. |                                                         |                                                                           |                                                                                                                                                                               |
|                                                                                                                                                                                                                                                                                       | See <a href="#">Notice 123—Price List</a>               | See <a href="#">Notice 123—Price List</a>                                 | See <a href="#">Notice 123—Price List</a>                                                                                                                                     |
| <b>Forwarding Service Requested<sup>6</sup></b><br><i>Forwarding and return. New address notification provided only with return.</i>                                                                                                                                                  |                                                         |                                                                           |                                                                                                                                                                               |
| Months 1 through 12: mailpiece forwarded.                                                                                                                                                                                                                                             | Forwarded at no charge                                  | Forwarded at no charge.                                                   | Forwarded as postage due at appropriate single-piece price. <sup>3</sup> Except Bound Printed Matter (without Delivery or Signature Confirmation) disposed of by USPS.        |
| Months 13 through 18: mailpiece returned with new address attached.                                                                                                                                                                                                                   | Returned at no charge.                                  | Weighted fee charged. <sup>2</sup>                                        | Return postage charged at appropriate single-piece price. <sup>3</sup>                                                                                                        |
| After 18 months or if undeliverable at any time: mailpiece returned with reason for nondelivery attached.                                                                                                                                                                             | Returned at no charge.                                  | Weighted fee charged. <sup>2</sup>                                        | Return postage charged at appropriate single-piece price. <sup>3</sup>                                                                                                        |

# Additional Services

## Ancillary Service Endorsements

# 507

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| Mailer Endorsement and USPS Action                                                                                                                                               | Priority Mail and First-Class Mail                      | Standard Mail/ Parcel Select Lightweight | Standard Post/Package Services/Parcel Select                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Temp—Return Service Requested</b>                                                                                                                                             |                                                         |                                          |                                                                                                                                                                                                                                                           |
| Piece returned with new address or reason for nondelivery attached. If temporary change of address, piece forwarded; no separate notice of temporary change of address provided. | No charge.                                              | N/A                                      | N/A                                                                                                                                                                                                                                                       |
| <b>No Endorsement</b>                                                                                                                                                            |                                                         |                                          |                                                                                                                                                                                                                                                           |
| <i>UAA handled by class of mail.</i>                                                                                                                                             | Same as USPS action for “Forwarding Service Requested.” | Mailpiece disposed of by USPS.           | Same treatment as “Forwarding Service Requested.” Standard Post, Media Mail and Library Mail forwarded as postage due to the addressee. If refused or being returned, mailer pays postage at the appropriate single-piece price <sup>3</sup> (507.1.5.4). |

1. Mailpiece is directed to a Computerized Forwarding System (CFS) or Postal Automated Redirection System (PARS) site for processing. Handling instructions and options are required to be predefined within the ACS mailer profile data. OneCode ACS mailers are also required to insert this service request through a valid service type code in an Intelligent Mail barcode. The service type code in the Intelligent Mail barcode will take precedence over the instructions in the mailer account profile.
2. For Address Change Service with First-Class Mail and Priority Mail, see 507.1.5.1, for ACS with Standard Mail see 507.1.5.3a.
3. Standard Post, Media Mail or Library Mail pieces are charged at the single-piece price for the class of mail. Parcel Select pieces are charged the Parcel Select Nonpresort price plus the additional service fee. See Notice 123—Price List. (DMM Exhibit 507.1.5.4)
4. Weighted fee is the appropriate single-piece First-Class Mail or Priority Mail price for the piece plus the nonmachinable surcharge if it applies (101.1.2), multiplied by 2.472 and rounded up to the next whole cent. For letter-size weighted fee prices, see 243.1.5.2.
5. For First-Class Mail and Priority Mail, Change Service Requested is only available with electronic Address Change Service (ACS). Only available for Priority Mail pieces containing perishable matter that bear the endorsement “Perishable.” USPS Tracking/Delivery Confirmation and Signature Confirmation are the only two special services permitted with this endorsement.
6. Does not meet Move Update Requirement.

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**Overview** The delivery address specifies where the USPS is to deliver a mailpiece. The address must be legible and complete on the side of the mailpiece that bears the postage.

**General Information** Placement and location: see [202.2.0](#) for letters and cards, or [302](#) for flats.

The placement of the address can determine mailability of the mailpiece and/or price and eligibility. For Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flat-size pieces mailed at automation, presorted, or carrier route prices, the address must:

- Be placed in the upper portion of the flat (upper portion is defined as the top half of the mailpiece).
- May be placed parallel to the top edge, but not upside down.
- May be placed perpendicular to the top—near or at the open or bound edge.
- Place the address as close to the top edge as possible, while maintaining a 1/8-inch clearance from every edge.

**Complete Addresses (602.1.4)** The address must include:

- Intended recipients name or other designation.
- Delivery address (including street number and name (predirectional, suffix, and postdirectional as appropriate), post office box number, rural or highway contract route and box number), and secondary descriptor and number (e.g., suite or apartment number, floor) if needed.
- City and state.
- ZIP Code or ZIP+4 code where required.

The address on automation price mail must be sufficiently complete to enable matching the current USPS ZIP+4 File when using current CASS-certified address matching software ([708.3.0](#)). Standardized address elements are not required.

**Return Address (602.1.5)** A return address tells the USPS where the sender wants the mail returned if it is undeliverable.

A return address is required on certain types of mail. Preferred return address placement is the upper left portion of the mailpiece or the upper left part of the address area—on the side of the piece bearing postage. Mail qualifying for Nonprofit Standard Mail prices must have the name and return address of the authorized nonprofit organization either on the outside of the mailpiece or in a prominent location on the material being mailed (inside the mailpiece) ([703.1.5](#)).

**Alternative Addressing Formats (602.3.0)** Simplified addressing: The simplified address format, “Postal Customer” (see [602.3.2.1a](#), [602.3.2.1a](#) for optional formats), may be used when general distribution is requested to each boxholder or family on a rural route or highway contract route at any post office or to each Post Office boxholder at a Post Office without city carrier service. The simplified address format, “Postal Customer” (see [602.3.2.1b](#) for optional formats), may also be used for Standard Mail, Periodicals, and Bound Printed Matter flat-size mailpieces (including Standard Mail pieces allowed as flats under [602.3.2.1c](#)), and Standard Mail and Periodicals irregular parcels intended for distribution to a city route or to Post Office boxes in offices with city carrier service. Government agencies may also use simplified addressing for official matter being sent to all stops on rural or city carrier routes and Post Office boxholders at all Post Offices.

Occupant addressing: This format (“Occupant”) may be used to with a complete delivery address on mail intended for selective distribution.

Exceptional addressing: This format (“Or Current Resident”) may be used in addition to the addressee's name; it indicates that mailpiece should be delivered to the current resident if addressee has moved. Exceptional addressing may not be used on certain types of mail.

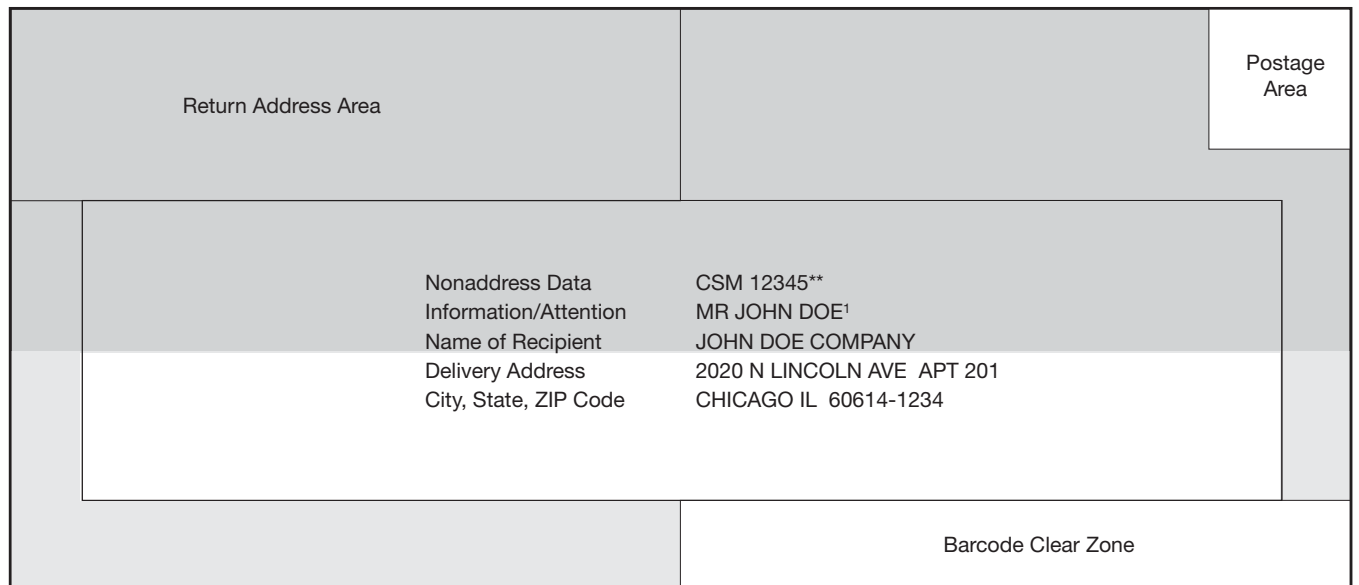
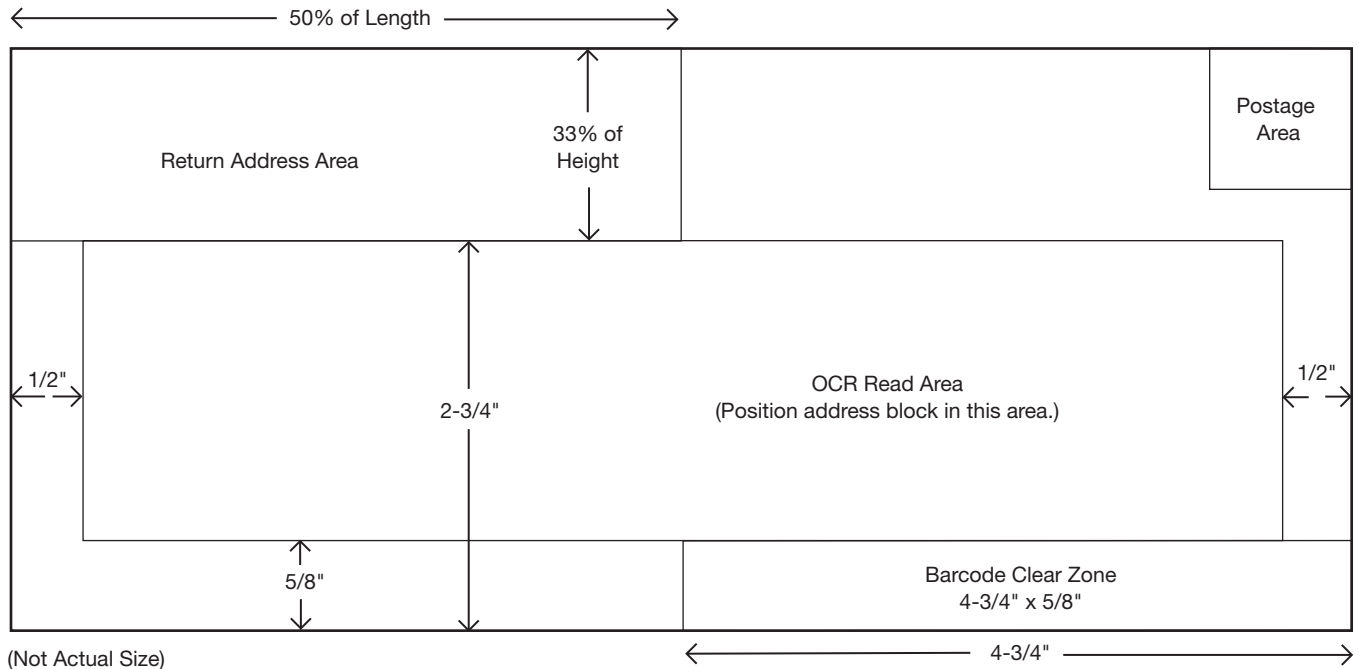
**Addressing Guidelines** The following guidelines for addressing a mailpiece are in USPS Publication 28, [Postal Addressing Standards](#):

- Use simple sans serif type with uniform stroke thickness.
- Type or machine-print in dark ink on a light background with a uniform left margin.
- Left-justify every line in the address block.
- Use two-letter state abbreviations.
- Use one space between city and state, two spaces between state and ZIP+4 code.
- Use appropriate ZIP+4 code (if unknown, use 5-digit ZIP Code).
- A minimum of 8-point type, or if the mailpiece bears a POSTNET or Intelligent Mail barcode with a delivery point routing code, a minimum of 6-point type is acceptable if printed in all capital letters.

JOHN DOE  
JOHNSON MANUFACTURING  
500 E MAIN ST STE 222  
KANSAS CITY MO 64100-1234

Additional Resources:

[Pub. 28, \*Postal Addressing Standards\*](#)



1. For MLOCR *FASTforward* users, the name of the recipient must appear in the OCR read area.  
 Dark shaded area indicates "free space" for nonaddress printing.  
 Light shaded area indicates preferred clear zone to enhance readability.



# Basic Standards for All Mailing Services

## Nondenominated Postage

# 604a

Quick Service  
Guide



**5 Cents**  
Art Deco Bird  
Presort  
Issued February 11, 2011



**Purchase price, 55¢;  
Postage value, 45¢**  
Save Vanishing Species  
Semi-Postal  
Issued September, 2011



**25 Cents**  
Spectrum Eagle  
Presort  
Issued January 3, 2012



**41 Cents**  
American Flag  
Issued April 12, 2007



**10 Cents**  
Patriotic Banner  
Presort  
Issued July 4, 2007



**39 Cents**  
Love: True Blue  
Issued January 3, 2006



**39 Cents**  
Lady Liberty and U.S. Flag  
Issued December 8, 2006



**25 Cents**  
American Eagle  
Presort  
Issued August 5, 2005



**Postage value, 37¢**  
Stop Family Violence  
Semi-Postal  
Issued October 8, 2003



**Postage value, 37¢**  
Heroes of 2001  
Semi-Postal  
Issued June 7, 2002



**37 Cents**  
U.S. Flag  
Issued June 7, 2003



**37 Cents**  
Antique Toys  
Issued June 7, 2002



**15 Cents**  
Woody Wagon  
Presort  
Issued August 3, 2001



**10 Cents**  
Atlas Rockefeller Center  
Presort  
Issued June 29, 2001



**34 Cents**  
Love Letters  
Issued January 19, 2001



**10 Cents**  
The New York Public Library  
Presort  
Issued November 9, 2000



**34 Cents**  
Farm Flag  
Issued December 15, 2000



**34 Cents**  
Statue of Liberty  
Issued December 15, 2000



**34 Cents**  
4 Flower  
Issued December 15, 2000



**1 Cent**  
H Stamp Make-Up Price  
Issued November 19, 1998



**33 Cents**  
H Stamp First-Class Mail Price  
U.S. Addresses Only  
Issued November 19, 1998



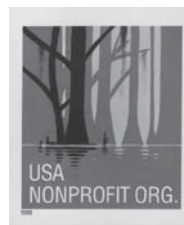
**10 Cents**  
Bicycle  
Presort  
Issued August 18, 1998

Quick Service  
Guide

**Purchase price, 55¢; Postage value, 45¢  
on or after May 11, 2009**  
Breast Cancer Research Semi-Postal  
Issued July 29, 1998



**25 Cents**  
Diner  
Presort  
Issued June 5, 1998



**5 Cents**  
Wetlands  
Presort  
Issued June 5, 1998



**5 Cents**  
Mountain  
Presort  
Issued March 16, 1996



**15 Cents**  
Auto Tail Fin  
Presort  
Issued March 17, 1995



**5 Cents**  
Sheep  
Presort  
Issued March 10, 1995  
Envelope (Sizes #6 3/4 and #10)



**25 Cents**  
Juke Box  
Presort  
Issued March 17, 1995



**10 Cents**  
Graphic Eagle  
Presort  
Issued March 10, 1995  
Envelope (Size #10)



**10 Cents**  
Automobile  
Presort  
Issued March 10, 1995



**5 Cents**  
Butte  
Presort  
Issued March 10, 1995



**32 Cents**  
Love Stamp  
Issued February 1, 1995



**20 Cents**  
G Stamp Old Glory  
Postcard Price Only  
Issued December 13, 1995



**25 Cents**  
G Stamp Old Glory  
First-Class Presort Only  
Issued December 13, 1994



**32 Cents**  
G Stamp Old Glory  
U.S. Addresses Only  
Issued December 13, 1994



**3 Cents**  
G Stamp Make-Up Price  
Issued December 13, 1994



**10 Cents**  
Eagle and Shield  
Presort  
Issued December 13, 1991



**29 Cents**  
Santa's Visit  
Issued October 17, 1991



**29 Cents**  
Santa's Visit  
Issued October 17, 1991



**29 Cents**  
Santa's Visit  
Issued October 17, 1991



**29 Cents**  
Santa's Visit  
Issued October 17, 1991



**29 Cents**  
Santa's Visit  
Issued October 17, 1991



**29 Cents**  
Antoniazzi (Madonna & Child)  
Issued October 17, 1991



**29 Cents**  
F Flag  
Issued January 22, 1991

# Basic Standards for All Mailing Services

## Nondenominated Postage

# 604a

Quick Service  
Guide



**4 Cents**  
F Stamp Make-Up Price  
Issued January 22, 1991



**29 Cents**  
F Stamp  
Issued January 22, 1991



**25 Cents**  
E Stamp  
Issued March 22, 1988



**14 Cents**  
Charles Carroll  
Issued February 1, 1985  
Postal Card



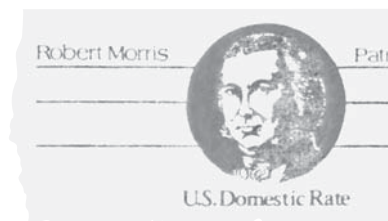
**22 Cents**  
D Stamp and Envelope  
Issued February 1, 1985



**20 Cents**  
Botticelli (Madonna & Child)  
Issued October 28, 1981



**20 Cents**  
Teddy Bear  
Issued October 28, 1981



**13 Cents**  
Robert Morris  
Issued October 11, 1981  
Stamped Card



**20 Cents**  
C Stamp and Envelope  
Issued October 11, 1981



**12 Cents**  
B Postal Card  
Issued March 15, 1981



**18 Cents**  
B Stamp and Envelope  
Issued March 15, 1981



**15 Cents**  
A Stamp and Envelope  
Issued May 22, 1978



**10 Cents**  
John Hancock  
Issued May 19, 1978  
Postal Card



**10 Cents**  
Ghirlandajo (Madonna & Child)  
Issued October 14, 1975



**10 Cents**  
Prang (Early Greeting Card)  
Issued October 14, 1975

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|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Overview</b><br><b>(604.3.0)</b> | Use of precanceled stamps is an optional payment method for mailings at Presorted and automation First-Class Mail and all Standard Mail prices. Precanceled stamps may not be used with any Package Services pieces. This payment method requires the stamps to be affixed to each piece.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Fees</b>                         | Mailer must complete <a href="#">PS Form 3615</a> , <i>Mailing Permit Application and Customer Profile</i> , and submit it to the office of mailing. No permit application fee required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Postage and Payment Methods</b>  | <p>Documentation: mailings of nonidentical-weight pieces and mailings that do not have full correct postage affixed to each piece must meet basic documentation standards in <a href="#">708.1.0</a> unless excepted by standard in <a href="#">604.3.1</a>.</p> <p>Return address: a complete domestic return address is required (except Standard Mail pieces 13 ounces or less, using a mailer's Postmark and not bearing an ancillary service request). If return address is outside delivery area of Post Office of mailing, mailer must follow one of the options in <a href="#">604.3.1.8</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Amount of Postage</b>            | The value of a precanceled stamp affixed to each piece in a mailing must be either the exact amount due or the exact monetary value of the USPS precanceled stamp appropriate to the price category of the mailpiece. If the exact amount is not affixed to each piece, documentation meeting the basic standards in <a href="#">708.1.0</a> and the Postage Payment and Documentation DMM section applicable to the class and shape of the mailpiece must be provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Producing Precanceled Stamps</b> | <p>USPS precanceled stamps are preprinted with a price category as the precancellation method (<a href="#">604.3.3</a>); other stamps may be precanceled by the mailer (<a href="#">604.3.4</a>), as described below.</p> <p>Precancellation by mailer:</p> <ul style="list-style-type: none"> <li>■ "Application: complete PS Form 3615 for authorization to preprint price markings or use a precancel postmark on adhesive stamps, stamped cards, and stamped envelopes (<a href="#">604.3.4</a>).</li> <li>■ "Authorization conditions: valid when sample mailer's postmarks are submitted and approved prior to mailing. Approval is required for each precanceled postmark format or preprinted marking used (<a href="#">604.3.4.3</a>).</li> </ul> <p>Format of postmark and required content:</p> <ul style="list-style-type: none"> <li>■ "First-Class Mail: day, month, and year of mailing. Standard Mail: use of date is optional for Standard Mail. When the date is used, it must include only the month and year.</li> <li>■ "Words "Mailer's Postmark" followed by permit number and cancellation bars to cancel postage stamps.</li> <li>■ "Either the city, state, and 5-digit ZIP Code of the post office where the precancel permit is held and the mailing is deposited or the words "Mailed From ZIP Code" followed by the 5-digit ZIP Code of the office of mailing.</li> </ul> |
| <b>Mail Preparation</b>             | Other markings and endorsements may be required on each piece under standards for the price claimed or services requested ( <a href="#">604.3.1</a> ).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Enter and Deposit</b>            | Deposit: Unless deposited under a plant verified drop-ship (PVDS), mailpieces bearing precanceled stamps must be presented at the Post Office where the permit is held. Mail with precanceled postage must not be deposited in collection boxes ( <a href="#">604.3.1</a> ).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## Precanceled Stamp

## Precanceled Stamp and Return Address

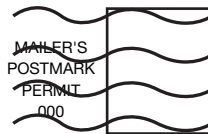
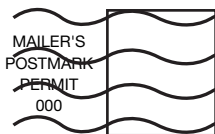
DONNA L HAUGHT  
6820 ALPINE ST  
ANNANDALE VA 22003-0001



## USPS Precanceled Stamps



## Mailer's Precanceled Postmarks



**Overview (604.4.0)** Postage meters and PC Postage products are collectively identified as “postage evidencing systems.” A postage evidencing system is a device or system of components a customer uses to print evidence that postage required for mailing has been paid. Postage evidencing systems print indicia, such as meter imprints or information-based indicia (IBI), to indicate postage payment. Mailers print indicia directly on a mailpiece or on a label that is affixed to a mailpiece.

### Authorized Providers (604.4.1.3)

The following are USPS-authorized providers:

| Provider                         | Meter | PC Postage | Phone        | Internet            |
|----------------------------------|-------|------------|--------------|---------------------|
| ■ Data-Pac Mailing Systems Corp. | X     |            | 800-355-1755 | www.data-pac.com    |
| ■ Hasler Inc.                    | X     |            | 800-995-2035 | www.haslerinc.com   |
| ■ Francotyp-Postalia Inc.        | X     |            | 800-341-6052 | www.fpusa.net       |
| ■ Neopost Inc.                   | X     |            | 800-624-7892 | www.neopostinc.com  |
| ■ Pitney Bowes Inc.              | X     | X          | 800-322-8000 | www.pitneybowes.com |
| ■ Endicia.com (PSI Systems)      |       | X          | 800-576-3279 | www.endicia.com     |
| ■ Stamps.com                     |       | X          | 888-434-0055 | www.stamps.com      |

**Customer Agreement (604.4.2)** Customers must enter into an agreement with the USPS for authorization to use postage evidencing systems. By entering into the agreement, the customer accepts responsibility for control and use of the system and agrees to abide by all rules and regulations governing its use.

**Postage Payment (604.4.3)** The value of the indicia on each mailpiece must be the exact amount due for the applicable price category and associated criteria such as weight, shape, and zone or another amount permitted by mailing standards to qualify for worksharing or volume discounts. Refunds for overpayment are considered only under standards in [604.9.0](#).

Metered postage must be legible and not overlap each other if more than one impression is applied to the same piece. Metered postage must be printed or applied in the upper right corner of the envelope or address label. Indicia must be printed with USPS-approved fluorescent ink or use another USPS-approved method to ensure that the mail is faced during processing. Approved methods include the use of a facing identification mark (FIM) for indicia printed directly on letter-size First-Class Mail or printing indicia on USPS-approved label or tape. USPS-approved labels or tapes must be used when meter stamps are printed on tape ([604.4.5](#)).

### Meter Date (604.4.6)

The date format used in the indicia is subject to the following conditions.

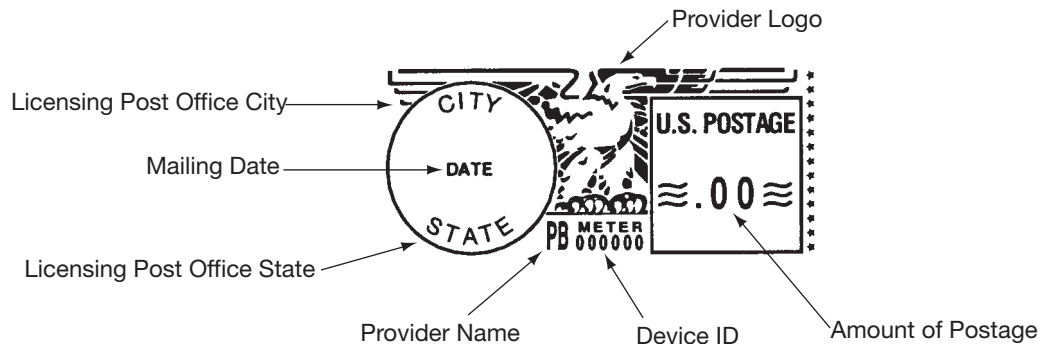
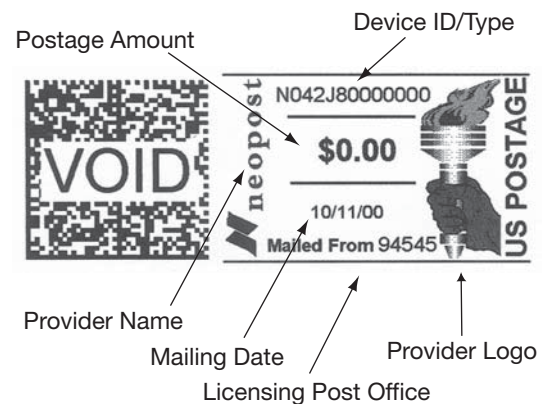
- Complete Date. Mailers must use a complete date for the following:
  1. All First-Class Mail, Priority Mail, and Express Mail pieces.
  2. All mailpieces with Insured Mail, COD, or Special Handling service.
  3. All mailpieces prepared with the indicia printed on nonadhesive paper (e.g., computer printer paper) and affixed to the mailpiece or used as part of an insert in a window envelope.
- Month and Year. Mailers may use a complete date or a mailing date consisting solely of the month and year in the indicia only for Standard Mail, Standard Post, and Package Services pieces.
- No Date. Mailers must use indicia with no mailing date for prepaid metered reply postage. As an option, mailers may use indicia with no mailing date for Standard Mail and Package Services pieces not subject to [604.4.6.2a](#).

### Enter and Deposit (604.4.6.3)

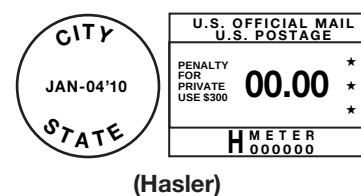
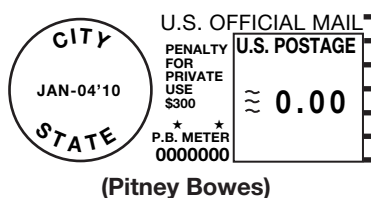
Generally, metered mail must be deposited at locations designated by the postmaster of the licensing post office (i.e., the Post Office shown in the meter stamp). Exceptions include:

- Single-piece First-Class Mail, Express Mail, and Priority Mail may be deposited in any street collection box or Post Office.
- Drop shipment of metered mail may be used ([705.19.0](#)).

## Metered Postage Designs

Information-Based Indicia with FIM  
(without fluorescent ink)Information-Based Indicia without FIM  
(with fluorescent ink)

## Official Mail Only (Samples)



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.

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Overview</b><br>(604.5.0)            | Mailers may be authorized to mail items without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account. Each mailpiece sent under this method must bear a permit imprint indicia showing that postage is paid. This payment method may be used for postage and extra services fees for Express Mail (eVS only), Priority Mail, First-Class Mail, Standard Mail, and Package Services. This method is not available for Periodicals, Standard Post, or for Express Mail, not mailed using the electronic verification system (eVS) program, and must not be used to pay postage on any mailpiece that is designed for reply purposes (except for permit reply mail under 505.2.0). Permit imprint mailings must contain at least 200 pieces or 50 pounds (604.5.1.2) except nonpresorted Bound Printed Matter, or as allowed in 604.5.1.2, but higher volumes may be required depending on price claimed. These mailings must be presented for weighing unless otherwise authorized by Business Mailer Support (608.8.1).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Fees</b><br>(604.5.1.4)              | A mailer must complete <a href="#">PS Form 3615, Mailing Permit Application and Customer Profile</a> , and pay a one-time application fee at the Post Office where mailings are made. If no permit imprint mailings are made and no annual fee payments are made during a 2-year period, the permit is revoked. A separate annual mailing fee may also be due, depending on the class of mail to be prepared.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Indicia Preparation</b><br>(604.5.3) | Producing permit imprints: embossed or unembossed permit imprint indicia may be made by printing press, hand stamp, lithography, mimeograph, address plate, or similar device. They must not be typewritten or hand-drawn.<br><br>Formats: permit imprints for ordinary mail and official mail must be prepared in one of the formats described in <a href="#">604.5.3.11</a> . A company permit imprint is one in which the exact name of the company or individual holding the permit is shown in the indicia in place of the city, state, and permit number, subject to <a href="#">604.5.3.9</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Indicia Content</b><br>(604.5.3.6)   | A permit imprint indicia on Express Mail, First-Class Mail, or Priority Mail must show "Express Mail" or "First-Class Mail" or "Priority Mail" (or "Priority"), as applicable; "U.S. Postage Paid"; city and state; and permit number. If the Electronic Verification System (eVS) is used under 705.2.9, the marking "eVS" (or the alternative "e-VS" or "E-VS") must appear directly below the permit number. The "Express Mail" and "Priority Mail" (or "Priority") marking may be omitted when using USPS-provided Express Mail and Priority Mail envelopes and containers. The indicia may show the mailing date, amount of postage paid, or the number of ounces for which postage is paid. The ZIP Code of the permit holder may be shown directly after the state name or in a separate inscription reading "ZIP Code 00000," when that ZIP Code does not create uncertainty about the permit holder's correct address or permit number. Instead of printing the city and state of mailing in the indicia, the mailer may print "Mailed From ZIP Code," followed by the 5-digit ZIP Code assigned to the postmaster of the mailing office. The indicia may also include the required price markings.<br><br>Standard Mail, Bound Printed Matter, Media Mail, and Library Mail permit imprints must contain the same information required for First-Class Mail permit imprints, except that the date and words "First-Class Mail" or "Priority" or "Priority Mail" must be substituted with the applicable class or subclass name. The permit imprint may include the amount of postage paid, the weight of the piece, and price markings as required ( <a href="#">604.5.3.7</a> ). |
| <b>Mail Preparation</b>                 | All pieces in a permit imprint mailing must be of identical weight unless otherwise authorized by Business Mailer Support ( <a href="#">608.8.1</a> ). Other markings and endorsements may be required by the standards for the price claimed or service requested.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Deposit</b>                          | Mailings must be deposited and accepted at the Post Office that issued the permit, at a time and place designated by the postmaster, except as otherwise provided for plant-verified drop shipments.<br><br>Mail must not be deposited in street collection boxes. Postage statements must be submitted as specified by the standards for the price claimed or service requested.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

Quick Service  
Guide

## Express Mail, Priority Mail, and First-Class Mail

EXPRESS MAIL  
U.S. POSTAGE PAID  
WASHINGTON, DC  
PERMIT NO. 1  
eVS

PRIORITY MAIL  
U.S. POSTAGE PAID  
WASHINGTON, DC  
PERMIT NO. 1



FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID .00  
PERMIT NO. 1

FIRST-CLASS MAIL  
AUTO  
U.S. POSTAGE PAID  
WASHINGTON, DC  
PERMIT NO. 1



FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID 1 OZ.  
PERMIT NO. 1

FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID  
MAILED FROM ZIP CODE 10001  
PERMIT NO. 1

FIRST-CLASS MAIL  
PRESORTED  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO. 1

## Standard Mail

U.S. POSTAGE  
PAID  
NEW YORK, NY  
PERMIT No. 1  
ZIP CODE 10001

U.S. POSTAGE  
PAID  
JOHN DOE COMPANY



U.S. POSTAGE  
PAID .00  
PERMIT NO. 1

U.S. POSTAGE  
PAID  
MAILED FROM  
ZIP CODE 10001  
PERMIT NO. 1

(Class omitted from indicia—see note below)



PRSRT STD  
ECR  
U.S. POSTAGE  
PAID  
PERMIT NO. 1

PRSRT STD  
U.S. POSTAGE PAID  
AMARILLO TX  
PERMIT NO. 11

NONPROFIT ORG  
U.S. POSTAGE PAID  
AMARILLO TX  
PERMIT NO. 12



PRESORTED STANDARD  
U.S. POSTAGE  
PAID  
PERMIT NO. 1

PRSRT STD  
ECR  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO. 1

PRSRT STD  
U.S. POSTAGE  
PAID .00  
MAILED FROM ZIP CODE 60607  
PERMIT NO. 1



NONPROFIT  
ORGANIZATION  
U.S. POSTAGE  
PAID  
PERMIT NO. 1



NONPROFIT ORG  
U.S. POSTAGE  
PAID .00  
PERMIT NO. 1

NONPROFIT  
AUTO  
U.S. POSTAGE  
PAID  
WASHINGTON, DC  
PERMIT NO. 1

Note: "Standard" or "STD" may also be used.

## Package Services

PRESORTED  
BOUND PRINTED MATTER  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO. 1

PARCEL SELECT  
U.S. POSTAGE PAID  
MAILED FROM ZIP CODE 10001  
PERMIT NO. 1

PRESORTED  
MEDIA MAIL  
U.S. POSTAGE PAID  
MAILED FROM ZIP CODE 10001  
PERMIT NO. 1

These are only examples; not all possible variations are shown. See [604.5.3.12](#) for other examples.

When not in indicia, mail class and/or price must be marked on mailpiece (see individual standards for each subclass of mail).

**Related QSGs**    [505, Business Reply Mail \(BRM\)](#)  
                          [201c, Courtesy Reply Mail \(CRM\)](#)

**Overview**  
**(604.4.0)**    Meter stamps may be used to prepay reply postage on Express Mail; Priority Mail (when the rate is the same for all zones); all First-Class Mail cards, letters, and flats up to a maximum of 13 ounces; single-piece Media Mail and Library Mail.

The USPS provides free of charge the FIM (facing identification mark) and appropriate barcode to print on meter reply letter-size mailpieces. The guidelines on page two will help optimize the use of this format.

The following conditions apply ([604.4.5.2](#)):

- Meter stamp amount must be enough to prepay postage in full.
- Meter stamps may be printed directly on a mailpiece or address label that bears the delivery address of the meter license holder. A label must adhere so that once applied, it cannot be removed in one piece.
- Reply mail prepaid with meter stamps is delivered only to the address of the license holder.
- Any photographic, mechanical, or electronic process (other than handwriting, typewriting, or handstamping) may be used to prepare the address side of meter reply mail. The address side must follow the style and content of the example on the reverse.
- Meter stamps used to prepay reply postage must not show the date, except for IBI generated by a PC Postage system ([604.4.6.1c](#)).
- Mailers may use FIM A on barcoded letter-size First-Class Mail reply mail except when using PC Postage.
- When using PC Postage, mailers must use FIM D for prepaid reply mail when the indicium is printed directly on the mailpiece.
- Print the words “NO POSTAGE STAMP NECESSARY POSTAGE HAS BEEN PREPAID BY” directly above the address.

**Barcodes**  
**(708.4.0)**    Envelopes and cards formatted for meter reply mail on which the mailer failed to imprint a meter stamp are treated as basic BRM. Such mail is delivered after payment of postage and the applicable BRM per-piece charge ([505.1.0](#)).

Delivery point POSTNET or Intelligent Mail barcodes on letter-size pieces may be placed either in the address block or in the lower right barcode clear zone.

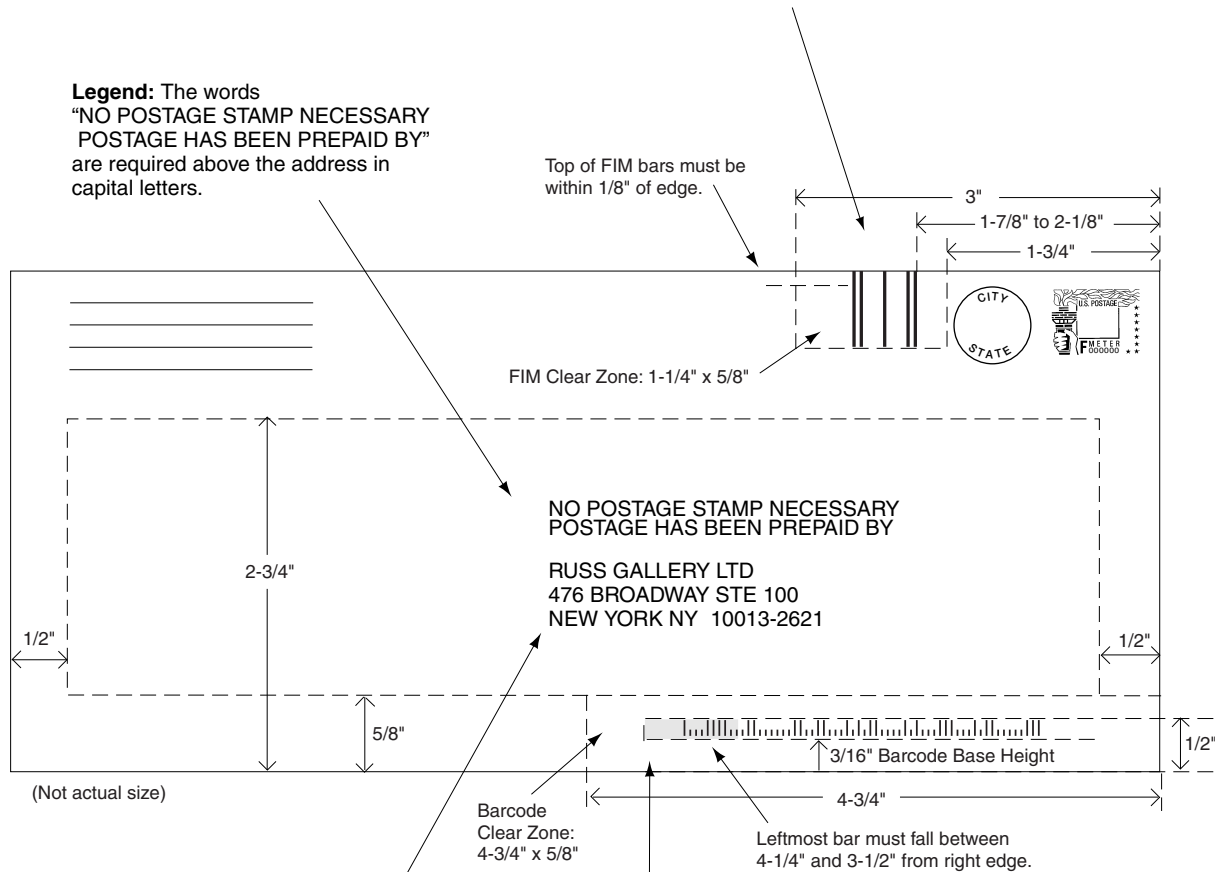
All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in [201.3.18](#).

## Meter Reply Mail Layout Guidelines

**Facing Identification Mark (FIM):** A FIM A may be used on meter reply mail postcards and letter-size mailpieces with the appropriate POSTNET barcode. A FIM D may be required with postage printed by a PC Postage System. Use of a FIM permits computerized cancellation equipment to align, postmark, and direct the mailpiece properly.

**FIM Location:** The FIM clear zone must contain no printed matter other than the FIM pattern. FIM bars must be between 1/2 and 3/4 inch high and 0.03125 (1/32 inch) ( $\pm$  0.008 inch) wide.

**Legend:** The words "NO POSTAGE STAMP NECESSARY POSTAGE HAS BEEN PREPAID BY" are required above the address in capital letters.



**Address Format:** The complete address of the meter license holder must be printed directly on the mailpiece.

**POSTNET Barcode Location:** This area must be free of any printing other than the appropriate barcode (see page one). A camera-ready FIM and barcode are available free of charge from your local Post Office.

**Dimensions:** Between 3-1/2 by 5 inches and 6-1/8 by 11-1/2 inches. To qualify for the card price, cards must be between 3-1/2 by 5 inches and 4-1/4 by 6 inches. Larger postcard sizes are available, but they are charged at the regular First-Class Mail letter price. Card thickness must be between 0.007 and 0.016 inch.

- If letter mail is more than 4-1/4 inches high or more than 6 inches long, it should be at least 0.009 inch thick.
- A surcharge is assessed for nonmachinable letter-size mailpieces (101.1.2). The surcharge must be included in the prepaid postage amount.

**Ink/paper Colors and Type Styles:** Not all colors of paper and/or ink and type styles are compatible with automated equipment. Contact your local Post Office for guidance.

All Letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in 201.3.18.

**What are the Private Express Statutes?**  
(608.5.0)

The Private Express Statutes are a group of laws under which the U.S. Postal Service (USPS) has the exclusive right, with certain limited exceptions to carry letters for compensation. The Statutes are based on the provision in the U.S. Constitution that empowers Congress "to establish Post Offices."

**What is the purpose of these Statutes?**

Congress enacted the Statutes to protect the USPS and thereby enable it to fulfill its mission of providing mail service to all parts of the country at uniform rates. The Statutes enable the USPS to fulfill its responsibilities by preventing private courier services from competing selectively with the USPS on its most profitable routes.

**What is a letter?**

For the purpose of the Private Express Statutes, a letter is defined as a message directed to a specific person or address and recorded on a tangible object. A more complete definition can be found at title 39, Code of Federal Regulations (CFR), 310.1.

**What do the Private Express Statutes require?**

The Statutes provide that letters may be transported outside the U.S. Mail system only if one or more of the exceptions apply, or appropriate postage is paid. The basic prohibition is against private carriage of letters for other persons without payment of postage.

**Are there any exceptions to the Private Express Statutes?**

- The law allows for the private carriage of letters under certain circumstances, including:
- Letters for which sender has paid at least 6 times the price currently charged for the first ounce of a single-piece First-Class Mail letter.
  - Letters weighing at least 12-1/2 ounces.
  - Letters sent with and relating in all substantial respects to the cargo that they accompany.
  - Letters carried by the sender, recipient, or the regular, salaried employees (not independent contractors) of either party.
  - Letters carried without any financial or other valuable compensation.
  - 25 or fewer letters carried by special messenger on an infrequent, irregular basis for the sender or addressee.
  - Letters carried prior or subsequent to mailing.
  - Properly marked letters whose value or usefulness would be lost or greatly diminished if Letters not delivered within certain time standards listed in postal regulations ("extremely urgent" letters).
  - Letters addressed to campus destinations that colleges and universities carry in their internal mail systems for their bona fide student or faculty organizations.
  - Letters carried from a point in the United States to a foreign country for deposit in the foreign country's domestic or international mails for delivery to an ultimate destination outside the United States.
  - Data processing materials sent between an office and a data processing center, within certain delivery time standards listed in postal regulations.
  - Certain international ocean carrier-related documents accompanying cargo.
  - Advertisements enclosed with merchandise in parcels or accompanying periodicals under certain conditions.

More information regarding exceptions and suspensions to the Private Express Statutes is available in 39 C.F.R. §§ 310.3 and 320.

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#### **Eligibility Overview** (703.1.0)

Only qualified political committees, voting registration officials, and organizations that meet specific standards for qualified nonprofit organizations and that have received specific authorization from the USPS may mail eligible matter at the Nonprofit Standard Mail prices. Except for previously accepted mailings being deposited under a plant-verified drop shipment program (705.17.0), nonprofit mailings presented for USPS acceptance must include a properly prepared mailing statement bearing the national authorization number of the approved nonprofit organization. Pieces mailed at the Nonprofit Standard Mail prices must meet the general standards for Standard Mail (243.2.0 for letters, 343.2.0 for flats, 443.2.0 for parcels) and the standards specific to any other discount or price claimed.

Qualified organization: the organization is not organized for profit, and none of its net income inures to the benefit of any private stockholder or individual. Types of organizations that may qualify (703.1.2): religious, educational, scientific, philanthropic, agricultural, labor, veterans, and fraternal. Voting registration officials and national and state political committees may be qualified without regard to their nonprofit status.

Ineligible nonprofit organizations (703.1.4): service, social, and hobby clubs; citizens' and civic improvement associations; state, county, and municipal governments are generally not eligible.

Eligible and ineligible matter:

- Prohibitions and restrictions: Nonprofit prices are not permitted for mailing promotional material for credit cards, and promotional material for commercially available insurance and travel arrangements is restricted. Authorized organizations may not let any other person or organization use their authorizations to mail at Nonprofit Standard Mail prices.
- Cooperative mailings: Mailable at Nonprofit Standard Mail prices only if each cooperating organization is individually authorized to mail at Nonprofit Standard Mail prices where the mailing is deposited.
- A cooperative mailing involving the mailing of any matter on behalf of or produced for an organization, not itself authorized to mail at the Nonprofit Standard Mail prices at the Post Office where the mailing is deposited, must be paid at the applicable regular Standard Mail prices.
- Exception: Approved nonprofit organizations entering into a cooperative agreement with a professional fundraiser, or similar organization, must mail at the regular Standard Mail prices unless each of following criteria are met:
  - Mailings must be soliciting monetary donations to the authorized mailer and not promoting or otherwise facilitating the sale or lease of any goods or services.
  - The organization authorized to mail at Nonprofit Standard Mail prices is given a list of each donor, contact information (e.g., address, telephone number) for each, and the amount of the donation (or waives in writing the receipt of this list).

Authorizations: PS Form 3624 with supporting documentation is required to be submitted and approved prior to mailing at Nonprofit Standard Mail prices; PS Form 3623 is required for any mailing office without *PostalOne!* access.

Annual presort mailing fee applies. Destination price eligibility: standards in 246 for letters, 346 for flats, or 446 for parcels.

#### **Addressing** (602.1.0)

Name and return address on outside of mailpiece must be that of the authorized organization; pseudonyms or bogus names of persons or organizations prohibited (703.1.5). All matter mailed at Nonprofit Standard Mail prices must identify the authorized organization. The authorized organization's name and return address must appear in at least one of two places: on the outside of the mailpiece or in a prominent place on the material mailed.

#### **Physical Standards**

Same as Standard Mail generally; some restrictions on promotional material (703.1.6).

See Quick Service Guide for the specific type of matter you wish to mail.

**Mail Preparation**

See Quick Service Guide for the specific type of matter you wish to mail.

Marking: “Nonprofit Organization” or “Nonprofit” or “Nonprofit Org.”

Postage statement: See individual Quick Service Guides.

Identification: The name and return address of the authorized nonprofit organization must be either on the outside of the mailpiece or in a prominent location on the material being mailed (703.1.5).

For mail preparation graphic, see the appropriate Quick Service Guide.

For specific prices and preparation standards, see the following Standard Mail Quick Service Guides:

[240a, Nonmachinable Letters](#)  
[240b, Machinable Letters](#)  
[240c, Automation Letters](#)  
[240d, Carrier Route Letters](#)  
[340a, Nonautomation Flats](#)  
[340b, Automation Flats](#)  
[340c, Carrier Route Flats](#)  
[440a, Machinable Parcels](#)  
[440b, Irregular Parcels](#)  
[440c, Carrier Route Irregular Parcels](#)  
[440d, Not Flat-Machinable Pieces](#)

**Postage and  
Payment  
Methods**

Precanceled stamp (604.3.0), meter (604.4.0), or permit imprint (604.5.0); applicable conditions and restrictions.

**Frequently  
Asked  
Questions****Q. What is Nonprofit Standard Mail?**

**A.** Nonprofit Standard Mail is printed matter such as pamphlets, newsletters, direct mail, or merchandise that weighs less than 16 ounces and is eligible for nonprofit prices mailed by an authorized nonprofit organization.

**Q. What can an authorized organization mail at nonprofit prices?**

**A.** An authorized organization can mail only its own mail.

- A product may be mailed at Nonprofit Standard Mail prices only if it meets one of the following requirements:

- The product must be a low-cost item. “Cost” is based on the price paid by the nonprofit organization to acquire the product, and not the sale price. (At the beginning of each calendar year, the value of low cost is adjusted for the cost of living (see 703.1.6.11 for current cost)).
- It must be a gift or donation obtained by your organization at no cost or,
- It must be a periodical publication of a nonprofit organization. (If any eligible product contains advertising, it is also subject to the information provided below.)

**Q. What types of advertising are not eligible?**

**A.** The following types of advertising are not eligible:

- Any advertisements that promote credit, debit, or charge cards are always prohibited at Nonprofit Standard Mail prices.
- Advertising that promotes or offers any insurance policy is ineligible for Nonprofit Standard Mail prices, unless it is promoted to members, donors, supporters, or beneficiaries of the authorized mailer and provided the type of insurance is not generally, otherwise, commercially available.
- Advertising or announcements that promote the availability of any travel arrangement are ineligible unless the arrangement is promoted to members, donors, and supporters of the organization, and the reason for the travel must contribute substantially to the organization’s qualifying purpose.

**Q. How can I make sure my newsletter meets the content requirements of a Periodicals publication?**

**A.** To meet those requirements, a newsletter must:

- Have a title printed on the front cover.
- Consist of printed sheets and not be reproduced by stencil, mimeograph, or hectograph processes.
- Contain an identification statement within the first five pages. This statement must include the title; issue dates; publication frequency; name and address of the organization; issue number; International Standard Serial Number, if applicable, and the subscription price, if applicable.
- Have contents that are at least 25% nonadvertising.

**Q. I want to hire a mailing house to print and mail my organization's newsletter. We are authorized to use Nonprofit Standard Mail prices, but the mailing house isn't. Is the mailing eligible for Nonprofit Standard Mail prices?**

**A.** As an organization authorized to mail at Nonprofit Standard Mail prices, you can use a commercial firm to prepare and present your mailing for you at those prices. The issue is whether the arrangement is a legitimate "principal-agent" relationship. If you are paying a fee to the mailing house to prepare your mailing, and the mailing house has no other interest in the mailing, it should be eligible for Nonprofit Standard Mail prices. However, if the mailing house shares in the advertising revenues, places its own advertisement(s) in the mailpiece at no cost, or at a discount, or will not receive any fees for its services (reimbursement for expenses), the mailpiece would probably not be eligible for Nonprofit Standard Mail prices. Under this arrangement, the mailing house now has a vested interest in the mailing and is no longer functioning in an agent capacity.

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**Physical  
Standards  
(705.1.1.3)**

Maximum weight: 3.3 ounces.  
Shape: rectangular, nonrectangular, or irregular. Uniform thickness not required.  
Attachments up to 1/4 inch thick are permitted.  
Dimensions:  
■ Minimum: 3-1/2 inches high, 5 inches long, and 0.007 inch thick.  
■ Maximum: 12 inches high, 15 inches long, and 3/4 inch thick.  
To determine length and height, see next page. For flexibility standards, see 705.1.1.3e.

**Prices and Fees  
(705.1.2)**

For Customized Market Mail (CMM) prices, see [Notice 123—Price List](#).  
Destination entry discounts and additional presort discounts are not available.  
Annual presort mailing fee for Standard Mail applies.

**Eligibility  
Standards  
(705.1.0)**

Mailings of 200 or more addressed pieces sorted and marked as described below. Pieces may be letter-size or flat-size. Pieces must weigh no more than 3.3 ounces. Pieces may be rectangular, nonrectangular, or irregularly shaped up to 3/4 inch thick. Pieces must meet content eligibility standards for Standard Mail. Nonprofit prices require specific authorization (703.1.0).  
Each piece must have a complete delivery address (including exceptional address format and occupant address formats) with the correct ZIP Code or ZIP+4 code. Simplified address format is not permitted.  
A certified process must be used to ensure accuracy of 5-digit ZIP Codes.  
CMM pieces not bearing an alternative address format must comply with Move Update standards in 343.3.9.  
If carrier route information line is used, information must be updated within 90 days of mailing using a CASS-certified process. Carrier route information not required.  
Ancillary service endorsements and detached address labels not permitted.

**Postage  
Payment and  
Documentation  
(244)**

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 statements: Regular: [PS Form 3602-R](#); Nonprofit: [PS Form 3602-N](#).  
■ Supporting documentation: Required unless correct price is affixed to each piece or each piece is of identical weight. Mailings of nonidentical-weight pieces or using more than three different container types require standardized documentation (708.8.0).  
■ Plant-verified drop shipment: at origin verification, [PS Form 3602-C](#) (or postage statement register) and [PS Form 8125](#); at each destination, signed [PS Form 8125](#). If individual postage statements are used for each destination, 200-piece minimum required at each DDU.

**Mail Preparation  
(705.1.4)**

Marking on each piece in postage area:  
■ **Regular:** “Presorted Standard” or “PRSRT STD.”  
■ **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”  
■ Additional required markings: “CUSTOMIZED MARKETMAIL” or “CUST MKTMAIL” or “CMM” in postage area or on one or two lines above delivery address or in an optional endorsement line or carrier route information line. Carrier release endorsement: “Carrier—Leave If No Response” below return address.  
Preparation:  
■ Sortation: Mail bundled by 5-digit ZIP Code or optional carrier route and prepared in 5-digit, 5-digit scheme (L606), carrier route, or 5-digit carrier routes containers to a destination delivery unit. No minimum volume (piece or weight) for individual bundles or containers. No required minimum per destination delivery unit.  
■ Containers: Mailer-supplied containers or USPS-supplied 1- or 2-foot letter trays, flat trays, or sacks with appropriate container labels (245.4.0 for letters or 345.4.0 for flats). If more than three types of containers are used, the mailing must be prepared using an approved manifest mailing system under 705.2.0. Mailer-supplied containers must be marked “Postmaster—Open and Distribute.”

**Enter and  
Deposit  
(705.1.1)**

Must be deposited at a destination delivery unit using standard entry procedures, Priority Mail or Express Mail drop shipment (705.18.0), or plant-verified drop shipment (PVDS) (705.17.0).

**Bundling and Container Sequence (705.1.0)****Carrier Route**

Carrier route preparation is optional.

**5-Digit**

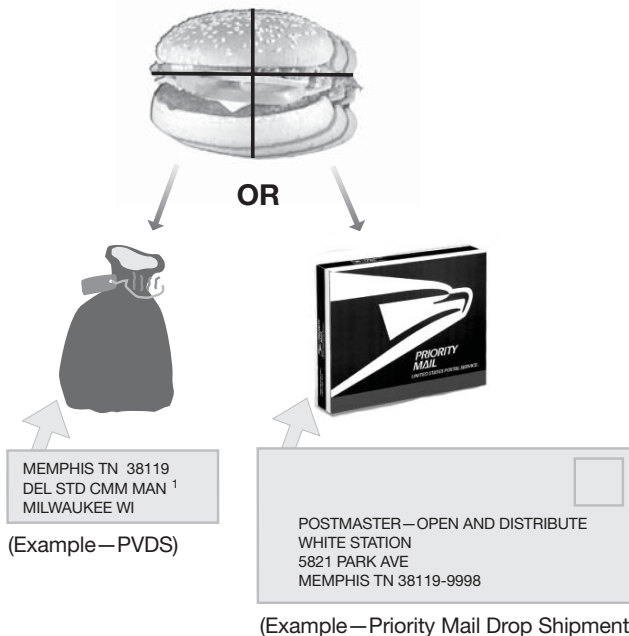
**Bundles:** Required with two or more pieces to the same destination; maximum bundle weight, 20 pounds.

**Bundle Labels:** Optional; use Red Label 5, optional endorsement line (OEL), or facing slip.

**Containers:** Pieces must be prepared in 5-digit, 5-digit scheme (L606), carrier route, or 5-digit carrier routes letter trays, flat trays, sacks, or mailer-supplied containers. No minimum required.

Bundles in Express Mail or Priority Mail drop shipments (705.18.0) may be prepared in USPS-supplied containers or mailer-supplied containers.

**PVDS Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, use "DEL STD CMM MAN." 1 For Line 3, use office of mailing.

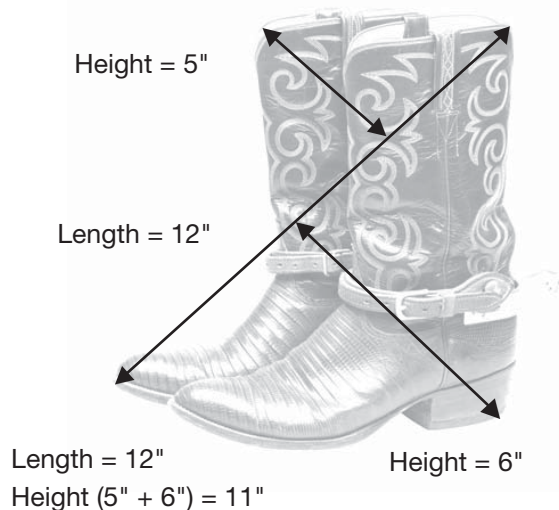
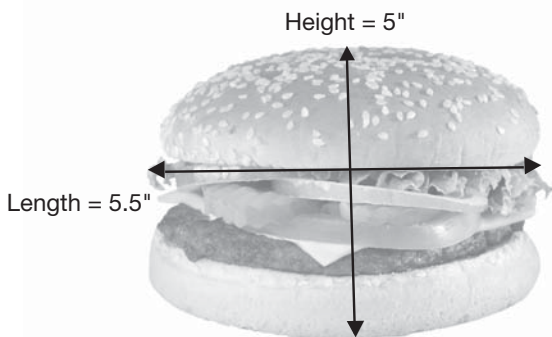


1. Use "DEL LTR STD CMM MAN" for letter trays; use "DEL FLT STD CMM MAN" for flat trays; use "DEL STD CMM MAN" for sacks.

**Determining Length and Height (705.1.1.3)**

**Length** is determined by drawing a straight line between the two outer points most distant from each other.

**Height** is determined by drawing perpendicular lines to the points that are the greatest distance above and below the axis of length. The sum of these two lines determines the height.



**General (705.8.1)** Pallets are plastic or wooden platforms upon which mail (trays, sacks, bundles, or parcels) is stacked.

**Dimensions (705.8.0)** Pallets measure approximately 40 inches x 48 inches.

Height:

- Maximum height with mail, single pallet: 77" (pallet + mail + top cap). Some Parcel Select mailings have different height requirements. See individual QSGs.
- Maximum height, stacked pallets: 84" (pallets + mail + top caps).

Weight:

- Minimum load: 36 linear feet of letter trays or 3 full levels of trays (72 linear feet of letter trays or 24 linear feet of flat trays for First-Class Mail). For bundles (flats), parcels, or sacks, 250 pounds. Trays on pallets and some Parcel Select mailings do not have minimum weight requirements. See 705.8.5.3 for exception to minimum loads.
- Maximum weight: 2,200 pounds (pallet(s) + mail + top cap(s)).

**Placards (705.8.6)** Pallets are placarded according to content and destination of the mail.

At least two clearly visible placards must be affixed to two adjacent sides of each pallet.

Use pink placards for Periodicals or white placards for First-Class Mail, Standard Mail and Package Services, except that placards for Periodicals, bearing an Intelligent Mail container barcode and prepared in the optional smaller format under 708.6.6.6 may be white, but must include a pink vertical one-half inch wide identification bar along the left-hand side of the placard. Optionally, mailers may use an all white pallet placard for Periodicals (with Intelligent Mail container placards only), when used in conjunction with a pink designator label (see 708.6.6.5e for conditions).

Generally, placards must be at least 8 inches x 11 inches; lettering for required information must be at least 1/2 inch high. However, placards bearing Intelligent Mail container barcodes may be prepared in the 8 inches by 11 inches format under 708.6.6 or in the optional format measuring at least 4 X 7 inches, under 708.6.6.6. Placards bearing Intelligent Mail container barcodes must be affixed to the outside of any shrinkwrap or plasticwrap. Under either option, mailers must affix placards so as to not obscure any required element of the placards and so that the placards remain secure throughout USPS processing.

**Top Caps (705.8.2)** Top caps may be used on any pallet. They must be used on stacked pallets when individual pallets do not have a sturdy, flat top surface. Top caps must be strapped or shrinkwrapped onto the pallet. Mailers must supply their own top caps.

**Strapping and Shrinkwrap (705.8.1.3)** Each pallet must be secured with at least two straps or bands or be wrapped with plastic shrinkwrap (or both). Shrinkwrap must be wrapped completely over the lip of the pallet.

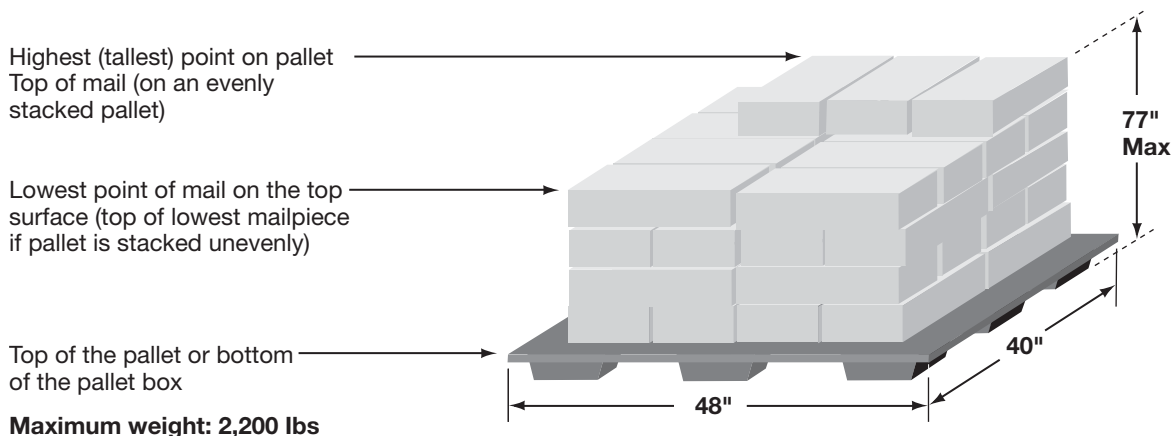
Shrinkwrap is preferred for most pallets.

**Stacking Pallets (705.8.3)** Pallets may be stacked to a maximum of four high or 84 inches. Individual pallets must be strapped or shrinkwrapped (or both); the entire pallet stack must be securely banded (not shrinkwrapped). The heaviest pallet must be on the bottom of the stack; the lightest pallet must be on the top. There must be enough space between pallets to allow for a forklift.

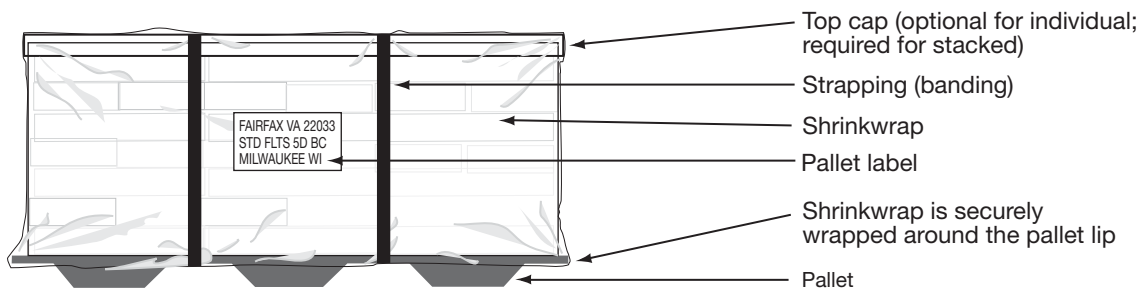
**Measuring a Pallet** Measuring points on a pallet are shown on reverse.

How a pallet is measured is determined by the type of container (e.g., trays vs. sacks) and the type of discount. See individual Quick Service Guides.

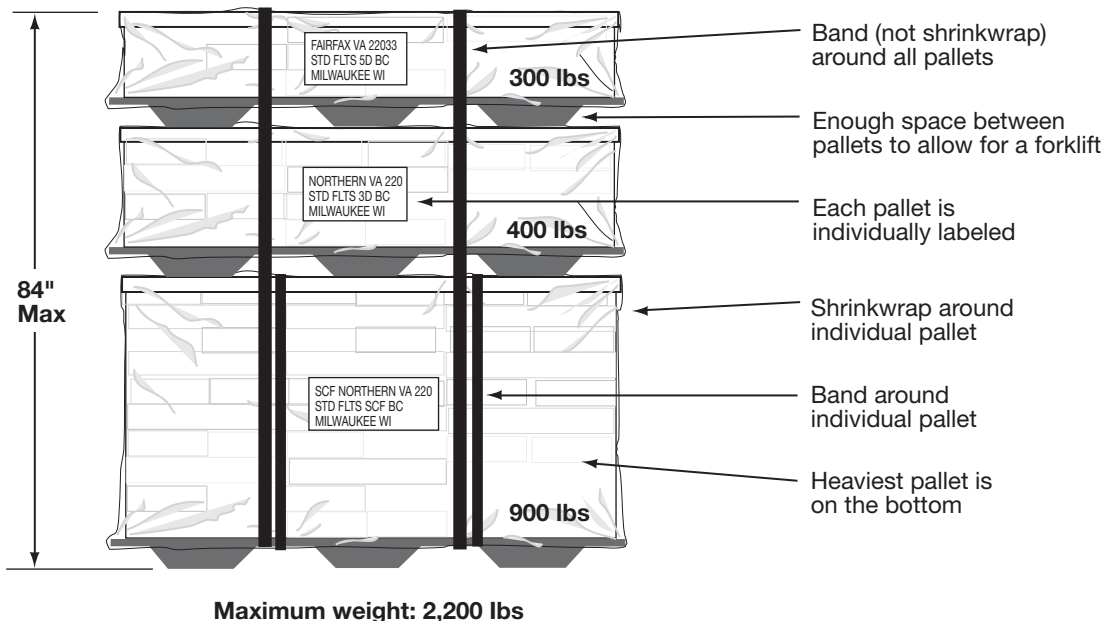
#### Pallet Measurements



#### Pallet Components



#### Stacked



**Pallet Boxes** A pallet box is a sturdy corrugated fiberboard box placed on a pallet.

**General**  
(705.8.4)

Pallet boxes may be filled with sacks or parcels (machinable or nonmachinable or both depending on price category). Mailers must supply their own pallet boxes, which must meet the requirements in 705.8.4.

**Dimensions**  
(705.8.4)

Pallet Box (without pallet)

Base: 40 inches x 48 inches

Height:

■ For Parcel Select DSCF and DDU: not greater than 60 inches.

■ For Parcel Select ONDC Presort and NDC Presort: must equal 69 inches.

Pallet Box with Pallet

Height:

■ Maximum height, single pallet: 77 inches (pallet + pallet box + top cap).

■ Maximum height, stacked pallets: 84 inches (pallets + pallet boxes + top caps).

The contents may not stick up over the rim of the pallet box.

Weight:

■ Minimum weight: 250 pounds. See 705.8.3 for exception to minimum weight. Some Parcel Select mailings have different minimum load requirements. See 705.8.0.

■ Maximum weight: 2,200 pounds (pallet(s) + pallet box(es) + mail + top cap(s)).

**Top Caps**  
(705.8.2)

Top caps are not required on single pallet boxes; they are required on stacked pallet boxes. Top caps must be securely fastened onto the pallet box and pallet.

**Strapping and Shrinkwrap**  
(705.8.4)

Each pallet box must be securely strapped or shrinkwrapped (or both) to its pallet for safe transport (except when the pallet is accepted at the postal facility where the contents are distributed and the weight of the mail in the box will hold the box in place during transport and processing).

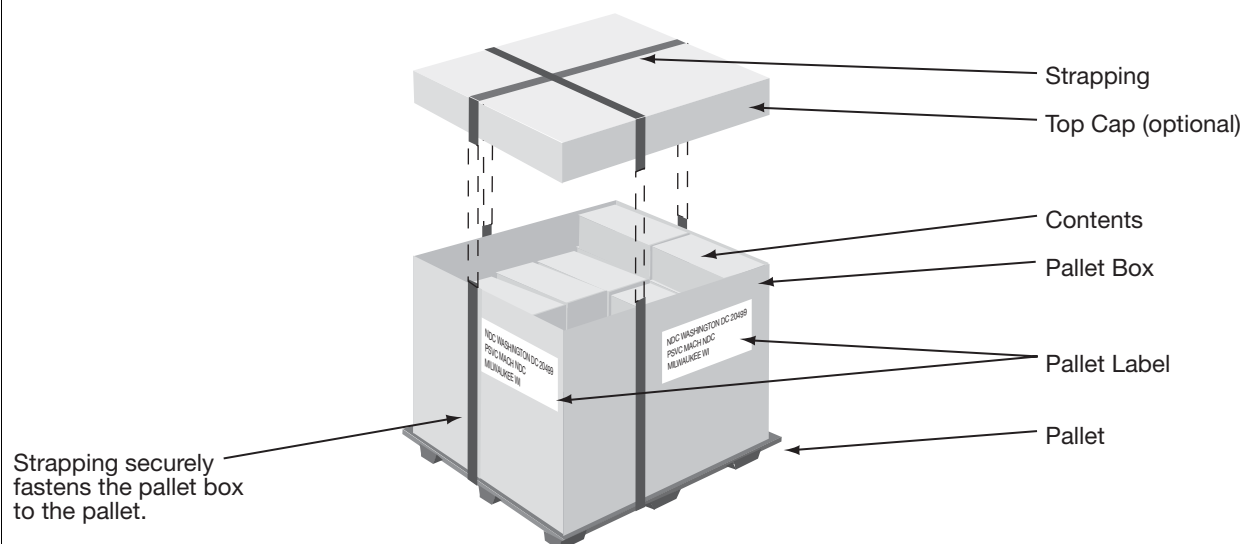
**Stacking Pallets of Pallet Boxes**  
(705.8.3)

Pallet boxes may be stacked to a maximum of four high or 84 inches. Individual pallets must be strapped or shrinkwrapped (or both); the entire pallet stack must be securely banded (not shrinkwrapped). There must be enough space between pallets to allow for a forklift.

**Measuring a Pallet Box**

Measuring points on a pallet box are included in "Pallet Measurements." See individual QSGs for how to measure mail for specific discounts.

### A Pallet Box



#### Quick Service Guide

#### Trays General (705.8.10)

Trays are stacked on pallets so that many trays can be moved as a single unit.

Trays must be individually sleeved, strapped, and labeled. See 705.8.3.5 for exception to the strapping requirement.

Any combination of trays ( 1-foot, 2-foot, EMM) can be stacked on the same pallet, as long as the finished pallet is sturdy and meets all height and weight requirements.

Trays may not be combined with other containers (parcels, sacks) on the same pallet.

#### Trays Shrinkwrap (705.8.14.5)

Shrinkwrap must be used to secure the trays to the pallet and must be securely wrapped around the pallet. Banding alone is not permitted.

#### Tips on Stacking Trays

Trays should be counter-stacked where possible to build the sturdiest pallet possible.

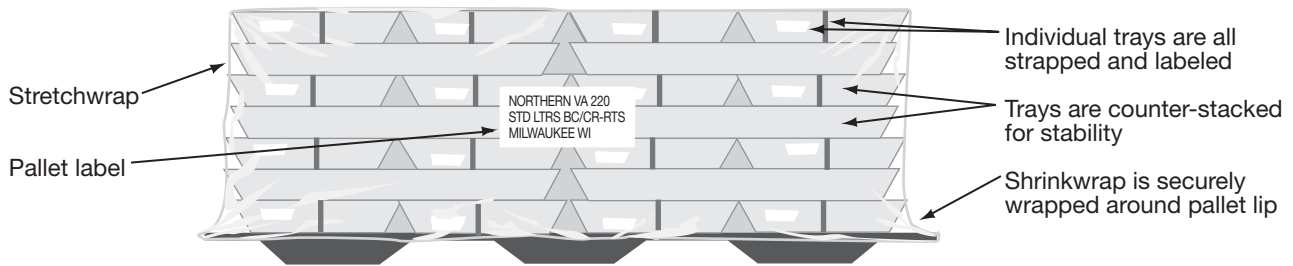
It is easy to build a very sturdy locking pallet of all 2-foot trays (see diagram below for recommended method).

All trays on a pallet should be stacked right-side-up with labels facing outward (where possible).

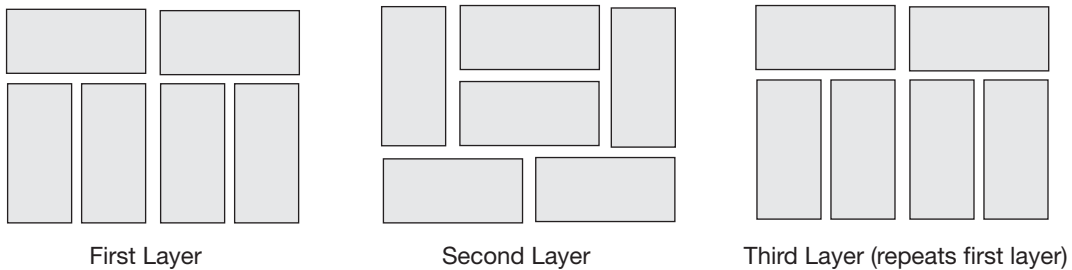
#### Stacking Pallets of Trays

Pallets of trays may be stacked to a maximum of four high or 84 inches. Individual pallets must be shrinkwrapped; the entire pallet stack must be securely banded (not shrinkwrapped). There must be enough space between pallets to allow for a forklift.

#### Trays on a Pallet



#### Building a Locking Skid



**Related QSG**    [450, Parcel Select](#)

**Physical  
Standards  
(401)**

Maximum weight: 70 pounds.

For an overview of the physical standards for commercial parcels, see [Quick Service Guide 401](#).

**Prices and Fees  
(453.1.0)**

For a complete listing of Parcel Select prices, see [Notice 123—Price List](#).

Fees: There is no annual mailing fee for NDC Presort or ONDC Presort mail.

**Content  
(453.2.0)**

Small and large parcels typically containing gifts and merchandise can be sent using Parcel Select.

**Eligibility  
Standards  
(453.3.0)**

Must meet the requirements for Parcel Select and meet the basic standards in [453.2.0](#).

Minimum mailing: 50 pieces of Parcel Select. Pieces mailed as Parcel Select may be counted toward the 50-piece minimum mailing quantity. Pieces must be sorted and marked as described below.

**Postage  
Payment and  
Documentation  
(454)**

Meter ([604.4.0](#)) or permit imprint ([604.5.0](#)).

May use COD, USPS Tracking/Delivery Confirmation, insured, merchandise return service, Signature Confirmation, and special handling. Return receipt and restricted delivery are available for COD mail or mail insured for more than \$200.00.

Documentation:

- Postage statement: [PS Form 3605-R](#) or approved facsimile.
- Supplemental documentation: additional documentation as required by postage payment system.

**Mail Preparation  
(455)**

Marking on each piece as part of or directly below or to the left of the permit imprint or meter stamp, for optional locations, see [402.2.5](#):

- NDC Presort - "Parcel Select NDC Presort" or "Parcel Select NDC PRSRT".
- ONDC Presort - "Parcel Select ONDC Presort" or "Parcel Select ONDC PRSRT".

For an overview of pallet preparation and sortation, see [Quick Service Guide 705b](#).

Machinable Parcel Sortation: Sorted to NDCs under [L601](#) in 69-inch pallet boxes with at least 52 inches of mail. One overflow pallet box permitted per NDC destination. Preparation in sacks, directly on pallets, or other containers not permitted. See reverse for pallet label.

Nonmachinable Parcel Sortation: Sorted to NDCs and ASFs under [L605](#) directly on pallets with at least 42 inches of mail. Overflow pallets not permitted. Preparation in sacks, in pallet boxes, or other containers not permitted. See reverse for pallet label.

Sortation by zone: Pieces must be separated by zones when presented unless either the correct postage is affixed to each piece or the mailing is prepared under [455.4.1](#) or presented under a special postage payment system ([705.2.0](#) for manifest mailing system, [705.3.0](#) for optional procedure mailing system, or [705.4.0](#) for alternate mailing system).

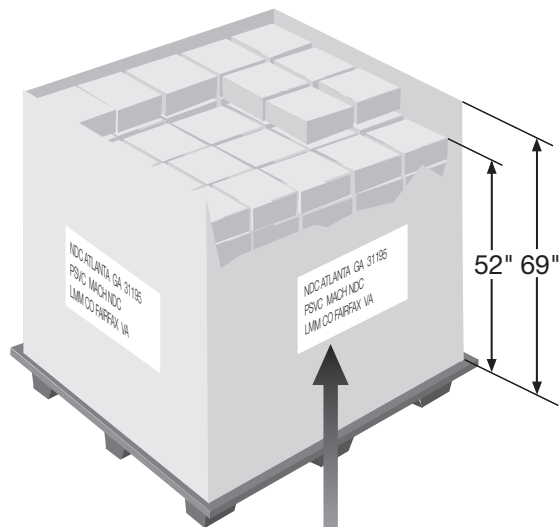
**Enter and  
Deposit  
(456)**

- NDC Presort: Must be entered at a postal facility other than a NDC that accepts bulk mail.
- ONDC Presort: Must be entered at a NDC ([455.4.3](#)).
- Pickup service is not available.

|                              |                                                                                                                                                                                                                                                                 |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>General</b>               | The sortation for NDC Presort and ONDC Presort is the same. The sortation requirements for both prices are based on whether the pieces are machinable parcels or nonmachinable parcels as shown below.                                                          |
| <b>NDC Presort Discount</b>  | To qualify for the NDC presort discount, the mailing must be entered at a postal facility other than a NDC that accepts bulk mail.                                                                                                                              |
| <b>ONDC Presort Discount</b> | To qualify for the ONDC Presort discount the mailing must be entered at a NDC. Entry is not permitted at ASFs. Mail destined for ZIP Codes served by the entry NDC is eligible for DNDC prices and should be prepared, paid, and documented as DNDC price mail. |

**Machinable Parcels**

- Must be part of a mailing of 50 or more Parcel Select pieces.
- Must be sorted in 69-inch pallet boxes to NDCs using [L601](#).
- Minimum of 52 inches of mail in each pallet box (not including the height of the pallet). The minimum must be met by the lowest point of mail on the top surface of parcels in the box (see Pallet Measurements on [QSG 705b](#)). Overflow pallet boxes are not permitted. Preparation in sacks, directly on pallets, or in other containers is not permitted.



NDC ATLANTA GA 31195  
PSVC MACH NDC  
LMM CO FAIRFAX VA

**Nonmachinable Parcels**

- Must be part of a mailing of 50 or more Parcel Select pieces.
- Must be sorted directly on pallets to NDCs and ASFs using [L605](#).
- Minimum height of mail on pallet is 42 inches (not including the height of the pallet). The minimum must be met by using the lowest point of mail on the top surface of the pallet (see "Pallet Measurements" on [QSG 705b](#)). Overflow pallets are not allowed. Preparation in sacks, pallet boxes, or in other containers is not permitted.



ASF BUFFALO NY 140  
PSVC NON MACH ASF  
LMM CO FAIRFAX VA

|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Related QSGs</b>                             | <a href="#">340a, Standard Mail Presorted Flats</a><br><a href="#">340b, Standard Mail Automation Flats</a><br><a href="#">340c, Standard Mail Carrier Route Flats</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Price Eligibility Overview</b>               | Bundles of Standard 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>General Bundle Preparation Standards</b>     | Bundle preparation must meet the applicable general standards in <a href="#">345.5.0</a> (Presorted Standard Mail), <a href="#">345.6.0</a> (Enhanced Carrier Route Standard Mail), or <a href="#">345.7.0</a> (Automation Flat Mail). Mixed ADC bundles may not be placed on pallets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Bundle Size (705.8.9)</b>                    | <p>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 fewer than 10 pounds for a destination, the pieces must be prepared in a single physical bundle. When there are 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 as follows:</p> <ul style="list-style-type: none"> <li>■ The total number of physical bundles prepared for a presort destination must 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 (1) two 8-pound bundles and a 9-pound bundle, (2) a 12-pound bundle and a 13-pound bundle, (3) a 20-pound bundle and a 5-pound bundle, or (4) other combinations that result in no more than three bundles.</li> </ul>                                                                                                                                                                                                                                                                                |
| <b>Securing Individual Bundles (705.8.5.11)</b> | <p>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:</p> <ul style="list-style-type: none"> <li>■ Select one of the methods below for securing individual bundles placed on 5-digit, 3-digit, SCF, ASF, and NDC pallets: <ul style="list-style-type: none"> <li>■ Heavy-gauge shrinkwrap plus one or two bands.</li> <li>■ Only heavy-gauge shrinkwrap.</li> <li>■ Two bands, one around the length and one around the width. Use sufficient tension. Wire and metal strapping are prohibited.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Copalletized Bundles</b>                     | 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 as set forth in <a href="#">705.11.0</a> unless bundles are prepared under <a href="#">705.11.0</a> (Preparation of Cobundled Price and Presorted Price Flats) mailers must bundle their mail separately according to the applicable requirements in <a href="#">345.5.9</a> for Presort, <a href="#">345.6.8</a> for Enhanced Carrier Route, or <a href="#">345.7.0</a> for Automation. Copalletization requires Business Mailer Support authorization ( <a href="#">705.8.7</a> ).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Pallet Presort and Labeling (705.8.10)</b>   | <p>At the mailer's option, bundles of flats may be palletized using the advanced presort options in <a href="#">705.10.0</a>, <a href="#">705.12.0</a>, or <a href="#">705.13.0</a>. These presort options require PAVE-certified software.</p> <p>Copalletized mailings: Bundles of Presorted price and automation price flats must be placed on separate 5-digit and 5-digit scheme (<a href="#">L001</a>) pallets from ECR price bundles; bundles from ECR, automation, and Presorted price mailings may be placed together on all other remaining levels of pallets.</p> <p>Documentation:</p> <ul style="list-style-type: none"> <li>■ Address accuracy, barcode accuracy, density standards or address sequencing (for ECR), as applicable for prices claimed.</li> <li>■ Postage statement: <ul style="list-style-type: none"> <li><b>Regular:</b> <a href="#">PS Form 3602-R</a>, approved facsimile, or consolidated form.</li> <li><b>Nonprofit:</b> <a href="#">PS Form 3602-N</a>, approved facsimile, or consolidated form.</li> </ul> </li> <li>■ Supporting documentation: <ul style="list-style-type: none"> <li>■ Standardized documentation required unless correct price is affixed to each piece (see <a href="#">344.4.0</a>).</li> <li>■ For copalletized mailings, additional information may be required on the standardized documentation (see <a href="#">344.4.0</a>).</li> </ul> </li> </ul> |

**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) (345.2.0).

**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**

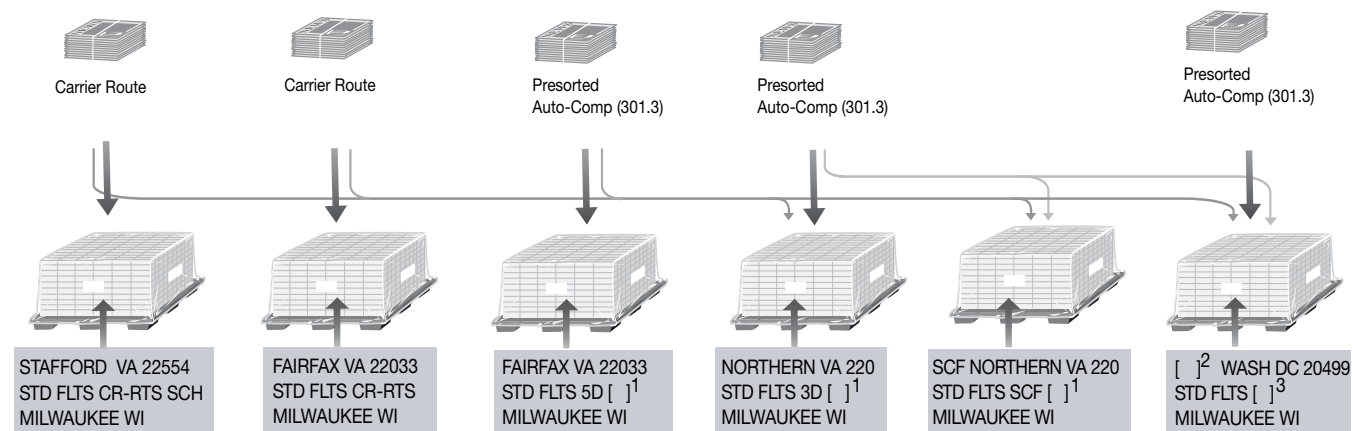
Pieces must be bundled if 10 or more pieces to the same 3-digit ZIP Code. Bundles of fewer pieces not permitted.

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

**ADC**

Pieces must be bundled if 10 or more pieces to the same ADC Code. Sort ADC bundles to ASF and NDC pallets based on ZIP Code of the bundle destination in L004, Column B.

**Labels:** Pink Label A or OEL.

**5-Digit Scheme Carrier Routes<sup>4</sup>**

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."

**5-Digit Carrier Routes<sup>4</sup>**

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."

**5-Digit<sup>4</sup>**

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.

**3-Digit<sup>4</sup>**

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.

**SCF<sup>4</sup>**

Required at 500 pounds. Optional at 250 pounds.

**Labels:** For Line 1, use L002, Column C. 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.

**ASF<sup>4</sup> and NDC<sup>5</sup>**

Separate ASF and NDC pallets required at 500 pounds. Optional at 250 pounds.

**Labels:** For Line 1, ASF use L602. For Line 1 NDC use L601. For Line 2, use "STD FLTS" and "ASF" or "NDC" followed by "BARCODED" (or "BC") for automation price mail and/or "NONBARCODED" (or "NBC") for Presorted price mail and/or carrier.

1. Use "BARCODED" (or "BC") for automation price mail and/or "NONBARCODED" (or "NBC") for Presorted and/or carrier route mail.
2. Use "ASF" or "NDC" as appropriate.
3. Use "ASF" or "NDC" followed by "BARCODED" (or "BC") for automation price mail and/or "NONBARCODED" (or "NBC") for Presorted price mail and/or carrier route mail.
4. 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.
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.

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Eligibility Overview</b>                 | Bundles of flats or nonmachinable parcels must be sorted and prepared under the standards for the price claimed. See <a href="#">Quick Service Guide 360</a> for Bound Printed Matter Flats or <a href="#">Quick Service Guide 460</a> for Bound Printed Matter Nonmachinable and Machinable Parcels. Destination entry under <a href="#">366</a> for flats or <a href="#">466</a> for parcels is optional. Individual pieces weighing 10 pounds or more are not eligible for preparation on pallets unless prepared as machinable parcels or prepared in sacks under <a href="#">465.5.0</a> for presorted or <a href="#">465.6.0</a> for carrier route parcels.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>General Bundle</b>                       | Bundle preparation must meet the applicable general standards in <a href="#">365</a> for flats and <a href="#">465</a> for parcels. Mixed ADC bundles must not be placed on pallets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Bundle Size</b>                          | <p>Prepare Carrier Route Bound Printed Matter (BPM) bundles and label under <a href="#">365.6.0</a> for flats and <a href="#">465.6.0</a> for parcels. Prepare and label Presorted BPM bundles in the sequence and to the destinations required for sacks in <a href="#">365.5.0</a> for flats and <a href="#">465.5.0</a> for parcels. Prepare a bundle when there are 10 or more pieces or 10 or more pounds, whichever comes first, for the same presort destination within an individual mailing (Carrier Route or Presorted). Bundles are not subject to a specific thickness limit. It is, however, recommended that bundles not exceed 8 inches in height.</p> <p>Each physical bundle must contain at least 2 addressed pieces. The maximum bundle size is 20 pounds, except as provided in <a href="#">705.8.9.5</a>. When there are at least 10 pieces but fewer than 10 pounds for a presort destination, the pieces must be prepared in a single physical bundle. When there are 10 or more pounds for a destination, pieces must be prepared in bundles weighing from 10 to 20 pounds each except that the last bundle may weigh less than 10 pounds or contain fewer than 10 pieces (but never fewer than 2 pieces) and mailers should balance the mail in bundles as follows:</p> <p>The total number of physical bundles prepared for a presort destination must not exceed the number of 10-pound increments to that destination. For example, if there are 95 pounds of mail to a 3-digit ZIP Code presort destination, bundles could be prepared as four 20-pound bundles and one 5-pound bundle, or nine 10-pound bundles and one 5-pound bundle.</p> |
| <b>Securing Individual Bundles</b>          | <p>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:</p> <ul style="list-style-type: none"><li>■ Select one of the methods below for securing individual bundles placed on 5-digit, 3-digit, SCF, and ASF pallets:<ul style="list-style-type: none"><li>■ Heavy-gauge shrinkwrap plus one or two bands.</li><li>■ Only heavy-gauge shrinkwrap.</li><li>■ Two bands, one around the length and one around the width. Use sufficient tension. Wire and metal strapping are prohibited.</li></ul></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Pallet Preparation and Documentation</b> | <ul style="list-style-type: none"><li>■ Postage statement: <a href="#">PS Form 3605-R</a> or approved facsimile.</li><li>■ Supporting documentation: Documentation required except for nonpresorted BPM pieces of identical weight and zone (see <a href="#">364</a>, <a href="#">464</a>).</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## Bundling and Palletizing Sequence (705.8.10.4)

**Bundle Preparation:** See page 1 for physical bundle size and securing standards.

**Carrier Route**

Pieces must be bundled if there are at least 10 pieces or 10 pounds, whichever comes first, for the same carrier route.

**Labels:** Use optional endorsement line (OEL) (365.2.9).

**5-Digit/Scheme**

Pieces must be bundled if there are at least 10 pieces or 10 pounds, whichever comes first, for the same 5-digit ZIP Code.

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

**3-Digit/Scheme**

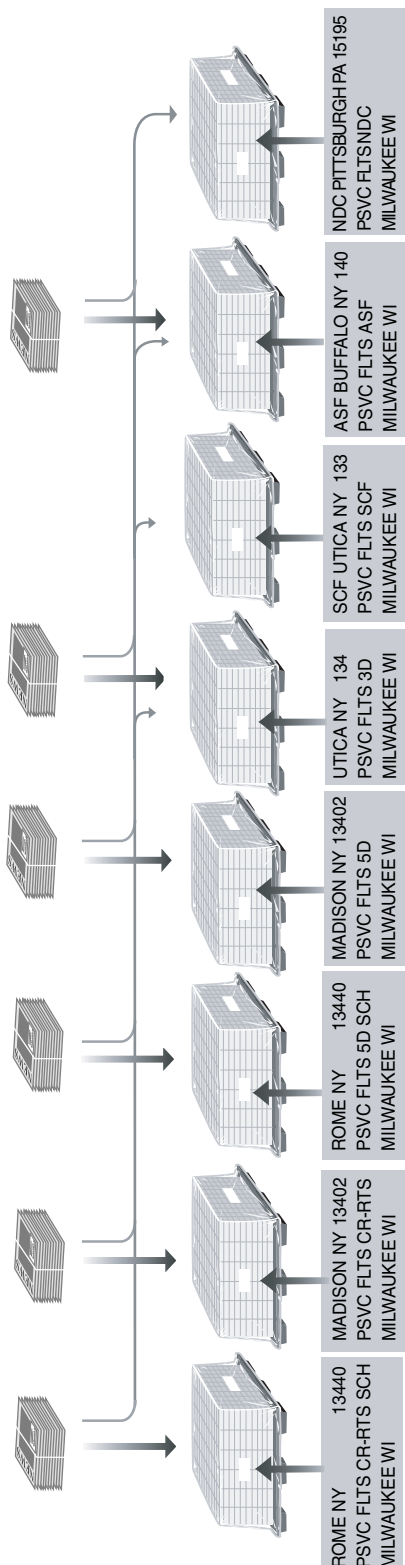
Pieces must be bundled if there are at least 10 pieces or 10 pounds, whichever comes first, for the same 3-digit ZIP Code.

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

**ADC**

Pieces must be bundled if there are at least 10 pieces or 10 pounds, whichever comes first, to the same ADC (L004). Sort ADC bundles to ASF and NDC pallets based on ZIP Code of the bundle destination in L004, Column B.

**Labels:** Pink Label A or OEL.

**5-Digit Scheme  
Carrier Routes<sup>1</sup>**

Required at 500 pounds. Optional at 250 pounds.

**Labels:** For Line 1, use L001, Column B. For Line 2, use "PSVC FLTS CR-RTS SCH."

**5-Digit Carrier Routes<sup>1</sup>**

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 "PSVC FLTS CR-RTS."

**5-Digit Scheme<sup>1</sup>**

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 "PSVC FLTS 5D SCH."

**3-Digit Scheme<sup>1</sup>**

Optional at 250 pounds.

**Labels:** For Line 1, use L002, Column A. For Line 2, use "PSVC FLTS 3D."

**3-Digit Scheme<sup>1</sup>**

Optional at 250 pounds.

**Labels:** For Line 1, use L002, Column C. For Line 2, use "PSVC FLTS 3D."

**3-Digit Scheme<sup>1</sup>**

Optional at 250 pounds.

**Labels:** For Line 1, use L002, Column C. For Line 2, use "PSVC FLTS 3D."

**3-Digit Scheme<sup>1</sup>**

Optional at 250 pounds.

**Labels:** For Line 1, use L002, Column C. For Line 2, use "PSVC FLTS 3D."

**3-Digit Scheme<sup>1</sup>**

Optional at 250 pounds.

**Labels:** For Line 1, use L002, Column C. For Line 2, use "PSVC FLTS 3D."

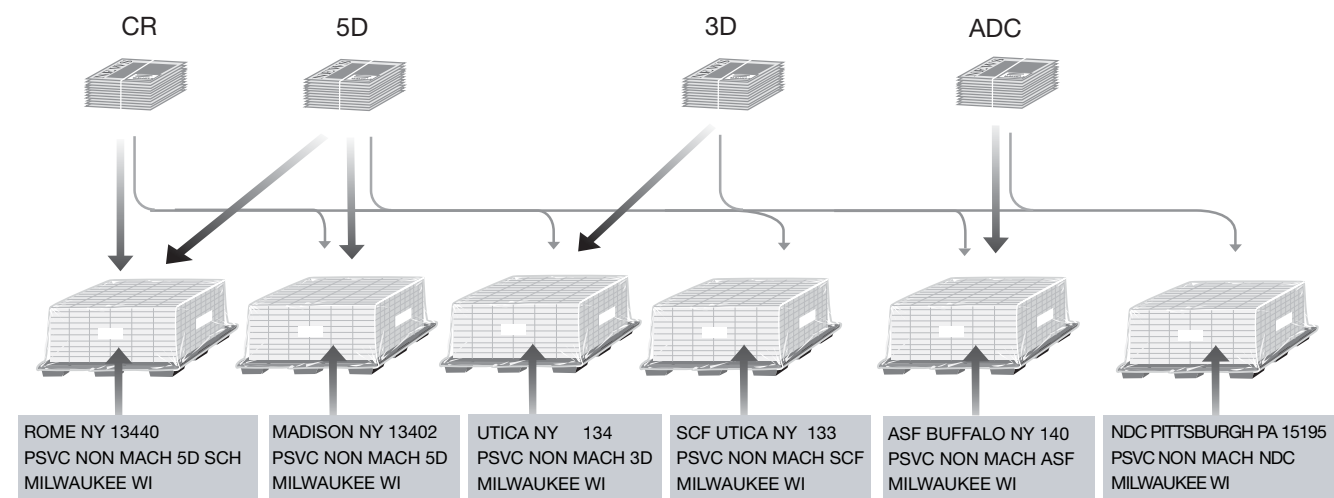
- Processing and Distribution managers may authorize pallets of less than 250 pounds for their service area for mailings entered within their service area only. For these destinations, one residual (overflow) pallet of less than 250 pounds may be prepared for the service area of the entry office without special approval.
- 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. Residual bundles must be prepared in sacks.

### Bundling and Palletizing Sequence for Nonmachinable Parcels (705.8.10.5)

**General:** Although mailers may prepare single mailings on pallets (e.g., only Carrier Route or only Presorted), we have shown co-palletized mailings (commingled rate levels) because this is the most common mailer practice.

**Bundle Preparation:** See page 1 for physical bundle size and securing standards.

| Carrier Route                                                                                                           | 5-Digit                                                                                                                    | 3-Digit                                                                                                                    | ADC                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pieces must be bundled if there are at least 10 pieces or 10 pounds, whichever comes first, for the same carrier route. | Pieces must be bundled if there are at least 10 pieces or 10 pounds, whichever comes first, for the same 5-digit ZIP Code. | Pieces must be bundled if there are at least 10 pieces or 10 pounds, whichever comes first, for the same 3-digit ZIP Code. | Pieces must be bundled if there are at least 10 pieces or 10 pounds, whichever comes first, to the same ADC (L004). Sort ADC bundles to ASF and NDC pallets based on ZIP Code of the bundle destination in L004, Column B. |



| 5-Digit Scheme <sup>1</sup>                                                                                                                                           | 5-Digit <sup>1</sup>                                                                                                                                                                   | 3-Digit <sup>1</sup>                                                               | SCF <sup>1</sup>                                                                    | ASF <sup>1, 2</sup>                                                       | NDC <sup>2</sup>                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Required at 250 pounds.                                                                                                                                               | Required at 500 pounds. Optional at 250 pounds.                                                                                                                                        | Optional at 250 pounds.                                                            | Required at 500 pounds. Optional at 250 pounds.                                     | Required at 500 pounds. Optional at 250 pounds.                           | Required at 500 pounds. Optional at 250 pounds.                           |
| <b>Labels:</b> For Line 1, use L606, Column B. For Line 2, use "PSVC IRREG 5D SCH." If pallet contains only carrier route bundles, use "PSVC NON MACH 5D SCH CR-RTS." | <b>Labels:</b> For Line 1, use city, state and 5-digit ZIP Code on mail. For Line 2, use "PSVC IRREG 5D." If pallet contains only carrier route bundles, use "PSVC NON MACH 5D CRRTS." | <b>Labels:</b> For Line 1, use L002, Column A. For Line 2, use "PSVC NON MACH 3D." | <b>Labels:</b> For Line 1, use L002, Column C. For Line 2, use "PSVC NON MACH SCF." | <b>Labels:</b> For Line 1, use L602. For Line 2, use "PSVC NON MACH ASF." | <b>Labels:</b> For Line 1, use L601. For Line 2, use "PSVC NON MACH NDC." |

1. 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.

2. 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.

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**Physical  
Standards  
(453.1.0)**

Standard Mail, Parcel Select, Bound Printed Matter, and Periodicals may be eligible for further discounts if the mail is entered closer to its destination.

After mail is verified and postage is paid at the facility where the mailer holds the permit, the mail can be taken to three places to receive a destination entry discount: a destination network distribution center (DNDC) (or destination area distribution center (DADC) for Periodicals), a destination sectional center facility (DSCF), or a destination delivery unit (DDU). The discount received depends on where the mail is entered.

**Prices and Fees**

Discount varies by destination and class of mail, subject to payment of applicable mailing fees.

All mail must meet the eligibility, volume, and preparation standards for the class of mail and price claimed.

Standard Mail (see 246 for letters, 346 for flats, or 446 for parcels):

Minimum volume: 200 or more addressed pieces (or 50 pounds) per mailing. Regular and Nonprofit Standard Mail meeting the basic standards in 243.2.0, 343.2.0, or 443.2.0 may qualify for DNDC, DSCF, or DDU discounts.

- DNDC price applies to mail deposited at the correct DNDC (or destination auxiliary service facility (ASF)) addressed for delivery within that facility's service area and prepared subject to the standards for the price claimed.
- DSCF price applies to mail deposited at the correct DSCF (L002, Column C). The mail must be addressed for delivery within that facility's service area and placed in a tray, sack, or pallet (as permitted by the price claimed) that is correctly labeled to that DSCF or postal facility within its service area. The DSCF price also applies to mail deposited at a DDU under 246.4.0 for letters, 346.4.0 for flats, or 446.4.0 for parcels.
- DDU price applies to carrier route mail that is entered at the facility (Post Office, station, branch, etc.) where the carrier cases mail for the carrier route (city route, rural route, highway contract route, general delivery unit, or Post Office box section) serving the address on the mailpiece. Pieces for which a DDU discount is claimed must also be eligible for and claimed at one of the Enhanced Carrier Route prices or Nonprofit Enhanced Carrier Route prices.

Parcel Select Destination Entry (456.2.0):

- DNDC: entered at the destination NDC/ASF for delivery within the DNDC/ASF service area and part of a mailing of 50 or more Parcel Select pieces.
- DSCF: entered at the designated facility for delivery within the DSCF area, sorted by 5-digit scheme or 5-digit ZIP Code destinations, and part of a mailing of 50 or more Parcel Select pieces. Nonmachinable parcels sorted to 3-digit ZIP Code areas are subject to nonmachinable prices.
- DDU: entered at the designated destination delivery unit for delivery within the DDU area and part of a mailing of 50 or more Parcel Select pieces.

Bound Printed Matter (363 for flats or 463 for parcels):

- DNDC price applies to mail deposited at the correct DNDC (or destination auxiliary service facility (ASF)) addressed for delivery within that facility's service area and prepared subject to the standards for the price claimed.
- DSCF price applies to mail deposited at the correct DSCF. The mail must be addressed for delivery within that facility's service area.
- DDU price applies to mail entered at the designated destination delivery unit for delivery within the DDU area. Price not available for flat-size pieces weighing 1 pound or less unless sorted to carrier route.

Periodicals (707.29.0):

- DNDC price applies to mail entered at the DNDCs or DASFs listed in Exhibit 346.3.1, or at a USPS-designated facility. For DNDC entry, pieces must be prepared in bundles or in sacks on SCF, ADC, 3-digit, or 5-digit pallets, and addressed for delivery to one of the 3-digit ZIP Codes served by that NDC.
- DADC price applies to addressed pieces (not eligible for In-County prices) addressed for delivery in the same DADC service area, deposited at the DADC or designated facility.
- DSCF price applies to:
  - Letter-size and nonletter-size pieces (not eligible for In-County prices), when deposited at an SCF or a designated facility (L005) and addressed for delivery within the service area of the facility, including when part of a 3-digit scheme combination in L008.
  - Nonletter-size piece only, when deposited at a DDU (707.28.4.1) and prepared as follows:
    1. In 5-digit bundles placed in a merged 5-digit scheme or merged 5-digit sack.
    2. In 5-digit bundles placed on a merged 5-digit scheme, merged 5-digit, or 5-digit scheme pallet.
- DDU price applies only to copies of publications entered at the facility where the carrier cases mail for the carrier route (city carrier route, rural route, highway contract route, general delivery unit, or post office box section) serving the address on the mailpiece. Pieces for which a DDU discount is claimed must also be eligible for and claimed at a Carrier Route price.

## Levels of Destination Entry

**DNDC**

Destination Network Distribution Center

There are 21 DNDCs in the U.S. For this discount, you may choose to enter your mail at a destination network distribution center. The 21 network distribution centers in the United States handle mail for large areas. An auxiliary service facility (ASF) sometimes acts as a DNDC. To qualify for DNDC prices, your mailpieces must be addressed for delivery within the service area for that particular DNDC or ASF.

*Available for:*

- Standard Mail
- Periodicals
- Bound Printed Matter
- Parcel Select

**DSCF**

Destination Sectional Center Facility

There are 350 DSCFs in the U.S. You can receive a greater discount by entering your mail at a destination sectional center facility. To qualify for DSCF prices, your mailpieces must be addressed for delivery within the service area for that particular DSCF.

*Available for:*

- Standard Mail
- Periodicals
- Bound Printed Matter
- Parcel Select

**DDU**

Destination Delivery Unit (local Post Office)

There are more than 33,000 DDUs in the U.S. You can receive an even greater discount by taking your mail to a destination delivery unit. Eligible pieces must be addressed for delivery within the service area for that particular DDU.

*Available for:*

- Standard Mail (Parcels and Carrier Route only)
- Periodicals (Carrier Route only)
- Bound Printed Matter
- Parcel Select

|                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Related QSGs</b>                                                     | <a href="#">707b, Periodicals Nonprofit, Classroom, and Science-of-Agriculture</a><br><a href="#">707d, Periodicals Nonbarcoded Letters</a><br><a href="#">707e, Periodicals Nonbarcoded Flats</a><br><a href="#">707f, Periodicals Barcoded (automation) Letters</a><br><a href="#">707g, Periodicals Barcoded (automation) Flats</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Prices and Fees</b><br><b>(707.1.0)</b>                              | <p>See <a href="#">Notice 123—Price List</a>.</p> <p>Prices include piece charges, pound prices (advertising and nonadvertising), Outside-County bundle and container charges, and applicable discounts.</p> <p>Outside-County and In-County prices apply per <a href="#">707.12.0</a>. The Preferred price discount is available under <a href="#">707.10.0</a>; see <a href="#">Quick Service Guide 707b</a>.</p> <p>Apply the bundle and container prices as follows:</p> <ul style="list-style-type: none"> <li>■ Bundle prices do not apply to barcoded letter-size mail prepared in full letter trays or to flat-size mail prepared in flat trays under the optional tray preparation (<a href="#">707.22.7</a>).</li> <li>■ For mailings prepared in trays or sacks, mailers pay the container price for each tray or sack based on container level and entry.</li> <li>■ For mailings prepared on pallets (<a href="#">705.8.0</a>): <ul style="list-style-type: none"> <li>— For bundles placed directly on pallets, mailers pay the container price for each pallet.</li> <li>— For trays or sacks on pallets, mailers pay the container price for each tray or sack, and not for the pallets. The container price for each tray or sack is based on the tray or sack level and where the pallet is entered.</li> </ul> </li> <li>■ For bundles and containers with both In-County and Outside-County pieces, mailers do not pay the bundle or container charges for carrier route, 5-digit carrier routes, and 5-digit/scheme bundles, pallets, sacks, and trays.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Eligibility Standards</b><br><b>(707.4.0)</b>                        | <p>For authorized publications (e.g., magazines and newspapers) whose primary purpose is transmitting information. Periodicals must be issued at least four times a year at a stated frequency from a known office of publication and be formed of printed sheets. General publications must have a legitimate list of subscribers, and requester publications must have a legitimate list of requesters or subscribers. All pieces within each mailing must be in the same processing category.</p> <p>Application form required (<a href="#">707.5.1</a>).</p> <p>Authorization: Periodicals entry in one of these five categories (<a href="#">707.6.0</a>):</p> <ul style="list-style-type: none"> <li>■ General publications.</li> <li>■ Publications of institutions and societies.</li> <li>■ Publications of state departments of agriculture.</li> <li>■ Requester publications.</li> <li>■ Foreign publications.</li> </ul> <p>Records: maintained by publisher to support application and confirm eligibility for entry at Periodicals prices; specific standards by category.</p> <p>Additional standards: circulation, documentation, advertising limits, and other conditions that vary by category.</p> <p>Limits apply to nonsubscriber/nonrequester distribution for general and requester publications.</p> <p>Identification: title, identification statement (<a href="#">707.4.12</a>).</p> <p>Supplements, enclosures, parts, sections, and editions are permitted under applicable standards.</p> <p>Additional documentation and separate postage statement required for mailings combining more than one edition or publication.</p> <p>Limits apply to advertising percentage and mailpiece components (e.g., independent material and products are not permitted at Periodicals prices). For advertising standards, see <a href="#">707.6.1.3</a>.</p> <p>The simplified and exceptional address formats are prohibited on Periodicals publications intended to count as subscriber or requester copies to meet applicable circulation standards (<a href="#">602.3.1.2</a>).</p> |
| <b>Postage Payment and Documentation</b><br><b>(707.16.0, 707.17.0)</b> | <p>Identification: title on cover and identification statement (<a href="#">707.4.11</a>).</p> <p>Postage statement: <a href="#">PS Form 3541</a>, Periodicals One Issue or One Edition, or approved facsimile.</p> <p>Advance deposit account(s) at original and each additional entry Post Office, unless authorized under Centralized Postage Payment (CPP) (<a href="#">707.</a>).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Mail Preparation</b>                                                 | <p>Nonbarcoded Letters and Flats (<a href="#">707.22.0</a>), Carrier Route (<a href="#">707.23.0</a>), Barcoded Letters (<a href="#">707.24.0</a>), or Barcoded Flats (<a href="#">707.25.0</a>), as appropriate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Enter and Deposit</b><br><b>(707.29.0)</b>                           | <p>Only at authorized original and additional entry Post Office(s), unless authorized exceptional dispatch under <a href="#">707.29.4</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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**Related QSGs** [707a, Periodicals General Information and Eligibility](#)  
[707d, Periodicals Nonbarcoded Letters](#)  
[707e, Periodicals Nonbarcoded Flats](#)  
[707f, Periodicals Barcoded \(automation\) Letters](#)  
[707g, Periodicals Barcoded \(automation\) Flats](#)

|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Prices and Fees</b><br>(707.1.0)                              | <p>See <a href="#">Notice 123—Price List</a>.</p> <p>No additional fee to mail at a Preferred Periodicals price.</p> <p>Prices include piece charges, pound prices (advertising and nonadvertising), Outside-County bundle and container charges, and applicable discounts.</p> <p>The Preferred price discount applies to Outside-County postage, excluding the postage for advertising pounds, for Nonprofit, Science-of-Agriculture, and Classroom publications; In-County prices apply to all eligible in-county copies (<a href="#">707.11.3</a>).</p> <p>Apply the Outside-County bundle and container prices as follows:</p> <ul style="list-style-type: none"> <li>■ Bundle prices do not apply to barcoded letter-size mail prepared in full letter trays or to flat-size mail prepared in flat trays under the optional tray preparation (<a href="#">707.22.7</a>).</li> <li>■ For mailings prepared in trays or sacks, mailers pay the container price for each tray or sack based on container level and entry.</li> <li>■ For mailings prepared on pallets (<a href="#">705.8.0</a>): <ul style="list-style-type: none"> <li>— For bundles placed directly on pallets, mailers pay the container price for each pallet.</li> <li>— For trays or sacks on pallets, mailers pay the container price for each tray or sack, and not for the pallets. The container price for each tray or sack is based on the tray or sack level and where the pallet is entered.</li> </ul> </li> <li>■ For bundles and containers with both In-County and Outside-County pieces, mailers do not pay the bundle or container charges for carrier route, 5-digit carrier routes, and 5-digit/scheme bundles, pallets, sacks, and trays.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Eligibility Standards</b><br>(707.10.0, 707.11.0)             | <p>Available for publications authorized under specific standards for Nonprofit, Classroom (<a href="#">707.10.0</a>), or Science-of-Agriculture (<a href="#">707.11.0</a>) prices. These standards are in addition to the criteria in <a href="#">Quick Service Guide 707a</a>.</p> <p>See <a href="#">Quick Service Guide 707a</a> for basic eligibility standards.</p> <p>Application form required (<a href="#">707.5.1</a>).</p> <p>Nonprofit standards: the publication must be issued by and in the interest of a religious, educational, scientific, philanthropic, agricultural, labor, veterans', or fraternal organization not organized for profit and none of whose net income benefits a private stockholder or individual (<a href="#">707.10.0</a>). Also generally eligible (regardless of the nonprofit status of the publishing organization) are:</p> <ul style="list-style-type: none"> <li>■ Publication issued by and in the interest of an association of rural electric cooperatives.</li> <li>■ Program announcement or guide published by an educational radio or television agency of a state or political subdivision thereof or by a nonprofit educational radio or television station.</li> <li>■ Publication of the official highway or development agency of the state meeting the standards for a general publication (<a href="#">707.10.3</a>) and containing no advertising except the publisher's own advertising.</li> <li>■ Conservation publication published by a state agency responsible for the management and conservation of the fish or wildlife resources of that state.</li> </ul> <p><b>Classroom:</b> publication must be designed for educational, religious, or scientific use in school classrooms or religious instruction classes.</p> <p><b>Science-of-Agriculture:</b> prices apply to Outside-County copies of an authorized Periodicals publication mailed by a publisher or news agent when the total copies provided during any 12-month period to subscribers residing in rural areas are at least 70% of the total number of copies distributed by any means for any purpose.</p> |
| <b>Postage Payment and Documentation</b><br>(707.16.0, 707.17.0) | <p>Identification: title on cover and identification statement (<a href="#">707.4.11</a>).</p> <p>Postage statement: <a href="#">PS Form 3541</a>, Periodicals One Issue or One Edition, or approved facsimile.</p> <p>Advance deposit account(s) at original and each additional entry Post Office, unless authorized under Centralized Postage Payment (CPP) (<a href="#">707.</a>).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Mail Preparation</b>                                          | <p>Nonbarcoded Letters and Flats (<a href="#">707.22.0</a>), Carrier Route (<a href="#">707.23.0</a>), Barcoded Letters (<a href="#">707.24.0</a>), or Barcoded Flats (<a href="#">707.25.0</a>), as appropriate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Enter and Deposit</b><br>(707.29.0)                           | <p>Deposit only at authorized original and additional entry Post Office(s), unless authorized exceptional dispatch under <a href="#">707.29.4</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**707b**

Quick Service  
Guide

**Special Standards**

Periodicals Nonprofit, Classroom, and Science-of-Agriculture

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### Eligibility Standards (707.11.3)

In-County prices apply to subscriber or requester copies of any issue of a Periodicals publication when the copies are entered within the county in which the Post Office of original entry is located for delivery to addresses within that county and outside county copies that are part of a carrier route with addresses destined inside the county, under either of these two conditions:

- The total paid or requested circulation of the issue is less than 10,000 copies.
- The number of paid or requested copies of the issue distributed within the county of publication is more than 50 percent of the total paid or requested circulation.

The simplified and exceptional address formats are prohibited on Periodicals publications intended to count as subscriber or requester copies to meet the applicable circulation standards (602.3.1.2).

### Preferred Prices (707.11.1)

Preferred prices include:

- In-County
- Nonprofit
- Classroom
- Science-of-Agriculture
- Limited Circulation
- Limited Circulation Science-of-Agriculture

### Nonsubscriber and Nonrequester Copies (707.11.3)

For a calendar year, the total number of nonsubscriber or nonrequester copies mailed at In-County prices may not exceed 10 percent of the number of subscriber or requester copies mailed at In-County prices.

For publications authorized for Preferred prices and for publications authorized for both Regular and In-County prices and/or Science-of-Agriculture prices, once the total number of nonsubscriber or nonrequester copies mailed for the calendar year (regardless of price) exceeds 10 percent of the total number of copies mailed to subscribers or requesters during the calendar year, further mailings of nonsubscriber or nonrequester copies are not eligible for any preferred price, including In-County prices.

A mailing is not eligible for any Preferred Periodicals price if it consists entirely of nonsubscribers or nonrequesters over the 10 percent limit of the total number of copies mailed to subscribers or requesters during the calendar year.

### Spreadsheet

To help publishers maintain compliance with the Periodicals nonsubscriber and nonrequester copies 10 percent requirement, the reverse side of this page contains a manual spreadsheet that can be used to track a publication's mailing of subscriber/requester and nonsubscriber/nonrequester copies. An electronic version of the spreadsheet is available through Postal Explorer at [pe.usps.com](http://pe.usps.com). To access this tool, click on "Postal Links" in the upper left frame of the Postal Explorer Home Page and then select "Nonsubscriber Percentage Calculator." The template is available as a Microsoft Excel spreadsheet.

[illegible]

1. Figures reported on PS Forms 3541 within the same calendar year.

2. Or requester/nonrequester copies.

See reverse side of this page for information about an electronic version of this template on Postal Explorer at [pe.usps.com](http://pe.usps.com).

**Related QSG** [707a, Periodicals General Information and Eligibility](#)

### Physical Standards ([201](#), [707.3.0](#))

Maximum weight: 3.5 ounces  
For an overview of the physical standards for commercial letters, see [Quick Service Guide 201](#).

### Prices and Fees ([707.1.0](#))

Prices include piece charges, pound prices (advertising and nonadvertising), and applicable discounts. Carrier Route, 5-digit, 3-digit/SCF, and ADC and Mixed ADC prices are available; Outside-County prices apply; In-County prices apply to all eligible In-County copies.

#### In-County Prices:

In-County prices include piece prices, pound prices (DDU and other), and DDU discount.

#### Outside-County Prices:

**Pound Prices**—Advertising pounds based on destination entry and zone. Nonadvertising pounds based on destination entry and all other zones.

**Piece Prices**—Based on the bundle level (six or more pieces). Firm bundles pay a separate firm piece price.

**Bundle Prices**—Based on container and bundle level. Firm bundles pay a separate firm bundle price. Bundle prices do not apply to unbundled pieces prepared in full trays.

For bundles and containers with both In-County and Outside-County pieces, mailers do not pay the bundle or container charges for carrier route, 5-digit carrier routes, and 5-digit/scheme bundles, and pallets.

**Container Prices**—Based on the container type, container level, and entry. For mailings prepared in trays, mailers pay the container price for each tray based on container level and entry

■ For mailings prepared on pallets ([705.8.0](#)): For trays on pallets, mailers pay the container price for each tray, and not for the pallets. The container price for each tray is based on the tray level and where the pallet is entered.

■ For trays with both In-County and Outside-County pieces, mailers do not pay the container charges for carrier route, 5-digit carrier routes, and 5-digit/scheme trays.

Destination entry prices (DDU, DSCF, DADC, and DNDC) have additional standards ([707.29.0](#)). The mail must be addressed for delivery within that facility's service area.

Ride-Along price of \$0.165 available for items up to 3.3 ounces (or not more than the weight of the host publication) eligible as Standard Mail ([707.15.0](#)).

### Eligibility Standards ([707.12.0](#), [707.13.0](#))

For authorized publications whose primary purpose is transmitting information. Periodicals must be issued at least four times a year at a stated frequency from a known office of publication and be formed of printed sheets.

General publications must have a legitimate list of subscribers, and Requester publications must have a legitimate list of requesters or subscribers. All pieces within each mailing must be in the same processing category.

Carrier route: carrier route information updated using CASS-certified process or another Address Information System product containing carrier route information within 90 days before mailing ([707.13.0](#)).

A certified process used at least once a year to ensure accuracy of 5-digit ZIP Codes for other than carrier route pieces ([707.12.4](#)).

Mailers can apply Repositionable Notes for an additional charge of \$0.015 for Outside County and \$0.005 for In-County. See [705.23.0](#).

### Postage Payment and Documentation ([707.16.0](#), [705.19.0](#))

Advance deposit account(s) at original and each additional entry Post Office, unless authorized under Centralized Postage Payment (CPP) ([707.](#)).

Documentation:

■ Postage statement: [PS Form 3541](#), Periodicals One Issue or One Edition, or approved facsimile.

■ Supporting documentation: required for prices claimed, including marked copy. Documentation generated by PAVE-certified software or printed in standardized format.

### Mail Preparation ([707.22.0](#), [707.23.0](#))

Bundles for individual carrier routes must be prepared with facing slips under [601.2.15](#), optional endorsement lines under [708.7.0](#), or carrier route information lines under [708.8.0](#).

1-foot or 2-foot trays used where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used).

Use 2-inch pink tray labels ([707.21.0](#)).

Trays sleeved and strapped ([707.20.0](#)). See [707.20.1.4](#) for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

### Enter and Deposit ([707.28.0](#))

Only at authorized original and additional entry Post Office(s), unless authorized exceptional dispatch under [707.28.3](#).

Quick Service  
Guide

## Preparation

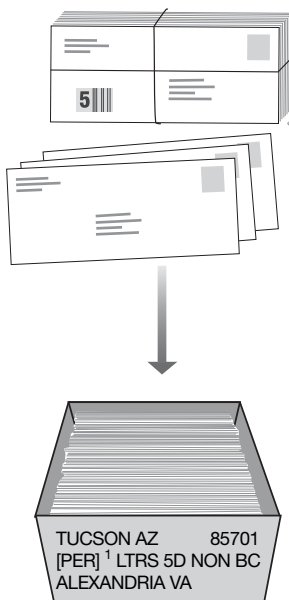
## Bundling and Traying Sequence (707.22.0)

See next page for carrier route preparation.

## 5-Digit

**Bundles:** Required, bundling not required in full trays. Pieces must be bundled if 6 or more pieces to same 5-digit ZIP Code; fewer than 6 pieces in a bundle not permitted. See 707.22.3 for optional firm bundles.

**Labels:** Red Label 5 or optional endorsement line (OEL) (708.7.0).



**Trays:** Required at 24 pieces; optional with one 6-piece bundle.

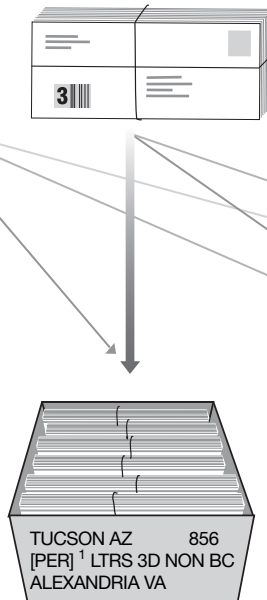
**Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS") and "LTRS 5D NON BC."

**Price:** <sup>2</sup>

3-Digit<sup>1</sup>

**Bundles:** Required, pieces must be bundled if 6 or more pieces to same 3-digit ZIP Code prefix; fewer than 6 pieces in a bundle not permitted.

**Labels:** Green Label 3 or OEL.



**Trays:** Required at 24 pieces; optional with one 6-piece bundle. One less-than-full tray must be prepared for any remaining bundles for each 3-digit ZIP Code prefix of SCF serving entry post office.

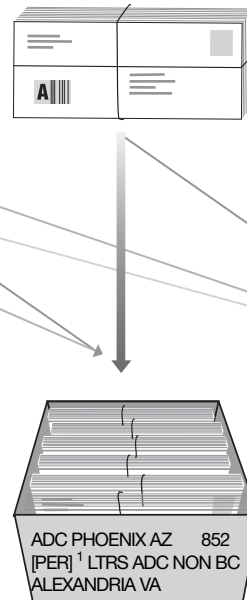
**Labels:** For Line 1, use L002, Column A; for Line 2, "PER" (or "NEWS") and "LTRS 3D NON BC."

**Price:** <sup>2</sup>

## ADC

**Bundles:** Required, 6 or more pieces to same ADC (L004); fewer than 6 pieces in a bundle not permitted.

**Labels:** Pink Label A or OEL.



**Trays:** Required at 24 pieces; optional with one 6-piece bundle.

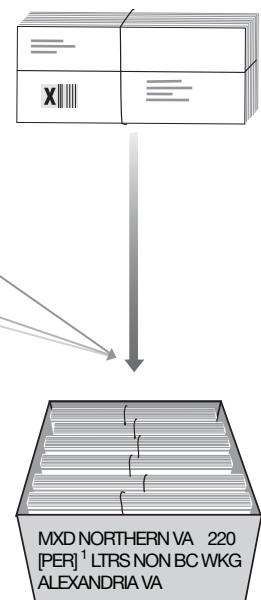
**Labels:** For Line 1, use L004, Column B. For Line 2, "PER" (or "NEWS") and "LTRS ADC NON BC."

**Price:** <sup>2</sup>

## Mixed ADC

**Bundles:** Required, any remaining pieces must be bundled in mixed ADC bundles.

**Labels:** Tan Label X or OEL.



**Trays:** Required, no minimum for any remaining bundles; only one less-than-full tray permitted.

**Labels:** For Line 1, use MXD, followed by origin facility in L011, Column B for Line 2, "PER" (or "NEWS") and "LTRS NON BC WKG."

**Price:** <sup>2</sup>

1. Use "NEWS" if issued weekly or more frequently.

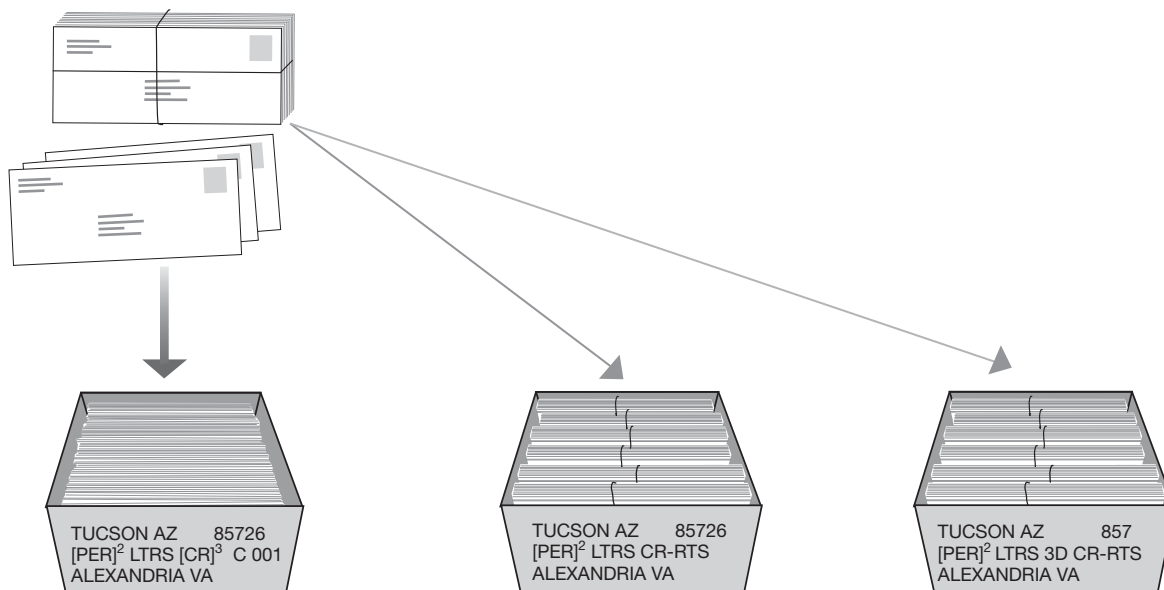
2. For prices, see Notice 123–Price List, .

### Optional Carrier Route Preparation (707.23.0)

**Bundles:** Six or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit), prepared in line-of-travel or walk sequence, must be prepared in bundles. Fewer than 6 pieces in a bundle not permitted. See 707.22.5 for optional firm bundles.

**Labels:** Facing slip (601.2.15), optional endorsement line (708.7.0), or carrier route information line (708.8.0).

**Price:** Saturation, High Density, Basic Carrier Route<sup>1</sup>



#### Carrier Route

**Trays:** Required at 24 pieces; optional with one 6-piece bundle.

**Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, "PER" (or "NEWS"), "LTRS," and route marking as appropriate; for saturation, "WSS" and route type and number; for high density, "WSH" and route type and number; or for basic, "CR" and route type and number.

#### 5-Digit Carrier Routes

**Trays:** Required if full tray, optional with one 6-piece bundle; only one less-than-full tray permitted.

**Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, "PER" (or "NEWS") and "LTRS CR-RTS."

#### 3-Digit Carrier Routes

**Trays:** Optional with one 6-piece 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, "PER" (or "NEWS") and "LTRS 3D CR-RTS."

1. Basic price for bundles of fewer than 6 pieces.

2. Use "NEWS" if issued weekly or more frequently.

3. Use "WSS" for Saturation, "WSH" for High Density, or "CR" for Basic Carrier Route.

**707d**

Quick Service  
Guide

## Special Standards

### Periodicals Nonbarcoded Letters

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**Related QSG** [707a, Periodicals General Information and Eligibility](#)

**Physical  
Standards  
(707.26.0)**

Maximum weight: 4.4 pounds

Dimensions:

- Minimum: 6 inches long, 5 inches high, and 0.009 inch thick.
- Maximum: 15 inches long, 12 inches high, and 1.25 inch thick.

Flexibility: no requirement.

Polywrapped Pieces: Must meet all six properties in [Exhibit 301.1.5.1](#).

If an address label is used on the outside of the polywrapped piece, the haze property is not required. Polywrap seam must be parallel to longest dimension.

The preferred seam placement is on the nonaddressed side of the mailpiece. If seam is on the addressed side, it must not cover the delivery address, barcode, postage area, or any required markings.

**Prices and Fees  
(707.1.0)**

Prices include piece charges, pound prices (advertising and nonadvertising), and applicable discounts.

Carrier Route, 5-digit, 3-digit/SCF, and ADC and Mixed ADC prices are available; Outside-County prices apply; In-County prices apply to all eligible In-County copies.

**In-County Prices:**

In-County prices include piece prices, pound prices (DDU and other), and DDU discount.

**Outside-County Prices:**

*Pound Prices*—Advertising pounds based on destination entry and zone. Nonadvertising pounds based on destination entry and all other zones.

*Piece Prices*—Based on the bundle level (six or more pieces). Firm bundles pay a separate firm piece price.

*Bundle Prices*—Based on container and bundle level. Firm bundles pay a separate firm bundle price. For bundles and containers with both In-County and Outside-County pieces, mailers do not pay the bundle or container charges for carrier route, 5-digit carrier routes, and 5-digit/scheme bundles, pallets, and sacks.

*Container Prices*—Based on the container type, container level, and entry. For mailings prepared in sacks, mailers pay the container price for each sack based on container level and entry.

- For mailings prepared on pallets ([705.8.0](#)):

- For bundles placed directly on pallets, mailers pay the container price for each pallet.
- For sacks on pallets, mailers pay the container price for each sack, and not for the pallets. The container price for each sack is based on the sack level and where the pallet is entered.

- For sacks with both In-County and Outside-County pieces, mailers do not pay the container charges for carrier route, 5-digit carrier routes, and 5-digit/scheme sacks.

Destination entry prices (DDU, DSCF, DADC, and DNDC) have additional standards ([707.29.0](#)). The mail must be addressed for delivery within that facility's service area.

Ride-Alongs are available for items up to 3.3 ounces (or not more than the weight of the host publication) eligible as Standard Mail ([707.15.0](#)).

**Eligibility  
Standards  
(707.12.0,  
707.13.0)**

For authorized publications (e.g., magazines and newspapers) whose primary purpose is transmitting information. Periodicals must be issued at least four times a year at a stated frequency from a known office of publication and be formed of printed sheets. General publications must have a legitimate list of subscribers, and Requester publications must have a legitimate list of requesters or subscribers. All pieces within each mailing must be in the same processing category.

Carrier route: carrier route information updated using CASS-certified process ([708.3.0](#)) or another AIS product containing carrier route information within 90 days before mailing.

A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes on other than carrier route pieces ([707.12.4](#)).

Mailers can apply Repositionable Notes for an additional charge for Outside County and for In-County pieces. See [705.23.0](#).

**Postage  
Payment and  
Documentation  
(707.16.0,  
705.19.0)**

Advance deposit account(s) at original and each additional entry Post Office, unless authorized under Centralized Postage Payment (CPP) ([707.](#)).

Documentation:

- Postage statement: [PS Form 3541](#), Periodicals One Issue or One Edition, or approved facsimile.
- Supporting documentation: required for prices claimed, including marked copy. Documentation generated by PAVE-certified software or printed in standardized format.
- Carrier Route: [PS Form 3553](#) for address and barcode accuracy must be retained by mailer for 1 year ([708.3.5.2](#)).

**Mail Preparation  
(707.22.0,  
707.23.0)**

Bundles for individual carrier routes must be prepared with facing slips under [601.2.15](#), optional endorsement lines under [601.2.13](#), or carrier route information lines under [601.2.14](#).

See sack label in [707.21.0](#).

Palletization of sacks or bundles is permitted under [705.8.0](#). Traying is permitted under [707.22.7](#).

Any mailing job that contains bundles of machinable barcoded (automation) flats and bundles of machinable nonbarcoded flats must be co-sacked using [705.9.0](#).

**Enter and  
Deposit  
(707.28.0)**

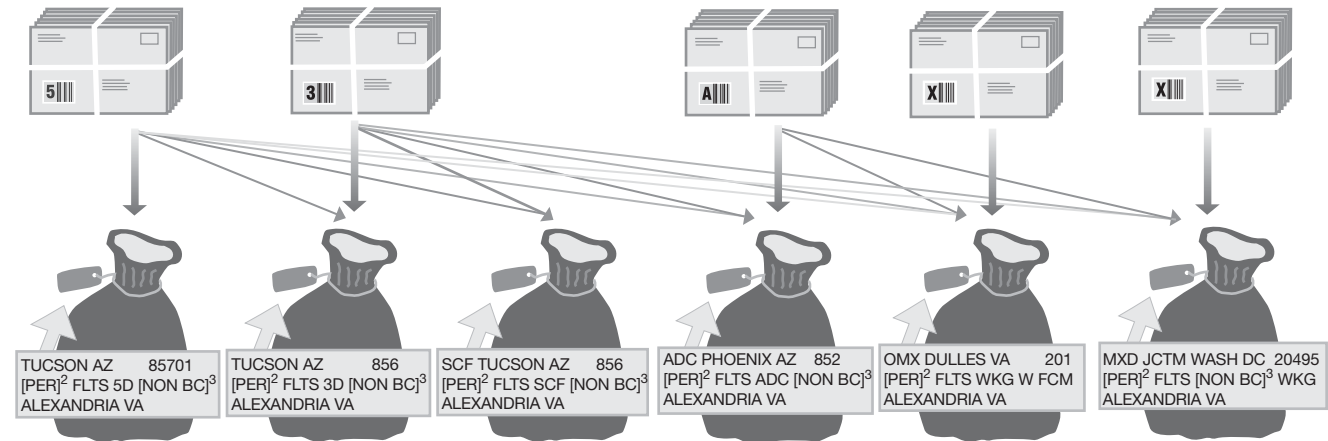
Deposit only at authorized original and additional entry Post Office(s), unless authorized exceptional dispatch under [707.29.4](#).

Quick Service  
Guide

## Preparation

## Bundling and Sacking Sequence (707.22.0)

See next page for carrier route preparation

| 5-Digit <sup>1</sup>                                                                                                                                                                                                                                  | 3-Digit <sup>1</sup>                                                                                                                                                                                           | ADC                                                                                                                                                                                                                                                                                                                                           | Origin Mixed ADC                                                                                                                                                                                              | Mixed ADC                                                                                                                                                                                                                                                              |                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bundles:</b> Required, 6-piece minimum to the same 5-digit ZIP Code; fewer pieces permitted under 707.22.4. See 707.22.3 for optional firm bundles.<br><br><b>Labels:</b> Red Label 5 or optional endorsement line (OEL) (708.7.0).                | <b>Bundles:</b> Required, 6-piece minimum for pieces to the same 3-digit ZIP Code prefix; fewer pieces permitted under 707.22.4.<br><br><b>Labels:</b> Green Label 3 or OEL.                                   | <b>Bundles:</b> Required, 6-piece minimum for pieces to same ADC (L004); fewer than 6 pieces in a bundle not permitted.<br><br><b>Labels:</b> Pink Label A or OEL.                                                                                                                                                                            | <b>Bundles:</b> Required, no minimum for any remaining pieces for destinations in L201, Column B, of the origin ZIP Code in Column A.<br><br><b>Labels:</b> Tan Label X or OEL.                               | <b>Bundles:</b> Required, any remaining pieces must be bundled in mixed ADC bundles.<br><br><b>Labels:</b> Tan Label X or OEL.                                                                                                                                         |                                                                                                                                                                                                  |
|                                                                                                                                                                    |                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                  |
| 5-Digit <sup>1</sup>                                                                                                                                                                                                                                  | 3-Digit                                                                                                                                                                                                        | SCF/Origin Entry SCF                                                                                                                                                                                                                                                                                                                          | ADC                                                                                                                                                                                                           | Origin Mixed ADC                                                                                                                                                                                                                                                       | Mixed ADC                                                                                                                                                                                        |
| <b>Sacks:</b> Required at 24 pieces; fewer pieces not permitted.<br><br><b>Labels:</b> For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, “PER” (or “NEWS” <sup>2</sup> ) and “FLTS 5D NON BC.”<br><br><b>Price:</b> <sup>4</sup> | <b>Sacks:</b> Required at 24 pieces; fewer pieces not permitted.<br><br><b>Labels:</b> For Line 1, use L002, Column A. For Line 2, “PER” (or “NEWS”) and “FLTS 3D NON BC.”<br><br><b>Price:</b> <sup>4,5</sup> | <b>Sacks:</b> Required at 24 pieces; fewer pieces not permitted. Required, no minimum for SCF of origin (verification) office; optional for the SCF of an entry office other than origin office.<br><br><b>Labels:</b> For Line 1, use L002, Column C. For Line 2, “PER” (or “NEWS”) and “FLTS SCF NON BC.”<br><br><b>Price:</b> <sup>4</sup> | <b>Sacks:</b> Required at 24 pieces; fewer pieces not permitted.<br><br><b>Labels:</b> For Line 1, use L004, Column B. For Line 2, “PER” (or “NEWS”) and “FLTS ADC NON BC.”<br><br><b>Price:</b> <sup>4</sup> | <b>Sacks:</b> Required, no minimum for any remaining bundles for destinations in L201, Column B, of the origin ZIP Code in Column A.<br><br><b>Labels:</b> For Line 1, use L201. For Line 2, “PER” (or “NEWS”) and “FLTS WKG W FCM.”<br><br><b>Price:</b> <sup>4</sup> | <b>Sacks:</b> Required, no minimum for any remaining bundles.<br><br><b>Labels:</b> For Line 1, use L009. For Line 2, “PER” (or “NEWS”) and “FLTS NON BC WKG.”<br><br><b>Price:</b> <sup>4</sup> |

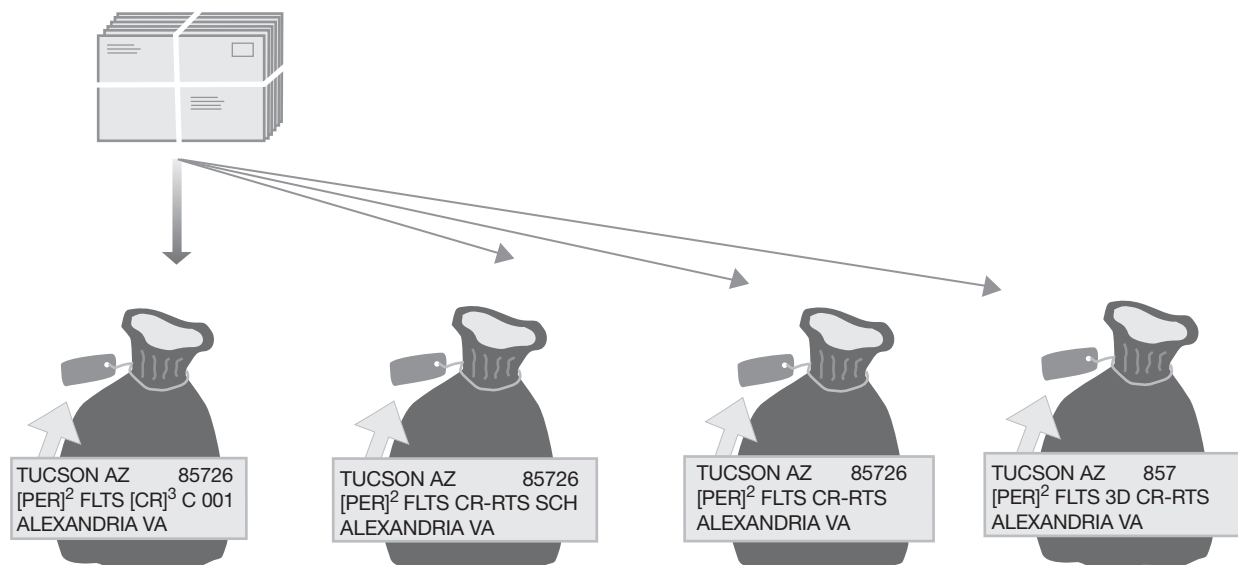
1. See 707.22.0 for optional 5-digit scheme and 3-digit scheme preparation for pieces meeting the standards in 301.3.0.
2. Use "NEWS" if issued weekly or more frequently.
3. For barcoded nonmachinable pieces, use "BC."
4. For prices, see Notice 123–Price List.
5. Mixed ADC piece price for bundles of fewer than 6 pieces, see 705.9.2.3.

## Optional Carrier Route Preparation (707.23.0)

**Bundles:** Six or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in bundles. Carrier route bundles may be prepared with fewer than 6 pieces when publisher determines the preparation will improve service. Pieces in these low-volume carrier route bundles must be claimed at the basic presort price, see 707.23.6. For optional firm bundles, see 707.23.5.

**Labels:** Facing slip (601.2.15), optional endorsement line (707.7.0), or carrier route information line (601.2.14).

**Price:** Saturation, High Density, Basic Carrier Route<sup>1</sup>



### Carrier Route

**Sacks:** Required at 24 pieces; fewer pieces not permitted.

**Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, "PER" (or "NEWS"), "FLTS," and route marking as appropriate: for saturation, "WSS" and route type and number; for high density, "WSH" and route type and number; or for basic, "CR" and route type and number.

### 5-Digit Scheme Carrier Routes

**Sacks:** Required at 24 pieces; fewer pieces not permitted.

**Labels:** For Line 1, use L001, Column B. For Line 2, "PER" (or "NEWS") and "FLTS CR-RTS SCH."

### 5-Digit Carrier Routes

**Sacks:** Required at 24 pieces; fewer pieces not permitted.

**Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, "PER" (or "NEWS") and "FLTS CR-RTS."

### 3-Digit Carrier Routes

**Sacks:** Required with one 6-piece bundle.

**Labels:** For Line 1, use city, state, and ZIP Code shown in L002, Column A, that corresponds to the 3-digit ZIP Code prefix of bundles. For Line 2, "PER" (or "NEWS") and "FLTS 3D CR-RTS."

1. Basic price for bundles of fewer than 6 pieces.
2. Use "NEWS" if issued weekly or more frequently.
3. Use "WSS" for Saturation, "WSH" for High Density, or "CR" for Basic Carrier Route.

**707e**

Quick Service  
Guide

## Special Standards

### Periodicals Nonbarcoded Flats

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**Related QSGs** [707a, Periodicals General Information and Eligibility](#)  
[201a, Designing Letters and Cards for Automated Processing](#)

**Physical  
Standards**  
([201.3.0](#),  
[707.3.0](#))

Maximum weight: 3.5 ounces.  
For an overview of designing letters for automated processing, see [Quick Service Guide 201a](#).

**Prices and Fees**  
([707.1.0](#))

Prices include piece charges, pound prices (advertising and nonadvertising), and applicable discounts.

**In-County Prices:**

In-County prices include piece prices, pound prices (DDU and other), and DDU discount.

**Outside-County Prices:**

*Pound Prices*—Advertising pounds based on destination entry and zone. Nonadvertising pounds based on destination entry and all other zones.

*Piece Prices*—The presort level of pieces prepared loose (no bundles) in full trays is based on the tray level.

Pieces in bundles, piece price based on bundle level (six or more pieces).

*Bundle Prices*—Bundle prices do not apply to “loose” pieces in full trays. Bundle prices for bundles in less than full trays are based on the bundle and container level. For bundles and containers with both In-County and Outside-County pieces, mailers do not pay the bundle or container charges for carrier route, 5-digit carrier routes, and 5-digit/scheme bundles, pallets, and trays.

*Container Prices*—Based on the container type, container level, and entry. For mailings prepared in trays, mailers pay the container price for each tray based on container level and entry

- For mailings prepared on pallets ([705.8.0](#)). Mailers pay the container price for each tray, and not for the pallets. The container price for each tray is based on the tray level and where the pallet is entered.

- For trays with both In-County and Outside-County pieces, mailers do not pay the container charges for carrier route, 5-digit carrier routes, and 5-digit/scheme trays.

Destination entry prices (DDU, DSCF, DADC, and DNDC) have additional standards ([707.29.0](#)). The mail must be addressed for delivery within that facility's service area.

Ride-Along price of \$0.165 available for items up to 3.3 ounces (or not more than the weight of the host publication) eligible as Standard Mail ([707.15.0](#)).

**Eligibility  
Standards**  
([707.4.0](#))

For authorized publications whose primary purpose is transmitting information. Periodicals must be issued at least four times a year at a stated frequency from a known office of publication and be formed of printed sheets. General publications must have a legitimate list of subscribers, and Requester publications must have a legitimate list of requesters or subscribers. All pieces within each mailing must be in the same processing category. Mailings eligible for barcoded letter prices must be automation-compatible ([201.3.0](#)), delivery point barcoded ([708.4.0](#)) or Intelligent Mail barcoded ([708.4.0](#)), and sorted as described below.

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

For address standards, see [707.4.0](#); for barcode quality standards, see [708.4.0](#); and for CASS/MASS standards, see [708.3.0](#).

Addresses matched using CASS/MASS-certified process within 180 days before mailing.

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and meter reply mail) provided as enclosures must meet the standards in [707.14.1.2](#).

Mailers can apply Repositionable Notes for an additional charge of \$0.015 for Outside County and \$0.005 for In-County. See [705.23.0](#).

**Postage  
Payment and  
Documentation**  
([707.16.0](#),  
[707.17.0](#))

Advance deposit account(s) at the original and each additional entry Post Office, unless authorized under Centralized Postage Payment (CPP) ([707.](#)).

Documentation:

- Postage statement: [PS Form 3541](#), Periodicals One Issue or One Edition, or approved facsimile.
- Supporting documentation: required by prices claimed, including marked copy. Documentation generated by PAVE-certified software or printed in standardized format.
- [PS Form 3553](#) for address and barcode accuracy must be retained by mailer for 1 year ([708.3.5.2](#)).

**Mail Preparation**  
([707.24.0](#))

1-foot or 2-foot trays used where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used).

Pink barcoded tray labels required ([707.21.0](#)).

Trays sleeved and strapped ([707.20.0](#)). See [707.20.1.4](#) for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

**Enter and  
Deposit**  
([707.29.0](#))

Deposit only at authorized original and additional entry Post Office(s), unless authorized exceptional dispatch under [707.29.4](#).

## Preparation

## Traying Sequence (707.24.0)

## 5-Digit/Scheme

**Trays:** Optional, but required for 5-digit price. At least 150 pieces to same 5-digit ZIP Code or 5-digit scheme destination; bundling not permitted; only one overflow tray permitted per destination.

**Barcoded Labels:**

Line 1: For 5-digit scheme trays, use destination shown in City State Product. For 5-digit trays, use city, state, and 5-digit ZIP Code on mail.

**Price:** <sup>1</sup>

## 3-Digit/Scheme

**Trays:** Required, at least 150 pieces to same 3-digit ZIP Code or 3-digit scheme destination; bundling not permitted; only one overflow tray permitted per destination.

Exception: One less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code or 3-digit scheme of origin post office.

**Barcoded Labels:** For Line 1, use L002, Column B, for destination facility.

**Price:** <sup>1</sup>

## AADC

**Trays:** Required, at least 150 pieces to same AADC; bundling not permitted; only one overflow tray permitted per destination. Pieces must be grouped by 3-digit ZIP Code prefix or 3-digit scheme if applicable.

**Barcoded Labels:**

For Line 1, use L801, Column B, for destination facility.

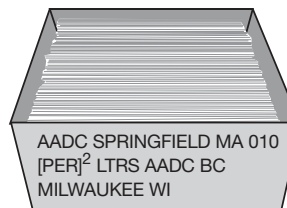
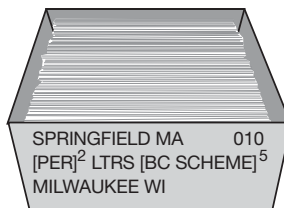
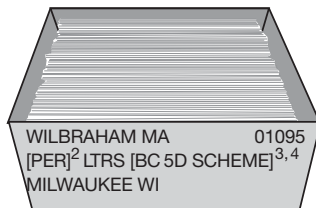
**Price:** <sup>1</sup>

## Mixed AADC

**Trays:** Required, any remaining pieces placed in mixed AADC trays grouped by AADC; only one less-than-full mixed AADC tray permitted per mailing.

**Barcoded Labels:** For Line 1, use L011, Column B, for destination facility (for NDC/ASF entry, use L010, Column B).

**Price:** <sup>1</sup>



Bundling required for mailings consisting entirely of card-size pieces and for pieces in overflow and less-than-full trays. The maximum thickness for a bundle is 6 inches.

1. For prices, see Notice 123–Price List.

2. Use “NEWS” if issued weekly or more frequently.

3. Use “5D BC” on 5-digit trays; use “BC 5D SCHEME” on 5-digit scheme trays.

4. For news 5-digit scheme trays, use “NEWS LTR BC 5D SCHEME.”

5. Use “3D BC” on 3-digit trays; use “BC SCHEME” on 3-digit scheme trays and, if applicable, as shown in L002, Column B, followed by the letter “A,” “B,” or “C.”

**Related QSGs** [707a, Periodicals General Information and Eligibility](#)  
[301a, Designing Flats for Automated Processing](#)

### Physical Standards ([301.3.0](#), [707.3.0](#))

Maximum weight:  
 ■ 20 ounces automation compatible ([301.3.0](#)).  
 ■ 4.4 pounds for pieces prepared in 5-digit bundles only ([707.26.0](#)).  
 For an overview of designing machinable flats, see [Quick Service Guide 301a](#).

### Prices and Fees ([707.1.0](#))

Prices include piece charges, pound prices (advertising and nonadvertising), and applicable discounts. 5-digit, 3-digit/SCF, and ADC and Mixed ADC prices are bundle based; Outside-County prices apply; In-County prices apply to all eligible In-County copies.

**In-County Prices:**  
 In-County prices include piece prices, pound prices (DDU and other), and DDU discount.

**Outside-County Prices:**  
*Pound Prices*—Advertising pounds based on destination entry and zone. Nonadvertising pounds based on destination entry and all other zones.  
*Piece Prices*—Based on the bundle level (six or more pieces). Firm bundles pay a separate firm piece price.  
*Bundle Prices*—Based on container and bundle level. Bundle prices do not apply to flat-size pieces prepared in flat trays under the optional tray preparation ([707.22.7](#)). For bundles and containers with both In-County and Outside-County pieces, mailers do not pay the bundle or container charges for carrier route, 5-digit carrier routes, and 5-digit/scheme bundles, pallets, and sacks.  
*Container Prices*—Based on the container type, container level, and entry. For mailings prepared in sacks, mailers pay the container price for each sack based on container level and entry.  
 ■ For mailings prepared on pallets ([705.8.0](#)):  
   — For bundles placed directly on pallets, mailers pay the container price for each pallet.  
   — For sacks on pallets, mailers pay the container price for each sack, and not for the pallets. The container price for each sack is based on the sack level and where the pallet is entered.  
 ■ For sacks with both In-County and Outside-County pieces, mailers do not pay the container charges for carrier route, 5-digit carrier routes, and 5-digit/scheme sacks.  
 Destination entry prices (DDU, DSCF, DADC, and DNDG) have additional standards ([707.29.0](#)). The mail must be addressed for delivery within that facility's service area.  
 Ride-Alongs are available for items up to 3.3 ounces (or not more than the weight of the host publication) eligible as Standard Mail ([707.15.0](#)).

### Eligibility Standards ([707.4.0](#), [707.14.0](#))

For authorized publications (e.g., magazines and newspapers) whose primary purpose is transmitting information. Periodicals must be issued at least four times a year at a stated frequency from a known office of publication and be formed of printed sheets. General publications must have a legitimate list of subscribers, and Requester publications must have a legitimate list of requesters or subscribers. All pieces within each mailing must be in the same processing category.

Mailings must be designed according to [301.3.0](#) or [707.26.0](#) (prepared in 5-digit bundles only), bear a delivery point POSTNET, or Intelligent Mail barcode ([707.14.0](#)), and be sorted as described below.

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

For address standards, see [707.4.0](#); for barcode quality standards, see [707.14.0](#); and for CASS/MASS, see standards in [708.3.0](#).

Addresses matched using CASS/MASS-certified process within 180 days before mailing.

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and metered reply mail) provided as enclosures must meet the standards in [707.14.1.2](#).

Mailers can apply Repositionable Notes for an additional charge for Outside County and for In-County pieces. See [705.23.0](#).

### Postage Payment and Documentation ([707.16.0](#), [707.17.0](#))

Advance deposit account(s) at original and each additional entry post office, unless authorized under Centralized Postage Payment (CPP) ([707.](#)).

Documentation:  
 ■ Postage statement: [PS Form 3541](#), Periodicals One Issue or One Edition, or approved facsimile.  
 ■ Supporting documentation: required for prices claimed, including marked copy. Documentation generated by PAVE-certified software or printed in standardized format.  
 ■ [PS Form 3553](#) for address and barcode accuracy must be retained by mailer for one year ([708.3.5.2](#)).

### Mail Preparation ([707.25.0](#))

Pink barcoded sack labels required ([707.21.0](#)).

Pieces meeting specifications in [707.26.0](#) must be prepared in separate bundles from pieces meeting specifications in [301.3.0](#). Separate bundle minimums ([707.25.1](#)) must be met for each bundle type. Within each bundle, mailers may combine pieces of nonidentical weights if authorized under [705.2.0](#). Bundles of pieces prepared under [707.26.0](#) and [301.3.0](#) may be combined in the same sack or on the same pallet.

Traying is permitted under [707.25.5](#).

Any mailing job that contains bundles of machinable barcoded (automation) flats and bundles of machinable nonbarcoded flats must be cosacked using [705.9.0](#).

### Enter and Deposit ([707.28.0](#))

Only at authorized original and/or additional entry Post Office(s), unless authorized exceptional dispatch under [707.28.3](#).

## Preparation

## Bundling and Sacking Sequence (707.25.0)

5-Digit/Scheme<sup>1</sup>

**Bundles:** Scheme bundles required for 5-digit ZIP Codes in L007. Pieces must be bundled if 6 or more pieces to the same 5-digit ZIP Codes; fewer pieces permitted under 707.25.1.7.

**Labels:** Red Label 5 SCH, Red Label 5, or optional endorsement line (OEL) (708.7.0).

**Price:** <sup>2</sup>

3-Digit/Scheme<sup>1</sup>

**Bundles:** Scheme bundles required for 3-digit ZIP Codes in L008. Pieces must be bundled if 6 or more pieces to same 3-digit ZIP Code prefix; fewer pieces permitted under 707.25.1.7.

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

**Price:** <sup>2,3</sup>

## ADC

**Bundles:** Required, pieces must be bundled if 6 or more pieces to same ADC (L004); fewer pieces not permitted.

**Labels:** Pink Label A or OEL.

**Price:** <sup>2</sup>

## Origin Mixed ADC

**Bundles:** Required, no minimum for any remaining pieces for destinations in L201, Column B, of the origin ZIP Code in Column A.

**Labels:** Tan Label X or OEL.

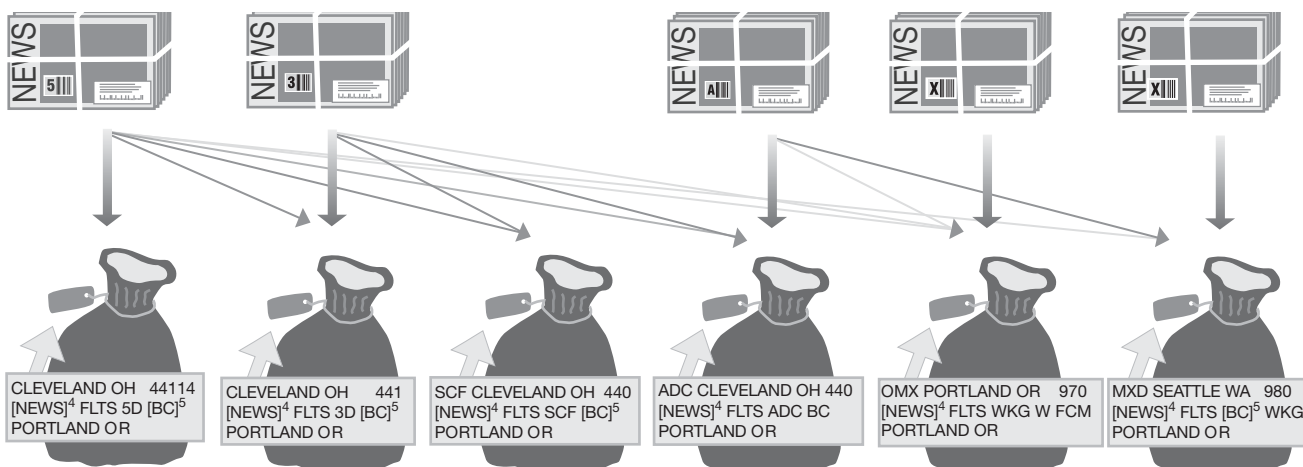
**Price:** <sup>2</sup>

## Mixed ADC

**Bundles:** Required, any remaining pieces must be bundled in mixed ADC bundles.

**Labels:** Tan Label X or OEL.

**Price:** <sup>2</sup>

5-Digit/Scheme<sup>1</sup>

**Sacks:** Required at 24 pieces; fewer pieces not permitted.

**Barcoded Labels:** Line 1: For 5-digit scheme sacks use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme sacks, use "NEWS" (or "PER") and "FLTS 5D SCH BC." For 5-digit sacks, use "NEWS" (or "PER") and "FLTS 5D BC."

## 3-Digit

**Sacks:** Required at 24 pieces, fewer pieces not permitted.

**Barcoded Labels:** For Line 1, use L002, Column A; for Line 2, "NEWS" (or "PER") and "FLTS 3D BC."

## SCF/Origin Entry SCF

**Sacks:** Required at 24 pieces; fewer pieces not permitted.

Required, no minimum for SCF of origin (verification) office; optional for the SCF of an entry office other than origin office.

**Barcoded Labels:** For Line 1, use L002, Column C; for Line 2, "NEWS" (or "PER") and "FLTS SCF BC."

## ADC

**Sacks:** Required at 24 pieces; fewer pieces not permitted.

**Barcoded Labels:** For Line 1, use L004, Column B; for Line 2, "NEWS" (or "PER") and "FLTS ADC BC."

## Origin Mixed ADC

**Sacks:** Required, no minimum for any remaining pieces for destinations in L201, Column B, of the origin ZIP Code in Column A.

**Barcoded Labels:** For Line 1, use L201, Column C; for Line 2, "NEWS" (or "PER") and "FLTS WKG W FCM."

## Mixed ADC

**Sacks:** Required, no minimum for any remaining bundles placed into mixed ADC sacks.

**Barcoded Labels:** For Line 1, use L009, Column B; for Line 2, "NEWS" (or "PER") and "FLTS BC WKG."

Piece price is based on type of bundle regardless of sack in which it is placed.

1. 5-digit scheme and 3-digit scheme bundles required for pieces meeting standards in 301.3.0.

2. For prices, see Notice 123–Price List.

3. The ADC piece price applies to bundles with fewer than 6 pieces.

4. Use "PER" if issued less frequently than weekly.

5. For nonbarcoded pieces, use "NON BC."

**Overview** Optional information lines include the optional endorsement line (OEL), carrier route information line, ACS participant code, and mailer's keyline. The OEL and the carrier route information line may be printed on the mailpiece or label when the address is printed. A mailer's keyline is reserved for the mailer's use except where required by the USPS.

**Optional Endorsement Line (708.7.0)** Mailers may prepare mailings without applying pressure-sensitive labels to the top mailpiece of bundles by using a specific OEL above the address block or on the address label on the top mailpiece of a bundle.

Type and style:

- Must be in capital letters, Arabic numerals, or asterisks with letter size and line spacing no less than the size and line spacing of the largest letter or character in the address block or any part of the address label.
- Type font must be the same as the font used for the address block.

ZIP Code: Except for carrier route bundles, the OEL must include the appropriate ZIP Code information (see 708.7.2.5).

**Address Change Service (507.4.2)** Mailers receiving address corrections through Address Change Service (ACS) may use the first eight positions on the left side of the OEL for the ACS participant code. ACS codes must be printed in a non-narrow variant of Helvetica or Arial sans serif fonts in a range of 10 to 12 points (see Publication 8A, *Address Change Service - Traditional*, or Publication 8B, *One Code ACS Technical Guide* for details).

**Carrier Route Information (708.8.0)** Bundles made up to individual carrier routes, rural routes, highway contract routes, Post Office box sections, or general delivery units may be prepared without a facing slip if the standards in 708.8.1 are met. These standards apply to carrier route Periodicals, Enhanced Carrier Route Standard Mail, and carrier route Bound Printed Matter mailings. For preparation of facing slips, see 601.2.14.

Placement and format:

Carrier route information consisting of a descriptive prefix (or its abbreviation), plus a route number or numeric code, must be on the top line of the address, either alone or with other optional information. A minimum of 10 spaces must be allowed for carrier route information when included with other information on the OEL. Carrier route information must be preceded by at least two asterisks (\*\*). The carrier route information is in addition to the marking standards for the class of mail and price claimed.

Abbreviations:

- The descriptive prefix "carrier route," "rural route," "highway contract route," "Post Office box section," and "general delivery unit" must be spelled out or abbreviated as shown below.

|                         |   |
|-------------------------|---|
| Carrier Route           | C |
| General Delivery Unit   | G |
| Highway Contract Route  | H |
| Post Office Box Section | B |
| Rural Route             | R |

- The one-letter descriptive prefix above must be followed by a 3-digit route or Post Office box section number.
- Additional standards apply to mail with a simplified address and no ZIP Code (708.8.2.3).

**Keyline** A mailer's internal keyline or comparable information may not be placed above or on the same line as the OEL. Authorized Manifest Mailing System mailers must use a keyline as described in 705.2.3.



**additional entry (AE)**—A Post Office other than the office of original entry where a publisher is authorized to mail a Periodicals publication.

**Address Change Service (ACS)**—An automated process that provides change-of-address information to participating mailers who maintain computerized mailing lists. The information is captured in Computerized Forwarding System (CFS) units and sent to mailers on electronic media, which reduces the volume of manual change-of-address notices.

**address correction service**—A system of ancillary service endorsements that allows mailers to obtain the addressee's new (forwarding) address or the reason for nondelivery.

**Address Element Correction (AEC)**—A process that identifies and revises incomplete or incorrect computerized address files and then attaches ZIP+4 and carrier route codes. It involves computer matching address records that cannot be coded using CASS-certified address matching software.

**airport mail center/airport mail facility (AMC/AMF)**—A postal facility at an airport that receives, concentrates, transfers, dispatches, and distributes mail transported by air.

**Alternate Mailing System (AMS)**—A procedure, authorized by the manager, Business Mailer Support, that provides methods for accepting permit imprint mail to ensure proper postage payment and mail preparation without verification by weight.

**ancillary service**—Forwarding, change, return, or address correction service included within a mail class. Depending on the mail class, these services are performed at a charge or at no additional charge, if and when the service is actually provided. Also see *forward*.

**ancillary service endorsement**—A marking used by a mailer to request the new address of an addressee and to provide the USPS with instructions on how to handle mail that is undeliverable as addressed. Also see *address correction service*.

**area distribution center (ADC)**—A mail processing facility that receives and distributes mail destined for specific ZIP Codes. ADCs and their associated ZIP Codes are in DMM labeling list [L004](#).

**Army Post Office (APO)**—A branch of a designated USPS civilian Post Office, which falls under the jurisdiction of the postmaster of either New York City or San Francisco, that serves either Army or Air Force personnel. Also see *Military Post Office (MPO)*.

**aspect ratio**—The dimension of a mailpiece expressed as a ratio of length divided by height (for letters and cards, length is the dimension parallel to the address as read). For example, a postcard 5-1/2 inches long by 3-1/2 inches high has an aspect ratio of 1.57. An aspect ratio between 1.3 and 2.5, inclusive, is required for automation compatibility.

**automated area distribution center (AADC)**—A distribution center that uses multiline optical character readers (MLOCs), barcode sorters, and other equipment designed for processing automation-compatible mail. Also see *area distribution center (ADC)*.

**automation-compatible mail**—Mail that can be scanned and processed by automated mail processing equipment such as a barcode sorter.

**automation price**—A postage discount offered to mailers who barcode their mailpieces and meet addressing, readability, and other requirements for processing on automated equipment.

**auxiliary service facility (ASF)**—A mail processing facility, that has its own service area and serves as a satellite processing hub for a particular network distribution center (NDC).

**balloon price**—A price charged for Priority Mail (zones 1–4) and Standard Post items that weigh less than 20 pounds and measure between 84 and 108 inches in combined length and girth.

**barcode**—A series of vertical bars and spaces that represent any numerical series, most often a correct ZIP Code for the delivery address on a mailpiece. The barcode facilitates automated processing by barcode readers and scanners. A barcode also can be used to convey information for USPS Tracking/Delivery Confirmation and Signature Confirmation services. Barcodes that may be used for postal processing are POSTNET, Intelligent Mail, and GS1-128. Also see *delivery point barcode (DPBC)* and *Postal Numeric Encoding Technique (POSTNET)*.

**barcode clear zone**—A rectangular area in the lower right part of a letter-size mailpiece that must be kept free of printing and symbols, except for the barcode itself. This requirement allows automated processing machines to read or apply a barcode.

**barcode read area**—A small area within the barcode clear zone in which the barcode must be printed. This area is defined by the position of the leftmost bar of the barcode and the bottom edge of the bar.

**barcode reader**—A component in certain mail processing equipment that reads and interprets the barcode applied to a mailpiece.

**barcoded container label**—A tray or sack label that has a barcode that can be read and processed by an automated tray or sack handling system.

**barcoded discount**—A postage discount available for certain Package Services machinable parcels and Bound Printed Matter flats that bear a correct barcode and meet other size, shape, and volume requirements.

**Bound Printed Matter (BPM)**—A subclass of Package Services that consists of permanently bound sheets of which at least 90% are printed with advertising, promotional, directory, or editorial matter (or a combination of such matter).

**Bulk Parcel Return Service (BPRS)**—A service by which high-volume mailers may have undeliverable-as-addressed Standard Mail machinable parcels returned to the mailer.

**bundle**—A group of addressed pieces assembled and secured together to make up a basic unit of bulk mail for processing purposes.

**business mail entry unit (BMEU)**—The area of a postal facility where mailers present bulk, presorted, and permit imprint mail for acceptance. The BMEU includes dedicated platform space, office space, and a staging area on the workroom floor. [A business mail entry unit lookup tool is available on Postal Explorer.](#)

**Business Reply Mail (BRM)**—A service that allows a permit holder to receive First-Class Mail and Priority Mail back from customers and pay postage only for the returned pieces. These pieces must have a specific address and format. Postage and per piece charges are collected when the mail is delivered back to the permit holder.

**caller service**—An optional delivery service provided for a fee at all Post Offices to customers with large volumes of mail, to customers needing multiple separations, and to customers who need a Post Office box number address when no Post Office boxes are available.

**carrier route**—The addresses to which a carrier delivers mail. In common usage, carrier route includes city routes, rural routes, highway contract routes, Post Office box sections, and general delivery units.

**Carrier Route File**—The official listing of all city and noncity delivery Post Offices, available to mailers in a standardized format. It contains schemes for city routes, rural routes, highway contract routes, Post Office box sections, and general delivery units. The data is formatted by ZIP Code, street name, and street number range.

**carrier route presort mail**—Mail sorted by carrier route to qualify for discounted postage. The mail requires no primary or secondary distribution. The term is a general descriptor of the available prices for this type of preparation, which includes Carrier Route Standard Mail, carrier route Periodicals, and carrier route Bound Printed Matter.

**Centralized Postage Payment System (CPP)**—A postage payment system administered by the [Pricing and Classification Service Center](#) that allows publishers of authorized Periodicals publications entered at three or more Post Offices to pay postage at a single postal facility rather than through individual accounts maintained at each entry Post Office.

**Certified Mail**—A service that provides the sender with a mailing receipt. A delivery record is maintained by the USPS. This type of mail must be sent at First-Class Mail or Priority Mail prices. Certified mail may be combined with return receipt service and restricted delivery service.

**classification**—The grouping of mailable matter into mail classes and subclasses by price categories, according to content, weight, size, and preparation standards.

**Classroom price**—A Periodicals price that is available to an authorized mailer of educational, scientific, or religious publications for scholastic or religious instruction.

**Coding Accuracy Support System (CASS)**—A service offered to mailers, service bureaus, and software vendors that improves the accuracy of matching to delivery point codes, ZIP+4 codes, 5-digit ZIP Codes, and carrier route codes on mailpieces. CASS provides a common platform to measure the quality of address matching software and to diagnose and correct software problems. An Overview of the CASS Program and list of CASS certified vendors are available on [RIBBS.gov](#).

**collect on delivery (COD)**—A service for mailers who need to mail an article for which they have not received payment. The amount due the sender is collected from the addressee and the USPS returns the amount due to the sender.

**combined mailing**—A mailing in which individually addressed mailpieces are merged and sorted together, usually using two or more postage payment methods.

**commercial mail receiving agency (CMRA)**—A private business that acts as the mail receiving agent for specific clients by providing a delivery address and other services.

**commingle**—To integrate dissimilar mail (such as subscriber and nonsubscriber copies or machinable and irregular parcels) into the same mailing.

**computer-readable media**—A DVD, CD (compact disk), and CD-ROM are mailable at single-piece and discount prices based on the packaging or mailer and contents. For additional information, contact your [Business Mail Entry](#) office.

**Computerized Forwarding System (CFS)**—A centralized, computerized address label-generating operation that performs address correction and forwards or returns undeliverable-as-addressed mail to customers.

**content identifier number (CIN)**—A code number on a tray or sack label that represents and identifies the class of mail and presort level.

**cooperative mailing**—A mailing made jointly by one or more organizations authorized to mail at Nonprofit Standard Mail prices at the same Post Office.

**copallete**—To combine and present together on pallets mail from two or more different or separately produced mailstreams.

**Courtesy Reply Mail (CRM)**—Envelopes or postcards that a mailer provides to its customers to expedite delivery of their responses. The customer affixes the reply postage before mailing.

**dead mail**—Mail that is undeliverable as addressed and cannot be returned to the sender (usually because there is no return address on the piece).

**USPS Tracking/Delivery Confirmation**—A service that provides the date and time of delivery or, if delivery was attempted but not successful, the date and time of the delivery attempt. This service may be obtained in two forms: (1) an electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically; and (2) a retail option for mailers who retrieve delivery status through the USPS Internet at [www.usps.com](http://www.usps.com) or by calling 800-222-1811.

**delivery point barcode (DPBC)**—A POSTNET barcode that consists of 62 bars with beginning and ending frame bars and 5 bars each for the nine digits of the ZIP+4 code, the last 2 digits of the primary street address number (or Post Office box, etc.), and a correction digit. The DPBC allows automated sortation of letter mail in carrier walk sequence.

**delivery sequenced mail**—Mail that is arranged by a mailer in delivery order for a particular carrier route. This mail requires no primary or secondary distribution.

**destination area distribution center (DADC) price**—A price available for Periodicals mail that is prepared and entered by the mailer at the area distribution center (ADC) that serves the delivery address on the mail.

**destination delivery unit (DDU) price**—A price available for Periodicals, Standard Mail, Parcel Select, and Bound Printed Matter that is properly prepared and entered by the mailer at the delivery unit that serves the delivery address on the mail.

**destination network distribution center (DNDC) price**—A price available for Standard Mail, Parcel Select, and Bound Printed Matter that is properly prepared and entered by the mailer at the NDC or other designated postal facility that serves the delivery address on the mail.

**destination sectional center facility (DSCF) price**—A price available for Periodicals, Standard Mail, Parcel Select, and Bound Printed Matter that is properly prepared and entered by the mailer at the sectional center facility (SCF) or other designated postal facility that serves the delivery address on the mail.

**detached address label (DAL)**—Paper or cardstock used to carry address information when preparing a mailing of unaddressed Periodicals flats, Standard Mail flats and merchandise samples, and Bound Printed Matter.

**detached mail unit (DMU)**—An area in a mailer's facility where postal employees perform mail verification, acceptance, dispatch, and other postal functions.

**direct mail**—Another name for advertising mail sent to targeted markets. It can be any mail class, but it is usually Standard Mail.

**dimensional weight**—Postage for Priority Mail packages addressed for delivery to zones 5-8 and exceeding one cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight, whichever is greater.

**drop shipment**—Typically the movement of a mailer's product on private (nonpostal) transportation from the point of production to a postal facility located closer to the destination of that product.

**eligibility**—Qualification standards such as content, mail processing category, and preparation applied to mail for a specific price or discount.

**endorsement**—An authorized marking on a mailpiece that shows handling instructions, a service, or a request for an ancillary service. Also see *marking*.

**entry facility**—The USPS mail processing facility (e.g., NDC, SCF) that serves the Post Office at which the mail is entered by the mailer. Also called origin facility.

**entry NDC**—A network distribution center (NDC), including its satellite auxiliary service facility (ASF) unless specified otherwise, at which mail is entered by the mailer. Also see *network distribution center (NDC)* and *auxiliary service facility (ASF)*.

**entry Post Office**—A Post Office at which a mailer deposits mailings to be paid for through an account maintained at the designated Post Office.

**Express Mail**—A mail class that provides expedited delivery service. This is the fastest mail service offered by the USPS. Express Mail International Service is available between the United States and most other countries.

**Express Mail Military Service (EMMS)**—An Express Mail service available between the United States and designated APO and FPO addresses that provides Department of Defense and other authorized personnel stationed overseas with expedited delivery service to or from the United States.

**extended managed mail tray (EMM)**—A 2-foot letter tray that measures 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high. Must be used for "tall" letter-size mail that does not fit in a regular managed mail (MM) tray.

**face**—The side of a mailpiece with the delivery address. Also, to arrange mail in a uniform orientation; that is, with the delivery address facing forward and the postage area positioned in the upper right corner.

**facing identification mark (FIM)**—A series of five or six vertical bars used by automated postal equipment to identify, orient, and separate reply mail and mail produced by PC postage systems and some postage meters.

**facing slip**—A paper label attached to the top of a bundle that shows where the mail is to be distributed, the class and type of mail, and the country or military Post Office. Also see *optional endorsement line*.

**FASTforward**—A USPS-licensed automated system that updates addresses by matching names and addresses with current change-of-address orders on file. A piece updated with *FASTforward* can be delivered directly to the new address rather than forwarded from the old address.

**Federal Register**—A daily weekday publication distributed by the Office of the *Federal Register* in which certain U.S. government documents must be published. The USPS publishes proposed and final mail preparation changes in the *Federal Register* for public comment and notice. A listing of Postal Service *Federal Register* Notices is available at Postal Explorer at [pe.usps.com](http://pe.usps.com).

**First-Class Mail (FCM)**—A class of mail that includes all matter wholly or partly in writing or typewriting, all actual and personal correspondence, all bills and statements of account, and all matter sealed or otherwise closed against inspection. Priority Mail is a subclass of First-Class Mail. Any mailable matter may be sent as First-Class Mail.

**flat**—The general term for flat-size mail, so called because the large mail is sorted without bending it so that the mail remains flat.

**flat-size mail**—A flexible rectangular mailpiece that exceeds one of the dimensions for letter-size mail (11-1/2 inches long, 6-1/8 inches high, 1/4 inch thick) but that does not exceed the maximum dimension for the mail processing category (15 inches long, 12 inches high, 3/4 inch thick). Dimensions are different for Periodicals automation flat-size mail. Flat-size mail may be unwrapped, sleeved, wrapped, or enveloped.

**Fleet Post Office (FPO)**—A branch of a designated USPS civilian Post Office, which falls under the jurisdiction of the postmaster of either New York City or San Francisco, that serves Coast Guard, Navy, or Marine Corps personnel. Also see *military Post Office*.

**FLTS**—An abbreviation used on mail container labels that identifies the contents as flat-size.

**forward**—To redirect mail to the intended recipient's new delivery address in cases where PS Form 3575, Change of Address Order, or other written or personal notice has been filed with the local Post Office. Also see *Address Change Service (ACS)*, *address correction service*, and *ancillary service*.

**franked mail**—Official mail sent without postage prepayment by members and members-elect of Congress, the Vice President, and other authorized individuals. Mail must relate to the mailer's official business, activities, and duties. The mailpiece bears a written signature, printed facsimile signature, or other required marking instead of a postage stamp. Compare with *penalty mail*.

**full flat tray**—A tray that is sufficiently filled with flats to allow or require preparation to the corresponding presort destination. A full flat tray contains at least enough pieces so that a single stack of mail lying flat on the bottom of the tray reaches to the bottom of the handholds. Additional pieces must be added when possible to physically fill the tray.

**full letter tray**—A full tray is filled between 85% and 100% with faced, upright pieces. Each tray must be physically filled to capacity before the filling of the next tray. Also see *less-than-full tray* and *overflow tray*.

**full sack**—A sack filled with the minimum number of pieces needed to qualify for the class and price claimed.

**hazardous material (HAZMAT)**—Any article or substance designated by the U.S. Department of Transportation (DOT) as being capable of posing an unreasonable risk to health, safety, and property during transportation.

**highway contract route (HCR)**—A route of travel served by a postal contractor to carry mail over highways between designated points. Some HCRs include mail delivery to addresses along the line of travel. Formerly called star route.

**identical piece**—An individual mailpiece that has the same mail classification and physical aspect, size, and weight as all other pieces in a mailing.

**indicia**—Imprinted designation on mail that denotes postage payment (e.g., metered postage or permit imprint).

**information-based indicia (IBI)**—Digital indicia that include human-readable information and a USPS-approved two-dimensional barcode with a digital signature and other required fields.

**insert**—A letter, card, or similar item placed inside another mailpiece (host piece).

**insured mail**—A service that provides indemnity coverage for a lost, rifled, or damaged article, subject to the standards for the service and payment of the applicable fee. Insurance is available for merchandise sent as First-Class Mail, Express Mail, Priority Mail, Standard Mail, and Package Services.

**International Mail Manual (IMM)**—The USPS manual that contains prices and classification standards for mailing between the United States and all other countries. The IMM [Index of Countries](#) contains complete price information for each country.

**International Standard Book Number (ISBN)**—A publication number issued by the Library of Congress that identifies a specific book or other nonperiodical.

**International Standard Serial Number (ISSN)**—A publication number issued by the Library of Congress that identifies a specific book or other periodical.

**keyline**—Optional mailer information printed in or above the address or in the lower left corner of the envelope. The information in a keyline identifies the mailpiece and its presort level. Under some postage payment systems, the keyline is a required line that contains specific information about the mailpiece.

**known office of publication**—The business office of a Periodicals publication that is in the city where the original entry for Periodicals mailing privileges is authorized.

**less-than-full tray**—A tray that contains mail for a single destination that was not preceded by a full tray for that destination. Less-than-full trays may be prepared only if permitted by the standards for the price claimed.

**letter**—According to the Private Express Statutes, a message directed to a specific person or an address and recorded in or on a tangible object. Also a shortened way to refer to letter-size mail.

**letter-size mail**—A mail processing category of mailpieces, including cards, that do not exceed any of the dimensions for letter-size mail (i.e., 11-1/2 inches long, 6-1/8 inches high, 1/4 inch thick).

**Library Mail**—A subclass of Package Services for items sent to or from or exchanged between academic institutions, public libraries, museums, and other authorized organizations. Books, sound recordings, academic theses, and certain other items may be mailed at the Library Mail price if properly marked.

**line-of-travel (LOT) sequence**—A sequence required for some carrier route prices in which mailpieces are arranged by ZIP+4 codes in the order in which the route is served by the carrier. The mailpieces are sequenced in delivery order.

**LTR (or LTRS)**—An abbreviation used on mail tray labels that identifies the contents as letter-size pieces.

**MACH**—An abbreviation used on mail container labels that identifies the contents as machinable letters or parcels (mail that can be processed on mechanized mail sorting equipment).

**machinable**—The ability of a mailpiece to be sorted by mail processing equipment. Compare with *nonmachinable*.

**machinable parcel**—A parcel that is of the correct size and weight to be safely sorted by mail processing machinery such as a parcel sorting machine.

**mail**—Any mailable matter that is accepted for mail processing and delivery by the USPS. Also, the sum total of the mail at any time that is in USPS custody. To deposit a mailable item in a collection box or present the item (or a mailing for large quantities of mailpieces) at a Post Office or business mail entry unit.

**mail class**—The classification of domestic mail according to content (e.g., personal correspondence versus printed advertising). It is codified in the Mail Classification Schedule.

**mailing**—A group of mailpieces within the same mail class and mail processing category that may be sorted together under the appropriate standards. Also, the action of depositing or presenting mail at a Post Office.

**mailing agent**—A private third party that mails on behalf of someone else.

**Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)**—The USPS manual that contains the standards governing domestic mail services, descriptions of the mail classes and services and conditions governing their uses, standards for price eligibility and mail preparation, and all postage prices and fees. Domestic mail is classified by size, weight, shape, content, service, and other factors.

**managed mail (MM) tray**—A stackable cardboard or plastic container with an enclosing cardboard sleeve and plastic strap that is used to transport letter mail to or between Post Offices.

**Manifest Mailing System (MMS)**—A postage payment system that enables the USPS to accept and verify permit imprint mailings that contain nonidentical-weight and/or nonidentical-price pieces. These pieces are prepared by the mailer according to certain standards and require specialized documentation.

**marking**—Words or abbreviations printed on a mailpiece that show the class of mail, presort level, or ancillary service endorsement. See also *endorsement*.

**Media Mail**—A subclass of Package Services that consists of books, sheet music, printed educational material, film, videocassettes, and computer prerecorded media such as CD-ROMs. Advertising restrictions apply.

**merchandise return service**—A service whereby an authorized company provides a customer with a special mailing label to return a shipment without prepaying postage. The company pays the return postage.

**Merlin**—**MERLIN** is an acronym for Mail Evaluation Readability Lookup Instrument, is a tool that is used by the U.S. Postal Service to assist with the acceptance of business mail.

**meter reply mail (MRM)**—A preprinted return envelope, card, or label provided by a meter license holder as a courtesy to customers on which the postage is prepaid with a meter stamp. These pieces must have a specific address and format. Compare to *Business Reply Mail* and *Courtesy Reply Mail*.

**meter stamp**—Postage printed on a mailpiece or label by a postage meter or PC Postage System. Meter stamps may be used to pay postage for all mail classes except Periodicals.

**metered mail**—Any piece of mail with postage printed by a USPS-approved postage meter or PC Postage System.

**military ordinary mail (MOM)**—A category for Department of Defense official mail sent at Periodicals or Standard Mail prices that requires faster service than sealift transportation to, from, and between military Post Offices. This mail is moved by surface transportation to a gateway facility and from there by air at a specific transportation price and service standard. Compare with *parcel airlift (PAL)*.

**Military Post Office (MPO)**—A branch of a U.S. civil Post Office operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel overseas or aboard ships. Also see *Army Post Office (APO)* and *Fleet Post Office (FPO)*.

**minimum size standard**—The smallest dimensions permitted for all mailable matter or for a specific mail processing category or specific price.

**mixed class**—A mailing containing more than one class of mail. With certain exceptions, the postage on the entire piece or bundle is charged at the price of the higher class.

**MXD**—An abbreviation used on mail container labels that identifies the contents as mixed mail for different destinations. Usually indicates the last presort level in a sequence.

**National Change of Address Linkage System (NCOA<sup>Link</sup>)**—An address correction service that the USPS provides to mailers through USPS licensees. The licensees match mailing lists submitted to them on tape or disk against change-of-address information for the entire country from all Computerized Forwarding System units. If a match is made, NCOA<sup>Link</sup> can correct the address before it is printed on a mailpiece. [Additional information and a list of Vendors and Licensees](#) that have been certified through CASS and MASS address matching software is available online.

**network distribution center (NDC)**—A highly mechanized mail processing plant that distributes Standard Mail and Package Services in piece and bulk form. Also see *auxiliary service facility (ASF)*.

**network distribution center (NDC) Presort price**—A price available for Parcel Select that is properly prepared and entered by the mailer at a NDC or other designated postal facility.

**nonmachinable**—The inability of a mailpiece to be sorted on mail processing equipment because of size, shape, content, or address legibility. Such mail must be processed manually.

**nonmachinable outside (NMO)**—A parcel or mailpiece that, because of size, weight, or other characteristic, cannot be sorted by mechanized mail processing equipment and must be handled manually. The parcel is called an outside because it cannot be placed in a sack or other mailing container.

**nonmailable articles and substances**—Anything that, by statute, “may kill or injure another, or injure the mails or other property.” There are some exceptions to this rule that allow otherwise unmailable items to be mailed.

**Nonprofit price**—A preferred price for a Periodicals publisher authorized to mail as a nonprofit organization.

**Nonprofit Standard Mail**—A subclass of Standard Mail that is available only to qualified organizations specified by U.S. statute.

**Nonprofit Standard Mail Eligibility**—Publication 417, discusses eligibility, authorization, and the rules for mailing at the Nonprofit Standard Mail prices. Many customers find it helpful to reference this publication to gain authorization and determine the eligibility of their mailpiece. Also see the [Standard Mail Eligibility Decision Tree](#).

**Not Flat-Machinable Pieces**—A subclass of Standard Mail also known as “NFM.” Most NFMs are rigid parcel-like pieces that cannot be processed on flat sorting equipment.

**official mail**—Mail authorized by federal law to be sent by government officials without postage prepayment. It includes franked mail sent by members of Congress and penalty mail sent by U.S. government agencies.

**optical character reader (OCR)**—An automated mail sorting machine that interprets the address information on a letter-size mailpiece and sprays the corresponding ZIP Code information onto the piece as a barcode.

**optional endorsement line (OEL)**—A series of specific printed characters on the top line of the address block that identifies the sortation level of a bundle and may contain an ACS participant code. The OEL is used in place of bundle labels.

**origin network distribution center (ONDC) Presort**—A price available for Parcel Select that is properly prepared and entered by the mailer at the origin NDC or other designated postal facility.

**outsert**—Mailing industry term for an external attachment.

**overflow tray**—A less-than-full tray that contains pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if allowed by the standards for the price claimed.

**oversized price**—Standard Post and Parcel Select price for pieces exceeding 108 inches but not more than 130 inches in combined length and girth.

**Package Services**—A class of mail that comprises four subclasses: Bound Printed Matter, Library Mail, and Media Mail. There is no minimum weight limit for Package Services.

**pallet**—A reusable platform on which mail is stacked to be moved as a single unit. Pallets are made of rigid material designed for four-way forklift entry and capable of handling loads of up to 65 cubic feet and 2,200 pounds. A USPS pallet measures 48 by 40 inches. Also see *copalletize* and *top cap*.

**parcel**—Mail that does not meet the mail processing category of letter-size mail or flat-size mail. It is usually enclosed in a mailing container such as a box.

**parcel airlift (PAL)**—A service that provides air transportation for parcels on a space-available basis to or from military Post Offices outside the 48 contiguous states.

**PC Postage System**—A postage system used to purchase and print postage with a personal computer, a printer, and Internet access.

**penalty mail**—Official mail sent without postage prepayment by officers of the executive and judicial branches of the U.S. Government, by departments and agencies of the U.S. Government, and by specifically authorized individuals. Agencies then reimburse the USPS for the penalty mail service they receive. The term comes from the endorsement “Penalty for Private Use” printed on the mail. Compare to *franked mail*.

**Periodicals**—A class of mail consisting of magazines, newspapers, or other publications formed of printed sheets that are issued at least four times a year at regular, specified intervals (frequency) from a known office of publication. Periodicals usually must have a legitimate list of subscribers and requesters.

**permit**—Any authorization required for specific types of preparation or postage payment. Specifically, an authorization to mail without postage affixed by using indicia or an imprint. Payment is made against an advance deposit account that is established with the USPS for postage and services. Permits also are required to participate in certain programs such as Business Reply Mail.

**permit imprint**—Printed indicia, instead of an adhesive postage stamp or meter stamp, that shows postage prepayment by an authorized mailer.

**piece**—An individually addressed mailpiece. This definition also applies when the term “piece” is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.

**piece price**—For some mail classes, the postage charged for each mailpiece in addition to the pound price charge.

**plant-verified drop shipment (PVDS)**—A procedure that enables origin verification and postage payment for shipments transported by the mailer from the mailer’s plant to destination Post Offices for USPS acceptance as mail. PVDS is typically used for mailings for which a destination entry discount is claimed.

**postage**—Payment for delivery service that is affixed or imprinted to a mailpiece, usually in the form of a postage stamp, permit imprint, or meter stamp.

**postage statement**—Documentation provided by a mailer to the USPS that reports the volume of mail being presented and the postage payable or affixed, and certifies that the mail meets the applicable eligibility standards for the price claimed.

**Postal Numeric Encoding Technique (POSTNET)**—The barcode system used on letter-size and flat-size mailpieces for encoding the delivery point information and ZIP+4 code information. Also see *delivery point barcode (DPBC)*.

**postcard**—A privately printed mailing card. Compare to *stamped card*.

**precancel**—To cancel postage stamps or stamped envelopes before mailing. If authorized, bulk mailers may precancel their own postage.

**precanceled stamp**—A postage stamp canceled by marking across the face before it is sold to mailers for use with discount mailings. Also, a stamp designated by the USPS as a precanceled stamp without cancellation marks. The USPS sells precanceled stamps for Presorted First-Class Mail and regular and nonprofit Standard Mail. Mailpieces with these stamps do not go through a canceling machine at the time of mail processing. Also see *precancel*.

**presort**—The process by which a mailer groups mail by ZIP Code so that it is sorted to the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable to all mailings.

**Presort Accuracy Validation and Evaluation (PAVE)**—A program that evaluates presort software and determine its accuracy in sorting address files under DMM standards. An overview of the program and a list of PAVE certified vendors are available on [ribbs.usps.gov](http://ribbs.usps.gov).

**Presorted Standard**—The postage price for Standard Mail pieces that are part of a mailing and that meet minimum volume and preparation requirements.

**Price List (Notice 123)**—The *Price List* is a 44-page publication that contains domestic and international prices and fees in a concise and accessible manner.

**pricing and classification service center (PCSC)**—A USPS field office that provides guidance to employees and customers on mail classification, postage prices, and mail preparation.

**printed matter**—Paper on which words, letters, characters, figures, or images (or any combination of them) not having the character of a bill or statement of account, or of actual and personal correspondence, have been reproduced by any process other than handwriting or typewriting.

**Priority Mail**—First-Class Mail that weighs more than 13 ounces and, at the mailer's option, any other mail matter weighing less than 13 ounces mailed at Priority Mail prices. Priority Mail provides expedited delivery. Any mailable matter may be sent as Priority Mail.

**processing and distribution center/facility (P&DC/F)**—A central mail facility that processes and dispatches part or all of both incoming mail and outgoing mail for a designated service area. It also provides instructions on the preparation of collection mail, dispatch schedules, and sorting plan requirements to mailers. The facility is usually a sectional center facility or a general mail facility, but it can also be a dedicated mail processing facility without a Post Office station or branch.

**prohibited matter**—Any material that is illegal to mail because it can kill or injure an individual or damage other mail. This includes certain poisons and controlled substances and certain flammable or hazardous matter.

**qualified business reply mail (QBRM)**—Business Reply Mail that is processed and rated by automated means, including the automated calculation of postage and fees. QBRM pieces must meet certain design specifications and may be eligible for the lowest per piece fee available for BRM and for reduced automation First-Class Mail postage.

**Quick Service Guide**—Publication 95, *Quick Service Guide*, a concise overview of mail preparation and deposit for specific mail classes.

**raffle tickets**—For an overview of the eligibility of lottery advertisements by authorized nonprofit organizations, see Customer Support Ruling 307.

**Registered Mail**—Provides the most secure service offered by the USPS. The sender receives a receipt at the time of mailing, and a delivery record is maintained by the USPS. This service also provides optional indemnity in case of loss or damage. Compare with Certified Mail and insured mail.

**restricted delivery**—A supplemental mail service that generally limits who may receive an item. This service is available for a fee when used with Certified Mail, collect on delivery, insured mail, and Registered Mail.

**restricted matter**—Any item on which certain mailing restrictions have been imposed for legal reasons other than risk of harm to persons or property involved in moving the mail and that require specific endorsements and markings. Examples include odd-shaped items in envelopes, motor vehicle master keys, and locksmithing devices as well as odor-producing materials, certain liquids and powders, and battery-powered devices. Compare to *hazardous material*.

**rural route (RR)**—A delivery route served by a rural carrier.

**scheme**—Systematic plan for the distribution of mail to its destination.

**scheme sort**—The distribution of mail to its destination according to a systematic plan determined by the mail processing functional area. Typically, a scheme sort allows mailers to combine pieces addressed to two or more 5-digit or 3-digit ZIP Code areas.

**Science-of-Agriculture price**—A Periodicals price that is available to an authorized mailer of agriculture publications.

**sectional center facility (SCF)**—A postal facility that serves as the processing and distribution center (P&DC) for Post Offices in a designated geographic area as defined by the first three digits of the ZIP Codes of those offices. Some SCFs serve more than one 3-digit ZIP Code range.

**shipper paid forwarding (SPF)**—An address change service (ACS) fulfillment vehicle. It allows mailers of Standard Mail machinable parcels and most Package Services pieces to pay forwarding charges via approved ACS participant code(s).

**shortpaid mail**—Mail on which additional postage is collectable on final delivery.

**Signature Confirmation**—A service that provides information to the mailer about the date and time of delivery, including the recipient's signature or the date and time of the delivery attempt. This service may be obtained in two forms: (1) an electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically; and (2) a retail option for mailers who retrieve delivery status through the Internet at [www.usps.com](http://www.usps.com) or by calling 800-222-1811.

**single-piece**—A postage price available for individual pieces of Express Mail, Priority Mail, First-Class Mail, Standard Post, Media Mail, and Library Mail. It is not available for Periodicals except under the price category of basic. This type of price contrasts with prices available for commercial mail.

**skew**—The misalignment or slant of a character, bar, line of characters, or barcode with respect to the bottom or top edge of the mailpiece.

**sleeve**—A paperboard jacket that fits over the four sides (top, bottom, and two parallel sides) of a letter tray in order to keep the mail inside the tray from falling out.

**stamped card**—A postcard sold by the USPS (as distinguished from a privately printed postcard) with a printed or impressed postage stamp. Compare to *postcard*. (sorted and distributed).

**Standard Mail**—A class of mail that weighs less than 16 ounces. It comprises the subclasses of Regular Standard Mail, Nonprofit Standard Mail, Carrier Route Standard Mail, and Nonprofit Carrier Route Standard Mail. These subclasses include circulars, printed matter, pamphlets, catalogs, newsletters, direct mail, and merchandise. Standard Mail may be sent at Carrier Route, automation, nonautomation, and Not Flat-Machinable prices.

**Standard Post**—A separate product offered only at retail with prices based generally on weight and zone.

**subclass**—A subdivision of a mail class, usually based on the consideration of a physical characteristic rather than content.

**tap test**—When an insert showing through the window is moved to any of its limits inside the envelope, the entire barcode must remain within the barcode clear zone, and a clear space must be maintained that is at least 1/8 inch between the barcode and the left and right edges of the window, at least 1/25 inch between the barcode and the top edge of the window, and at least 3/16 inch between the barcode and the bottom edge of the mailpiece.

**top cap**—Material that forms a flat, level surface horizontal to the base of a pallet that is used to protect the integrity of the mail under the top cap while also supporting a loaded pallet above. A top cap must be secured to a pallet of mail with either stretchwrap or at least two crossed straps or bands.

**tray**—A container used in postal facilities to hold letters and First-Class Mail flats. It is used as a basic unit of mail quantity for purposes of preparing mail to qualify for discounted postage. Also see *full flat tray*, *full letter tray*, *less-than-full tray*, and *overflow tray*.

**undeliverable-as-addressed (UAA)**—Mail that the USPS cannot deliver as addressed and must forward to the addressee, return to the sender, or send to a mail recovery center.

**unique ZIP Code**—A ZIP Code assigned to a company, government agency, or entity with sufficient mail volume, based on average daily volume of letter-size mail received, availability of ZIP Code numbers in the postal area, and USPS cost-benefit analyses.

**United States Code (USC)**—The official restatement of the general and permanent laws of the United States; 39 USC contains laws relating to the USPS.

**verification**—The procedural checks of a mailing presented by a mailer to determine proper preparation and postage payment.

**walk sequence**—The order in which a carrier delivers mail for a route. This order is required for most carrier route presort mail.

**WKG**—An abbreviation for “working” used on mail container labels that identifies the contents as mail that needs to be worked

**ZIP Code**—A system of 5-digit codes that identifies the individual Post Office or metropolitan area delivery station associated with an address. ZIP+4 is an enhanced code consisting of the 5-digit ZIP Code and four additional digits that identify a specific range of delivery addresses.

**ZIP+4 code**—A nine-digit numeric code composed of two parts: (a) the initial code: the first five digits that identify the sectional center facility and delivery area associated with the address, followed by a hyphen; and (b) the four-digit expanded code: the first two additional digits designate the sector (a geographic area) and the last two digits designate the segment (a building, floor, etc.).

**ZIP+4 barcode**—A nine-digit POSTNET barcode consisting of 52 vertical bars. Also see *Postal Numeric Encoding Technique (POSTNET)*.

**zone chart**—The USPS Official National Zone Chart Data Program is administered from the National Customer Support Center (NCSC) in Memphis, TN. Single-page zone charts for originating mail are available at no cost from local Post Offices or online at [pe.usps.com](http://pe.usps.com).

**zoned price**—A price structure for Express Mail, Priority Mail, Periodicals, Standard Post, and Bound Printed Matter that is based on weight and distance traveled (or number of zones crossed).