

# Quick Service Guides

## Effective November 4, 2024

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

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

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

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

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

### 500 Additional Services

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

### 600 Basic Standards for All Mailing Services

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

### 700 Special Standards

- 705a Pallets
- 705b USPS Marketing Mail Bundles of Flats on Pallets

### Reference

- 800 Glossary of Postal Terms and Abbreviations in the DMM

