

Quick Service Guides

Effective May 14, 2007

100 Retail Letters, Flats, and Parcels

- 110 Express Mail
- 120 Priority Mail

200 Discount Letters and Cards

- 201 Physical Standards for Discount Letters and Cards
- 201a Designing Letters and Cards for Automated Processing
- 201b Using Tabs, Wafer Seals, and Glue Strips
- 230a First-Class Mail Move Update
- 230b First-Class Mail Nonmachinable Letters
- 230c First-Class Mail Machinable Letters and Cards
- 230d First-Class Mail Automation Letters and Cards
- 240a Standard Mail Nonmachinable Letters
- 240b Standard Mail Machinable Letters
- 240c Standard Mail Automation Letters
- 240d Standard Mail Enhanced Carrier Route Letters

300 Discount Flats

- 301 Physical Standards for Discount Flats
- 301a Designing Flats for Automated Processing
- 330a First-Class Mail Nonautomation Flats
- 330b First-Class Mail Automation Flats
- 340a Standard Mail Nonautomation Flats
- 340b Standard Mail Automation Flats
- 340c Standard Mail Enhanced Carrier Route Flats
- 360 Bound Printed Matter Flats
- 370 Media Mail Presorted Flats
- 380 Library Mail Presorted Flats

400 Discount Parcels

- 401 Physical Standards for Discount Parcels
- 401a Designing Parcels for Automated Processing
- 430 First-Class Mail Presorted Parcels
- 440a Standard Mail Machinable Parcels
- 440b Standard Mail Irregular Parcels
- 440c Standard Mail Enhanced Carrier Route Irregular Parcels
- 440d Standard Mail Not Flat-Machinable Pieces
- 450 Parcel Post
- 460 Bound Printed Matter Irregular and Machinable Parcels
- 470 Media Mail Machinable Parcels

500 Additional Services

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

600 Basic Standards for All Mailing Services

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

700 Special Standards

- 703 Standard Mail Nonprofit Eligibility
- 705a Standard Mail Customized MarketMail
- 705b Pallets, Pallet Boxes, and Trays on Pallets
- 705c Parcel Post BMC and OBMC Presort
- 705d Standard Mail Bundles of Flats on Pallets
- 705e Bound Printed Matter Bundles on Pallets
- 705f Destination Entry Discounts (DBMC/DADC/DSCF/DDU)
- 707a Periodicals General Information and Eligibility
- 707b Periodicals Nonprofit, Classroom, and Science-of-Agriculture
- 707c Periodicals In-County Rates / Preferred Rates
- 707d Periodicals Nonautomation Letters
- 707e Periodicals Nonautomation Flats
- 707f Periodicals Automation Letters
- 707g Periodicals Automation Flats
- 708 Optional Information Lines

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. Weight and size limitations vary for international and military service (see the International Mail Manual or your local postmaster for more information).
Rates and Fees (113.1.0)	For rates, see page two. Rates are based on the weight of the addressed piece and level of service, without regard to zone. Flat rate: the applicable 1/2-pound rate is charged for matter mailed in the Express Mail flat-rate envelope provided by the USPS, regardless of weight. Pickup on Demand Service (507.5.0): \$14.25 per stop (regardless of the number of pieces); service and information available by calling 1-800-222-1811 or at www.usps.com . Only one fee for Express Mail, Priority Mail, or Parcel Post picked up at same time. Carrier Pickup: free; submit your request online at www.usps.com and have your package with postage affixed ready when your carrier arrives for your regular mail delivery.
Content Standards (113.3.0)	First-Class Mail (including Priority Mail) or Express Mail is required for personal correspondence, handwritten or typewritten material, and bills or statements of account. It 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 up to \$100. Express Mail is delivered 365 days a year with no extra charge for Saturday, Sunday, or holiday delivery. Mailers may call 1-800-222-1811 or visit www.usps.com for delivery information between specific ZIP Codes. Express Mail envelopes and boxes are available from local post offices or online at USPS.com at no additional cost. Customized preprinted labels also are available by contacting your local post office. Matter mailed in USPS-provided Express Mail packaging is subject to Express Mail rates regardless of how the packaging is reconfigured or how markings may be obliterated. Express Mail International Service is available between the United States and more than 190 foreign countries. Express Mail tracking is available on the USPS Web site at www.usps.com . Options: <ul style="list-style-type: none">■ Express Mail Next Day/Second Day Services provide guaranteed overnight and second-day service to designated delivery areas and post offices (113.4.2, 113.4.3). For post office-to-post office option, sender must notify addressee for pickup.■ Express Mail Custom Designed Service is available between locations in the United States on a scheduled basis under a service agreement (113.4.5).■ Express Mail Military Service is available between the United States and designated APO/FPOs. Shipments are delivered in 2 to 3 days to more than 300 locations in Europe, Asia, and Panama (113.4.6).■ Express Mail Same Day Airport Service is suspended indefinitely.
Postage Payment and Documentation (114)	Express Mail may be paid by stamps, postage meter, PC Postage, or Express Mail Corporate Account.
Mail Preparation (115)	All packages must use an Express Mail label. Each piece should include a complete delivery address with correct ZIP Code or ZIP+4 code.
Enter and Deposit (116)	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 (116.1.0). Drop shipment: applicable standards (705.16.0).
Extra Services (503.1.0)	Return receipt service is available (503.6.0). Insurance against loss, damage, or rifling is included at no extra cost 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 90 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.

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.

Express Mail—All Service Levels

Weight Not Over (pounds)	Service ¹		
	Custom Designed	Next Day & Second Day ² PO to PO	Next Day & Second Day PO to Addressee
1/2 ³	\$14.15	\$13.85	\$16.25
1	17.40	17.10	19.50
2	19.30	19.00	21.40
3	22.40	22.10	24.50
4	25.50	25.20	27.60
5	28.60	28.30	30.70
6	31.70	31.40	33.80
7	34.80	34.50	36.90
8	37.90	37.60	40.00
9	41.00	40.70	43.10
10	43.15	42.85	45.25
11	45.30	45.00	47.40
12	47.45	47.15	49.55
13	49.60	49.30	51.70
14	51.75	51.45	53.85
15	53.90	53.60	56.00
16	56.05	55.75	58.15
17	58.20	57.90	60.30
18	60.35	60.05	62.45
19	62.50	62.20	64.60
20	64.65	64.35	66.75
21	66.80	66.50	68.90
22	68.95	68.65	71.05
23	71.10	70.80	73.20
24	73.25	72.95	75.35
25	75.40	75.10	77.50
26	77.55	77.25	79.65
27	79.70	79.40	81.80
28	81.85	81.55	83.95
29	84.00	83.70	86.10
30	86.15	85.85	88.25
31	88.30	88.00	90.40
32	90.45	90.15	92.55
33	92.60	92.30	94.70
34	94.75	94.45	96.85

Weight Not Over (pounds)	Service ¹		
	Custom Designed	Next Day & Second Day ² PO to PO	Next Day & Second Day PO to Addressee
35	\$96.90	\$96.60	\$99.00
36	99.05	98.75	101.15
37	101.20	100.90	103.30
38	103.35	103.05	105.45
39	105.50	105.20	107.60
40	107.65	107.35	109.75
41	109.80	109.50	111.90
42	111.95	111.65	114.05
43	114.10	113.80	116.20
44	116.25	115.95	118.35
45	118.40	118.10	120.50
46	120.55	120.25	122.65
47	122.70	122.40	124.80
48	124.85	124.55	126.95
49	127.00	126.70	129.10
50	129.15	128.85	131.25
51	131.30	131.00	133.40
52	133.45	133.15	135.55
53	135.60	135.30	137.70
54	137.75	137.45	139.85
55	139.90	139.60	142.00
56	142.05	141.75	144.15
57	144.20	143.90	146.30
58	146.35	146.05	148.45
59	148.50	148.20	150.60
60	150.65	150.35	152.75
61	152.80	152.50	154.90
62	154.95	154.65	157.05
63	157.10	156.80	159.20
64	159.25	158.95	161.35
65	161.40	161.10	163.50
66	163.55	163.25	165.65
67	165.70	165.40	167.80
68	167.85	167.55	169.95
69	170.00	169.70	172.10
70	172.15	171.85	174.25

1. Same Day Airport Service is currently suspended.
2. Sender must contact the intended addressee to notify addressee that package has been sent and will be available for pickup.
3. The 1/2-pound rate is charged for matter sent in an Express Mail flat-rate envelope provided by the USPS, regardless of weight.

Physical Standards (101.5.0)
 Maximum weight: 70 pounds.
 Maximum length and girth: 108 inches.

Rates and Fees (123.1.0)
 Priority Mail offers 2-day service to most domestic destinations and is often used to expedite matter mailable as First-Class Mail, Periodicals, or Standard Mail. Priority Mail envelopes and boxes are available at no additional cost at post offices.

Weight Not Over (pounds)	Zones ^{1, 2}							
	Local, 1, & 2	3	4	5	6	7	8	
1	\$4.60	\$4.60	\$4.60	\$4.60	\$4.60	\$4.60	\$4.60	\$4.60
2	4.60	4.90	5.30	6.20	6.55	7.00	7.50	
3	5.05	5.70	6.40	8.25	9.10	9.65	10.55	
4	5.70	6.65	7.70	10.20	11.10	12.20	13.45	
5	6.30	7.55	8.90	11.90	12.90	14.35	15.85	

For rates over 5 pounds see [123.1.3](#)

- Zones 1–4: Parcels addressed for delivery in Zones 1–4 (including Local) that weigh less than 20 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable zone rate for a 20-pound parcel (balloon rate).
- Zones 5–8: Postage for parcels addressed for delivery in 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 (see page two for examples).

Flat-rate envelope: \$4.60, regardless of weight or destination, for material sent in a USPS Priority Mail flat-rate envelope (available at post offices).

Flat-rate boxes: \$8.95, regardless of weight or destination, for material sent in USPS Priority Mail flat-rate boxes (available at post offices).

Pickup On Demand Service: \$14.25 per stop (regardless of the number of pieces); service and information available by calling 1-800-222-1811 or at www.usps.com. Only one fee for Express Mail, Priority Mail, or Parcel Post picked up at same time ([123.1.8](#)).

Carrier Pickup: free; submit your request online at www.usps.com and have your package with postage affixed ready when your carrier arrives for your regular mail delivery.

Content (123.3.0)
 Priority Mail is First-Class Mail weighing more than 13 ounces and, at the mailer's option, any other nonrestricted ([601.8.0](#)) matter (including regular First-Class Mail) weighing 13 ounces or less. Matter mailed in USPS-provided Priority Mail packaging is subject to Priority Mail rates regardless of how the package is reconfigured or how the marking is obliterated.
 Each piece must include complete delivery and return addresses with correct ZIP Code or ZIP+4 code ([602.1.0](#)).

Postage Payment and Documentation (124)
 Adhesive stamp ([604.1.0](#)), meter and PC Postage ([604.4.0](#)), or permit imprint ([604.5.0](#)). For Priority Mail drop shipments, see [705.16.1](#).
 Postage statement: Form 3600-R or approved facsimile; other documentation may be required by standards for payment method used. No form required if metered postage is affixed.

Mail Preparation (125)
 Marking on each piece: "Priority" or "Priority Mail."

Deposit (126)
 Deposit:

- Packages with adhesive stamps (less than 16 ounces): deposited in collection boxes, handed to carriers, or presented at post offices.
- Packages with adhesive stamps (16 ounces or more): presented at a post office retail counter.
- Packages with metered postage or PC Postage may be deposited in collection box or other places where mail is accepted.
- Other: at post office or business mail entry unit.

Delivery: uninsured mail at mailer's option left in protected place if endorsed "Carrier—Leave If No Response" ([508.1.2](#)).

Drop shipment: applicable standards ([705.16.0](#)).

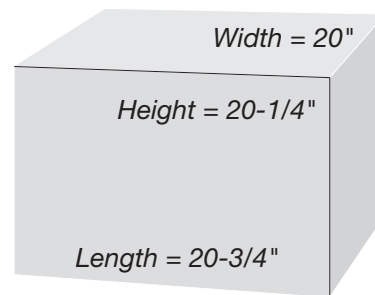
For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

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 off¹ 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 up² 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 rate is based on the actual weight or dimensional weight, whichever is greater.

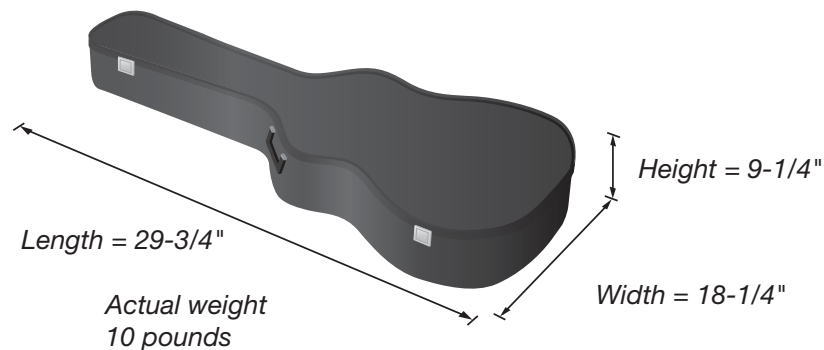
In this example the dimensional weight for this rectangular package to zones 5–8 is 44 pounds.

Actual weight
10 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 off¹ 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 up² 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 rate 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 rate.

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



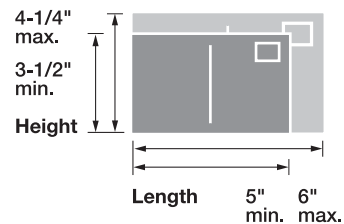
To calculate Priority Mail rates, visit Postal Explorer at pe.usps.com. Under "Rate Calculator", click on Retail/Single-Piece in the left frame.

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).

Priority Mail envelopes, boxes, and other supplies are available by phone at 1-800-222-1811 or via the Web at shop.usps.com. Some items are available at post offices.

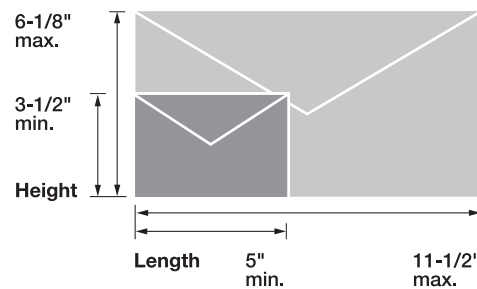
Overview

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.

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" rates. 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. 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 rates: 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.
- Length is the dimension parallel to the address as read (601.1.4).

Nonmachinable Letters (201.2.0)

Maximum weight: First-Class Mail nonmachinable letters 3.5 ounces; Standard Mail nonmachinable letters; 3.3 ounces.

- Presorted First-Class Mail letters are subject to a \$0.17 nonmachinable surcharge if they meet any of the characteristics in 201.2.1. The nonmachinable characteristics do not apply to pieces mailed at card rates.
- Standard Mail letters that weigh 3.3 ounces or less and have one or more of the nonmachinable characteristics in 201.2.1 are subject to the nonmachinable letter rates in 243.1.2.
- Standard Mail letters that weigh more than 3.3 ounces and are prepared as nonmachinable letters are mailable at Not Flat-Machinable rates.

Dimensions: see machinable letters and cards above.

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.

Additional restrictions apply to self-mailers and booklets.

**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" rates. A letter or card meets automation standards and qualifies for automation rates 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: 3.3 ounces.
- Standard Mail automation letters and Enhanced Carrier Route letters: 3.5 ounces.
- See [201.3.13.4](#) for heavy letter mail weighing over 3 ounces.

Shape: rectangular. Aspect ratio: (length divided by height) 1.3 to 2.5 ([201.3.3](#)).

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 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, 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, courtesy reply, and meter reply mail) provided as enclosures must meet the physical standards for automation letters and cards in [201.3.14](#).

**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 Enhanced Carrier Route Letters](#)

Periodicals

See Quick Service Guides:

- [707d Nonautomation Letters](#)
- [707f Automation Letters](#)

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.

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

Overview Letter-size mail and card-size pieces meeting the applicable automation standards are entitled to automation rates. 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 (201.3.0, 708.4.0) Must meet all physical standards in [201.3.0](#).
Aspect ratio from 1.3 to 2.5 ([201.3.6](#)).
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).¹
- Periodicals Automation—3.3 ounces (0.2063 pound).¹
- Standard Mail Nonautomation—3.3 ounces (0.2063 pound).
- Standard Mail Automation—3.5 ounces (0.2188 pound).¹
- Enhanced Carrier Route—3.5 ounces (0.2188 pound).¹

1. Heavy letters over 3 ounces must bear an address block delivery point barcode under [201.3.13.4](#), be part of a 100% delivery point or Intelligent Mail barcoded mailing, and be prepared in a sealed envelope. Heavy letters 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 ([201.3.4](#)).

Other machinability standards:

- Rigid and Odd-Shaped Items ([201.3.9](#)).
- Tapping for self-mailers or booklets with open edges (see [201.3.13](#) 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 reverse.
- Reflectance standards for barcode and portion of mailpiece on which barcode is printed ([708.4.4](#)).

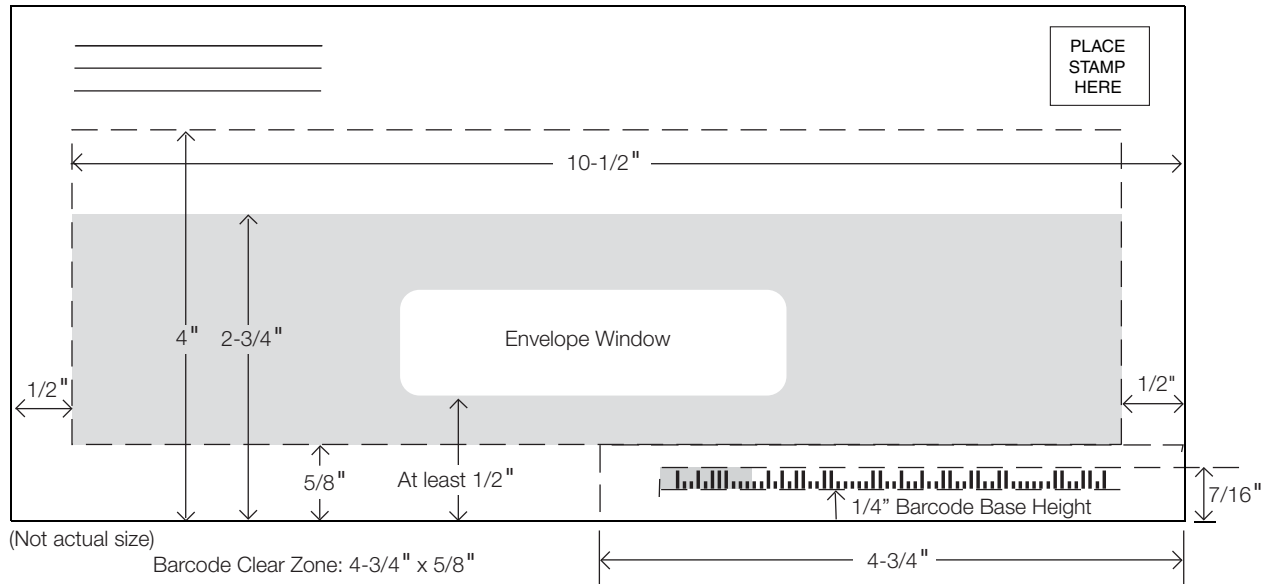
Barcode in Address Block (202.5.0)

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, except when using an Intelligent Mail barcode to access OneCode ACS.
- Above or below the keyline information.
- Above or below the optional endorsement line.

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.

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.

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 ± 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:

1/8 inch—minimum clear space between barcode and right and left edges of window or label.

1/25 inch—minimum clear space between barcode and top and bottom edges of window or label.

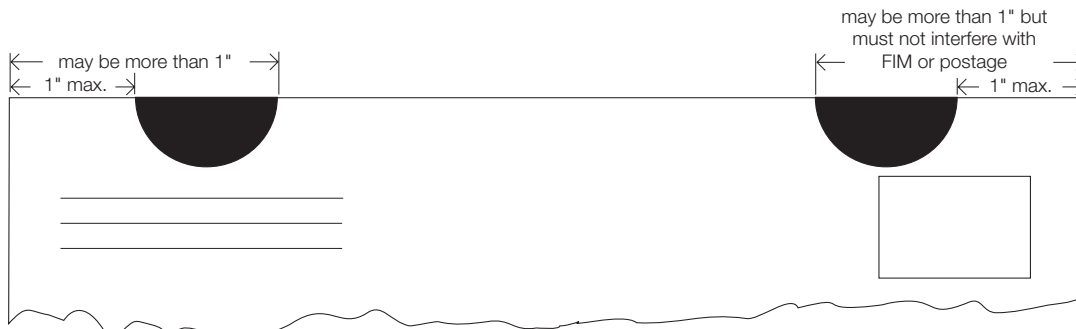
For envelope window, a clear space must be maintained when insert is moved to its full limits in each direction within envelope (202.5.0).

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 202.5.0. For barcode placement and window dimensions, see 202.5.9.

- Overview** Unenveloped letter-size mailpieces prepared for automation rate mailings must be secured (tabbed) to prevent an open edge from jamming high-speed processing equipment. Standards for tabbing 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 the mailpiece may be continuously glued or spot glued. Continuous glue or spot glue is permissible with single-sheet self-mailers and cards.
- Physical Standards (201.3.10)** 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.
- 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.
- Adequate adhesion is required.
- Basis weight: the minimum basis weight standards vary, depending on the construction of the mailpiece (see reverse) and the sheet size below.
- Letter-Size Folded Self-Mailers (201.3.13.1)** Folded edge (top or bottom) must be parallel to the longest dimension (length) and address of the mailpiece.
- With one tab or wafer seal: folded edge at bottom of mailpiece, tab or wafer seal in middle of top edge of mailpiece.
- Single folded sheet, sealed with one tab or wafer seal, minimum basis weight: 28 pounds (17 by 22 inches by 500 sheets) or 70 pounds (25 by 38 inches by 500 sheets).
 - Two or more sheets, sealed with one tab or wafer seal, minimum basis weight: 24 pounds (17 by 22 inches by 500 sheets) or 60 pounds (25 by 38 inches by 500 sheets).
- With two tabs or wafer seals: minimum basis weight 20 pounds (17 by 22 inches by 500 sheets) if folded edge is at top or bottom of the mailpiece. Tabs or wafer seals must be placed within 1 inch of the right and left edges of mailpiece (see reverse).
- With folded edge on right (leading) edge: left (trailing) edge secured with at least one tab or a glue line; additional tabs may be required based on trim size and basis weight. Pieces 7 or more inches in length must be secured at top and bottom edges and be preapproved by the USPS.
- Letter-Size Booklet-Type Mailpiece (201.3.13.3)** The bound edge (spine) must be at the bottom and parallel to the longest dimension (length) and the address of the mailpiece, unless preapproved by the USPS. The mailpiece must be tabbed (secured) in one of two ways:
- Top (unbound edge) must have at least two tabs or wafer seals placed within 1 inch of the right and left edges (see reverse).
 - The right (leading) and left (trailing) edges must be secured with tabs or wafer seals placed within 1 inch of the top right and top left edges of the mailpiece.
- Cover must have a minimum basis weight of 20 pounds.
- With spine on right (leading) edge: minimum basis weight 20-pound bond paper. Address must be parallel to longest dimension (length) and unbound left (trailing) edge must be tabbed (secured):
- If no more than 4-1/4 inches high and 6 inches long, 1 tab or wafer seal in middle of trailing left edge.
 - If more than 4-1/4 inches high or more than 6 inches long, 2 tabs or wafer seals within 1 inch of top and bottom edges.
- Postcard (201.3.13.4)** Minimum basis weight 75 pounds or greater. Double postcards must have folded edge at the top or bottom. The open edge must be secured with 1 tab in the middle.
- Flat-Size Booklet-Type Mailers (301.3.6)** 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.
- 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.

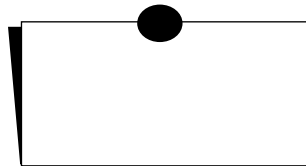
Placement of Tabs and Wafer Seals



Specifications for Automation-Compatible Letter-Size Mailpieces

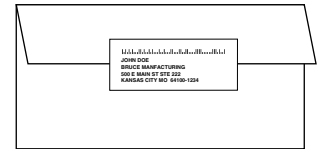
Double Postcard

Tabs 1 (middle)
Folded Edge Top or Bottom
Sheets Single
Basis Weight 75 lb.



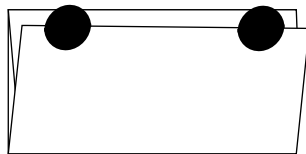
Folded Self-Mailer (Invitation Fold)

Tab Address Label
Folds Top and Bottom
Sheets Multiple
Basis Weight 20 lb.



Folded Self-Mailer

Tabs 2 (start ≤ 1 inch from edges)
Folded Edge Top or Bottom
Sheets Single
Basis Weight 20 lb.



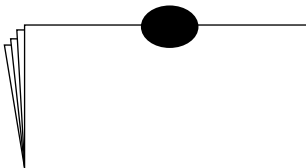
Folded Self-Mailer (Continuous Glue Strip)

Open Edge Top
Folded Edge Bottom
Sheets Single
Basis Weight 20 lb.



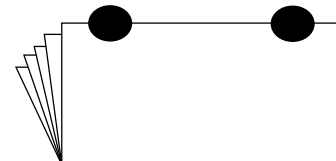
Folded Self-Mailer

Tabs 1 (middle)
Folded Edge Bottom
Sheets Single
Basis Weight 24 lb.



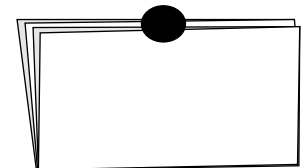
Booklet

Tabs 2 (start ≤ 1 inch from edges)
Spine Bottom
Sheets Multiple w/ Cover
Basis Weight 20 lb. (Cover)



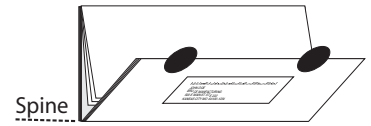
Folded Self-Mailer

Tabs 1 (middle)
Folded Edge Bottom
Sheets Single
Basis Weight 28 lb.



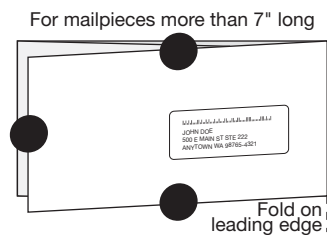
Folded Booklet

Tabs 2 (start ≤ 1 inch from edges)
Folded Edge Bottom
Sheets Multiple w/ Cover
Basis Weight 28 lb. (Cover)



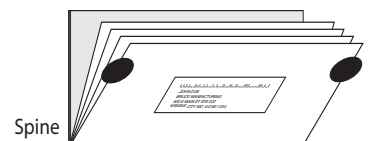
Folded Self-Mailer¹

Tabs 1 (middle)
Folded Edge Right
Sheets Single
Basis Weight 75 lb.



Folded Booklet

Tabs 2 (start ≤ 1 inch from top edge)
Spine Top
Folded Edge Bottom
Sheets Multiple w/ Cover
Basis Weight 20 lb. (Cover)



1. Pieces 7 inches or longer must be sealed on the top and bottom; the middle tab is optional (201.3.13.1c).

An 8-1/2 x 11 inch sheet of 20, 24, or 28 pound paper folded once to 8-1/2 x 5-1/2 inches does not meet the minimum thickness of 0.009 inch for an automation-compatible letter.

Booklet

Tabs 2 (start ≤ 1 inch from top and bottom edges)
Spine Right (open edge left)
Folded Edge Bottom
Sheets Multiple w/ Cover
Basis Weight 24 lb. (Cover)



Related QSG [507d, 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 periodic matching of a mailer's address records with customer-filed change-of-address orders received and maintained by the Postal Service. Mailers who claim presorted or automation rates for First-Class Mail must demonstrate that they have updated their mailing list within 185 days before the mailing date. The Postal Service offers four preapproved methods: Address Change Service (ACS), National Change of Address Linkage System (NCOA^{Link}), *FASTforward*, and ancillary service endorsements except for Forwarding Service Requested. Alternative methods that require separate approval also are offered. Mailers must use one of the preapproved or alternative methods to meet the Move Update standard.

Address Change Service (507.3.2) 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 mailings. First-Class 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.

Per electronic notice (or manual notice for electronic option customers) issued:

- First-Class Mail—\$0.06
- Other than First-Class Mail—\$0.25

Per automated notice issued:

- First-Class Mail letters (first two notices)—\$0.00
- First-Class Mail letters (per additional notice)—\$0.05
- Standard Mail letters (first two notices)—\$0.02
- Standard Mail letters (per additional notice)—\$0.15

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 mailing has been updated for customer moves within 185 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. ACS via electronic notification is not available from all post offices.

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 (Letters 233.3.5 Flats 333.3.5 Parcels 433.3.4) National Change of Address Linkage System (NCOA^{Link}) 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^{Link} 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^{Link} 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^{Link}, including a list of licensees, see Postal Explorer (pe.usps.com) > Address Quality > Address Management Services > Move Update > NCOA Link Systems.

FASTforward
(507.3.3)

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.

FASTforward is available in two distinct versions.

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) > Address Quality > Address Management Services > Move Update > *FASTforward* > Licensees.

Benefits: When *FASTforward* is used in conjunction with either MLOCR (and/or RVE) processing or mailing-list correction services, 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 printed notification of the addressee's new address and provide the Postal Service with instruction on how to handle undeliverable-as-addressed mail.

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

Address Service Requested: The mailpiece is forwarded to the new location when possible and a hard copy 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 (manual \$0.50, electronic, see page one).
- Months 13-18: the mailpiece is returned with the new address attached at no charge.
- After month 18 or if undeliverable at any time: the mailpiece is returned with reason for nondelivery attached at no charge.

Return Service Requested: The mailpiece is returned with the new address information affixed. No forwarding service is provided. This service is provided with First-Class Mail at no charge. 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); the mailpiece is disposed of by USPS. This endorsement is available only when used in conjunction with electronic Address Change Service.

Temp-Return Service Requested: 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, the mailer must send at least one letter or card to the address with an approved ancillary service endorsement within 185 days before reuse of the address in a First-Class discounted 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**
(Letter 233.3.3
Flats 333.3.3
Parcels
433.3.4)

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) > Address Quality > Address Management Services > Move Update.

Discount Letters and Cards

First-Class Mail Nonmachinable Letters

230b

Quick Service
Guide

Physical Standards (201)

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

Rates and Fees (233.1.0)

Weight Not Over (ounces) ¹	Presorted
1	\$0.373
2	0.543
3	0.713
3.5	0.883

1. Letters are be subject to a \$0.17 nonmachinable surcharge if they meet any of the characteristics in [201.2.1](#). The nonmachinable characteristics do not apply to pieces mailed at card rates.

Annual \$175.00 presort mailing fee.

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 [201.2.0](#). Pieces mailed at card rates and pieces mailed at letter rates 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 185 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA^{Link}, *FASTforward*, or the appropriate ancillary service endorsement under [507.1.0](#)). For an overview of the First-Class Mail Move Update standards, see [Quick Service Guide 230a](#).

A certified process ([233.3.6.2](#)) 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 of \$0.005. See [709.5.0](#).

Postage Payment and Documentation (234)

Precanceled stamp ([604.3.0](#)), meter ([604.4.0](#)), or permit imprint ([604.5.0](#)); applicable conditions and restrictions.

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

- Postage statement: Form 3600-R, 3600-EZ, or approved facsimile.
- Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

Mail Preparation (235.5.3)

Mark each piece "Presorted" or "PRSRT" and "First-Class" 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.

See reverse for preparation and labeling.

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.

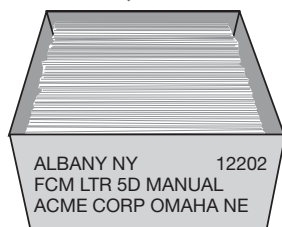
For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Bundling and Traying Sequence (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.

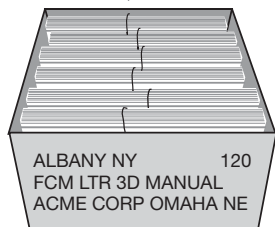
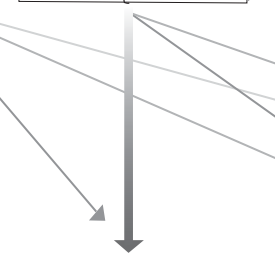
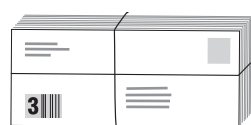
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: 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.¹

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.

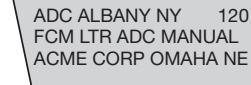
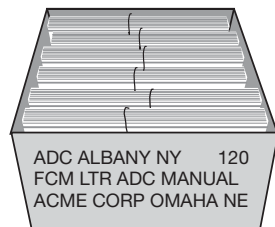
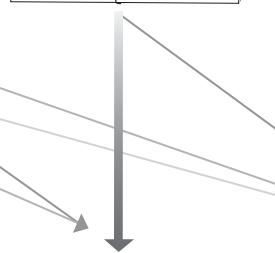
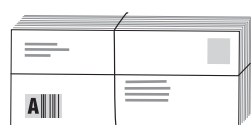
Labels: For Line 1, use L002, Column A, for destination facility.

Rate: 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.¹

Labels: Pink Label A or OEL.



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

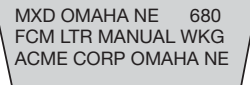
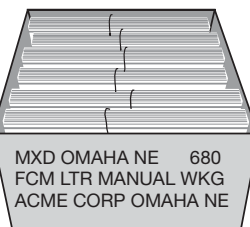
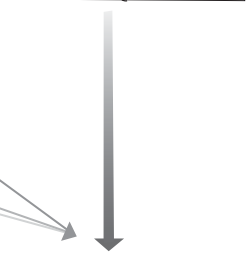
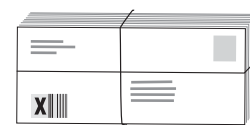
Labels: For Line 1, use L004, Column B, for destination facility.

Rate: 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.

Rate: 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 (235.2.3).

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 (235.2.4).

Discount Letters and Cards

First-Class Mail Machinable Letters and Cards

230c

Quick Service
Guide

Physical Standards (201)

Maximum weight: 3.3 ounces.
For an overview of the physical standards for discount letters and cards, see [Quick Service Guide 201](#).

Rates and Fees (233.1.0)

Weight Not Over (Ounces)	Presorted
1	\$0.373
2	0.543
3	0.713
3.3	0.883
Card Rate ¹	\$0.241

1. The card rate applies to each single or double postcard when originally mailed.

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 (233.4.0)

Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must be machinable; see [201.1.0](#). Pieces mailed at card rates and pieces mailed at letter rates 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 185 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA^{Link}, *FASTforward*, or the appropriate ancillary service endorsement under [507.1.0](#)). For an overview of the First-Class Mail Move Update standards, see [Quick Service Guide 230a](#).

A certified process ([233.3.6.2](#)) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes.

Mailers can apply Repositionable Notes to letters for an additional charge of \$0.005. See [709.5.0](#).

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: Form 3600-R, 3600-EZ, or approved facsimile.
- Supporting documentation: required unless correct rate affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

Mail Preparation (235)

Mark each piece: "Presorted" or "PRSRT" and "First-Class" 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 results in the fewest total number of trays for that presort level.

See reverse for preparation and labeling.

Use 2-inch tray labels ([245.4.0](#)) or barcoded tray label (recommended) ([235.4.1](#)).

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.

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.

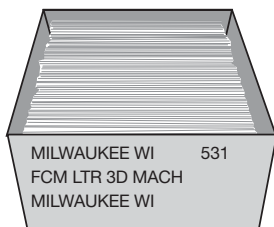
Traying Sequence (235.5.2)

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."

Rate: Presorted

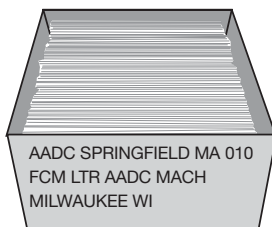


AADC

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."

Rate: Presorted

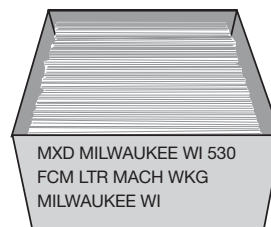


Mixed AADC

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."

Rate: 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.

Discount Letters and Cards

First-Class Mail Automation Letters and Cards

230d

Quick Service
Guide

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 [201.3.13.4](#).

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

Rates and Fees (233.1.0)

Weight Not Over (ounces)	5-Digit	3-Digit	AADC	Mixed AADC
1	\$0.312	\$0.334	\$0.341	\$0.360
2	0.437	0.459	0.466	0.485
3	0.562	0.584	0.591	0.610
3.5	0.687	0.709	0.716	0.735
Card Rate ¹	0.191	0.204	0.208	0.220

1. Rate applies to each single and double postcard ([201.1.2.8](#)) when originally mailed.

Annual \$175.00 presort mailing fee.

Content (233.2.0) 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 (233.5.0) Mailings of 500 or more addressed pieces, 100% delivery point or Intelligent Mail barcoded (DPBC), sorted, and marked as described below. All pieces must be automation-compatible ([201.3.0](#)). Pieces mailed at card rates and pieces mailed at letter rates 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 [233.5.4](#); for barcode standards see [708.4.0](#); and for CASS/MASS standards see [708.3.0](#).

Addresses on all pieces must be updated within 185 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA^{Link}, *FASTforward*, or the appropriate ancillary service endorsement under [507.1.0](#)). 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, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in [201.3.14](#).

Mailers can apply Repositionable Notes to letters for an additional charge of \$0.005. See [709.5.0](#).

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: Form 3600-R or approved facsimile.
- Form 3553 must be retained for 1 year ([708.3.5.2](#)).
- Supporting documentation: required unless correct rate affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

Mail Preparation (235) Mark each piece: "First-Class," and "AUTO" in the postage area. For optional marking location, see [202.3.0](#).
Pieces bearing a delivery point barcode or an 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" markings. For rate markings applied by MLOCs, see [202.3.5](#). Pieces not claimed at an automation rate must not be marked "AUTO" unless single-piece postage is affixed or a corrective single-piece rate 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 results in the fewest total number of trays for that presort level.

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

See reverse for preparation and labeling.

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.

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.

Traying Sequence (235.6.0)

5-Digit/Scheme¹

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

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.

Rate: 5-Digit

3-Digit/Scheme¹

Trays: Required, 150 pieces to same 3-digit/scheme destination; bundling not permitted; only one overflow tray permitted per destination.²

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

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

Rate: 3-Digit or AADC³

AADC

Trays: Required, 150 pieces to same AADC; bundling not permitted; pieces within trays grouped by 3-digit/scheme destination; only one overflow tray permitted per destination.²

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

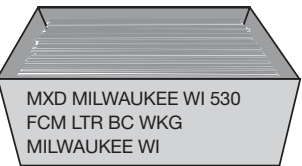
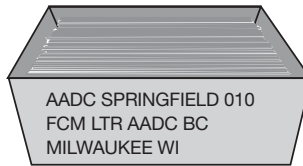
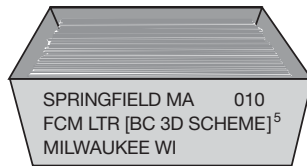
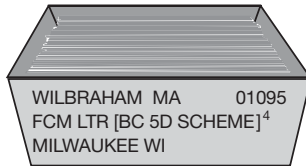
Rate: AADC

Mixed AADC

Trays: Required for all remaining pieces placed in mixed AADC trays; pieces within trays grouped by AADC tray; 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.

Rate: 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 rate, prepare all possible 5-digit scheme trays, then prepare all possible 5-digit trays. Mailers must prepare all possible 3-digit scheme trays, then prepare all possible 3-digit trays.
2. Instead of preparing overflow trays with fewer than 150 pieces, mailers may include pieces in the next tray level if it results in at least 150 pieces in that tray. The rate 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 rate). Pieces placed in the next tray level must be grouped by destination and placed in the front 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 rate 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: 3.3 ounces.
For an overview of the physical standards for discount letters and cards, see [Quick Service Guide 201](#).

Rates and Fees (243.1.0)

	Regular	Nonprofit
5-Digit	\$0.328	\$0.237
3-Digit	0.411	0.320
ADC	0.440	0.349
Mixed ADC	0.520	0.429

Nonmachinable rates apply to pieces that have one or more of the nonmachinable criteria in [201.2.1](#). Pieces over 3.3 ounces are prepared as nonmachinable letters and mailed at Standard Mail Not Flat-Machinable rates in [443.5.5](#) unless barcoded and mailed as automation flats under [301.3.0](#).

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

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

Annual \$175.00 presort mailing fee ([243.3.2](#)).

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 rates or not eligible for Periodicals rates. Nonprofit rates 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 ([243.3.8.1](#)) 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 of \$0.015. See [709.5.0](#).

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: Form 3602-R, Form 3602-EZ, or approved facsimile.

Nonprofit: Form 3602-N, Form 3602-NZ, or approved facsimile.

■ Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

Mail preparation (245)

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

■ **Regular:** "Presorted Standard" or "PRSRT 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 results in the fewest total number of trays for that presort level.

See reverse for preparation and labeling.

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.

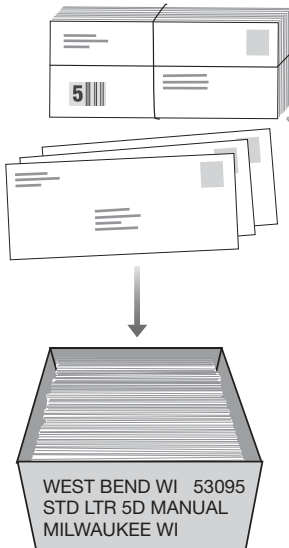
For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Bundling and Traying Sequence (245.5.5)

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; no overflow trays permitted.

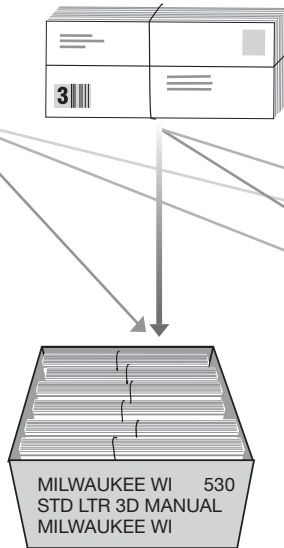
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, use "STD LTR 5D MANUAL."

Rate: 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.¹

Labels: Green Label 3 or OEL.



Trays: Required, 150-piece minimum for bundles to the same 3-digit ZIP Code; no overflow trays permitted.²

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

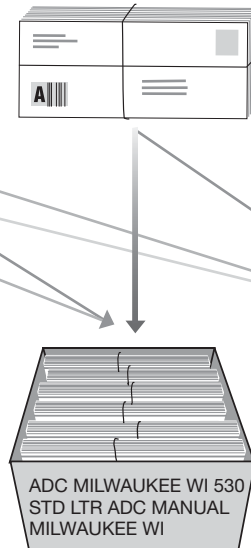
Optional: Tray may be prepared for any remaining bundles for each origin 3-digit ZIP Code prefix.

Rate: Nonmachinable 3-Digit or Nonmachinable ADC³

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.¹

Labels: Pink Label A or OEL.



Trays: Required, 150-piece minimum for bundles to same ADC (see L004); no overflow trays permitted.²

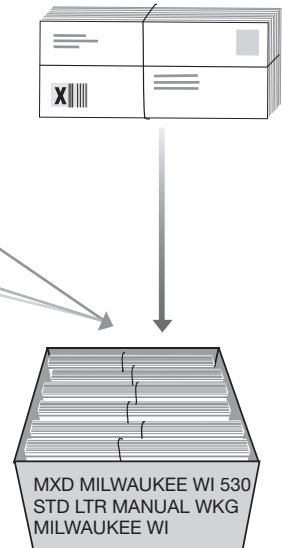
Labels: For Line 1, use L004, Column B, for destination facility. For Line 2, use "STD LTR ADC MANUAL."

Rate: 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."

Rate: Nonmachinable Mixed ADC

Rates based on tray in which bundle is placed.

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 (245.2.4).
3. Nonmachinable ADC rate 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 discount letters and cards, see [Quick Service Guide 201](#).

Rates and Fees (243.1.0)

	Regular	Nonprofit
AADC	\$0.246	\$0.155
Mixed AADC	0.255	0.164

For pieces over 3.3 ounces, see Standard Mail Not Flat-Machinable rates in [443.5.5](#).

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

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

Annual \$175.00 presort mailing fee.

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 rates or not eligible for Periodicals rates. Nonprofit rates 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 ([243.3.8.1](#)) 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 of \$0.015. See [709.5.0](#).

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: Form 3602-R, Form 3602-EZ, or approved facsimile.

Nonprofit: Form 3602-N, Form 3602-NZ, or approved facsimile.

■ Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

Mail Preparation (245)

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

■ **Regular:** "Presorted Standard" or "PRSRT 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 results in the fewest total number of trays for that presort level.

See reverse for preparation and labeling.

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 BMC.

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.

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.

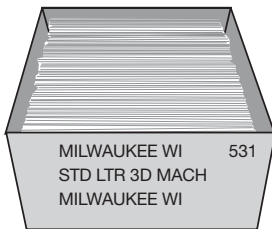
Traying Sequence (245.5.3)

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."

Rate: Machinable AADC

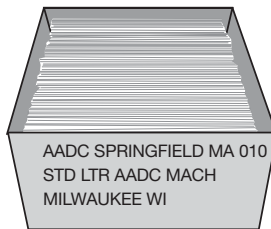


AADC

Trays: Required, 150-piece minimum to the same AADC, (see L801); one less-than-full/overflow tray permitted.¹

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

Rate: Machinable AADC

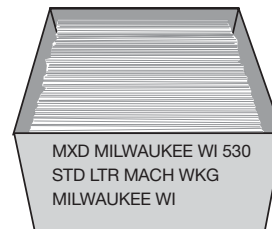


Mixed AADC

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 BMC/ASF entry, use L010, Column B). For Line 2, use "STD LTR MACH WKG."

Rate: Machinable Mixed AADC



Bundling not permitted except for mailings of card-size pieces and for pieces placed in less-than-full 3-digit, 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 rate. Pieces must be grouped by destination and placed in the front 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 [201.3.13.4](#).
For an overview of the physical standards for discount letters and cards, see [Quick Service Guide 201](#).

Rates and Fees (243.1.0)

	Regular	Nonprofit
5-digit	\$0.218	\$0.127
3-Digit	0.233	0.142
AADC	0.238	0.147
Mixed AADC	0.252	0.161

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 rates; cards may be mailed at letter rates.

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

Annual \$175.00 presort mailing fee.

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 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 rates or not eligible for Periodicals rates. Nonprofit rates 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 [243.7.4](#); 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, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in [201.3.14](#).

Mailers can apply Repositionable Notes for an additional charge of \$0.015. See [709.5.0](#).

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:** Form 3602-R, or approved facsimile.
 - Nonprofit:** Form 3602-N, or approved facsimile.
- Form 3553 must be retained for 1 year ([708.3.5.2](#)).
- Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

Mail Preparation (245.7.0)

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

- **Regular:** "Presorted Standard" or "PRSRT STD."
- **Nonprofit:** "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT."

Pieces with a delivery point barcode or an Intelligent Mail barcode printed in the barcode clear zone must also bear an "AUTO" marking. For rate markings applied by a MLOCR, see [202.3.5](#). Pieces not claimed at an automation rate must not bear an "AUTO" marking unless First-Class Mail single-piece postage is affixed or a corrective single-piece rate 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 results in the fewest total number of trays for that presort level.

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

See reverse for preparation and labeling.

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.

Enter and Deposit (246)

Mailing entered at an acceptance point designated by USPS.

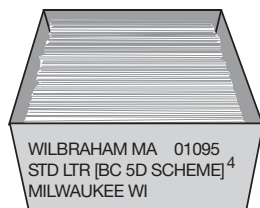
Traying Sequence (245.7.5)

5-Digit/Scheme¹

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

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.

Rate: 5-Digit

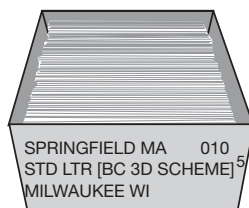
3-Digit/Scheme¹

Trays: Required, at least 150 pieces to same 3-digit/scheme destination; only one overflow tray permitted per destination.²

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.

Rate: 3-Digit or AADC³

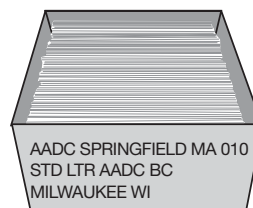


AADC

Trays: Required, at least 150 pieces to same AADC (see L801); group pieces within trays grouped by 3-digit/scheme; only one overflow tray permitted per destination.²

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

Rate: AADC

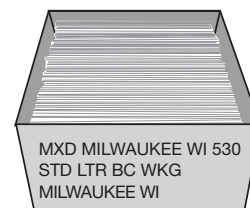


Mixed AADC

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

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

Rate: 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 rate, all possible 5-digit scheme trays must be prepared, then all possible 5-digit trays. Mailers must prepare all possible 3-digit/scheme trays, then prepare all possible 3-digit trays.
2. Instead of preparing overflow trays with fewer than 150 pieces, mailers may include pieces in the next tray level if it results in at least 150 pieces in that tray. The rate 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 rate). Pieces placed in the next tray level must be grouped by destination and placed in the front of the tray. This option may be used selectively for 3-digit/scheme and AADC ZIP Codes. The overflow option does not apply origin/entry to 3-digit trays.
3. AADC rate 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."

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.

Discount Letters and Cards

Standard Mail Enhanced Carrier Route Letters

240d

Quick Service
Guide

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 [201.3.13.4](#).

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

Rates and Fees (243.1.0)

For pieces weighing 3.3 ounces (0.2063 pound) or less:	Regular	Nonprofit
Saturation	\$0.177	\$0.108
High Density	0.186	0.117
Basic	0.226	0.157

For pieces that weigh more than 3.3 but not more than 3.5 ounces, see [243.1.0](#). For pieces that are not automation compatible, or not barcoded, or for pieces weighing more than 3.3 ounces, see [243.1.3](#) (Regular) or [243.1.4](#) (Nonprofit).

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

Destination discounts ([243.1.0](#)) apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF or SCF ([246.2.0](#)).

Annual \$175.00 presort mailing fee.

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 (or 50 pounds of addressed pieces), sorted and marked as described below. Pieces are eligible if not required to be mailed at First-Class Mail rates or not eligible for Periodicals rates.

Nonprofit rates 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. All letter-rate pieces must be automation compatible ([201.3.0](#)) and have a delivery point or Intelligent Mail barcode ([708.4.0](#)). Pieces not meeting these standards are mailable at the basic rate for flat-size pieces (DDU discount not available for letter-size pieces). Exceptions apply to pieces with simplified addresses.

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

High-density and saturation letter-rate mail subject to address standards in [243.7.4](#), barcode quality standards in [708.4.0](#), and CASS/MASS standards in [708.3.0](#).

Mailers can apply Repositionable Notes for an additional charge of \$0.015. See [709.5.0](#).

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: Form 3602-R, or approved facsimile.

Nonprofit: Form 3602-N, or approved facsimile.

■ Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

■ Additional documentation to support density standards ([245.6.9](#)).

Mail Preparation (245.6.0)

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

■ **Regular:** "Presorted Standard" or "PRSRT STD."

■ **Nonprofit:** "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT."

■ Basic, high-density, and saturation rate pieces must also be marked "ECRLOT," "ECRWSH," or "ECRWSS," respectively, in the correct optional endorsement line under [708.2.0](#) 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 rate must bear appropriate marking for rate claimed. Pieces not claimed at corresponding rate must not be included in mailing and must not bear the "ECRLOT," "ECRWSH," or "ECRWSS" marking. For additional marking standards for carrier route pieces, see [708.8.0](#).

Basic rate mail must be in line-of-travel (LOT) or in walk sequence ([245.6.8](#)).

High-density (WSH) and saturation (WSS) rate mail must be in walk sequence ([245.6.8](#)).

See page two and three for preparation and labeling.

Letter-size pieces that are claimed at nonletter rates must be marked, sorted, and trayed as letters.

Barcoded tray labels required ([245.4.9](#)). Use 2-inch tray labels for all other letter-size pieces ([245.4.2](#)).

The mailer must retain required documentation in [708.3.5.2](#) for 1 year.

Trays must be sleeved and strapped ([245.3.4](#)). See [243.3.5](#) for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF and for trays not processed at a BMC.

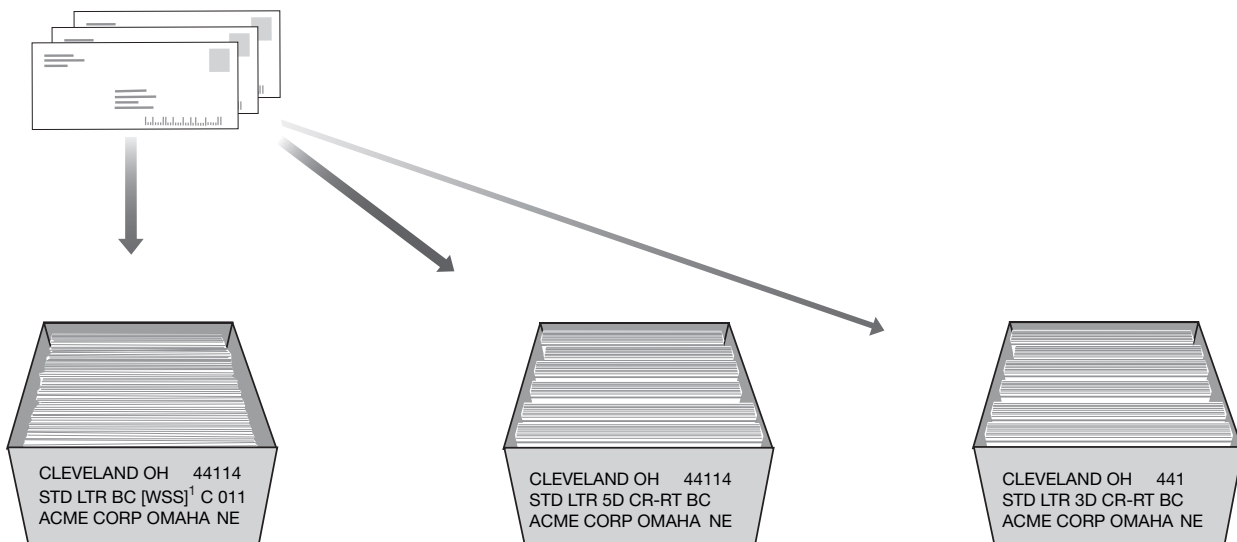
Enter and Deposit Mailing entered at an acceptance point designated by USPS.

For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

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.

Rate: Saturation, High Density, or Basic

5-Digit Carrier Routes

Trays: Required, full trays only 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."

Rate: 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."

Rate: 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

Saturation¹

Bundles: 10 or more pieces addressed to same carrier route² must be prepared in bundles (unless placed in full carrier routes trays or placed in full 5-digit carrier routes trays with separator cards); fewer than 10 pieces allowed only if route has fewer than 10 delivery stops. Mail must be in walk-sequence order (245.6.9) and meet density standards.

Labels: Use optional endorsement line (OEL) stating carrier route description prefix and route number (708.7.0).⁴

Rate: Saturation

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

Sample Address Labels

High Density³

Bundles: 10 or more pieces addressed to same carrier route⁴ must be prepared in bundles (unless placed in full carrier routes trays or placed in full 5-digit carrier routes trays with separator cards). Mail must be in walk-sequence order (245.6.9) and meet density standards.

Labels: Use OEL with carrier route description prefix and route number (708.7.0).²

Rate: High Density

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

Basic

Bundles: 10 or more pieces addressed to same carrier route⁴ must be prepared in bundles (unless placed in full carrier routes trays or placed in full 5-digit carrier routes trays with separator cards). Mail must be in line-of-travel or walk-sequence order (245.6.9).

Labels: Use OEL with carrier route description prefix and route number (708.7.0).²

Rate: Basic

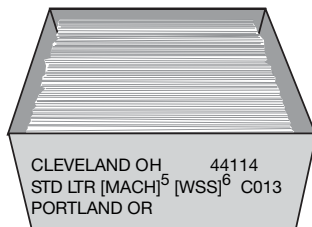
```
*****ECRLOT**C 013
STEVE BRUCE
891 N MARGINAL DR
CLEVELAND OH 44114
```

Tray Preparation

Carrier Route

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

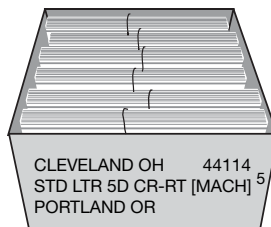
Labels: For Line 1, use city, state, and 5-digit ZIP Code of destination. For Line 2, use "STD LTR MACH" and "WSS" for saturation, "WSH" for high density, or "LOT" for basic followed by route type and number.^{5,6}



5-Digit Carrier Routes

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

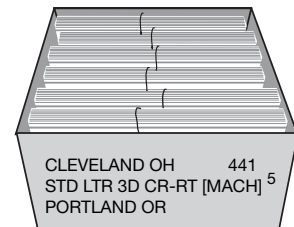
Labels: For Line 1, use city, state, and 5-digit ZIP Code of destination. For Line 2, use "STD LTR 5D CR-RT MACH."⁵



3-Digit Carrier Routes

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

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



1. Minimum 90% total active residential or 75% total active deliveries per route (100% if simplified address (243.6.0)).
2. Carrier route includes city route, rural route, highway contract route, post office box section, or general delivery unit.
3. 125-piece minimum per route unless route has fewer than 125 deliveries.
4. No facing slip or OEL required if the bundle is placed in a carrier route tray. Bundles in 5-digit carrier routes trays and 3-digit carrier routes trays must have a facing slip unless the pieces in the bundle show a carrier route information line or an OEL (245.6.6).
5. 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.
6. For saturation pieces, use "WSS," for high-density pieces, use "WSH," for basic pieces, use "LOT."

240d

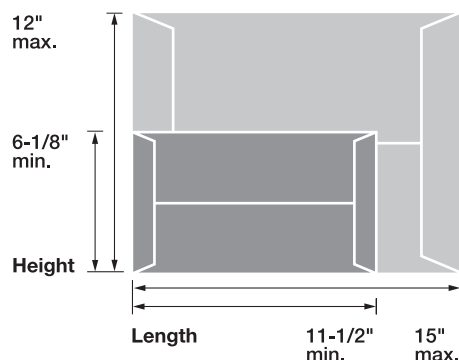
Quick Service
Guide

Discount Letters and Cards
Standard Mail Enhanced 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 discount flats as either nonautomation or automation flats.

A flat meets automation standards and qualifies for automation rates if it meets the specific addressing, barcoding, and design standards. Automation rate flats must have a delivery point barcode, ZIP+4 barcode, or an Intelligent Mail barcode.

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.

Flexibility: flat-size piece must meet flexibility criteria in [301.1.4](#).

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 ([301.1.5](#)).

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

- First-Class Mail—parcel rates.
- Standard Mail—Not Flat-Machinable or parcel rates.
- Bound Printed Matter—parcel rates.

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](#). Periodicals automation flats may also qualify under alternative criteria in [707.25.3](#).

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

Standard Mail Not Flat-Machinable Pieces (401.2.2)

For Standard Mail Not Flat-Machinable pieces, see [Quick Service Guide 401](#).

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.

**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 Enhanced Carrier Route Flats](#)

Bound Printed Matter

See Quick Service Guide:
[360 Flats](#)

Media Mail

See Quick Service Guide:
[370 Presorted Flats](#)

Library Mail

See Quick Service Guide:
[380 Presorted Flats](#)

Periodicals

See Quick Service Guides:
[707e Nonautomation Flats](#)
[707g 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 Automation Flats](#)

Overview Flat-size pieces meeting the applicable automation standards in [301.3.0](#) or the alternative criteria for Periodicals in [707.25.3](#) are entitled to automation rates. Size, weight, thickness, polywrap, and flexibility standards vary for the class of mail. For eligibility and preparation standards for specific rate discounts, see the appropriate Quick Service Guide above.

Physical Standards
(301.3.0) Shape: rectangular.
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: 6 pounds.
■ 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 ([301.3.6](#)).
Flexibility and deflection: automation flats must meet the flexibility standards in [301.1.4](#) and deflection standards in [301.3.2.4](#). These standards do not apply to Periodicals prepared under [707.25.3](#).
Polywrap films and similar coverings must meet the standards in [301.3.3](#). A list of approved polywrap and polywrap manufacturers is available on 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 ([301.3.6](#)).
For address placement on folded pieces, see page two.
Periodicals automation flats may be prepared under [707.25.3](#).

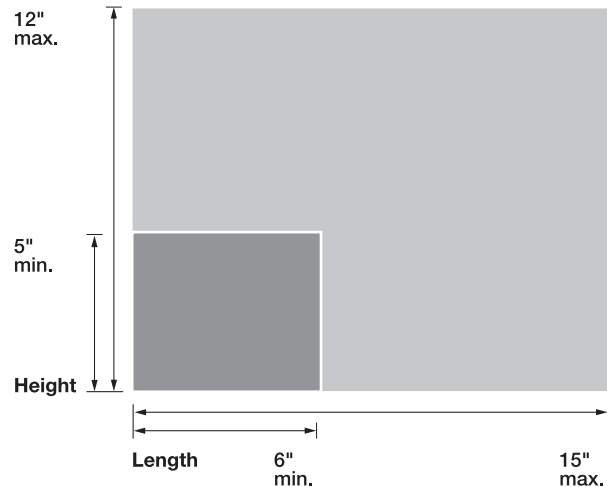
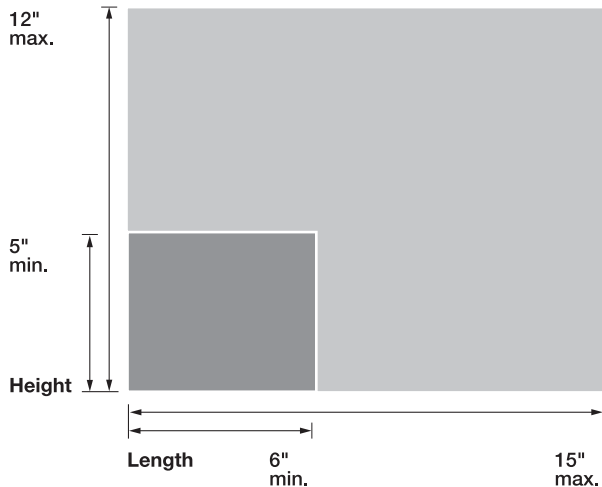
Barcodes
(302.4.0) Barcodes must be at least 1/8 inch from any edge of the address side.
Address block barcodes must be in one of these four positions:
■ Above the address line containing the recipient's name.
■ Below the city, state, and ZIP Code line.
■ Above or below the keyline information.
■ Above or below the optional endorsement line.
The surface the barcode is printed on must meet the reflectance standards in [708.4.4](#).

Flat-Size Booklet-Type Mailpieces
(301.3.6.3) 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.

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.

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

Periodicals Alternative Criteria (707.25.3)



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 301.1.4 and deflection standards in 301.3.2.4.

Polywrapped Pieces

Must meet all six properties in Exhibit 301.3.3.1. 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.

Address Placement on Folded Pieces

Mailers must design folded pieces so that the address is in view when the final folded edge is at the bottom and any intermediate bound or folded edge is to the right.

Length

Minimum: 6 inches
Maximum: 15 inches

Height

Minimum: 5 inches
Maximum: 12 inches

Thickness

Minimum: 0.009 inch
Maximum: 1-1/4 inch

Maximum Weight

- Periodicals cannot weigh more than 6 pounds.

Flexibility

No requirement.

Polywrapped Pieces

Must meet all six properties in Exhibit 301.3.3.1. 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.

Address Placement on Folded Pieces

Mailers must design folded pieces so that the address is in view when the final folded edge is to the right and any intermediate bound or folded edge is at the bottom of the piece. Unbound flat-size pieces must be at least double-folded.

Discount Flats

First-Class Mail Nonautomation Flats

330a

Quick Service
Guide

Physical Standards (301) Maximum weight: 13 ounces.
For an overview of the physical standards for discount flats, see [Quick Service Guide 301](#).

Rates and Fees (333.1.0)

Weight Not Over (ounces)	Presorted ¹	Weight Not Over (ounces)	Presorted ¹
1	\$0.699	8	\$1.889
2	0.869	9	2.059
3	1.039	10	2.229
4	1.209	11	2.399
5	1.379	12	2.569
6	1.549	13	2.739
7	1.719		

1. Flat-size pieces not meeting the physical standards in [301.1.3](#) through [301.1.5](#) must be prepared as parcels and pay parcel rates.

Annual \$175.00 presort mailing fee.

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 (333.3.0) Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must fit within flat-size processing category [\(301\)](#).
Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code.
Addresses on all pieces must be updated within 185 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA^{Link}, *FASTforward*, or the appropriate ancillary service endorsement under [507.1.0](#)). For an overview of the First-Class Mail Move Update standards, see [Quick Service Guide 230a](#).
A certified process ([233.3.6.2](#)) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes.
Pieces that rigid, nonrectangular, or not uniformly thick must be prepared as parcels and pay parcel rates ([433.1.3](#)).
Mailers can apply Repositionable Notes for an additional charge of \$0.005. See [709.5.0](#).

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: Form 3600-R, 3600-EZ, or approved facsimile.
■ Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

Mail Preparation (335) Marking on each piece in the postage area ([302.2.0](#)): "Presorted (or PRSRT) First-Class."
See reverse for preparation and labeling.
Use 2-inch tray labels ([335.4.0](#)).
Flat trays capped (green side up) and secured with two straps ([335.3.0](#)).
Any mailing job that contains bundles of Presorted flats and bundles of automation flats must be co-trayed using [705.9.1](#).

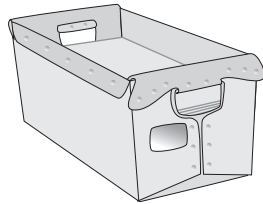
Enter and Deposit (336) Mailing entered at an acceptance point designated by USPS.
For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Bundling and Traying Sequence (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. 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 for bundles to same 5-digit ZIP Code; less-than-full trays not permitted.

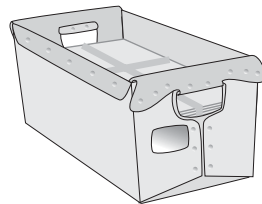
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: 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.¹

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).

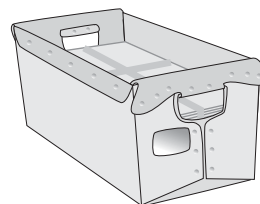
Labels: For Line 1, use [L002](#), Column A, for destination facility.

Rate: 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.¹

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.

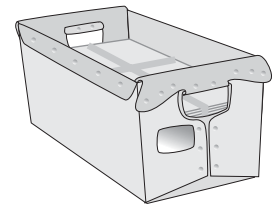
Labels: For Line 1, use [L004](#), Column B, for destination facility.

Rate: 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.

Rate: 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. 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 ([345.2.5](#)).

Discount Flats

First-Class Mail Automation Flats

330b

Quick Service
Guide

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

Physical Standards (301) Maximum weight: 13 ounces.
For an overview of the physical standards for discount flats, see [Quick Service Guide 301](#).

Rates and Fees (333.1.0)

Weight Not Over (ounces)	5-Digit	3-Digit	ADC	Mixed ADC
1	\$0.383	\$0.484	\$0.567	\$0.686
2	0.553	0.654	0.737	0.856
3	0.723	0.824	0.907	1.026
4	0.893	0.994	1.077	1.196
5	1.063	1.164	1.247	1.366
6	1.233	1.334	1.417	1.536
7	1.403	1.504	1.587	1.706
8	1.573	1.674	1.757	1.876
9	1.743	1.844	1.927	2.046
10	1.913	2.014	2.097	2.216
11	2.083	2.184	2.267	2.386
12	2.253	2.354	2.437	2.556
13	2.423	2.524	2.607	2.726

Annual \$175.00 presort mailing fee.

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 ZIP+4 barcode, a delivery point barcode or an 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 [333.5.4](#); 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 185 days before mailing with a USPS-approved address update tool (e.g., ACS, NCOA^{Link}, *FASTforward*, or the appropriate ancillary service endorsement under [507.1.0](#)). For an overview of the First-Class Mail 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, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in [201.3.14](#).

Mailers can apply Repositionable Notes for an additional charge of \$0.005. See [709.5.0](#).

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: Form 3600-R or approved facsimile.
- Form 3553 must be retained by mailer for 1 year ([708.3.5.2](#)).
- Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

Mail Preparation (335) Marking on each piece in the postage area ([302.2.0](#)): “Presorted (or PRSRT) First-Class” or “AUTO” and “First-Class.” For optional location, see [201.3.0](#).
Barcoded tray labels required ([335.4.9](#)).
See reverse for preparation and labeling.
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.
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.

Bundle-Based Preparation (335.6.5)

5-Digit

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.

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

Rate: 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.

Labels: Green Label 3 or OEL.

Rate: 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.

Labels: Pink Label A or OEL.

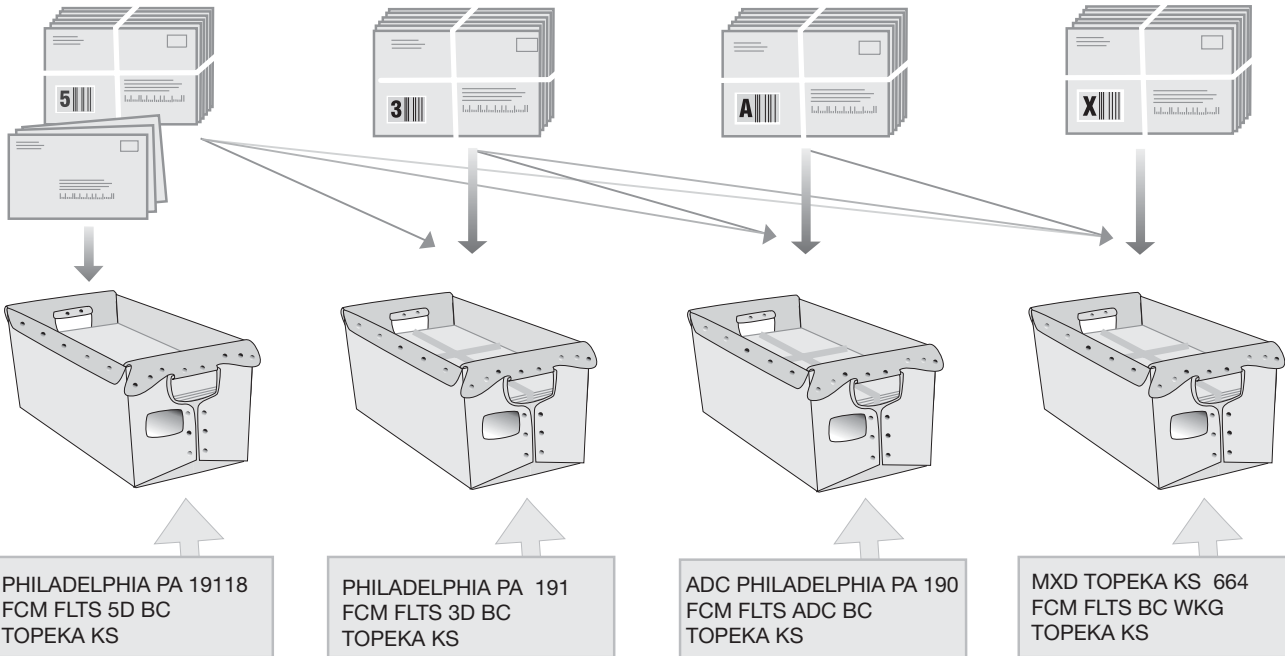
Rate: ADC

Mixed ADC

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

Labels: Tan Label X or OEL.

Rate: 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.

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.

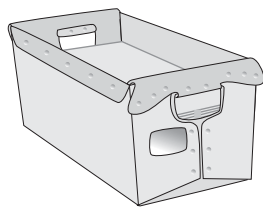
Tray-Based Preparation (335.6.6)

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.

Rate: 5-Digit



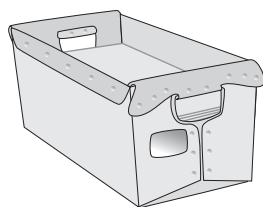
PHILADELPHIA PA 19118
FCM FLTS 5D BC
TOPEKA KS

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.

Rate: 3-Digit or ADC¹



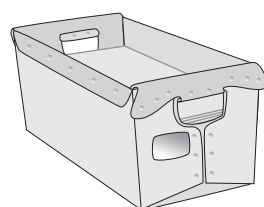
PHILADELPHIA PA 191
FCM FLTS 3D BC
TOPEKA KS

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.

Rate: ADC



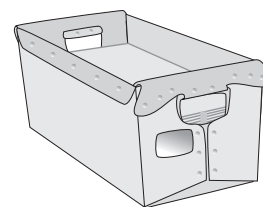
ADC PHILADELPHIA PA 190
FCM FLTS ADC BC
TOPEKA KS

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.

Rate: 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 cotraying preparation in 705.9.0.

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

330b

Quick Service
Guide

Discount 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 discount flats, see [Quick Service Guide 301](#).

Rates and Fees (343.1.0)

For pieces weighing 3.3 ounces (0.2063 pound) or less:	Regular ¹	Nonprofit ¹
5-Digit	\$0.363	\$0.237
3-Digit	0.427	0.301
ADC	0.461	0.335
Mixed ADC	0.515	0.389
For pieces weighing more than 3.3 ounces (0.2063 pound):		
Per piece rates:		
5-Digit	\$0.213	\$0.111
3-Digit	0.277	0.175
ADC	0.311	0.209
Mixed ADC	0.365	0.263
PLUS per pound rates:	0.739	0.622

1. Flat-size pieces not meeting the physical standards in [301.1.3](#) through [301.1.5](#) must be prepared as parcels or Not Flat-Machinable pieces and pay parcel or Not Flat-Machinable rates

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

Annual \$175.00 presort mailing fee.

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 rates or not eligible for Periodicals rates. Nonprofit rates 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 ([233.3.6.2](#)) 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 or Not Flat-Machinable pieces and pay parcel or Not Flat-Machinable rates ([343.3.2.1](#)).

Mailers can apply Repositionable Notes for an additional charge of \$0.015. See [709.5.0](#).

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: Form 3602-R, Form 3602-EZ, or approved facsimile.

Nonprofit: Form 3602-N, Form 3602-NZ, or approved facsimile.

■ Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

Mail Preparation (345)

Marking on each piece in the postage area ([302.2.0](#)):

■ **Regular:** "Presorted Standard" or "PRSRT STD."

■ **Nonprofit:** "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT."

See reverse for preparation and labeling.

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.

For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Bundling and Sacking Sequence (345.5.0)

5-Digit/Scheme¹

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

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

3-Digit/Scheme¹

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.

Labels: Green Label 3 or OEL.

ADC

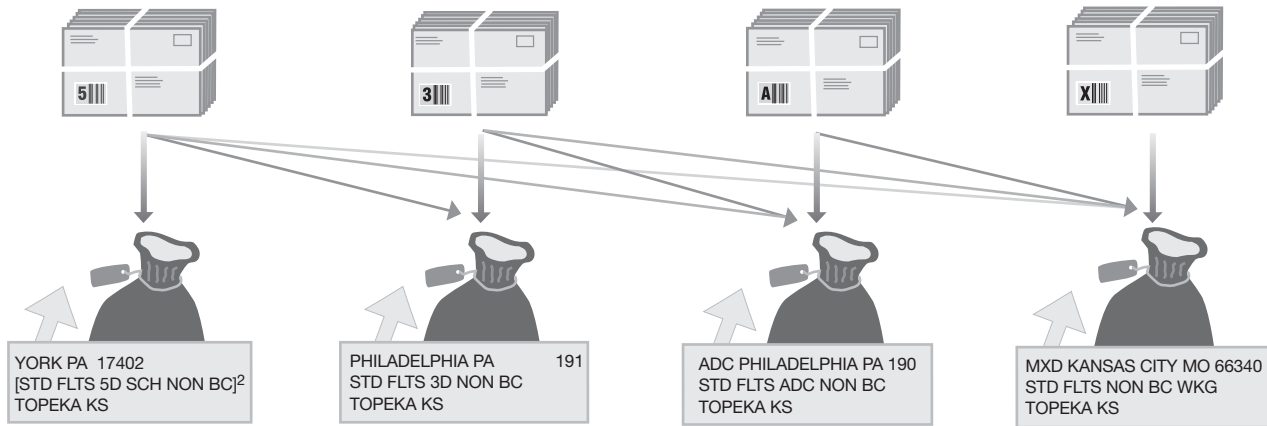
Bundles: Required with 10 or more pieces to same ADC (see [L004](#)); fewer than 10 pieces in a bundle not permitted.

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

Sacks: Required when there are 125 pieces or 15 pounds to the same 5-digit/scheme; smaller volume not permitted.³

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."

Rate: 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.

Rate: 3-Digit or ADC⁴

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.

Rate: ADC

Mixed ADC

Sacks: Any remaining bundles placed in mixed ADC sacks.

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

Rate: Mixed ADC

Rates are based on sack level.

1. 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.
2. For 5-digit scheme sacks, use "STD FLT 5D SCH NON BC," for 5-digit sacks, use "STD FLTS 5D NON BC."
3. For nonidentical-weight pieces, see [345.5.5b](#).
4. ADC rate for any 3-digit sack for origin SCF not meeting 125-piece or 15-pound minimum.

Discount Flats

Standard Mail Automation Flats

340b

Quick Service
Guide

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

Physical Standards (301)

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

Rates and Fees (343.1.0)

For pieces weighing 3.3 ounces (0.2063 pound) or less:	Regular	Nonprofit
5-Digit	\$0.335	\$0.212
3-Digit	0.392	0.269
ADC	0.424	0.301
Mixed ADC	0.477	0.354
For pieces weighing more than 3.3 ounces (0.2063 pound):		
Per piece rates:		
5-Digit	\$0.186	\$0.086
3-Digit	0.243	0.143
ADC	0.275	0.175
Mixed ADC	0.328	0.228
PLUS per pound rates:		0.622

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

Annual \$175.00 presort mailing fee.

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 ZIP+4 barcode, a delivery point barcode, or a 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 rates or not eligible for Periodicals rates. Nonprofit rates 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 [343.7.3](#); for barcode quality standards, see [708.4.0](#); and for CASS/MASS standards, see [708.3.0](#). Addresses matched using a CASS/MASS-certified process within 180 days before mailing date.

All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in [201.3.14](#).

Rigid, nonrectangular, and pieces that are not uniformly thick must be prepared as parcels or Not Flat-Machinables pieces and pay parcel or Not Flat-Machinable rates ([343.3.2.1](#)).

Mailers can apply Repositionable Notes for an additional charge of \$0.015. See [709.5.0](#).

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: Form 3602-R or approved facsimile.

Nonprofit: Form 3602-N or approved facsimile.

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

■ Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

Mail Preparation (345.7.0)

Marking on each piece in the postage area ([302.2.0](#)):

■ **Regular:** "Presorted Standard" or "PRSRT STD."

■ **Nonprofit:** "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT."

Use of the "AUTO" marking is optional.

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

Pallets are 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.

For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

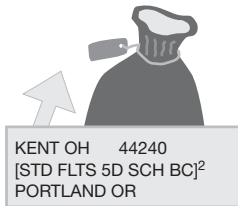
Bundling and Sacking Sequence (345.7.0)

5-Digit/Scheme¹

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.

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

Rate: 5-Digit



5-Digit/Scheme

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

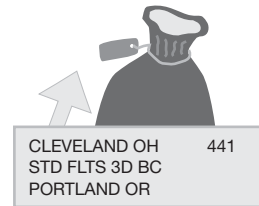
Barcoded Labels: Line 1: For 5-digit scheme sacks, use L007, Column B; For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme sacks, use "STD FLTS 5D SCH BC." For 5-digit sacks, "STD FLTS 5D BC."

3-Digit/Scheme¹

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.

Labels: Green Label 3 or OEL.

Rate: 3-Digit



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.

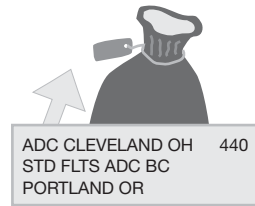
Barcoded Labels: For Line 1, use L002, Column A, for destination facility.

ADC

Bundles: Required if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a bundle not permitted.

Labels: Pink Label A or OEL.

Rate: ADC



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

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

Labels: Tan Label X or OEL.

Rate: Mixed ADC



Mixed ADC

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

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

Rate 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. Use "STD FLTS 5D SCH BC" on 5-digit scheme sacks; use "STD FLTS 5D BC" on 5-digit sacks.

Discount Flats

Standard Mail Enhanced Carrier Route Flats

340c

Quick Service
Guide

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

Physical Standards (301)

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

Rates and Fees (343.1.0)

For pieces weighing 3.3 ounces (0.2063 pound) or less:	Regular	Nonprofit
Saturation	\$0.187	\$0.118
High-Density	0.205	0.136
Basic	0.249	0.180
For pieces weighing more than 3.3 ounces (0.2063 pound):		
Per piece rates:		
Saturation	\$0.059	\$0.029
High-Density	0.077	0.047
Basic	0.121	0.091
PLUS per pound rates:	0.621	0.432

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

For walk-sequence saturation pieces and merchandise samples with a detached address label, add \$0.015. Annual \$175.00 presort mailing fee.

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 rates or not eligible for Periodicals rates. Nonprofit rates 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. Add \$0.015 for each detached address label used with merchandise samples or saturation rate pieces. Mailers can apply Repositionable Notes for an additional charge of \$0.015. See [709.5.0](#).

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:** Form 3602-R or approved facsimile.
 - Nonprofit:** Form 3602-N or approved facsimile.
- Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).
- Additional documentation to support density standards ([345.6.0](#)).

Mail Preparation (345)

Marking on each piece in the postage area ([302.2.0](#)):

- **Regular:** "Presorted Standard" or "PRSRT STD."
- **Nonprofit:** "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT"
- Basic, high-density, and saturation rate pieces must also be marked "ECRLOT," "ECRWSH," or "ECRWSS," respectively, in the correct optional endorsement line under [708.7.0](#) 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 rate must bear appropriate marking for rate claimed. Pieces not claimed at corresponding rate must not be included in the mailing and must not bear the "ECRLOT," "ECRWSH," or "ECRWSS" marking. For additional marking standards for carrier route pieces, see [708.8.0](#).

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

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

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

See reverse for preparation and labeling.

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

Enter and Deposit (346)

Mailing entered at an acceptance point designated by USPS.

Bundling and Sacking Sequence (345.6.0)

Bundle Preparation

Saturation¹

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).³

Rate: Saturation



High Density²

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).³

Rate: 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).³

Rate: 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 "ECRLOT," 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 "ECRLOT" for basic.

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.

Discount Flats

Bound Printed Matter Flats

360

Quick Service
Guide

Physical Standards (301)

Maximum weight: 15 pounds.
For an overview of the physical standards for discount flats, see [Quick Service Guide 301](#).

Rates and Fees (363.1.0)

	Presorted and Carrier Route Flat Rates ¹ (zone)						
	Local 1 & 2	3	4	5	6	7	8
Per Piece							
Carrier Route	\$1.178	\$1.178	\$1.178	\$1.178	\$1.178	\$1.178	\$1.178
Presorted	1.289	1.289	1.289	1.289	1.289	1.289	1.289
Per Pound	0.122	0.148	0.195	0.249	0.311	0.359	0.477

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

For destination entry rates, see [363.1.0](#).

Presorted, Carrier Route, and destination BMC (DBMC) rates: separate per piece and per pound charges based on weight and zone. DSCF and DDU rates are not zoned. Destination entry discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF, SCF, or delivery unit (DDU) ([366](#)). DDU rates not available for flat-size pieces weighing 1 pound or less unless sorted to carrier route.

Barcoded discount: \$0.03 per piece. Available for automation-compatible flats with correct barcodes that meet standards in [363.5.0](#). Discount is not available for Presorted DDU or carrier route rates.

No annual mailing fee; however, there is an annual destination entry mailing fee of \$175.00.

Content (363.2.0)

Bound Printed Matter is typically catalogs, directories, books, and other printed material that weighs up to 15 pounds and meets specific eligibility standards in [363.2.0](#). 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 (363.3.0)

Mailings of 300 or more pieces, sorted and marked as described below.

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 rates, a certified process ([363.3.3](#)) must be used within 12 months before mailing to ensure the accuracy of 5-digit ZIP Codes.

For Carrier Route rate, carrier route information must be updated using CASS-certified process within 90 days before mailing ([363.4.0](#)).

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 rates based on weight and zone ([363.1.0](#)).

Postage Payment (364)

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

Postage statement: Form 3605-R or approved facsimile.

Mail Preparation (365)

Rate markings:

- Presorted rate: "Bound Printed Matter" or "BPM" and either "Presorted" or "PRSRT"
- Carrier Route rate: "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 [302.2.2](#).

Pieces must be separated by zones when presented unless either the correct postage is affixed to each piece or authorized under [705](#).

Enter and Deposit (366)

Presorted or Carrier Route and all meter or permit imprint mail, generally at post office where permit or license is held. For destination entry rates, see [366.2.0–366.5.0](#).

For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Bundling and Sacking Sequence Presorted Flats (365.5.0)

5-Digit/Scheme¹

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

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

3-Digit/Scheme¹

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

Labels: Green Label 3 or OEL.

ADC

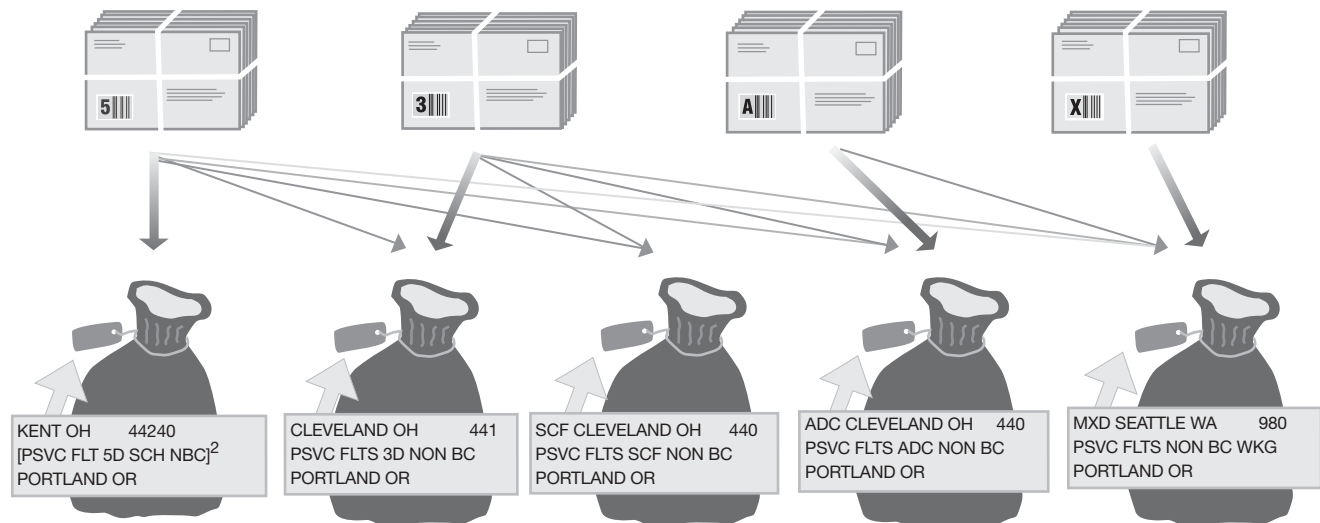
Bundles: Required at 10 pieces or 10 pounds; smaller volumes not permitted. Maximum weight 20 pounds.

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/Scheme¹

Sacks: Required at 20 addressed pieces or 20 pounds, 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 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.

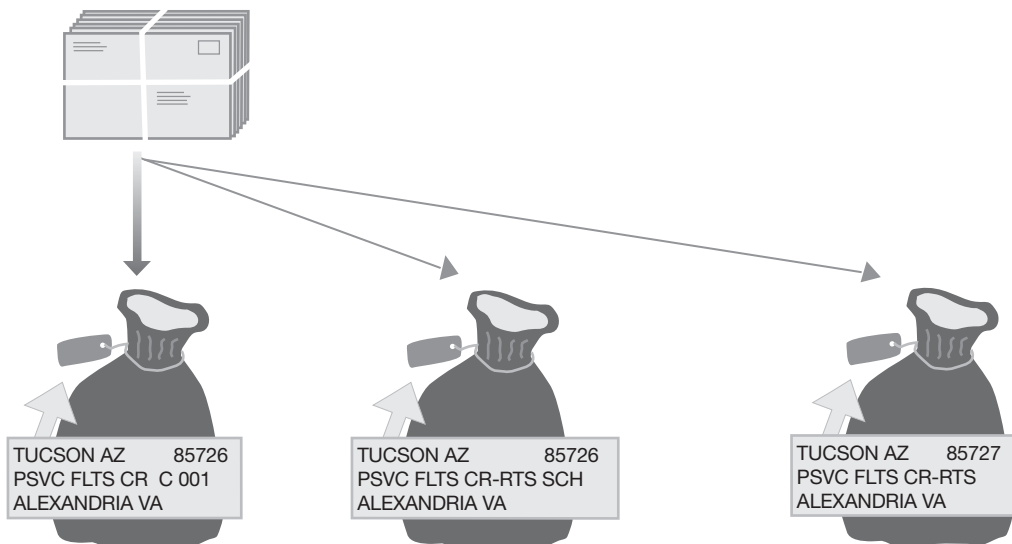
- For mailings consisting entirely of pieces meeting the automation-compatibility standards in 301.3.0 pieces must be prepared in 5-digit scheme and 3-digit scheme bundles and 5-digit scheme sacks. Mailers must prepare all possible 5-digit scheme bundles and 5-digit scheme sacks before preparing 5-digit 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.
- 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: Required at 10 addressed pieces or 10 pounds for an individual carrier route, smaller volumes not permitted. Maximum weight 40 pounds. Each bundle must contain at least two addressed pieces except for the last bundle to each carrier route destination under 365.2.5.

Labels: Facing slip (365.2.11), optional endorsement line (708.7.0), or carrier route information line (708.8.0).

Rate: 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."

Bundling and Sacking Sequence Barcoded Flats (365.7.0)

5-Digit/Scheme¹

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

Labels: Optional endorsement line (OEL) (708.7.0).

3-Digit/Scheme¹

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

Labels: OEL.

ADC

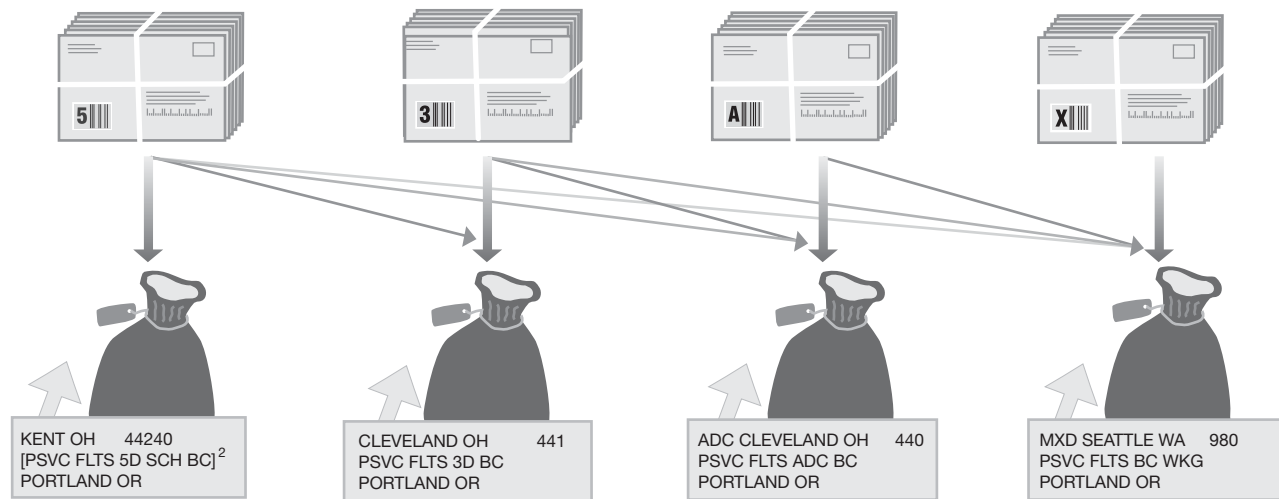
Bundles: Required at 10 pieces or 10 pounds; smaller volumes not permitted; maximum weight 20 pounds.

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."

Rate 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. Use "PSVC FLTS 5D SCH BC" on 5-digit scheme sacks; use "PSVC FLTS 5D BC" on 5-digit sacks.

Physical Standards (301) Maximum weight: 70 pounds.
For an overview of the physical standards for discount flats, see [Quick Service Guide 301](#).

Rates and Fees (373.1.0)

Weight Not Over (pounds)	5-Digit	Basic ¹
1	\$1.30	\$1.80
2	1.64	2.14
3	1.98	2.48

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

For heavier pieces, see [373.1.0](#).
Annual presort mailing fee: \$175.00.

Content (373.2.0) 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.

Eligibility Standards (373.3.0) Mailings of 300 or more addressed pieces. Rates based on weight and level of presort. Each piece must include complete delivery and return addresses with correct ZIP Code or ZIP+4 code. Mailing items with no ancillary service endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece rate ([507.1.5.4](#)). Rigid, nonrectangular, and pieces that are not uniformly thick must be prepared as parcels and pay parcel rates ([373.1.3](#)).

Postage Payment and Documentation (374) Meter ([604.4.0](#)) or permit imprint ([604.5.0](#)).
Postage statement: Form 3605-R or approved facsimile.

Mail Preparation (375) Mark each piece "Media Mail" and "Presorted" or "PRSRT" in the postage area. For optional marking locations, see [302.2.2.3](#).
Flat-size pieces that do not meet the physical standards in [301.1.3](#) through [301.1.5](#) must be prepared as parcels.
See page two for preparation and labeling.

Enter and Deposit (376) All meter or permit imprint: generally, at post office where permit or meter license is held.
For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Bundling and Sacking Sequence (375.5.0)

5-Digit/Scheme¹

Bundles: Optional but required for 5-digit rate. Scheme bundles required for 5-digit ZIP Codes in L007 Required at 10 addressed pieces, smaller volumes not permitted. Maximum weight 20 pounds.²

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



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

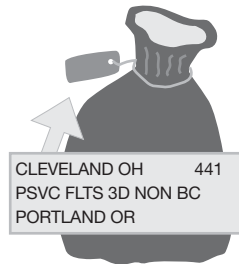
Labels: Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme sacks, use "PSVC FLT 5D SCH NBC." For 5-digit sacks, use "PSVC FLT 5D NBC."

Rate: 5-Digit

3-Digit/Scheme¹

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

Labels: Green Label 3 or OEL.



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

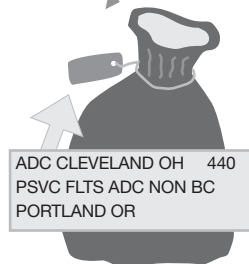
Labels: For Line 1, use L002, Column A. For Line 2, use "PSVC FLTS 3D NON BC."

Rate: Basic

ADC

Bundles: Required at 10 addressed pieces, smaller volumes not permitted. 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."

Rate: 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."

Rate: 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. 5-digit bundles of flats placed in 5-digit sacks may weigh a maximum of 40 pounds.
3. For 5-digit scheme sacks, use "PSVC FLT 5D SCH NBC," for 5-digit sacks, use "PSVC FLT 5D NBC."

Physical Standards
(301)

Maximum weight: 70 pounds.
For an overview of the physical standards for discount flats, see [Quick Service Guide 301](#).

Rates and Fees
(383.1.0)

Weight Not Over (pounds)	5-Digit	Basic ¹
1	\$1.24	\$1.71
2	1.56	2.03
3	1.88	2.35

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

For heavier pieces, see [383.1.0](#).
Annual presort mailing fee: \$175.00.

Content
(383.2.0)

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
(383.3.0)

Mailings of 300 or more addressed pieces are eligible for 5-digit and Basic rates; sorted and marked as described below.
5-digit and Basic Presorted rates are based on weight and level of presort.
Each piece must include complete delivery and return addresses with correct ZIP Code or ZIP+4 code. 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 rate ([507.1.5.4](#)).
Rigid, nonrectangular, and pieces that are not uniformly thick must be prepared as parcels and pay parcel rates ([383.1.3](#)).

Postage Payment and Documentation
(384)

Meter ([604.4.0](#)) or permit imprint ([604.5.0](#)).
Postage statement: Form 3605-R or approved facsimile.

Mail Preparation
(385)

Mark each piece "Library Mail" and "Presorted" or "PRSRT" in the postage area. For optional marking locations, see [302.2.2.4](#).
Flat-size pieces that do not meet the physical standards in [301.1.3](#) through [301.1.5](#) must be prepared as parcels.
See page two for preparation and labeling.

Enter and Deposit
(386)

All meter or permit imprint, generally, at post office where permit or meter license is held.
For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Bundling and Sacking Sequence (385.5.0)

5-Digit/Scheme¹

Bundles: Optional but required for 5-digit rate. Scheme bundles required for 5-digit ZIP Codes in L007. Required at 10 addressed pieces, smaller volumes not permitted. Maximum weight 20 pounds.²

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



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

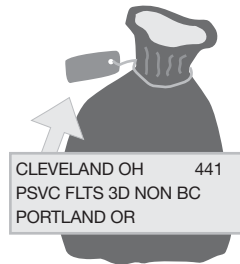
Labels: Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme sacks, use "PSVC FLT 5D SCH NBC." For 5-digit sacks, use "PSVC FLT 5D NBC."

Rate: 5-Digit

3-Digit/Scheme¹

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

Labels: Green Label 3 or OEL.



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

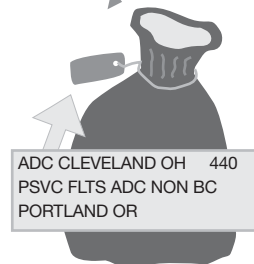
Labels: For Line 1, use L002, Column A. For Line 2, use "PSVC FLTS 3D NON BC."

Rate: Basic

ADC

Bundles: Required at 10 addressed pieces, smaller volumes not permitted. 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."

Rate: Basic

Mixed ADC

Bundles: Required, 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."

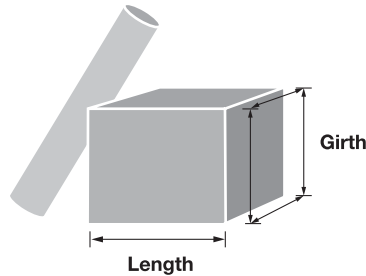
Rate: Basic

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. 5-digit bundles of flats placed in 5-digit sacks may weigh a maximum of 40 pounds.
3. For 5-digit scheme sacks, use "PSVC FLT 5D SCH NBC," for 5-digit sacks, use "PSVC FLT 5D NBC."

Overview

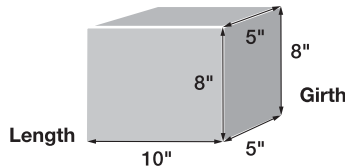
Parcel Dimensions



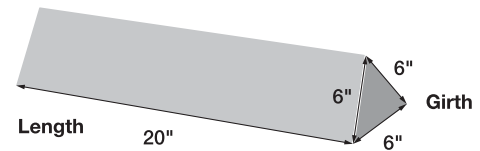
Length	The longest side of the parcel.
Girth	Measurement around the thickest part.
Length plus girth	Cannot exceed 108 inches (Parcel Post cannot exceed 130 inches).

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 Parcel Post, no mailpiece may measure more than 108 inches in length and girth combined. Parcel Post pieces measuring over 108 inches but not more than 130 inches in combined length and girth are available at the applicable oversized rate (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.

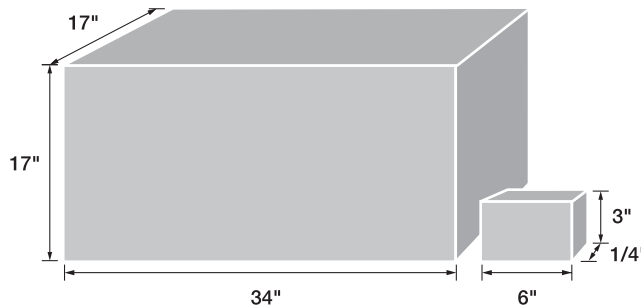
Machinable Parcels (401.1.5)

If you prepare your discount 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: 35 pounds (25 pounds for 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: 34 inches long, 17 inches high, and 17 inches thick.

Soft goods wrapped in paper or plastic bags and enveloped printed matter are machinable only if all packaging standards in 601.2.0 are met.



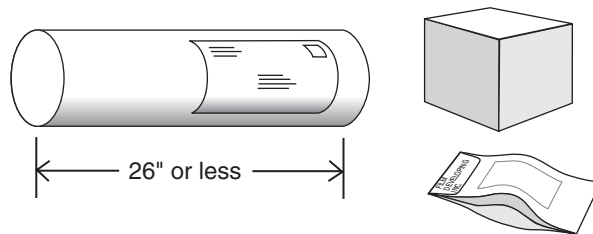
Machinable Parcels

Minimum weight: 6 ounces (3.5 ounces for parcels prepared under 401.1.5.2). Maximum weight: 35 pounds (25 pounds for books and other printed matter).

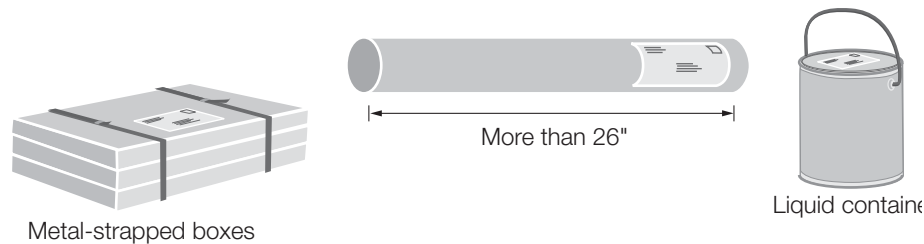
Irregular Parcels
(401.1.6)

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
Mail Parcels**
(401.2.1)

Maximum weight: 13 ounces.

Unless prepared in 5-digit/scheme containers or paid at a single-piece rate, presorted parcels are subject to a \$0.05 surcharge if any of the following apply:

- The parcels weigh less than 2 ounces.
- The parcels do not bear a UCC/EAN Code 128 or POSTNET barcode.
- The parcels are irregularly shaped, such as rolls, tubes, and triangles.

See [Quick Service Guide 430](#), First-Class Mail Presorted Parcels.

**Bound Printed
Matter**
(401.2.4)

Maximum weight: 15 pounds.

Barcode discount: \$0.03 discount available for machinable parcels (50-piece minimum), except parcels mailed at presorted DDU, DSCF, DBMC parcels entered at an ASF other than the Phoenix, AZ ASF, and carrier route rates.

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

Media Mail

Maximum weight: 70 pounds.

Barcode discount: \$0.03 discount available for machinable parcels (50-piece minimum), mailed at Basic rates.

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: \$0.03 discount available for machinable parcels (50-piece minimum), mailed at Basic rates.

For rates, eligibility, postage payment, and mail preparation, see [480](#).

**Standard Mail
Parcels
(401.2.2)** 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 \$0.05 surcharge if machinable parcels do not bear a UCC/EAN Code 128 barcode or irregular parcels do not bear a UCC/EAN 128 barcode or POSTNET barcode.

See Quick Service Guides:

- [440a Standard Mail Machinable Parcels](#)
- [440b Standard Mail Irregular Parcels](#)
- [440c Standard Mail Enhanced Carrier Route Irregular Parcels](#)

**Standard Mail
Not Flat-
Machinable
Pieces
(401.2.2)** Standard Mail with the following characteristics are Not Flat-Machinable pieces unless mailed as parcels:

A. Rigid pieces with the following dimensions:

- At least 4 inches high, but not more than 12 inches high.
- At least 4 inches long, but not more than 15-3/4 inches long.
- At least 0.009 thick, but not more than 1-1/4 inches thick. (Pieces less than 5 inches long must be over 1/4 inch thick.)

B. Flexible pieces that are at least 4 inches high, but not more than 12 inches high, with either of the following dimensions:

- Over 15 inches long, but not more than 15-3/4 inches long.
- Over 3/4 inches thick, but not more than 1-1/4 inches thick.

C. Nonmachinable letter-size pieces weighing more than 3.3 ounces must pay the Not Flat-Machinable price, unless they qualify to be mailed at automation flat-size rates.

Unless prepared in 5-digit/scheme containers, Not Flat-Machinable pieces are subject to a \$0.05 surcharge if:

- The pieces weigh 6 ounces or more and do not bear a UCC/EAN Code 128 barcode ([708.5.0](#)).
- The pieces weigh less than 6 ounces and do not bear a UCC/EAN Code 128 barcode ([708.5.0](#)) or POSTNET barcode ([708.4.0](#)).

For Not Flat-Machinable pieces, see [Quick Service Guide 440d](#).

**Parcel Post
(401.2.3)**

- **Oversized Rate:** 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 Post oversized rate. Oversized rates are not subject to the nonmachinable surcharge.
- **Balloon Rate:** Parcel Post 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 rate equal to that of a 20-pound parcel for the zone to which the parcel is addressed.
- **Parcel Post machinable parcel rates** are lower than Parcel Post nonmachinable parcel rates.
- **Nonmachinable Parcel Post:** Pieces that meet any of the following criteria must pay the nonmachinable surcharge. The surcharge does not apply to pieces mailed at oversized rates or parcels sent with special handling.
 - a. A parcel more than 34 inches long, 17 inches wide, or 17 inches high.
 - b. A parcel less than 6 inches long, 1/4 inch thick, or 3 inches high.
 - c. A parcel that weighs less than 6 ounces (except under [401.1.5.2](#)) or more than 35 pounds.
 - d. A parcel containing more than 24 ounces of liquid in glass containers, or 1 gallon or more of liquid in metal or plastic containers.
 - e. An insecurely wrapped or metal-banded parcel.
 - f. A can, roll, or tube, or wooden or metal box.
 - g. Books, printed matter, or business forms weighing more than 25 pounds.
 - h. A high-density parcel weighing more than 15 pounds and exerting more than 60 pounds per-square-foot pressure on its smallest side.
 - i. 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.
 - j. 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.

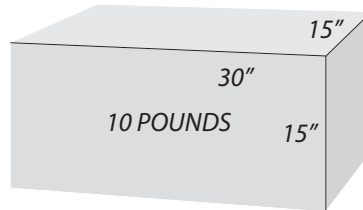
For additional information, see [Quick Service Guide 450, Parcel Post](#).

Examples of Balloon Rate, Oversized Rate, and Priority Mail Dimensional Weight

Priority Mail (zones 1–4) and Parcel Post (all zones)

Balloon Rate if:

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

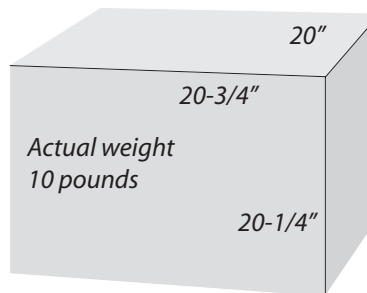


Nonmachinable Rate: No
Balloon Rate: Yes
Oversized Rate: No

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 Rate: No

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

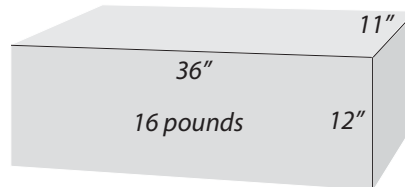
1. Round off each measurement to the nearest whole number (length = 21, height = 20, and width = 20).
2. Multiple length x height x width (21 x 20 x 20) = 8,400 cubic inches
3. If more than 1,728 cubic inches, divide the result by 194 and round up to the next whole number to determine dimensional weight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

Parcel Post

Nonmachinable Surcharge if:

- Length more than 34 inches or
- Height more than 17 inches or
- Width more than 17 inches or
- Weight more than 35 pounds (25 pounds for books and other printed matter) or
- Meets any Parcel Post nonmachinable criteria on page three.

The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.



Nonmachinable Rate: Yes
Balloon Rate: No
Oversized Rate: No

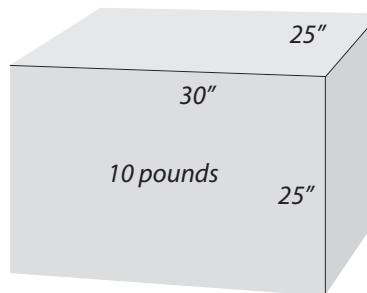
In this example, length and girth is 82 inches.

Parcel Post

Oversized Rate if:

- Length plus girth combined is more than 108 but not more than 130 inches.

The oversized rate does not apply to pieces with special handling fee.



Oversized Rate: Yes

In this example, length and girth is 130 inches.

Balloon rate: Priority Mail (zones 1–4) and Parcel Post only.

Nonmachinable rate: Parcel Post only.

Oversized rate: Parcel Post only.

Priority Mail dimensional weight zones 5–8 only.

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.

Discount Parcels

Designing Parcels for Automated Processing

401a

Quick Service
Guide

Related QSGs [440a, Standard Mail Machinable Parcels](#)
[450, Parcel Post](#)
[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 Post: 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 thick must be at least 3-1/2 inches high and 6 inches long.
For an overview of the physical standards for discount parcels, see [Quick Service Guide 401](#).

Eligibility Standards Parcels are nonmachinable if they meet any of the criteria in [401.2.3](#). Parcel Post pieces meeting any of the criteria in [401.2.3](#) are subject to a nonmachinable surcharge in addition to postage.
Machinable parcels must bear the correct readable UCC/EAN barcode under [708.5.0](#).
Barcoded discount: Package Services (Parcel Post, Bound Printed Matter, Media Mail, and Library Mail) barcoded discount pieces must meet the standards in [708.5.0](#).
Package Services barcodes may be combined with Delivery Confirmation or Signature Confirmation and insurance barcode.
Standard Mail barcodes may be combined with electronic 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 (601.3.0) 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.
- Avoid waxed or oiled materials, exterior foam boxes, and unsecurely packaged articles.
- Solid corrugated fiberboard boxes as shown below.

Cushioning (601.4.0) Cushioning absorbs shock and vibration of handling. Combinations of cushioning materials are most effective. Cushion items separately.

Closure and Sealing (601.4.0)

- 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 Mail: Unless prepared in 5-digit/scheme containers or paid at a single-piece rate, presorted parcels are subject to a \$0.05 surcharge if:

- The parcels weigh less than 2 ounces.
- The parcels do not bear a UCC/EAN Code 128 ([708.5.0](#)) or POSTNET barcode ([708.4.0](#)).
- The parcels are irregularly shaped, such as rolls, tubes, and triangles.

Standard Mail: Unless prepared in a carrier route or 5-digit/scheme containers, Standard Mail parcels and Not Flat-Machinable pieces are subject to a \$0.05 surcharge if:

- Not Flat-Machinable pieces weighing 6 ounces or more and Machinable parcels do not bear a UCC/EAN 128 barcode.
- Irregular parcels and Not Flat-Machinable pieces weigh less than 6 ounces and do not bear a UCC/EAN Code 128 or POSTNET barcode.

The UCC/EAN Code 128 barcode is required when used on all other parcels.

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

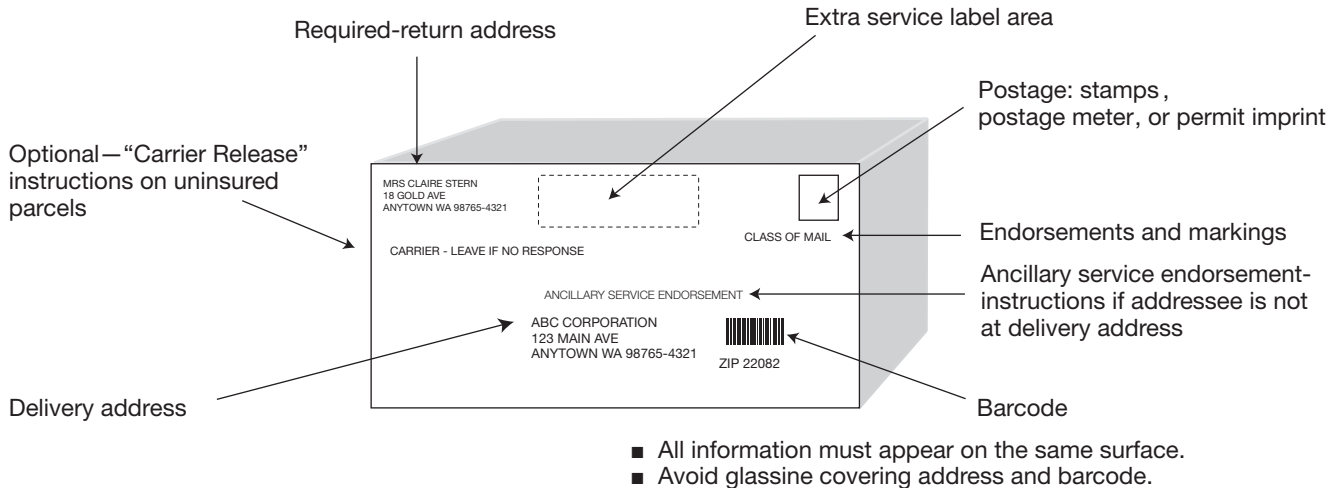
- Presorted Standard Mail ([445.5.0](#)) or [Quick Service Guide 440a](#).
- Parcel Post ([455](#)) or [Quick Service Guide 450](#).
- Bound Printed Matter ([465](#)) or [Quick Service Guide 460](#).
- Presorted Media Mail ([475](#)) or [Quick Service Guide 470](#).
- Presorted Library Mail ([485](#)).

For pallet preparation, see [705.8.0](#).

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

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.

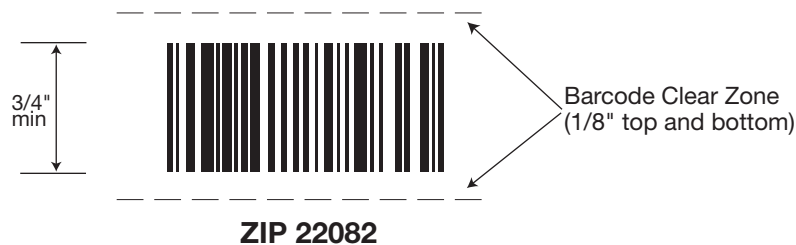
Physical Standards for Automation-Compatible Parcels



UCC/EAN Code 128 Barcode

For UCC/EAN Code 128 barcode specifications and placement, see [708.5.1](#).

If the barcode is printed on the delivery address label and in close proximity to the address, the ZIP Code or ZIP+4 code information below the barcode may be omitted. If the barcode is printed on a separate label, the ZIP Code or ZIP+4 code preceded by the word "ZIP" must be printed between 1/8 inch and 1/2 inch below the barcode.



Postal routing codes must meet the technical specifications in the UCC/EAN Code 128; see [708.5.1](#).

Packaging and Sealing

Container (see front for details):

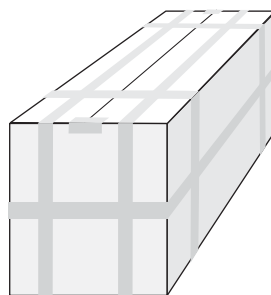
- Sturdy paperboard or fiberboard boxes.
- Plastic or paper bags up to 5 pounds.
- Enveloped printed matter up to 5 pounds.
- Avoid waxed or oiled materials, exterior foam boxes.

Cushioning:

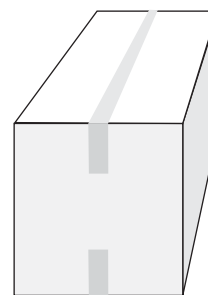
- Cushion items separately.
- Combine materials for most effectiveness. Cushioning materials: foamed plastics, corrugated fiberboard, loose-fill material, and shredded newspapers.

Sealing (see page one for details):

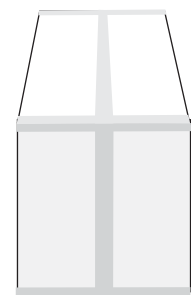
- Pressure-sensitive reinforced tape.
- Reinforced paper tape.
- Staples or steel stitching.
- Adhesive.
- Avoid twine, cord, rope, cellophane tape, and masking



Pressure-sensitive filament tape



Reinforced kraft paper tape



Kraft paper tape

Physical Standards (401)

Maximum weight: 13 ounces.
For an overview of the physical standards for discount parcels, see [Quick Service Guide 401](#).

Rates and Fees (433.1.0)

Weight Not Over (ounces) ¹	5-Digit	3-Digit	ADC	Single-Piece (Mixed ADC)
1	\$0.704	\$0.837	\$0.891	\$1.13
2	0.874	1.007	1.061	1.30
3	1.044	1.177	1.231	1.47
4	1.214	1.347	1.401	1.64
5	1.384	1.517	1.571	1.81
6	1.554	1.687	1.741	1.98
7	1.724	1.857	1.911	2.15
8	1.894	2.027	2.081	2.32
9	2.064	2.197	2.251	2.49
10	2.234	2.367	2.421	2.66
11	2.404	2.537	2.591	2.83
12	2.574	2.707	2.761	3.00
13	2.744	2.877	2.931	3.17

1. A \$0.05 surcharge applies to pieces in 3-digit and ADC sacks that:
- Weigh less than 2 ounces.
 - Do not bear a UCC/EAN 128 or POSTNET barcode.
 - Are irregularly shaped such as rolls, tubes, and triangles.

Annual \$175.00 presort mailing fee.

Content (433.2.0)

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 (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).

Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. Addresses on all pieces must be updated within 185 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA^{Link}, *FASTforward*, or the appropriate ancillary service endorsement under 507.1.0). For an overview of the First-Class Mail Move Update standard, see [Quick Service Guide 230a](#).

A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes. Unless prepared in 5-digit/scheme sacks or paid at single piece rates, presorted parcels are subject to a \$0.05 surcharge if they:

- Weigh less than 2 ounces.
- Do not bear a correct UCC/EAN Code 128 (708.5.0) or POSTNET barcode (708.4.0). For barcode placement, see 402.4.0.
- Are irregularly shaped such as rolls, tubes, and triangles.

Postage Payment and Documentation (434)

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: Form 3600-R.
- Supporting documentation: required unless correct rate is affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

Mail Preparation (435)

Marking on each piece in the postage area: "Presorted (or PRSRT) First-Class." For optional locations, see 402.2.1.

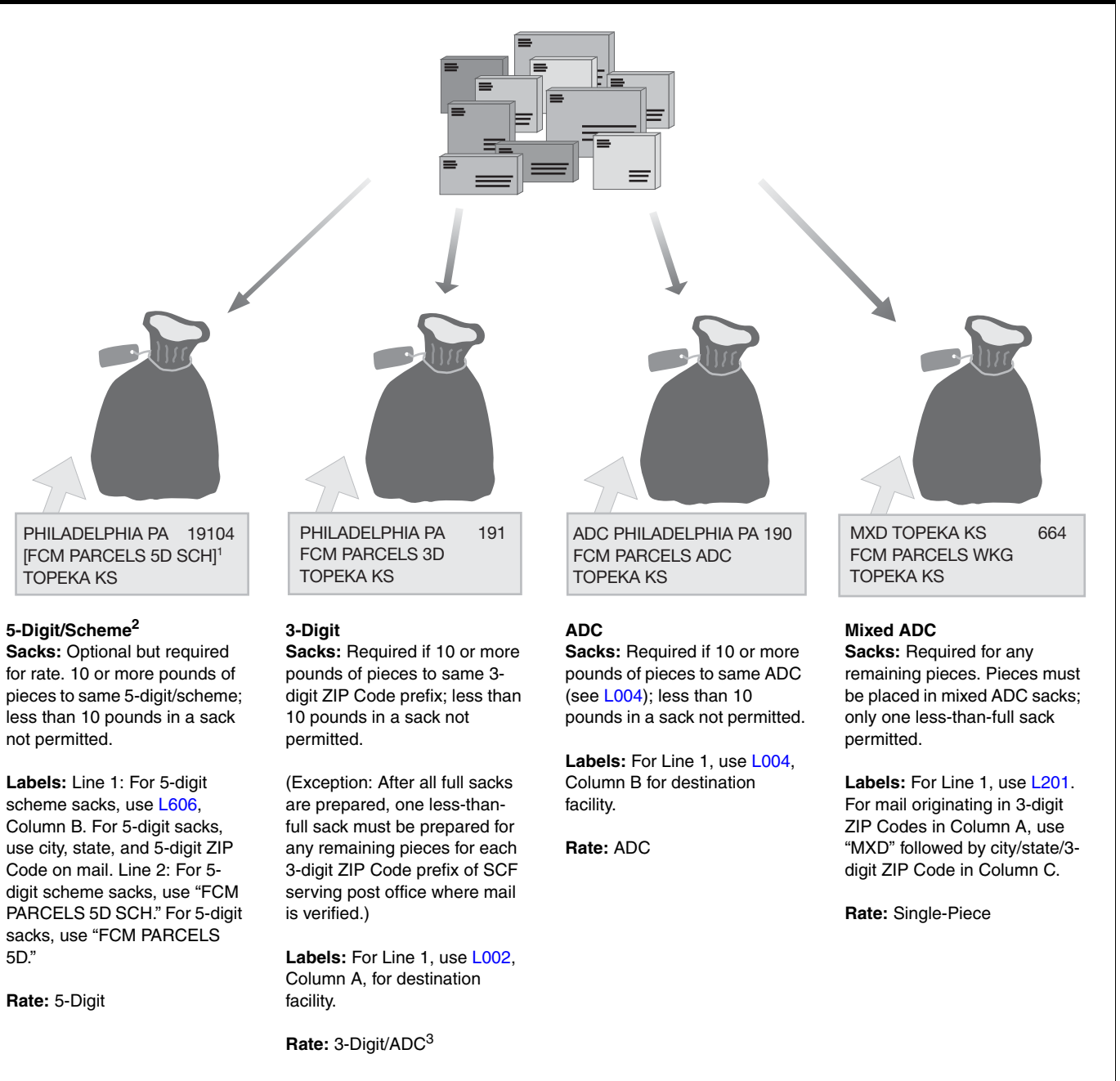
See reverse for preparation and labeling.

Enter and Deposit (436)

Mailing entered at an acceptance point designated by USPS.

For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Sacking Sequence (435.4.0)



1. For 5-digit scheme sacks, use "FCM PARCELS 5D SCH." For 5-digit sacks, use "FCM 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 rate.

Discount Parcels

Standard Mail Machinable Parcels

440a

Quick Service
Guide

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 discount parcels, see [Quick Service Guide 401](#).

Rates and Fees (443.1.0)

For pieces weighing 6 ounces ¹ or more but less than 16 ounces:			
Per piece rates:		Regular	Nonprofit
5-Digit		\$0.346	\$0.244
BMC		0.716	0.614
Mixed BMC		0.909	0.807
PLUS Per pound rates:		0.739	0.622

1. 3.5 ounces if prepared under [401.1.5](#).

Unless prepared in 5-digit/scheme containers, Standard Mail machinable parcels are subject to a \$0.05 surcharge if they do not bear a UCC/EAN 128 barcode under [708.5.0](#).

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF, SCF, or delivery unit ([446](#)).

Annual \$175.00 presort mailing fee.

Content (443.2.0) Pieces are eligible if not required to be mailed at First-Class Mail rates or not authorized for Periodicals rates. Nonprofit rates 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](#)).

Postage Payment and Documentation (444) Precanceled stamp ([604.3.0](#)), meter ([604.4.0](#)), or permit imprint ([604.5.0](#)).

Documentation:

■ Postage statement:

■ **Regular:** Form 3602-R or approved facsimile.

■ **Nonprofit:** Form 3602-N or approved facsimile.

■ Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software or printed in standardized format.

Additional 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."

■ **Nonprofit:** "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT."

For barcode placement, see [402.4.0](#).








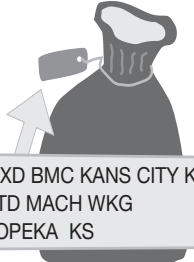
For use of detached address labels with merchandise samples more than 5 inches wide (high) or 1/4 inch thick, or nonuniform in thickness, see [602.4.0](#).

See reverse for preparation and labeling.

Enter and Deposit (446) Mailing entered at an acceptance point designated by USPS.

For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Machinable Sacking Sequence (445.5.3)

 	 	 	 
<p>5-Digit/Scheme</p> <p>Sacks: Optional, but required for 5-digit rate; minimum 10 pounds, smaller volumes not permitted.²</p> <p>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 “STD MACH 5D SCH.” For 5-digit sacks, use “STD MACH 5D.”</p> <p>Rate: 5-Digit</p>	<p>ASF</p> <p>Sacks: Optional, minimum 10 pounds, smaller volumes not permitted. Allowed only for mail deposited at an ASF to claim DBMC rates.</p> <p>Labels: For Line 1, use L602, Column B.² For Line 2, “STD MACH ASF.”</p> <p>Rate: BMC</p>	<p>BMC</p> <p>Sacks: Required, minimum 10 pounds, smaller volumes not permitted.</p> <p>Labels: For Line 1, use L601, Column B.³ For Line 2, “STD MACH BMC.”</p> <p>Rate: BMC</p>	<p>Mixed BMC</p> <p>Sacks: Required, no minimum.</p> <p>Labels: For Line 1, “MXD” followed by L601, Column B information for the BMC serving the 3-digit ZIP Code prefix of the entry post office. For Line 2, “STD MACH WKG.”</p> <p>Rate: Mixed BMC</p>

1. For 5-digit scheme sacks, use “STD MACH 5D SCH.” For 5-digit sacks, use “STD MACH 5D.”

2. No minimum for 5-digit/scheme sacks entered at DDU.

3. For DBMC rate eligibility, see [446.3.0](#).

Discount Parcels

Standard Mail Irregular Parcels

440b

Quick Service
Guide

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

Physical Standards (401)

Maximum weight: less than 16 ounces.
For an overview of the physical standards for discount parcels, see [Quick Service Guide 401](#).

Rates and Fees (443.1.0)

	For pieces weighing 3.3 ounces (0.2063 pound) or less:	Regular	Nonprofit
	5-Digit	\$0.607	\$0.481
	3-Digit	0.653	0.527
	ADC	0.914	0.788
	Mixed ADC	1.129	1.003
For pieces weighing more than 3.3 ounces (0.2063 pound):			
Per piece rates:			
	5-Digit	\$0.457	\$0.355
	3-Digit	0.503	0.401
	ADC	0.764	0.662
	Mixed ADC	0.979	0.877
	PLUS per pound rates:	0.739	0.622

Unless prepared in a carrier route or 5-digit/scheme container irregular parcels are subject to a \$0.05 surcharge if they do not bear a correct readable POSTNET ([708.4.0](#)) or UCC-EAN 128 barcode ([708.5.0](#)). 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 BMC/ASF, SCF (5-digit, 3-digit, and ADC), or delivery unit (5-digit only) ([446](#)). Annual \$175.00 presort mailing fee.

Content (443.2.0)

Pieces are eligible if not required to be mailed at First-Class Mail rates or not authorized for Periodicals rates. Nonprofit rates 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.

Add \$0.015 for detached address labels (DAL) used with merchandise samples.

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](#)).

Postage Payment and Documentation (444)

Precanceled stamp ([604.3.0](#)), meter ([604.4.0](#)), or permit imprint ([604.5.0](#)).

Documentation:

■ Postage statement:

■ **Regular:** Form 3602-R or approved facsimile.

■ **Nonprofit:** Form 3602-N or approved facsimile.

■ Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software or printed in standardized format.

Additional 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."

■ **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](#).

See reverse for preparation and labeling.

Enter and Deposit (446)

Mailing entered at an acceptance point designated by USPS.

For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Sacking Sequence (445.5.4)



PHILADELPHIA PA 19104
[STD IRREG 5D SCH]¹
TOPEKA KS

5-Digit/Scheme

Sacks: Optional but required for 5-digit rate. 10 pound minimum, smaller volume not permitted.²

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 "STD IRREG 5D SCH," for 5-digit sacks, use STD IRREG 5D."

Rate: Irregular 5-Digit



PHILADELPHIA PA 191
STD IRREG 3D
TOPEKA KS

3-Digit

Sacks: Required at 10 pounds, smaller volume not permitted.

Optional: One less-than-full sack may be prepared for any remaining bundles for each origin 3-digit ZIP Code.

Labels: Line 1, Use **L002**, Column A. Line 2, Use STD IRREG 3D."

Rate: Irregular 3-Digit or ADC³



BMC PHILA PA 19204
STD IRREG ADC
TOPEKA KS

ADC

Sacks: Required at 10 pounds, smaller volume not permitted.

Labels: Line 1, use **L603**, Column B. Use **L004** for parcels that weigh at least two ounces and are not rolls or tubes. For Line 2, use "STD IRREG ADC."

Rate: Irregular ADC



MXD BMC KANS CITY KS 66399
STD IRREG WKG
TOPEKA KS

Mixed ADC

Sacks: Required, no minimum for all remaining mail.

Labels: For Line 1, use **L604**, Column B. Use **L009** for parcels that weigh at least two ounces and are not tubes or rolls. For Line 2, use "STD IRREG WKG."

Rate: Irregular Mixed ADC

Bundling not permitted except for bundles of carrier route irregular parcels under 445.6.0.
Rate is based on sack level.

1. For 5-digit schemes, use "STD IRREG 5D SCH," for 5-digit sacks, use STD IRREG 5D."
2. No minimum for 5-digit/scheme sacks entered at a DDU.
3. ADC rate for optional 3-digit origin/entry sack.

Discount Parcels—Standard Mail

Enhanced Carrier Route Irregular Parcels

440c

Quick Service
Guide

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

Physical Standards (401)

Maximum weight: less than 16 ounces.
For an overview of the physical standards for discount parcels, see [Quick Service Guide 401](#).

Rates and Fees (443.1.0)

<i>For pieces weighing 3.3 ounces (0.2063 pound) or less:</i>	Regular	Nonprofit
Saturation	\$0.369	\$0.300
High-Density	0.378	0.309
Basic	0.499	0.430
<i>For pieces weighing more than 3.3 ounces (0.2063 pound):</i>		
<i>Per piece rates:</i>		
Saturation	\$0.241	\$0.211
High-Density	0.250	0.220
Basic	0.371	0.341
PLUS per pound for all rates:	0.621	0.432

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF, SCF, or delivery unit ([446.2.0](#)).
Annual \$175.00 presort mailing fee.

Content (443.2.0)

Pieces are eligible if not required to be mailed at First-Class Mail rates or not authorized for Periodicals rates.
Nonprofit rates 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. Carrier route information 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 rates.

Postage and Payment Documentation (444)

Precanceled stamp ([604.3.0](#)), meter ([604.4.0](#)), or permit imprint ([604.5.0](#)).

Documentation:

- Postage statement:
 - Regular:** Form 3602-R or approved facsimile.
 - Nonprofit:** Form 3602-N or approved facsimile.
 - Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).
 - Additional documentation to support density standards ([445.7.6](#)).
- 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.”
- **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”
- Basic, High-Density, and Saturation rate pieces must also be marked “ECRLOT,” “ECRWSH,” or “ECRWSS,” respectively, in the correct optional endorsement line under [708.2.0](#) 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 rate must bear appropriate marking for rate claimed. Pieces not claimed at corresponding rate must not be included in the mailing and must not bear the “ECRLOT,” “ECRWSH,” or “ECRWSS” marking. For additional marking standards for carrier route pieces, see [708.8.0](#).

Basic rate mail must be in line-of-travel (LOT) or in walk sequence ([445.6.0](#)).

High-density (WSH) and saturation (WSS) rate mail must be in walk sequence ([445.6.0](#)).

Palletization is preferred, see [Quick Service Guide 705d](#), Standard Mail Bundles on Pallets.

See reverse for preparation and labeling.

Use standard sack label ([445.4.0](#)).

Enter and Deposit (446)

Mailing entered at an acceptance point designated by USPS.

For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Bundling and Sacking Sequence

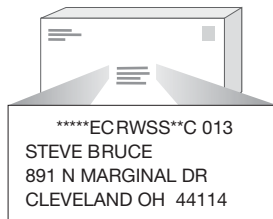
Bundle Preparation (445.7.4)

Saturation¹

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.

Rate: Saturation

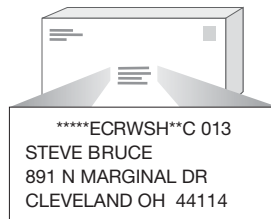


High Density²

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).

Rate: 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).

Rate: Basic

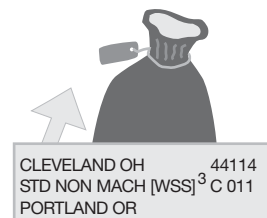


Sack Preparation (445.7.5)

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 IRREG" 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 IRREG 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.

Discount Flats

Standard Mail Not Flat-Machinable Pieces

440d

Quick Service
Guide

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

Physical Standards (401)

Maximum weight: less than 16 ounces.
For an overview of the physical standards for Not Flat-Machinables (NFM), see [Quick Service Guide 401](#).

Rates and Fees (443.1.0)

<i>For pieces weighing 3.3 ounces (0.2063 pound) or less:</i>	Regular	Nonprofit
5-Digit	\$0.460	\$0.334
3-Digit	0.506	0.380
ADC	0.767	0.641
Mixed ADC	1.028	0.902
<i>For pieces weighing more than 3.3 ounces (0.2063 pound):</i>		
Per piece rates:		
5-Digit	\$0.310	\$0.208
3-Digit	0.356	0.254
ADC	0.617	0.515
Mixed ADC	0.878	0.776
PLUS per pound rates:		
	0.739	0.622

Unless prepared in 5-digit/scheme containers, Not Flat-Machinable pieces are subject to a \$0.05 surcharge if:

- Pieces weighing 6 ounces or more do not bear a UCC-EAN 128 barcode.
- Pieces weighing less than 6 ounces do not bear a UCC-EAN 128 or POSTNET barcode.

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

Annual \$175.00 presort mailing fee.

Content (443.2.0)

Not Flat-Machinable pieces 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 (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 NFMs in ([401](#)). Pieces are eligible if not required to be mailed at First-Class Mail rates or not eligible for Periodicals rates. Nonprofit rates 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 must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

Each piece must bear a correct readable barcode under [708.4.0](#) or [708.5.0](#) as applicable, except if prepared in 5-digit/scheme containers or on 5-digit pallets. Pieces under 6 ounces may have a POSTNET ([708.4.0](#)) or UCC/EAN 128 ([708.5.0](#)) barcode, pieces 6 ounces or more must have a UCC/EAN 128 barcode. For barcode placement, see [402.4.0](#).

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:** Form 3602-R, Form 3602-EZ, or approved facsimile.
 - Nonprofit:** Form 3602-N, Form 3602-NZ, or approved facsimile.
- Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

Mail Preparation (445)

Mark each piece "Not Flat-Machinable" or "NFM" in the postage area ([402.2.0](#)) or in the optional endorsement line. Additional markings required:

- **Regular:** "Presorted Standard" or "PRSRT STD."
- **Nonprofit:** "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT."

See reverse for preparation and labeling. For pallet preparation, see [705.8.0](#).

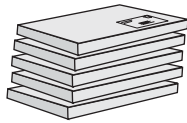
Prepared in sacks (unless palletized). Palletization is preferred, see [Quick Service Guide 705d](#).

Enter and Deposit (446)

Mailing entered at an acceptance point designated by USPS.

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.

Sacking Sequence for Pieces Less Than 6 Ounces (445.6.3.2)



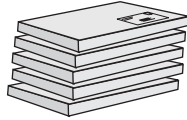
PHILADELPHIA PA 19104
[STD NFM 5D SCH]¹
TOPEKA KS

5-Digit/Scheme

Sacks: Optional but required for 5-digit rate. 10 or more pounds to the same 5-digit ZIP Code; smaller volume not permitted except no minimum required when pieces are drop shipped to a DDU.

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 "STD NFM 5D SCH." For 5-digit sacks, use "STD NFM 5D."

Rate: Not Flat-Machinable 5-Digit



PHILADELPHIA PA 190
STD NFM 3D
TOPEKA KS

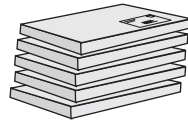
3-Digit

Sacks: Required when 10 or more pounds to the same 3-digit ZIP Code; smaller volume not permitted.

Optional: One less-than-full sack may be prepared for any remaining pieces for each origin 3-digit ZIP Code.

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

Rate: Not Flat-Machinable 3-Digit or ADC²



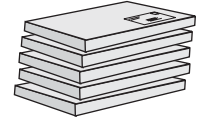
ADC PHILADELPHIA PA 190
STD NFM ADC
TOPEKA KS

ADC

Sacks: Required when there are 10 or more pounds to the same ADC; smaller volume not permitted.

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

Rate: Not Flat-Machinable ADC



MXD KANSAS CITY MO 66340
STD NFM WKG
TOPEKA KS

Mixed ADC

Sacks: Any remaining pieces must be placed in mixed ADC sacks.

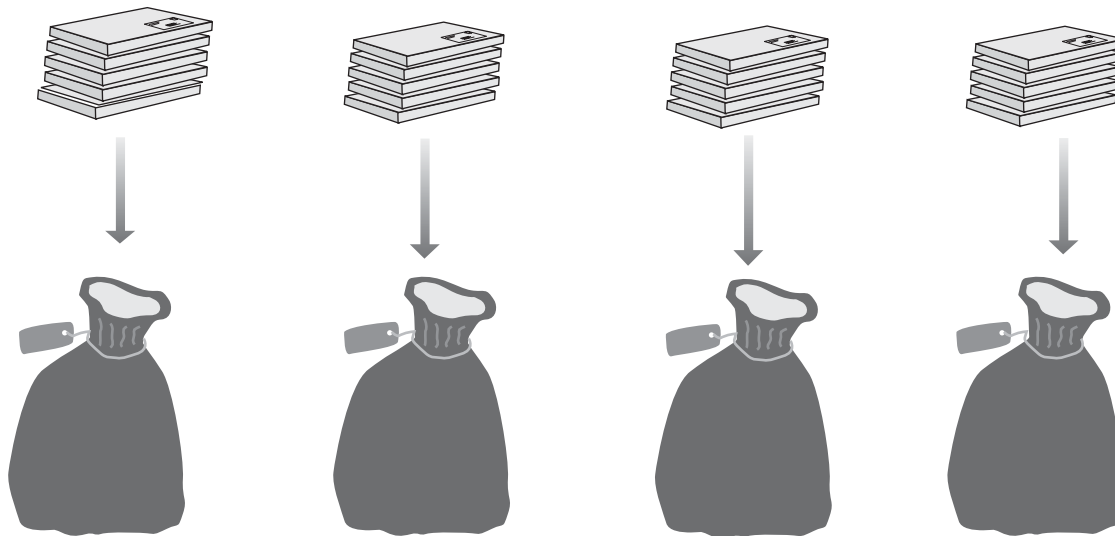
Labels: For Line 1, use L009, Column B. For Line 2, use "STD NFM WKG."

Rate: Not Flat-Machinable Mixed ADC

Mailers may make 5-digit bundles of at least five pieces when placed on pallets or in pallet boxes under 705.8.0. No other NFM bundles permitted.

1. For 5-digit scheme sacks, use "STD NFM 5D SCH." For 5-digit sacks, use "STD NFM 5D."
2. ADC rate for optional 3-digit origin/entry sack.

Sacking Sequence for Pieces 6 Ounces or More (445.6.3.3)



DIXON IL 61021
[STD NFM MACH 5D SCH]¹
TOPEKA KS

ASF BUFFALO NY 140
STD NFM MACH ASF
TOPEKA KS

BMC CHICAGO IL 60808
STD NFM MACH BMC
TOPEKA KS

MXD BMC KANSAS CITY KS 64399
STD NFM MACH WKG
TOPEKA KS

5-Digit/Scheme

Sacks: Optional but required for 5-digit rate. Minimum 10 pounds, smaller volumes not permitted except no minimum required when pieces are drop shipped to a DDU.

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 "STD NFM MACH 5D SCH." For 5-digit sacks, use "STD NFM MACH 5D."

Rate: Not Flat-Machinable
5-Digit

ASF

Sacks: Optional; minimum 10 pounds, smaller volumes not permitted. Permitted only for mail deposited at an ASF to claim DBMC rates.

Labels: For Line 1, use [L602](#), Column B. For Line 2, use "STD NFM MACH ASF."

Rate: Not Flat-Machinable
ADC

BMC

Sacks: Required; minimum 10 pounds, smaller volumes not permitted.

Labels: For Line 1, use [L601](#), Column B. For Line 2, use "STD NFM MACH BMC."

Rate: Not Flat-Machinable
ADC

Mixed BMC

Sacks: Required: no minimum.

Labels: For Line 1, "MXD" followed by [L601](#), Column B information for BMC serving the 3-digit ZIP Code prefix of the entry post office. For Line 2, use "STD NFM MACH WKG."

Rate: Not Flat-Machinable
Mixed ADC

Mailers may make 5-digit bundles of at least five pieces when placed on pallets or in pallet boxes under [705.8.0](#). No other NFM bundles permitted.

1. For 5-digit scheme sacks, use "STD NFM 5D SCH." For 5-digit sacks, use "STD NFM 5D."

Not Flat-Machinable Decision Tree

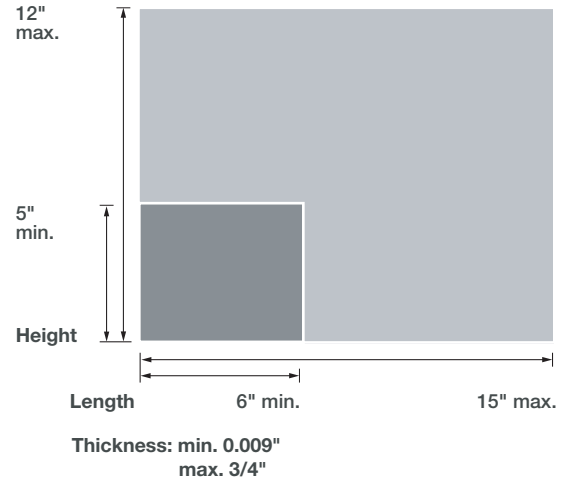
Standard Mail mailpieces that are too thick or too rigid to run on automated flat sorting machines do not qualify for automation rates. These pieces are now categorized as “Not Flat-Machinable.” This new category has higher prices than flats but lower prices than other parcels. This decision tree will help you determine if your piece qualifies as an automation flat or a Not Flat-Machinable.

1. Does your mailpiece:
 - a) Meet the minimum and maximum dimensions for an automation flat (see graphic on right), and
 - b) Have a rectangular shape, and
 - c) Meet the flexibility criteria in [301.1.4](#), and
 - d) Meet the uniform thickness criteria in [301.1.5](#), and
 - e) Meet the deflection (droop) criteria in [301.3.2.4](#) for flimsy pieces?

If yes, it meets the physical standards for an automation flat.
If no, go to number two.

2. Does your mailpiece:
 - a) Exceed one or more of the maximum dimensions for a letter and not measure more than 12 inches high or 15 inches long, or more than 3/4 inch thick, and
 - b) Meet criteria b, c, and d above?

If yes, it meets the physical standards for a nonautomation flat.
If no, go to number three.

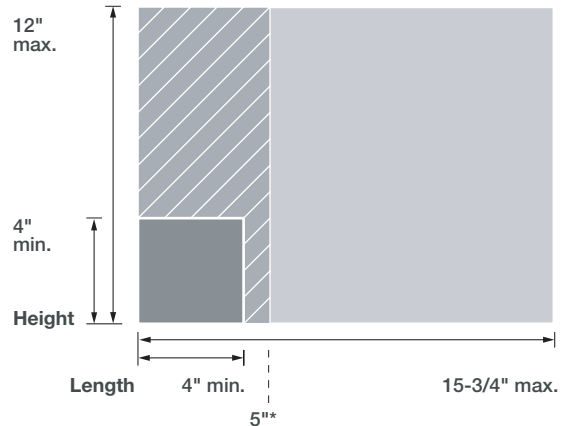


3. Is your mailpiece **rigid** with the following dimensions?
 - a) At least 4 inches high, but not more than 12 inches high.
 - b) At least 4 inches long, but not more than 15-3/4 inches long.
 - c) At least 0.009 inch thick, but not more than 1-1/4 inches thick.
(Pieces less than 5 inches long must be over 1/4 inch thick.)

If yes, it meets the physical standards for a Not Flat-Machinable piece.
If no, go to number four.

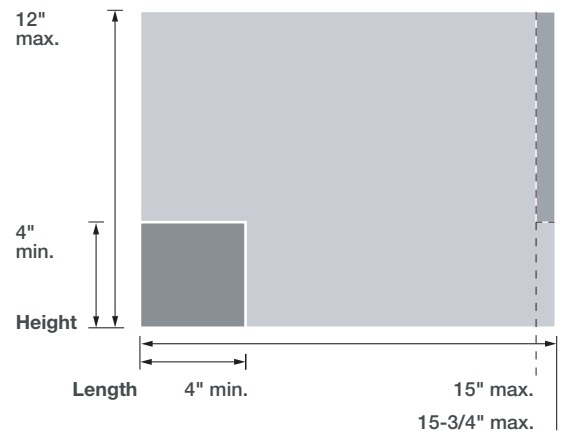


* Pieces less than 5 inches long must be over 1/4 inch thick but not more than 1-1/4 inches thick.



4. Is your mailpiece **flexible** with the following dimensions?
 - a) At least 4 inches high, but not more than 12 inches high, with either of the following dimensions:
 - b) Over 15 inches long, but not more than 15-3/4 inches long.
 - c) Over 3/4 inches thick, but not more than 1-1/4 inches thick.

If yes, it meets the physical standards for a Not Flat-Machinable piece.



Standard Mail flats and Not-Flat Machinable pieces must weigh less than 16 ounces.

Nonmachinable letter-size pieces weighing more than 3.3 ounces, unless they qualify to be mailed at automation flat-size rates, also qualify as Not Flat-Machinable pieces.

**Physical
Standards
(401)**

Maximum weight: 70 pounds.

Maximum length and girth: 130 inches.

For an overview of the physical standards for discount parcels, see [Quick Service Guide 401](#).

**Rates and Fees
(453.1.0)**

Available rates: Intra-BMC, Inter-BMC, and Parcel Select (DBMC, DSCF, and DDU).

Rate determination: Intra-BMC, Inter-BMC, and DBMC rates are calculated based on weight and zone; DSCF and DDU rates are based on weight only.

- **Intra-BMC:** originates and destines within the same BMC/ASF service area (or within Alaska, Hawaii, or Puerto Rico).

- Intra-BMC machinable: meets the criteria in [401.1.5](#) and does not contain items in [401.2.3](#).

- Intra-BMC nonmachinable: does not meet the criteria in [401.1.5](#) or contains items in [401.2.3](#). Includes \$2.87 nonmachinable surcharge (except oversized rates or with special handling).

- **Inter-BMC:** originates in the service area of a BMC/ASF (or in Alaska, Hawaii, or Puerto Rico), destines outside that area.

- Inter-BMC machinable: meets the criteria in [401.1.5](#) and does not contain items in [401.2.3](#).

- Inter-BMC nonmachinable: does not meet the criteria in [401.1.5](#) or contains items in [401.2.3](#). Includes \$3.89 nonmachinable surcharge (except oversized rates or with special handling).

Barcode discount: \$0.03 per piece. Available for Inter-BMC/ASF and Intra-BMC/ASF Parcel Post machinable parcels ([401.1.5](#)) that bear a correct barcode under [708.5.0](#) for the ZIP Code of the delivery address and are part of a mailing of 50 or more Parcel Post pieces.

Oversized rate: pieces exceeding 108 inches but not more than 130 inches in combined length and girth are available at the Parcel Post oversized rate for the zone to which addressed.

Balloon rate: 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 rate for the zone to which addressed.

Presort discounts: (For mailings of 50 or more Parcel Post rate pieces.)

- **Origin BMC Presort (OBMC):** \$1.50 discount applies to pieces sorted to BMC destinations using [L601](#) if machinable or BMC/ASF destinations using [L605](#) if nonmachinable. Entered at a BMC.

- **BMC Presort:** \$0.26 discount applies to pieces sorted to BMC destinations using [L601](#) if machinable or BMC/ASF destinations using [L605](#) if nonmachinable. Entered at any facility (other than BMC) that accepts bulk mail.

Parcel Select ([456.2.0](#)):

- **DBMC:** entered at the destination BMC/ASF for delivery within the DBMC/ASF service area and part of a mailing of 50 or more Parcel Post pieces. Nonmachinable parcels subject to a \$2.14 surcharge (does not apply to pieces mailed at oversized rates or sent with special handling).

Machinable parcels claiming the DBMC rate must bear a barcode under [708.5.0](#) for the ZIP Code of the delivery address. Nonbarcoded machinable parcels are eligible only for Intra-BMC rates.

- **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 Post pieces. Nonmachinable parcels sorted to 3-digit ZIP Code areas subject to \$0.96 surcharge ([456.2.2.3](#)).

- **DDU:** entered at the designated destination delivery unit for delivery within the DDU area and part of a mailing of 50 or more Parcel Post pieces.

Annual Parcel Select (DBMC, DSCF, and DDU) destination entry fee: \$175.00.

**Content
(453.2.0)**

Parcel Post is Package Services matter not mailed as Bound Printed Matter, Media Mail, or Library Mail. Any Package Services matter may be mailed at Parcel Post rates, subject to the basic standards in [402.2.3](#). Generally used for shipping merchandise.

**Eligibility
Standards
(453.3.0)**

Minimum mailing: 50-piece minimum for origin bulk mail center (OBMC) Presort, bulk mail center (BMC)

Presort, Parcel Select destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU) rates and for the barcoded discount. The 50-piece minimum for these rates applies to pieces mailed at any Parcel Post rate. Pieces sorted and marked as described below.

Single-piece rates: no minimum piece requirement.

Each piece must include a complete delivery and return address. Each discounted piece must also include a correct ZIP Code or ZIP+4 code ([602](#)).

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

**Postage
Payment and
Documentation
(454)**

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

Documentation:

- Postage statement: Form 3605-R or approved facsimile.

- Supplemental documentation: additional documentation as required by rate, destination discount, preparation option, or postage payment system.

**Mail Preparation
(455)**

Marking:

- All pieces: "Parcel Post" (or "PP") must be printed in the postage area (455.4.1.2).
- Parcel Select (DBMC, DSCF, or DDU):
 - Option 1: "Parcel Select" ("Parcel Post" marking is not required if "Parcel Select" marking is placed in the postage area).
 - Option 2: "Parcel Post" (or "PP") and "Drop Ship" (or "D/S") or "Parcel Select."

Separation by zone: Intra-BMC, Inter-BMC, and DBMC pieces must be separated by zones when presented unless either the correct postage is affixed to each piece or the mailing is prepared under 455.4.1.4 or presented under a special postage payment system (Manifest Mailing System, 705.2.0; Optional Procedure, 705.3.0; or Alternative Mailing System, 705.4.0).

Barcoded discount: machinable parcels meeting the standards in 708.5.0.

OBMC Presort and BMC Presort: sorted to BMC if machinable or BMCs/ASFs if nonmachinable.

Preparation and labeling: DBMC: none; DSCF: sorted by 5-digit or 5-digit scheme ZIP Code; DDU: separated by 5-digit ZIP Code.

**Enter and
Deposit
(456)**

Deposit:

- Single-piece: entered at a retail window or acceptance unit designated by USPS.
- Bulk mailings: meter or permit imprint must be presented at post office where license or permit held.
- OBMC and BMC Presort, DBMC, DSCF, and DDU: at facility appropriate for rate claimed. See 456.2.0 for scheduling deposit of DBMC, DSCF, and DDU rate mail.

**Extra Services
(503)**

May use COD, Delivery Confirmation, insurance, return receipt for merchandise, Signature Confirmation, and special handling. Parcel Select pieces are eligible for no-fee electronic Delivery Confirmation. Return receipt and restricted delivery are available for COD mail or mail insured for more than \$200.

Intra-BMC and Inter-BMC Preparation**Intra-BMC**

Presort: None

Pallets: See 705.8.0 for preparation.

Rate: Local and Intra-BMC/ASF Parcel Post.

Inter-BMC

Machinable Parcels

Presort: Single-piece: none.

Pallets: See 705.8.0 for pallet preparation.

Rate: Inter-BMC/ASF Machinable Parcel Post.

Nonmachinable Parcels

Presort: Single-piece: none.

Pallets: See 705.8.0 for pallet preparation.

Rate: Inter-BMC/ASF Nonmachinable Parcel Post.

**BMC Presort
(455.4.2)**

See Quick Service Guide 705c Parcel Post BMC and OBMC Presort.

and

**OBMC Presort
(455.4.3)**

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.

DBMC, DSCF, and DDU Preparation

DBMC

DBMC rate applies to parcels deposited at the destination BMC/ASF (456.2.2.2). Parcels claimed at the DBMC rate must meet the standards in 456.2.0, including:

- Must be part of a mailing of 50 or more Parcel Post pieces (at any rate).
- Must be addressed for delivery within the service area of the BMC/ASF where the mail is deposited.
- Machinable parcels claiming the DBMC rate must bear a correct barcode under 708.5.0 for the ZIP Code of the delivery address. Nonbarcoded machinable parcels are eligible for the Intra-BMC rate.

Preparation:

For machinable parcels on pallets, see 705.8.10.5.

For machinable parcels prepared in sacks, see 455.4.7.

For bedloaded parcels, see 456.2.3.

Special preparation may be required for nonmachinable parcels.

DBMC rate machinable and nonmachinable parcels may not be combined in the same container.

Rate: DBMC, see 453.1.4.

DSCF

DSCF rate applies to parcels deposited at the destination SCF listed in L005 (or at a BMC under 456.2.6). Pieces claimed at the DSCF rate must meet the standards in 456.2.0, including:

- Must be part of a mailing of 50 or more Parcel Post pieces (at any rate).
- 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 rate must be entered at a designated SCF under L005 (for exceptions see 456.2.2.3).

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 rate 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.

Rate: DSCF, see 453.1.4. DBMC rate for overflow pallet.

DDU

DDU rate applies to parcels deposited at the destination delivery unit. Parcels claimed at the DDU rate must meet the standards in 456.2.0, including:

- Must be part of a mailing of 50 or more Parcel Post pieces (at any rate).
- 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. 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."

Rate: DDU, see 453.1.4.

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Discount Parcels

Bound Printed Matter Irregular and Machinable

460

Quick Service
Guide

Physical Standards (401) Minimum weight nonmachinable 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 discount parcels, see [Quick Service Guide 401](#).

Rates and Fees (463.1.0)

	Presorted and Carrier Route Parcel Rates						
	Local 1 & 2	3	4	5	6	7	8
Per Piece							
Carrier Route	\$1.336	\$1.336	\$1.336	\$1.336	\$1.336	\$1.336	\$1.336
Presorted	1.447	1.447	1.447	1.447	1.447	1.447	1.447
Per Pound							
	0.122	0.148	0.195	0.249	0.311	0.359	0.477

For destination entry rates, see [463.1.3](#).

Presorted, Carrier Route, and destination BMC (DBMC) rates: separate per piece and per pound charges based on weight and zone. DSCF and DDU rates are not zoned. Destination entry discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF, SCF, or delivery unit (DDU) ([366](#)).

For barcoded discount (machinable parcels only), deduct \$0.03 per piece. Barcoded discount is not available for parcels mailed at DDU, DSCF, or carrier route rates ([463.3.1c](#)).

No annual mailing fee; however, there is an annual destination entry-mailing fee of \$175.00.

Content (463.2.0)

Bound Printed Matter is typically catalogs, directories, books, and other printed material that weigh up to 15 pounds and meet specific eligibility standards in [463.2.0](#). 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 (463.3.0)

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 rates, a certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

For Carrier Route rate, carrier route information updated using CASS-certified process within 90 days before mailing ([463.4.0](#)).

For barcoded discount, each piece must meet the standards for machinable parcels in [401.1.5](#).

Destination entry discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF, SCF, or delivery unit (DDU) ([466.2.0](#)).

Postage Payment and Documentation (464)

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

Postage statement: Form 3605-R or approved facsimile.

Mail Preparation (465)

Rate markings ([402.2.0](#)):

- Presorted rate: "Bound Printed Matter" or "BPM" and either "Presorted" or "PRSRT"
- Carrier Route rate: "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 [302.2.2](#).

Pieces must be separated by zones when presented unless either the correct postage is affixed to each piece or authorized under [705.2.0](#).

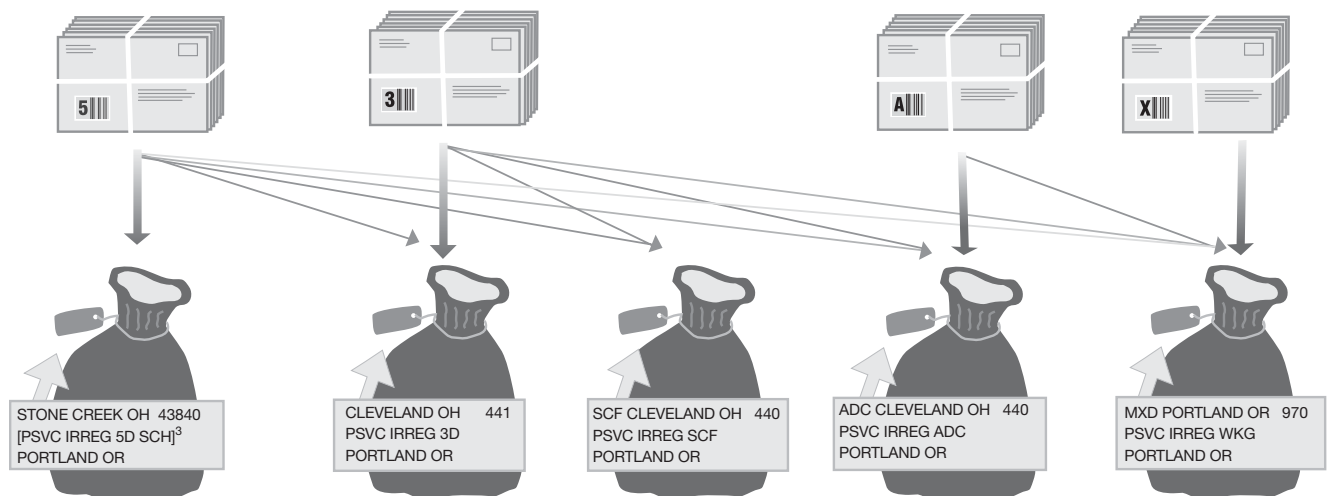
Enter and Deposit (466)

Presorted or Carrier Route and all meter or permit imprint mail, generally at post office where permit or license is held. For destination entry rates, see [466.2.0–466.5.0](#).

For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Bundling and Sacking Sequences Irregular Parcels Less than 10 Pounds (465.5.2)

5-Digit/Scheme ¹	3-Digit	ADC	Mixed ADC
<p>Bundles: 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.²</p> <p>Labels: Red Label 5 or optional endorsement line (OEL) (708.7.0).</p>	<p>Bundles: Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds.</p> <p>Labels: Green Label 3 or OEL.</p>	<p>Bundles: Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds.</p> <p>Labels: Pink Label A or OEL.</p>	<p>Bundles: Required with no minimum. Maximum weight 20 pounds.</p> <p>Labels: Tan Label X or OEL.</p>



5-Digit/Scheme ¹	3-Digit	SCF	ADC	Mixed ADC
<p>Sacks: Required, at 10 addressed pieces or 20 pounds, smaller volumes not permitted.⁴</p> <p>Labels: <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."</p>	<p>Sacks: Required at 10 addressed pieces or 20 pounds, smaller volumes not permitted.</p> <p>Labels: For Line 1, use L002, Column A. For Line 2, use "PSVC IRREG 3D."</p>	<p>Sacks: Optional at 10 addressed pieces or 20 pounds, smaller volumes not permitted.</p> <p>Labels: For Line 1, use L005, Column B. For Line 2, use "PSVC IRREG SCF"</p>	<p>Sacks: Required at 10 addressed pieces or 20 pounds, smaller volumes not permitted.</p> <p>Labels: For Line 1, use L004, Column B. For Line 2, use "PSVC IRREG ADC."</p>	<p>Sacks: Required; no minimum.</p> <p>Labels: 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 L004, Column B. For Line 2, use "PSVC IRREG WKG."</p>

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 rate 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 rates; these bundles may be bedloaded and weigh up to 40 pounds.

Sacking Machinable Parcels Not Claiming DBMC Rates (465.5.4)



5-Digit/Scheme²

Sacks: Required; minimum 10 addressed pieces or 20 pounds, smaller volumes not permitted.

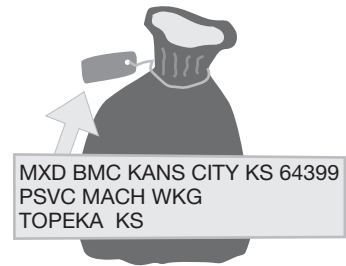
Labels: Line 1: For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme sacks, use "PSVC MACH 5D SCH." For 5-digit sacks, use "PSVC MACH 5D."



BMC

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 BMC."



Mixed BMC

Sacks: Required; no minimum.

Labels: For Line 1, "MXD" followed by the information in L601, Column B for the BMC 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 DBMC rates, 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 (705.8.10.5)

FALMOUTH VA 22403 PSVC MACH 5D SCH DETROIT MI	FAIRFAX VA 22033 PSVC MACH 5D DETROIT MI	ASF BUFFALO NY 140 PSVC MACH ASF DETROIT MI	BMC PITTSBURGH PA 15195 PSVC MACH BMC DETROIT MI	MXD BMC DETROIT MI 48399 PSVC MACH WKG DETROIT MI
5-Digit Scheme	5-Digit	ASF	BMC	Mixed BMC
Optional at 250 pounds.	Required at 500 pounds. Optional at 250 pounds.	Optional at 250 pounds. Allowed only for mail deposited at an ASF to claim DBMC rates.	Required at 500 pounds. Optional at 250 pounds.	Optional at 250 pounds.
Labels: For Line 1, use L606, Column B. For Line 2, use "PSVC MACH 5D SCH."	Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, use "PSVC MACH 5D."	Labels: For Line 1, use L602. For Line 2, use "PSVC MACH ASF."	Labels: For Line 1, use L601. For Line 2, use "PSVC MACH BMC."	Labels: For Line 1, use MXD followed by L601, Column B information for BMC serving the 3-digit ZIP Code prefix of the entry post office. For Line 2, use "PSVC MACH WKG."

Physical Standards (401) Minimum weight: 6 ounces (3.5 ounces for parcels prepared under [401.1.5.2](#)).
Maximum weight: 35 pounds (25 pounds for books and other printed matter).
For an overview of the physical standards for machinable parcels, see [Quick Service Guide 401](#).

Rates and Fees (473.1.0)

Weight Not Over (pounds)	5-Digit	Basic	Weight Not Over (pounds)	5-Digit	Basic
1	\$1.30	\$1.80	6	\$3.00	\$3.50
2	1.64	2.14	7	3.34	3.84
3	1.98	2.48	8	3.68	4.18
4	2.32	2.82	9	4.02	4.52
5	2.66	3.16	10	4.36	4.86

For heavier pieces, see [473.1.0](#).
Barcoded discount: \$0.03 per piece; available for Presorted Basic rate machinable parcels (50-piece minimum) that bear a correct barcode under [708.5.0](#). Does not apply to pieces mailed at the Presorted 5-digit rate.
Annual presort mailing fee: \$175.00.

Content (473.2.0) 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.

Eligibility Standards (473.3.0) Mailings of 300 or more addressed pieces sorted and marked as described below. Rates based on weight and level of presort.
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 and return addresses with correct ZIP Code or ZIP+4 code. Mailing items with no ancillary service endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece rate ([507.1.5.4](#)).

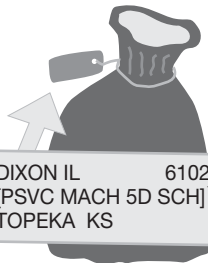
Postage Payment and Documentation (474) Meter ([604.4.0](#)) or permit imprint ([604.5.0](#)).
Postage statement: Form 3605-R or approved facsimile.

Mail Preparation (475) Mark each piece "Media Mail" and "Presorted" or "PRSRT" in the postage area. For optional marking locations, see [402.2.2.5](#).
For preparation and labeling, see reverse.

Enter and Deposit (476) All meter or permit imprint: generally, at post office where permit or meter license is held.

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.

Sacking Sequence (475.5.0)



DIXON IL 61021
[PSVC MACH 5D SCH]¹
TOPEKA KS

5-Digit/Scheme

Sacks: Optional but required for 5-digit rate. Minimum 10 addressed pieces or 20 pounds, smaller volumes not permitted.²

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."

Rate: 5-Digit



BMC CHICAGO IL 60808
PSVC MACH BMC
TOPEKA KS

BMC

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 BMC."

Rate: Basic



MXD BMC KANS CITY KS 64399
PSVC MACH WKG
TOPEKA KS

Mixed BMC

Sacks: Required, no minimum.

Labels: For Line 1, "MXD" followed by the information in L601, Column B for the BMC serving the 3-digit ZIP Code prefix of the entry post office. For Line 2, use "PSVC MACH WKG."

Rate: Basic

1. For 5-digit schemes, use "PSVC MACH 5D SCH," for 5-digit sacks, use "PSVC MACH 5D."
2. For the 5-digit rate, 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.
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, Standard Mail, Package Services. May be combined with: parcel airlift (PAL), special handling. Use Form 3817 for single pieces. Fee is affixed to form or paid with permit imprint. Use 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 or with permit imprint mailings. Fee is affixed to form. 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 and Priority Mail. May be combined with: restricted delivery, return receipt. Use Form 3800.
Collect on Delivery (COD) (503.11.0)	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, Package Services. Registered COD Mail is available for items sent as First-Class Mail (including Priority Mail). May be combined with: Delivery Confirmation, Registered Mail, restricted delivery, return receipt, Signature Confirmation, special handling. 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 Form 3816.
Delivery Confirmation (503.9.0)	Provides the date and time of delivery or attempted delivery. 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 or by calling 1-800-222-1811. No record is kept at the office of mailing. Available for: First-Class Mail parcels, Priority Mail, Standard Mail machinable and irregular parcels (electronic option only), and Package Services parcels. 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 503.9.2.4), and mail paid with precanceled stamps. May be combined with: COD, insured mail, Registered Mail, return receipt for merchandise (Form 3804), special handling. Restricted delivery and return receipt is available if purchased with insurance for over \$200, COD, or Registered Mail. Use Form 152 (retail) or Label 314 (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 a lost, rifled, or damaged article. 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). Available for: Standard Mail machinable and irregular parcels (bulk insurance only), Package Services, merchandise sent at First-Class Mail or Priority Mail rates. May be combined with: Delivery Confirmation, merchandise return service, parcel airlift (PAL), Signature Confirmation, and special handling. 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. Insurance may be purchased online for indemnity coverage up to \$500. Use Form 3813 for items insured for \$200 or less, use 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, Priority 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, 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 Form 3806 and Label 200.
- Restricted Delivery (503.7.0)** Directs delivery only to addressee or addressee's authorized agent. Available for: First-Class Mail, Priority Mail, when purchased at the time of mailing with Certified Mail, COD, insured mail for more than \$200, or Registered Mail service. Standard Mail machinable or irregular parcels with bulk insurance for more than \$200. Package Services when purchased at the time of mailing with COD or insured mail for more than \$200. May be combined with: Delivery Confirmation, parcel airlift (PAL), return receipt, Signature Confirmation, special handling. Use 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 or electronically. Available for: First-Class Mail, Priority Mail, when purchased at the time of mailing with Certified Mail, COD, insured mail for more than \$200, or Registered Mail service. Standard Mail machinable or irregular parcels with bulk insurance for more than \$200. Package Services when purchased at the time of mailing with COD or insured mail for more than \$200. May be combined with: Delivery Confirmation, parcel airlift (PAL), restricted delivery, Signature Confirmation, special handling. Use Form 3811 at the time of mailing, Form 3811-A after mailing.
- Return Receipt for Merchandise (503.8.0)** Provides sender with a mailing receipt and a return receipt. Return receipt supplies the recipient's actual address if different from the address used by the sender. Delivery record is maintained by the USPS. Available for: merchandise sent as Priority Mail, Standard Mail machinable and irregular parcels, and Package Services. May be combined with: Delivery Confirmation, insurance (for up to \$200), parcel airlift, special handling. Use Form 3804 and Form 3811.
- Signature Confirmation (503.10.0)** 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 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. Available for: First-Class Mail parcels, Priority Mail, and Package Services parcels. Not available for: APO/ FPO 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. Restricted delivery is available if purchased with insurance for more than \$200, COD, or Registered Mail. Use Form 153 (retail) or Label 315 (electronic).
- Special Handling (503.12.0)** Provides preferential handling, but not preferential delivery, to extent practicable in dispatch and transportation. Available for: First-Class Mail, Priority Mail, Package Services. Must be used for honeybees and day-old poultry sent as Parcel Post. May be combined with: COD, Delivery Confirmation, insured mail, parcel airlift (PAL) (Package Services only), return receipt for merchandise, Signature Confirmation.

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.

Related QSGs [507b, Courtesy Reply Mail \(CRM\)](#)
[507c, 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 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 the reverse is a layout example for a BRM envelope. BRM pieces distributed in automation rate mailings are required to meet automation compatibility standards. BRM templates are available on the Postal Explorer Web site at pe.usps.com by selecting "Mailpiece Design" in the left frame.

Payment Options (507.8.0) Basic BRM—Annual permit fee of \$175.
Per piece charge of \$0.70 plus First-Class Mail postage. Paid through an advance deposit account or by cash/check on delivery.

Cost per piece	Card Rate	\$0.26	+	\$0.70	=	\$0.96
First-Class postage + \$0.70	Letter (1 oz.)	0.41	+	0.70	=	1.11
	Flat (1 oz.)	0.80	+	0.70	=	1.50
	Parcel (1 oz.)	1.13	+	0.70	=	1.83

High-Volume BRM—Annual permit fee (\$175) plus a BRM annual account maintenance fee of \$550 for each account at each delivery unit.

Per piece charge of \$0.08 plus First-Class Mail postage. Paid through an advance deposit account. Best suited if return volume for letters is approximately 887 pieces or more per year.

Cost per piece	Card Rate	\$0.26	+	\$0.08	=	\$0.34
First-Class postage + \$0.08	Letter (1 oz.)	0.41	+	0.08	=	0.49
	Flat (1 oz.)	0.80	+	0.08	=	0.88
	Parcel (1 oz.)	1.13	+	0.08	=	1.21

Basic Qualified Business Reply Mail (QBRM)—Annual permit fee (\$175) plus a BRM annual account maintenance fee of \$550.

Per piece charge of \$0.05 plus a lower QBRM auto First-Class Mail postage rate. 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 ([507.8.3](#)). A unique ZIP+4 code is assigned by the USPS for each rate category of QBRM to be returned (one for card-rate 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 814 pieces or more annually.

Cost per piece	Card Rate	\$0.23	+	\$0.05	=	\$0.28
QBRM postage + \$0.05	Letter (1 oz.)	0.38	+	0.05	=	0.43

High-Volume QBRM—Annual permit fee (\$175) and a BRM annual account maintenance fee (\$550) and separate quarterly fee of \$1,800. Mailers can pay quarterly fee for any consecutive 3-calendar-month period. Per piece charge \$0.005 plus lower QBRM automation First-Class Mail postage rate. Paid through an advanced deposit account. Best suited if return volume is approximately 36,036 pieces or more quarterly.

Cost per piece	Card Rate	\$0.23	+	\$0.005	=	\$0.235
QBRM postage + \$0.005	Letter (1 oz.)	0.38	+	0.005	=	0.385

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 [507.8.11](#) for additional requirements.

Official Mail Authorized users of official mail may distribute BRM, subject to [703.7.11](#) and [507.8.0](#).

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.

Business Reply Mail Layout Guidelines (507.8.8)

Permit Holder Space: May contain information such as return address, logos, distribution codes, and form numbers.

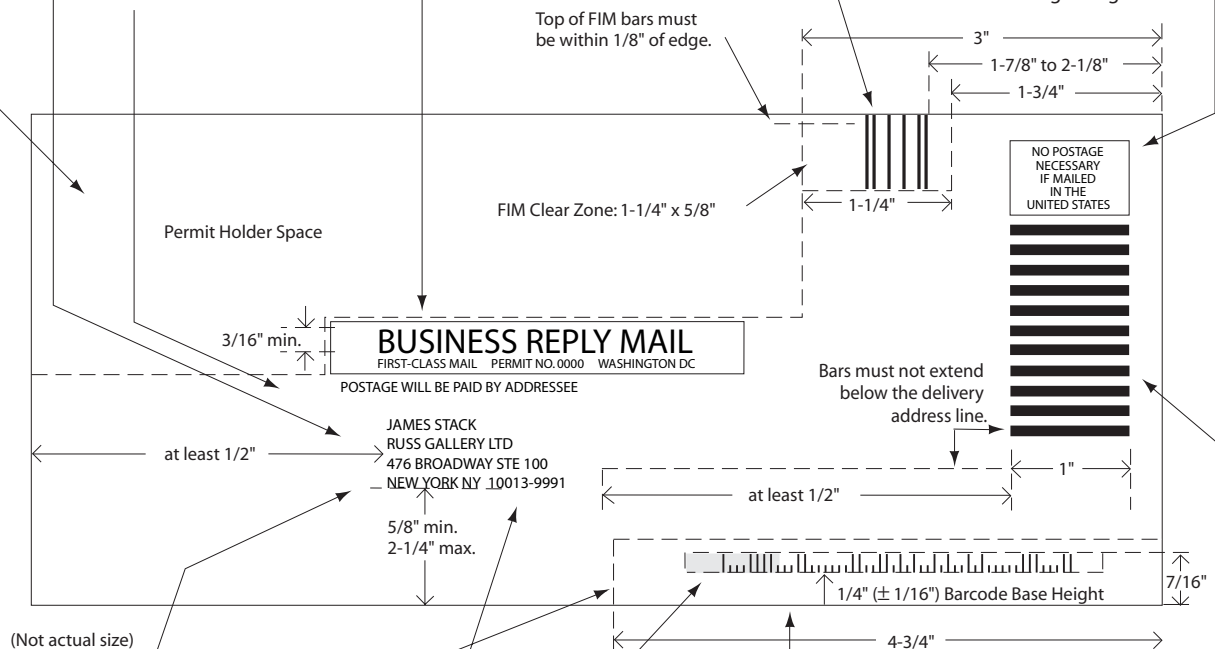
Company Logo: For barcoded pieces, a company logo is permitted in the address block if it is placed no lower than 5/8 inch from the bottom edge of the mailpiece and does not interfere with the barcode clear zone.

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) (± 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.

Horizontal Bars: These bars must be uniform in length, at least 1 inch long and 1/16 to 3/16 inch thick, and evenly spaced. The bars may not extend below the delivery address line, which is located directly above the line containing the city, state, and ZIP Code.

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.

POSTNET Barcode Location: The 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 rate, 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 rate.

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 (507.8.3).
- A surcharge is assessed for nonmachinable letters (201.2.2) weighing 1 ounce or less.

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, courtesy reply, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in 201.3.14.

Related QSGs [507a, Business Reply Mail \(BRM\)](#)
[507c, Meter Reply Mail \(MRM\)](#)

Overview 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 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 the reverse 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 fund raisers 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.

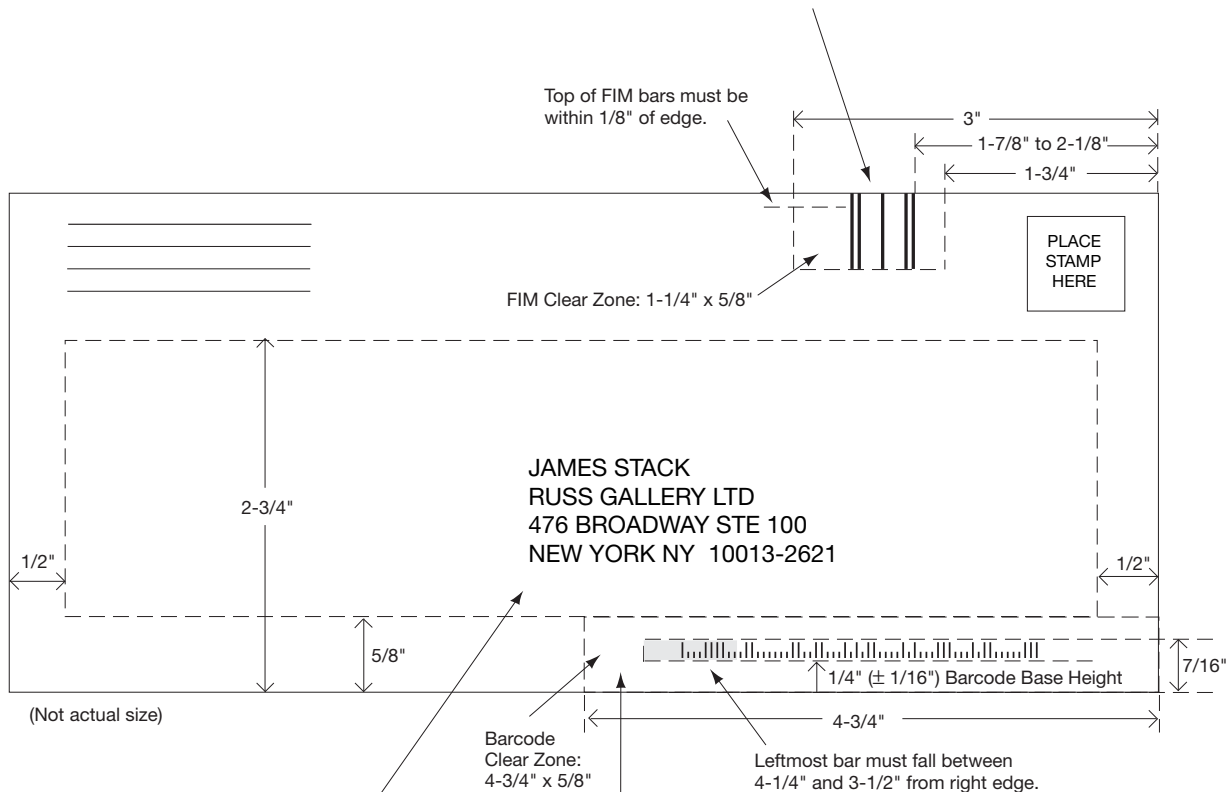
Barcodes
(202.5.0) Barcodes may be placed either in the address block or in the lower right barcode clear zone. The correct barcode could be a delivery point barcode, a ZIP+4 barcode (if the address is assigned an individual (unique) ZIP+4 code), or, in some cases, a 5-digit barcode (if the address is assigned a firm (unique) 5-digit ZIP Code).

All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in [201.3.14](#).

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 rate, 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 rate. 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 mailpieces (101.1.2) weighing 1 ounce or less.

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, courtesy reply, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in 201.3.14.

Related QSGs [507a, Business Reply Mail \(BRM\)](#)
[507b, Courtesy Reply Mail \(CRM\)](#)

Overview
(604.4.0) Meter stamps may be used to prepay reply postage on Express Mail; Priority Mail (up to 1 pound); 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 the reverse will help optimize the use of this format.

The following conditions apply (604.4.4.2):

- 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 (604.4.5.1c).
- 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 (507.8.0).

Barcodes on letter-size pieces may be placed either in the address block or in the lower right barcode clear zone. The correct barcode could be a delivery point barcode, a ZIP+4 barcode (if the address is assigned a (unique) ZIP+4 code), or, in some cases, a 5-digit barcode (if the address is assigned a (unique) 5-digit ZIP Code).

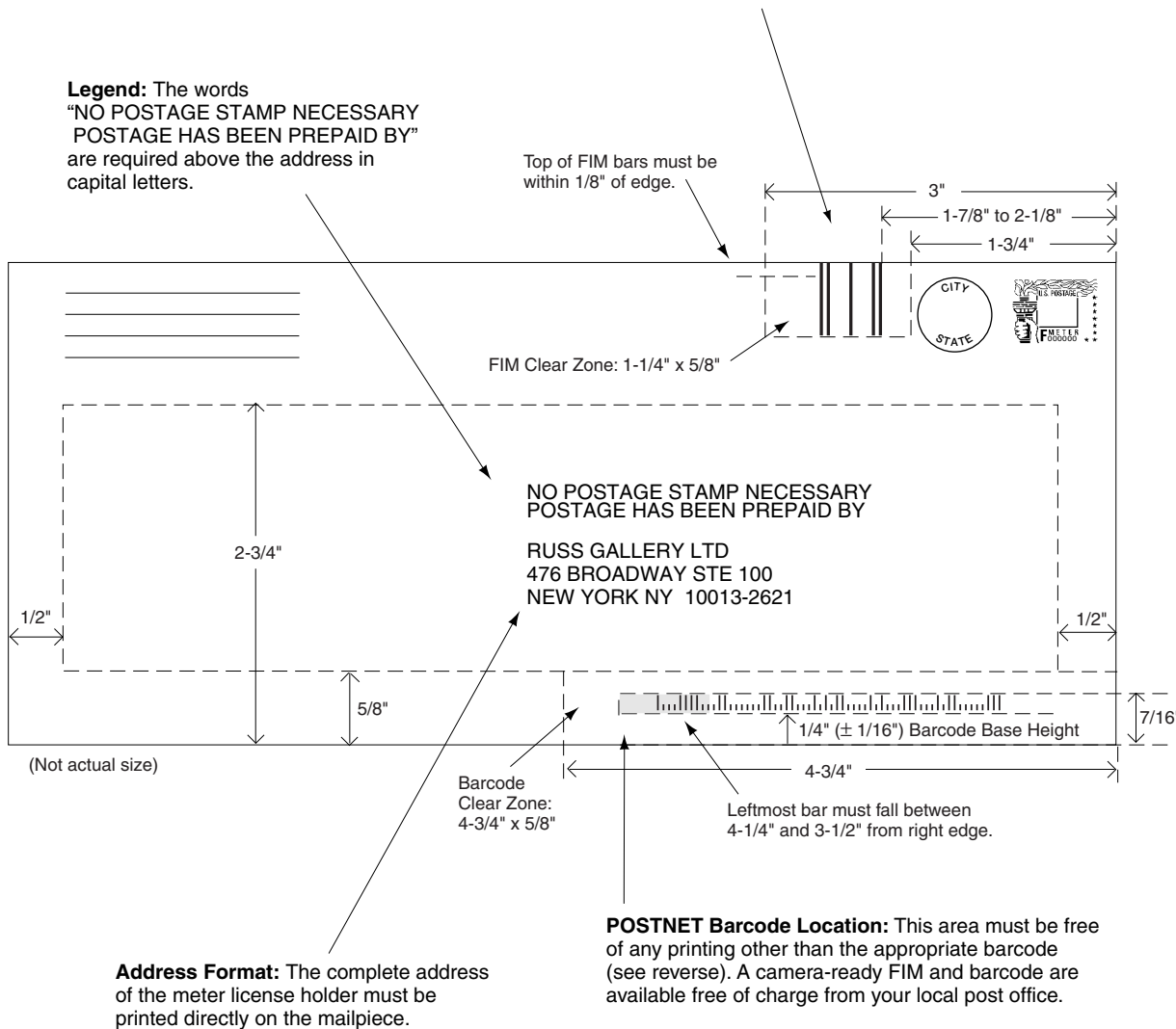
All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in 201.3.14.

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.

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) (± 0.008 inch) wide.



Dimensions: Between 3-1/2 by 5 inches and 6-1/8 by 11-1/2 inches. To qualify for the card rate, 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 rate. 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 mailpieces (101.1.2) weighing 1 ounce or less. 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, courtesy reply, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in 201.3.14.

Additional Services

Ancillary Service Endorsements

507d

Quick Service
Guide

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: "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 endorsement and return address must read in the same direction as the delivery address.

Physical Standards (102.4.3) 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.

JAMES WARRICK RUSS GALLERY LTD 4016 MAIN ST FORT WORTH TX 76133-5559	ADDRESS SERVICE REQUESTED³	Presorted First-Class Mail U.S. Postage Paid Fort Worth TX Permit No. 1
ADDRESS SERVICE REQUESTED¹		ADDRESS SERVICE REQUESTED⁴
	ADDRESS SERVICE REQUESTED²	
	JOHN DOE 10 ELM ST ANYTOWN WA 98765-4321	

Placement of Endorsement (letters, 202.4.0; flats, 302.3.0; parcels, 402.3.0)

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 rate marking.
4. Directly below the postage area and below any rate marking.

For a detailed listing of the endorsements, see 507.1.5.

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.

For a detailed description of USPS actions, see [507.1.5](#).

Mailer Endorsement and USPS Action	Priority Mail and First-Class Mail	Standard Mail	Package Services
Address Service Requested¹			
Forwarding and return. New separate address notification provided.			
Months 1 through 12: mailpiece forwarded; notice of new address provided, address correction fee charged.	Forwarded at no charge.	Forwarded at no charge.	Forwarded locally at no charge; forward out of town as postage due.
Months 13 through 18: mailpiece returned with new address attached.	Returned at no charge.	Weighted fee charged. ²	Return postage charged at appropriate single-piece rate.
After 18 months or if undeliverable at any time: mailpiece returned with reason for nondelivery attached.	Returned at no charge.	Weighted fee charged. ²	Returned if undeliverable or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate single-piece rate.
Return Service Requested			
No forwarding, only return. New address notification provided.			
Mailpiece returned with new address or reason for nondelivery attached.	No charge.	Appropriate single-piece First-Class Mail or Priority Mail rate charged.	Return postage charged at appropriate single-piece rate.
Change Service Requested^{1,3}			
No forwarding or return. New address notification provided.			
Separate notice of new address or reason for nondelivery provided; mailpiece disposed of by USPS.	Manual notice: N/A. Electronic notice: \$0.06 ea. Automated letters: ■ first two notices—\$0.00 ea. ■ additional—\$0.05 ea.	Manual notice: \$0.50 ea. Electronic notice: \$0.25 ea. Automated letters: ■ first two notices—\$0.02 ea. ■ additional—\$0.15	Manual notice: \$0.50 ea. Electronic notice: \$0.25 ea.
Forwarding Service Requested			
Forwarding and return. New address notification provided only with return.			
Months 1 through 12: mailpiece forwarded.	Forwarded at no charge	Forwarded at no charge.	Forwarded locally at no charge; forward out of town as postage due.
Months 13 through 18: mailpiece returned with new address attached.	Returned at no charge.	Weighted fee charged. ²	Return postage charged at appropriate single-piece rate.
After 18 months or if undeliverable at any time: mailpiece returned with reason for nondelivery attached.	Returned at no charge.	Weighted fee charged. ²	Returned if undeliverable or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate single-piece rate.
Temp—Return Service Requested			
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
No Endorsement			
UAA handled by class of mail.	Same as USPS action for “Forwarding Service Requested.”	Mailpiece disposed of by USPS.	Same as USPS action for “Forwarding Service Requested,” except Bound Printed Matter disposed of by USPS. Parcel Post, Media Mail and Library Mail with no endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece rate (507.1.5.4).

- 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](#).
- Weighted fee is the appropriate single-piece First-Class Mail or Priority Mail rate 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 rates, see [243.1.6.2](#).
- 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.” Delivery Confirmation and Signature Confirmation are the only two special services permitted with this endorsement.

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 rate and eligibility. See reverse for proper placement of an address block on letter-size pieces.

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 rate 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. Mail qualifying for Nonprofit Standard Mail rates 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: simplified address format (“Postal Customer”) is used when general distribution is requested to each customer on a rural route or highway contract route at any post office or to each boxholder at a post office without city carrier service. Government agencies may also use simplified addressing for official matter being sent to all stops on city carrier routes and post office boxholders at post offices with city carrier service.

Occupant addressing: mailer may use “Occupant” (instead of a recipient’s name) with a complete delivery address on mail intended for selective distribution.

Exceptional addressing: 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.

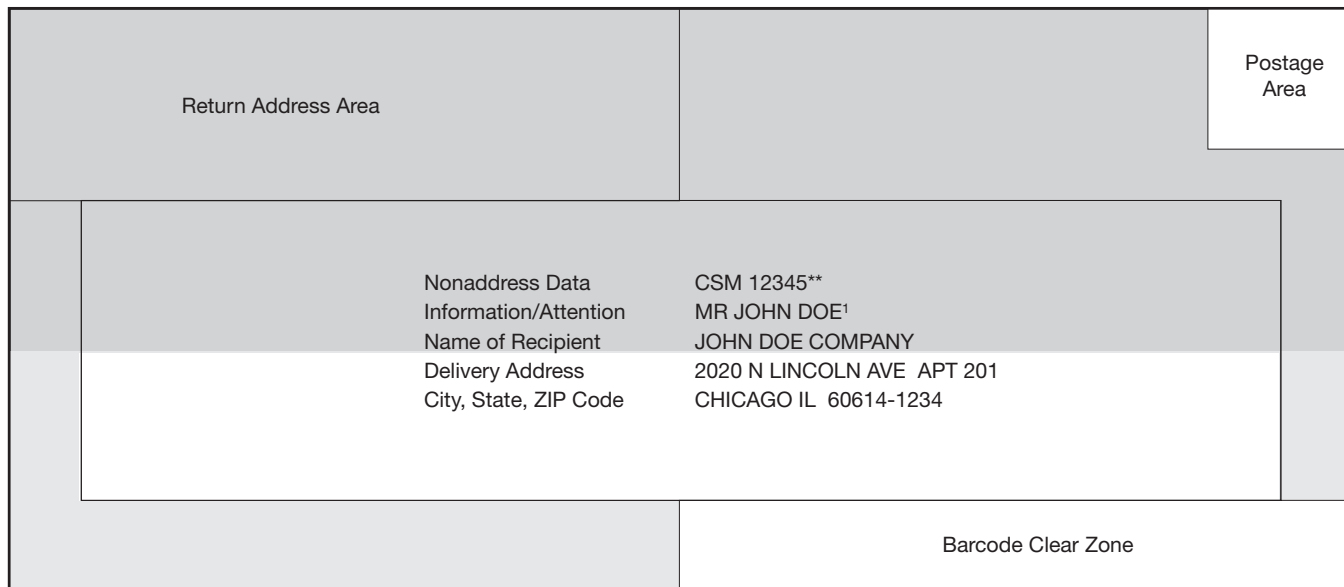
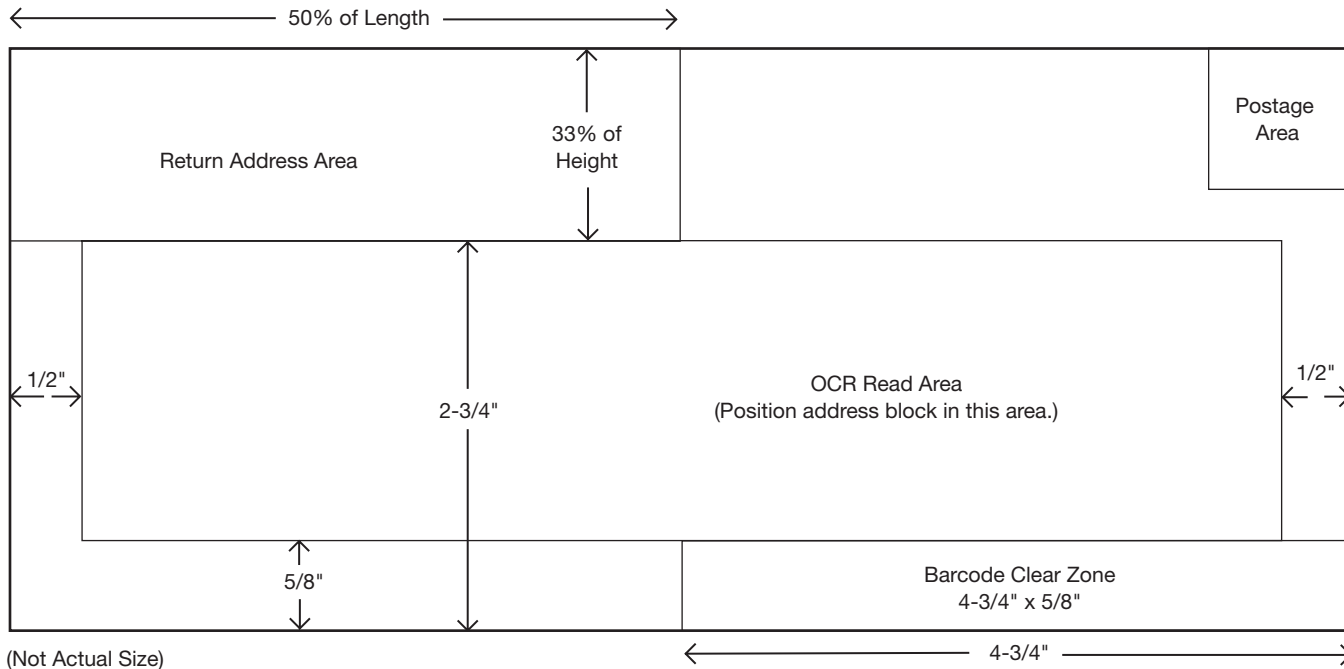
Addressing Guidelines The following guidelines for addressing a mailpiece are in USPS [Publication 28, Postal Addressing Standards](#):

- 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).

JOHN DOE
JOHNSON MANUFACTURING
500 E MAIN ST STE 222
KANSAS CITY MO 64100-1234

Additional Resources:
[Pub. 28, Postal Addressing Standards](#)

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.



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



Value: First-Class Mail
1 ounce Letter Rate
Forever Stamp
Issued April 12, 2007



41 Cents
American Flag
Issued April 12, 2007



39 Cents
Love: True Blue
Issued January 3, 2006



39 Cents
Lady Liberty and U.S. Flag
Issued December 8, 2006



Purchase price, 45¢; Postage value, 39¢
Stop Family Violence Semi-Postal
Issued October 8, 2003 (see 604.1.0)



Purchase price, 45¢; 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
Woddy Wagon
Issued August 3, 2001



10 Cents
Atlas Rockefeller Center
Issued June 29, 2001



34 Cents
Love Letters
Issued January 19, 2001



10 Cents
The New York Public Library
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 Rate
Issued November 19, 1998



33 Cents
H Stamp First-Class Mail Rate
U.S. Addresses Only
Issued November 19, 1998



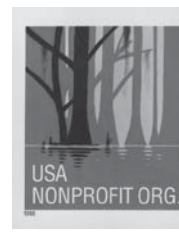
10 Cents
Bicycle
Issued August 18, 1998



Purchase price, 55¢; Postage value, 41¢ on or after May 14, 2007
Breast Cancer Research Semi-Postal
Issued July 29, 1998 (see 604.1.0)



25 Cents
Diner
Issued June 5, 1998



5 Cents
Wetlands
Issued June 5, 1998



5 Cents
Mountain
Issued March 16, 1996

Quick Service Guide



15 Cents
Auto Tail Fin
Issued March 17, 1995



5 Cents
Sheep
Issued March 10, 1995
Envelope (Sizes #6 3/4 and #10)



25 Cents
Juke Box
Issued March 17, 1995



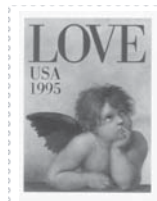
10 Cents
Graphic Eagle
Issued March 10, 1995
Envelope (Size #10)



10 Cents
Automobile
Issued March 10, 1995



5 Cents
Butte
Issued March 10, 1995



32 Cents
Love Stamp
Issued February 1, 1995



25 Cents
G Stamp Old Glory
First-Class Presort Only
Issued December 13, 1994



20 Cents
G Stamp Old Glory
Postcard Rate Only
Issued December 13, 1995



3 Cents
G Stamp Make-Up Rate
Issued December 13, 1994



32 Cents
G Stamp Old Glory
U.S. Addresses Only
Issued December 13, 1994



10 Cents
Eagle and Shield
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



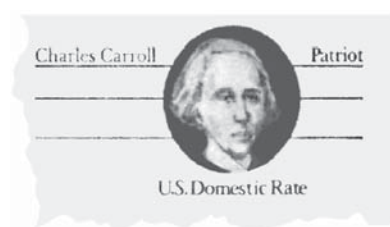
4 Cents
F Stamp Make-Up Rate
Issued January 22, 1991



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

Basic Standards for All Mailing Services

Nondenominated Postage

604a

Quick Service
Guide



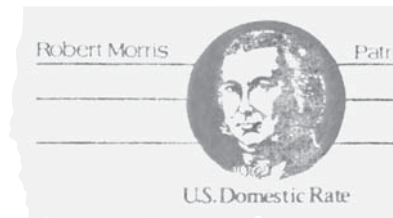
22 Cents
D Stamp and Envelope
Issued February 1, 1985



20 Cents
Botticelli (Madonna & Child)
Issued October 28, 1981



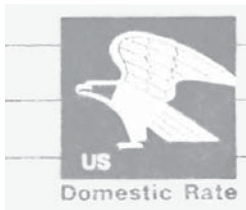
20 Cents
Teddy Bear
Issued October 28, 1981



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, 19878



10 Cents
John Hancock
Issued May 19, 19878
Postal Card



10 Cents
Ghirlandaio (Madonna & Child)
Issued October 14, 1975



10 Cents
Prang (Early Greeting Card)
Issued October 14, 1975

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Overview (604.3.0) Use of precanceled stamps is an optional payment method for mailings at Presorted and automation First-Class Mail and all Standard Mail rates. Precanceled stamps may not be used with Package Services or Standard Mail with extra services. This payment method requires the stamps to be affixed to each piece.

Fees Mailer must complete Form 3615, Mailing Permit Application and Customer Profile, and submit it to the office of mailing. No permit application fee required.

Postage and Payment Methods 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 708.8.0 unless excepted by standard in 604.3.1.

Return address: complete domestic return address required. If return address is outside delivery area of post office of mailing, mailer must follow one of the options in 604.3.1.

Amount of Postage The value of a precanceled stamp affixed to each piece in a mailing must be either the exact amount due or another amount permitted by standard. If the exact amount is not affixed to each piece, documentation meeting the basic standards in 708.8.0 and those applicable to the rate claimed must be submitted with the mailing unless excepted by 234.4.0 or 244.4.0.

Producing Precanceled Stamps Selection produced by USPS for specific users; other stamps may be precanceled by the USPS (604.3.1); other stamps may be precanceled by the mailer (604.3.4), as described below.

Precancellation by mailer

Application: complete Form 3615 for authorization to preprint rate markings or use a precancel postmark on adhesive stamps, stamped cards, and stamped envelopes (604.3.4).

Authorization conditions: valid only for sample mailpieces accompanying application and approved for use.

Approval is required for each additional precanceled postmark format or preprinted marking used (604.3.4.3).

Format of postmark and required content:

- First-Class Mail: day, month, and year of mailing. Standard Mail: month and year of mailing.
- Words "Mailer's Postmark" followed by permit number and cancellation bars to cancel postage stamps.
- 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.

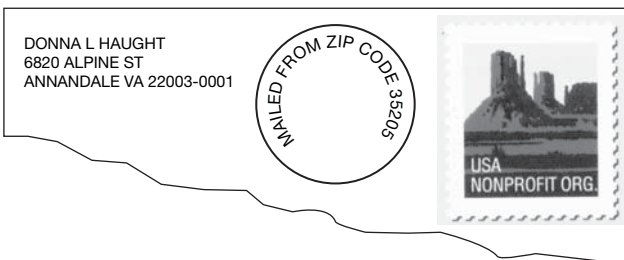
Mail Preparation Other markings and endorsements may be required on each piece under standards for the rate claimed or services requested (604.3.1).

Enter and Deposit Deposit: generally, at post office where permit is held. Mail with precanceled postage must not be deposited in collection boxes (604.3.1).

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.

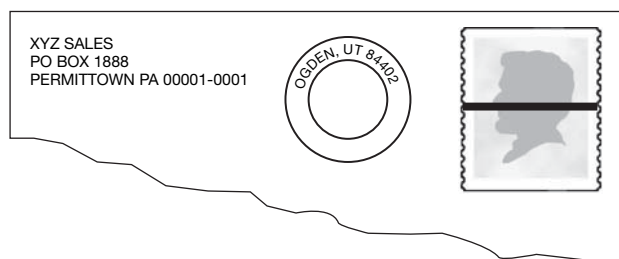
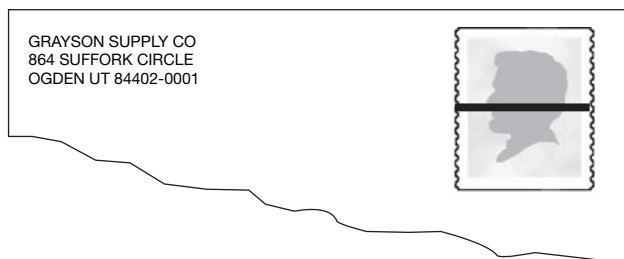
Precanceled Stamp

Precanceled Stamp and Return Address

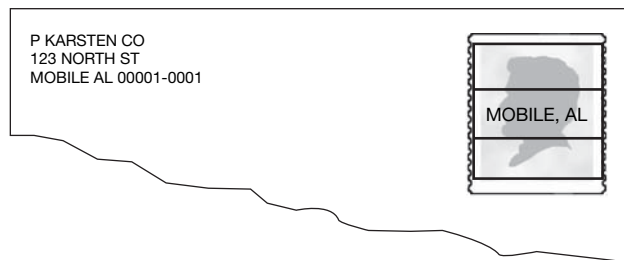


Post Office Precanceled Postmarks

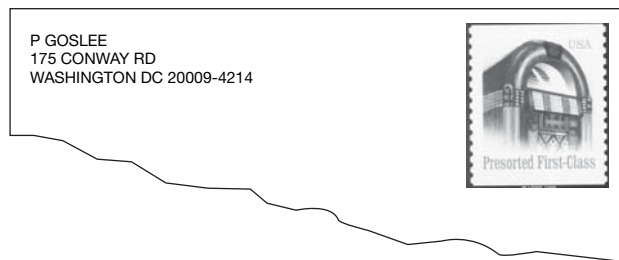
Single Bar Precanceling



City and State Precanceling



Rate Precanceling



Mailer's Precanceled Postmarks



Overview (604.4.0) Postage meters and PC Postage systems generate indicia imprinted on or affixed to a mailpiece as evidence of prepayment of postage. This method of postage payment may be used on any class of mail except Periodicals. PC Postage systems access a personal computer to print postage indicia. Postage meters and PC Postage systems are available only by lease from an authorized provider. The USPS holds the provider responsible for the control, operation, maintenance, and replacement of their products. No one other than the provider may use a postage meter or PC Postage system without a valid USPS postage meter license and a rental agreement with the provider.

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		800-243-6275	www.haslerinc.com
■ Francotyp-Postalia Inc.	X		800-341-6052	www.fpusa.net
■ Neopost	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	800-434-0055	www.stamps.com

Customer Agreement (604.4.2)

A mailer wanting to be licensed to use a postage meter or PC Postage product must enter into a signed agreement with a provider. A separate letter of application must be submitted to each post office where the mailer wants to deposit metered mail. There is no fee for this application and license.

After a postage meter or a postal security device (PSD) is delivered to a licensee, the meter or PSD must be kept in the licensee's custody until returned to the authorized provider. The licensee is prohibited from taking a meter outside the United States, its territories, or its possessions without written permission from the manager of Metering Technology Management, USPS Headquarters.

The licensee must immediately notify the provider of any change in the licensee's name, address, telephone number, or the location of meters.

The licensee must immediately report misregistering or otherwise defective meters to the provider. In addition, the licensee must immediately report to the provider the loss or theft of any meter or PSD or the recovery of any missing meter or PSD.

Postage Payment (604.4.3)

The value of metered postage applied to each piece in a mailing must be either the exact amount due or another amount permitted by standard. 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 (604.4.4).

Meter Date (604.4.5)

The date format used in the indicia is subject to the following conditions.

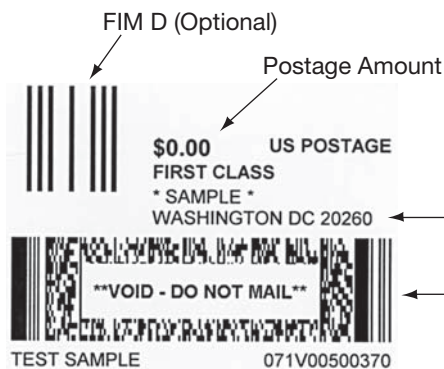
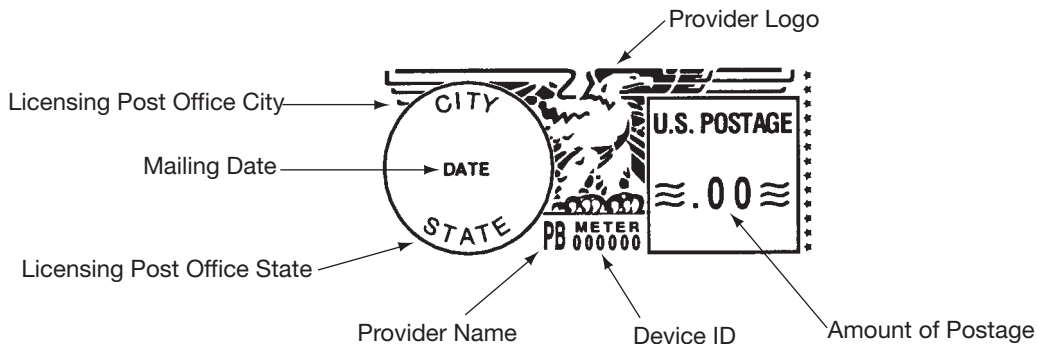
- Complete Date. Mailers must use a complete date for the following:
 1. All First-Class Mail, Priority Mail, and Express Mail pieces.
 2. All mailpieces with Insured Mail, COD, or Special Handling service.
 3. All mailpieces prepared with the indicia printed on nonadhesive paper (e.g., computer printer 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 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 604.4.5.2a.

Enter and Deposit (604.4.5.3)

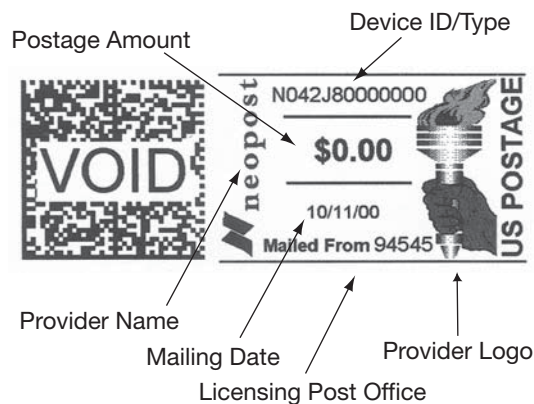
Generally, metered mail must be deposited at locations designated by the postmaster of the licensing post office (i.e., the post office shown in the meter stamp). Exceptions include:

- 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 (705.17.0).

Metered Postage Designs

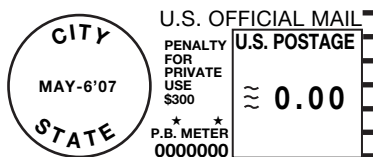


Information-Based Indicia with FIM
(without fluorescent ink)

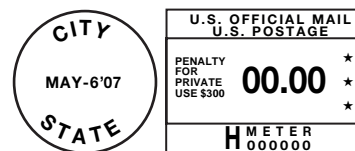


Information-Based Indicia without FIM
(with fluorescent ink)

Official Mail Only (Samples)



(Pitney Bowes)



(Hasler)

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.

- Overview (604.5.0)** Mailers may be authorized to mail without affixing postage if payment is made at the time of mailing from permit imprint advance deposit account. This payment method may be used to pay special service fees as well as postage. Each mailpiece sent under this method must bear a permit imprint indicia showing that postage is paid. Permit imprint mailings must contain at least 200 pieces or 50 pounds (604.6.0), but higher volumes may be required for mail at some rates. These mailings must be presented for weighing unless otherwise authorized by Business Mailer Support (608.8.1).
- Fees (604.5.1.4)** A mailer must complete Form 3615, Mailing Permit Application and Customer Profile, and pay a \$175 one-time application fee at the post office where mailings are made. If no permit imprint mailings are made during a 24-month period, the permit is revoked. A separate annual mailing fee may also be due, depending on the class of mail to be prepared.
- Indicia Preparation (604.5.3)** Producing imprints: embossed or unembossed permit imprints may be made by printing press, hand stamp, lithography, mimeograph, address plate, or similar device. They must not be typewritten or hand-drawn. Formats: permit imprints for ordinary mail and official mail must be prepared in one of the formats described in 604.5.3. See reverse for examples as applicable to the rate claimed or class of mail. Company-style imprints may be used, subject to 604.5.3.9.
- Indicia Content (604.5.3.2)** Permit imprints for First-Class Mail and Priority Mail must show city and state, applicable markings (“First-Class Mail,” “Priority Mail,” or “Priority”), “U.S. Postage Paid,” and permit number. The Priority Mail marking may be omitted when using USPS-provided Priority Mail envelopes and containers. The permit imprint may include the mailing date, amount of postage paid, or number of ounces for which postage was paid, ZIP Code, and rate markings. The endorsement “Mailed From ZIP Code,” followed by the 5-digit ZIP Code assigned to the post office of mailing, may be used instead of printing the city and state (604.5.3.6). Standard Mail, Parcel Post, Bound Printed Matter, Media Mail, and Library Mail permit imprints must contain the same information required for First-Class Mail 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 rate markings as required (604.5.3.7).
- Mail Preparation** All pieces in a permit imprint mailing must be of identical weight unless otherwise authorized by Business Mailer Support (608.8.1). Other markings and endorsements may be required by the standards for the rate claimed or service requested.
- Deposit** Mailings must be deposited at a business mail entry unit or other location designated by the postmaster. Mail must not be deposited in street collection boxes. Postage statements must be submitted as specified by the standards for the rate claimed or service requested.

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.

Quick Service Guide

First-Class Mail



FIRST-CLASS MAIL
U.S. POSTAGE
PAID .00
PERMIT NO. 1

FIRST-CLASS MAIL
U.S. POSTAGE
PAID
MAILED FROM ZIP CODE 10001
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

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

FIRST-CLASS MAIL
U.S. POSTAGE PAID
WASHINGTON, DC
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)



PRSR STD
ECR
U.S. POSTAGE
PAID
PERMIT NO. 1

PRSR STD
US POSTAGE PAID
AMARILLO TX
PERMIT NO. 11

NONPROFIT ORG
US POSTAGE PAID
AMARILLO TX
PERMIT NO. 12



PRESORTED STANDARD
U.S. POSTAGE
PAID
PERMIT NO. 1

PRSR STD
ECR
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO.1

PRSR 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
AUTOCR
U.S. POSTAGE
PAID
WASHINGTON, DC
PERMIT NO. 1

Package Services

PARCEL POST
U.S. POSTAGE PAID
MAILED FROM ZIP CODE 10001
PERMIT NO. 1

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 [604.5.3.10](#) (Exhibits 4.1a and 4.1b) for other examples. When not in indicia, class and/or rate must be marked on mailpiece (see individual standards for each subclass of mail).

**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 and suspensions, 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 or suspensions 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:
- Sent with and relating in all substantial respects to the cargo that they accompany.
 - Carried by the senders or recipients or their regular, salaried employees.
 - Carried by private hands without compensation.
 - Carried by special messenger on an infrequent, irregular basis for the sender or addressee.
 - Carried to or from a postal facility prior or subsequent to mailing.

For example, an individual may transport without restriction his or her own letters, or a company its own letters (but not those of a parent or subsidiary) if it uses its regular salaried employees as couriers. Contract couriers would not qualify under this exception to the Statutes.

More information regarding exceptions and suspensions to the Private Express Statutes is available in 39 CFR 310.3 and 320. In addition, the USPS has suspended the Private Express Statutes for extremely urgent letters (see below).

**What is an
extremely urgent
letter as defined
by the Private
Express
Suspension?**

Certain extremely urgent letters may be carried by means other than the USPS and without the payment of postage. To ensure that this provision is not open-ended, two tests of urgency are prescribed. If either of these tests is met, the suspension applies:

- (1) The letter's value or usefulness will be lost or greatly diminished if not delivered within specific urgent time limits, and the private carrier meets that time limit. Specifically, the time limit for this test for letters dispatched before 12 noon and within 50 miles of the intended destination is delivery within 6 hours or by the close of the addressee's normal business day. Delivery of letters dispatched within the same distance after 12 noon and before 12 midnight must be completed by 10 a.m. on the addressee's next business day. For letters sent more than 50 miles, delivery must be completed within 12 hours or by noon of the addressee's next business day.

— or —

- (2) It is “conclusively presumed” that a letter is extremely urgent if the amount paid for the private carriage of the letter is at least \$3.00 or twice the applicable First-Class Mail rate (including Priority Mail), whichever is greater.

Examples of how these tests apply are on the reverse.

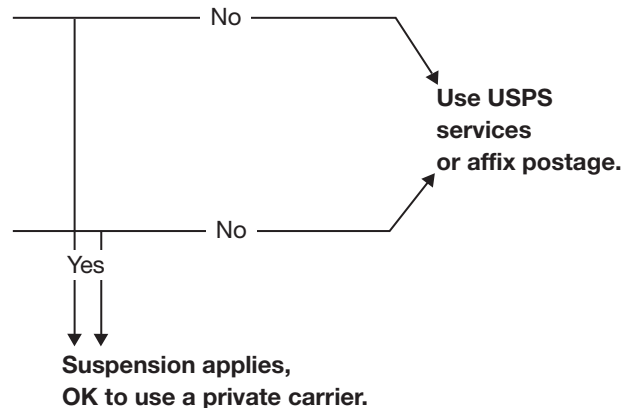
Criteria for Extremely Urgent Letter Suspension of Private Express Statutes

- (1) Will the letter lose its value or will its usefulness be greatly diminished if it is not delivered within the applicable time limits as described in (1) on the reverse, and will the private carrier complete delivery within the applicable limit?

— or —

- (2) Is the cost of private carriage at least \$3.00 or twice the applicable First-Class Mail rate (including Priority Mail), whichever is higher?

Weight Not Over	Letter & Flat Shape Charges Must Equal or Exceed	Parcel Shape Charges Must Equal or Exceed
3 oz.	—	\$3.00
4 oz.	—	3.28
5 oz.	\$3.00	3.62
6 oz.	3.30	3.98
7 oz.	3.64	4.30
8 oz.	3.98	4.64
9 oz.	4.32	4.98
10 oz.	4.66	5.32
11 oz.	5.00	5.66
12 oz.	5.34	6.00
13 oz.	5.68	6.34
1 lb.	9.20	9.20
2 to 70 lb.	twice the zone rate	twice the zone rate



Suspension Applies

The headquarters of a city police department each night compiles a list of the license plate numbers and descriptions of automobiles reported stolen within the metro area during the previous 24 hours. This list is delivered by 7 a.m. the following day to each of the local precinct offices located throughout the city. By 9 a.m. that day, the list is circulated for use by law enforcement units operating from each office. Effective police recovery of stolen vehicles depends upon having this information handed out in written form to all units on at least a daily basis. The private carriage of these lists would qualify under the urgent letter rule.

A health maintenance organization (HMO) operating its own hospital, clinics, and medical laboratory daily sends test samples and specimens from the HMO's hospital and clinics to its medical laboratory in a different location for immediate analysis. In return, the HMO laboratory sends to the HMO's hospital and clinics the laboratory reports for these samples and specimens on the day that the reports are completed. The reports are then promptly utilized by the hospital and clinics as part of the regular diagnostic procedures. The private carriage of these reports would qualify under the urgent letter rule.

See 39 CFR 320.6 for more examples.

Suspension Does Not Apply

The same police department headquarters also from time to time distributes memoranda for advising the local precinct officers on departmental policy and vacation schedules and for responding to inquiries from the local precinct offices. Nothing substantial turns on whether these memoranda arrive by 12 midnight or by 10 a.m. of the next business day or whether their transmission takes a day or more longer to complete. The private carriage of these memoranda would not qualify under the urgent letter rule, unless the private carrier charges the greater of \$3.00 or twice the postage for each piece.

The same HMO's hospital and clinics send requisitions and invoices to the HMO's central office as the need arises for the ordering and payment for goods and services, which are handled centrally. Every other Friday, the central office sends to the hospital and clinics reports and memoranda on expenditures for personnel, supplies, utilities, and other goods and services. Nothing substantial turns on whether these materials arrive the same day or by 10 a.m. of the next business day or whether their transmission takes a day or more longer to complete. The private carriage of these reports and memoranda would not qualify under the urgent letter rule, unless the private carrier charges the greater of \$3.00 or twice the postage for each piece.

Eligibility Overview (703.1.0) Only 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 rates. Except for mailings deposited under the plant-verified drop shipment program (705.15.0), a separate authorization is required at each post office where Nonprofit rate mailings are deposited. Pieces mailed at the Nonprofit Standard Mail rates 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 rate 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 rates not permitted for mailing promotional material for credit cards, insurance policies, and travel arrangements. Authorized organizations may not let any other person or organization use their authorizations to mail at Nonprofit Standard Mail rates.

- Cooperative mailings: mailable at Nonprofit Standard Mail rates only if each cooperating organization is individually authorized to mail at Nonprofit Standard Mail rates where the mailing is deposited.

Authorizations: Form 3624 and supporting documentation are required at post office where mail is deposited; Form 3623 required for each additional mailing office.

Annual presort mailing fee: \$175.00. Destination rate 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 rates 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: name of authorized nonprofit organization.

For mail preparation graphic, see the appropriate Quick Service Guide.

For specific rates and preparation standards, see the following Standard Mail Quick Service Guides:

[240a, Nonmachinable Letters](#)

[240b, Machinable Letters](#)

[240c, Automation Letters](#)

[240d, Enhanced Carrier Route Letters](#)

[340a, Nonautomation Flats](#)

[340b, Automation Flats](#)

[340c, Enhanced Carrier Route Flats](#)

[440a, Machinable Parcels](#)

[440b, Nonmachinable Parcels](#)

[440c, Enhanced Carrier Route Nonmachinable 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****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 rates mailed by an authorized nonprofit organization.

Q. What can an authorized organization mail at nonprofit rates?

A. An authorized organization can mail only its own mail.

■ A product may be mailed at Nonprofit Standard Mail rates 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 rates.
- Advertising that promotes or offers any insurance policy is ineligible for Nonprofit Standard Mail rates, unless it is promoted to members, donors, supporters, or beneficiaries of the authorized mailer and provided the policy coverage 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 rates, but the mailing house isn’t. Is the mailing eligible for Nonprofit Standard Mail rates?

A. As an organization authorized to mail at Nonprofit Standard Mail rates, you can use a commercial firm to prepare and present your mailing for you at those rates. 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 rates. 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 rates. Under this arrangement, the mailing house now has a vested interest in the mailing and is no longer functioning in an agent capacity.

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.

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.

Rates and Fees
(705.1.2)

	Regular	Nonprofit
Per piece postage	\$0.460	\$0.334

Pieces pay the Regular or Nonprofit Standard Mail 5-digit nonentry rate for Not Flat-Machinable pieces. Destination entry discounts and additional presort discounts are not available. Annual \$175.00 presort mailing fee.

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 rates 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 at least once a year to ensure accuracy of 5-digit ZIP Codes. 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: Form 3602-R; Nonprofit: Form 3602-N.
■ Supporting documentation: Required unless correct rate 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, Form 3602-C (or postage statement register) and Form 8125; at each destination, signed 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 "PRVRT 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, sacks, or pouches 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 (705.16.0), or plant-verified drop shipment (PVDS) (705.15.0).

For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Bundling and Container Sequence (705.1.0)

Carrier Route

Carrier route preparation is optional.

5-Digit

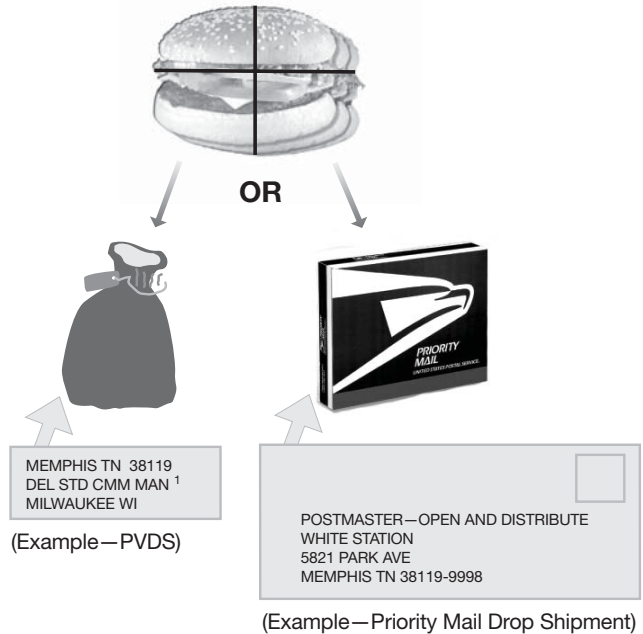
Bundles: Required with two or more pieces to the same destination; maximum bundle weight, 20 pounds.

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 (705.16.0) 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.

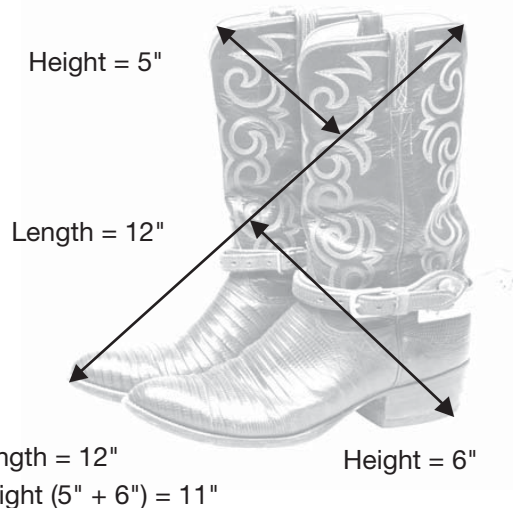
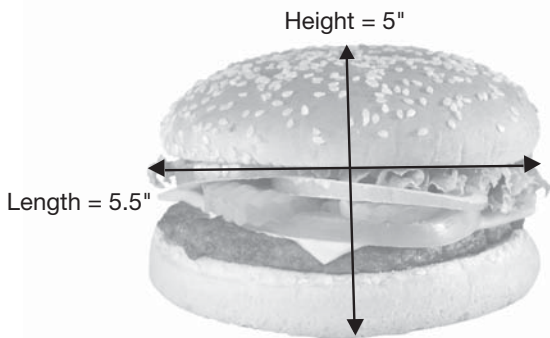


1. Use "DEL LTR STD CMM MAN" for letter trays; use "DEL FLTS STD CMM MAN" for flat trays; use "DEL STD CMM MAN" for sacks.

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.

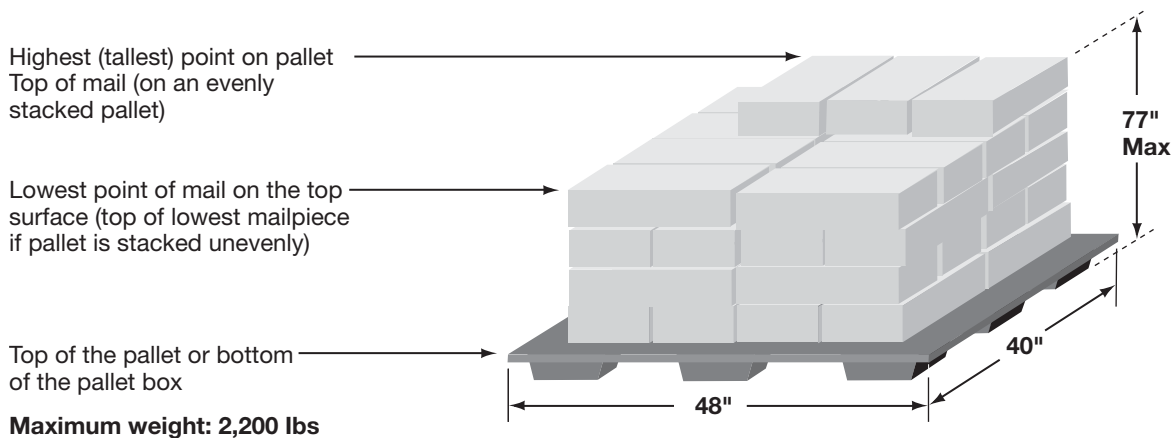
Height is determined by drawing perpendicular lines to the points that are the greatest distance above and below the axis of length. The sum of these two lines determines the height.



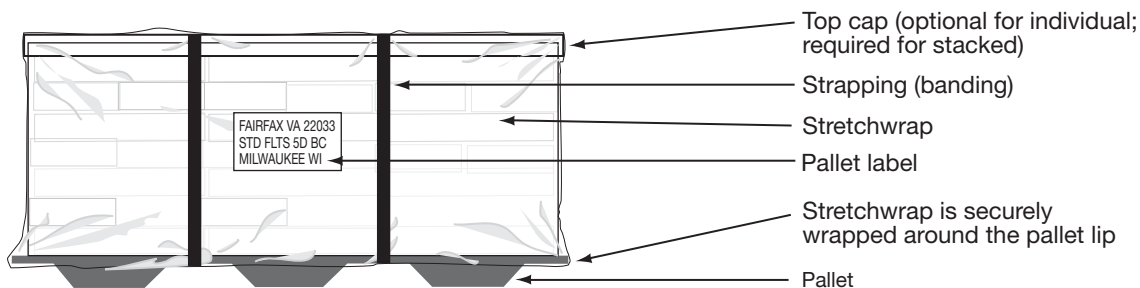
General (705.8.1)	Pallets are plastic or wooden platforms upon which mail (trays, sacks, bundles, or parcels) is stacked. The Postal Service supplies pallets to mailers.
Dimensions (705.8.0)	<p>Pallets measure approximately 40 inches x 48 inches.</p> <p>Height:</p> <ul style="list-style-type: none">■ Maximum height, single pallet: 77" (pallet + mail + top cap). Some Parcel Post discounts have different height requirements. See individual QSGs.■ Maximum height, stacked pallets: 84" (pallets + mail + top caps). <p>Weight:</p> <ul style="list-style-type: none">■ Minimum load: 36 linear feet of letter trays or 3 full levels of trays. For bundles (flats), parcels, or sacks, 250 pounds. Trays on pallets and some Parcel Post discounts do not have minimum weight requirements. See 705.8.5.3 for exception to the minimum weight.■ Maximum weight: 2,200 pounds (pallet(s) + mail + top cap(s)).
Labels (705.8.6)	<p>Pallets are labeled according to content and destination of the mail.</p> <p>At least two clearly visible labels must be affixed to two adjacent sides of each pallet. Use pink labels for Periodicals or white labels for Standard Mail and Package Services. Labels must be at least 8 inches x 11 inches; lettering for required information must be at least 1/2 inch high.</p>
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 stretchwrapped onto the pallet. Mailers must supply their own top caps.
Strapping and Stretchwrap (705.8.1.3)	<p>Each pallet must be secured with at least two straps or bands or be wrapped with plastic stretchwrap (or both). Stretchwrap must be wrapped completely over the lip of the pallet.</p> <p>Stretchwrap is preferred for most pallets.</p>
Stacking Pallets (705.8.3)	Pallets may be stacked to a maximum of four high or 84 inches. Individual pallets must be strapped or stretchwrapped (or both); the entire pallet stack must be securely banded (not stretchwrapped). 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	<p>Measuring points on a pallet are shown on reverse.</p> <p>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.</p>

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.

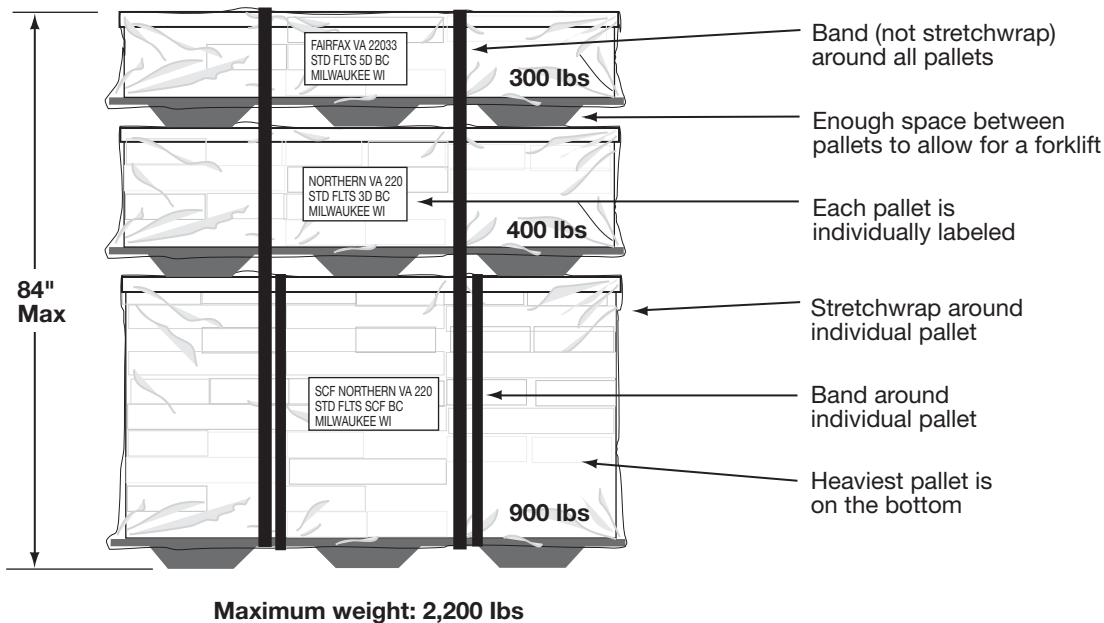
Pallet Measurements



Pallet Components



Stacked



General (705.8.4) A pallet box is a sturdy corrugated fiberboard box placed on a pallet. Pallet boxes may be filled with sacks or parcels (machinable or nonmachinable or both depending on rate 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 Post DSCF and DDU: not greater than 60 inches.
■ For Parcel Post OBMC Presort and BMC 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 Post rates and discounts have different minimum load requirements. See 705.8.0. .
■ Maximum weight: 2,200 pounds (pallet(s) + pallet box(es) + mail + top cap(s)).

Labels (705.8.6) Pallet boxes are labeled according to content and destination of the mail. See individual QSGs. At least two clearly visible labels must be affixed to two adjacent sides of each pallet box. Use pink labels for Periodicals and white labels for Standard Mail and Package Services. Labels must be at least 8 inches x 11 inches; lettering for required information must be at least 1/2 inch high.

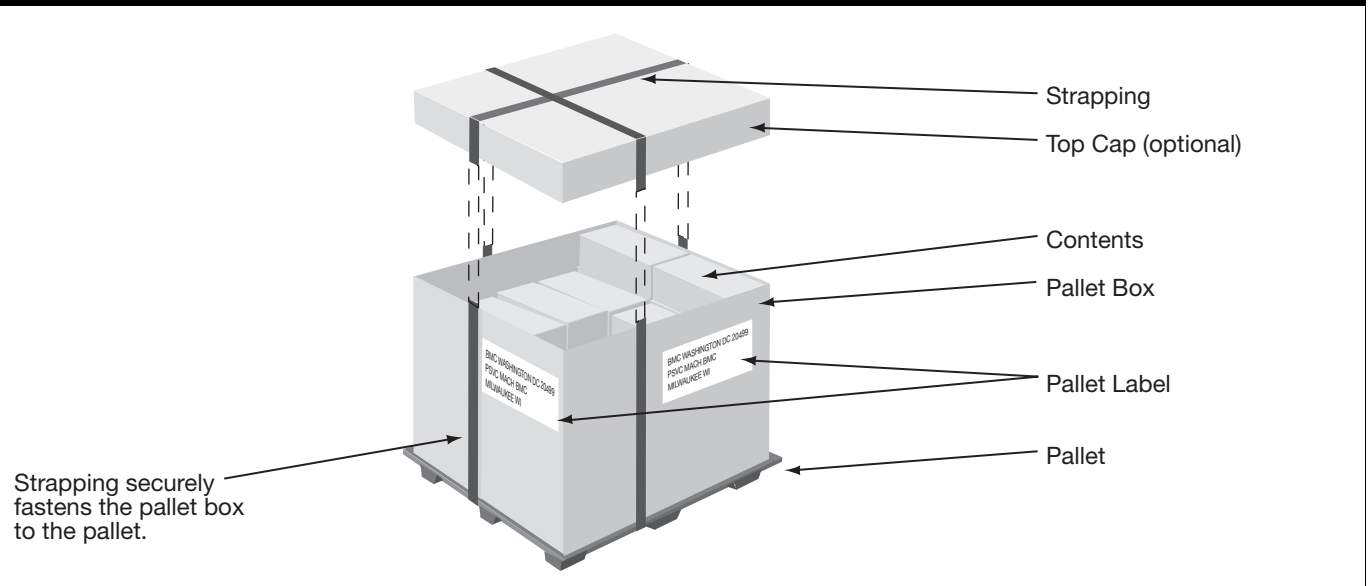
Top Caps (705.8.2) Top caps are not required on single pallet boxes; they are required on stacked pallet boxes. Top caps must be securely fastened onto the pallet box and pallet.

Strapping and Stretchwrap (705.8.4) Each pallet box must be securely strapped or stretchwrapped (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 stretchwrapped (or both); the entire pallet stack must be securely banded (not stretchwrapped). 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

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.

Dimensions (705.8.5) Height:
 ■ Minimum volume: 36 linear feet of letter trays or 3 full levels of trays. See 705.8.0 for exception to the minimum height.
 ■ Maximum height, single pallet: 77 inches (pallet + mail + top cap) or 12 layers of MM trays (11 layers of EMM trays).
 ■ Maximum height, stacked pallets: 84 inches (pallets + mail + top caps).
 Weight:
 ■ Minimum weight: none. Based on number of tray levels.
 ■ Maximum weight: 2,200 pounds.

Labels (705.8.6) Pallets are labeled according to content and destination of the mail. See individual QSGs. At least two clearly visible labels must be affixed to two adjacent sides of each pallet. Use pink labels for Periodicals and white labels for Standard Mail and Package Services. Labels must be at least 8 inches x 11 inches; lettering for required information must be at least 1/2 inch high.

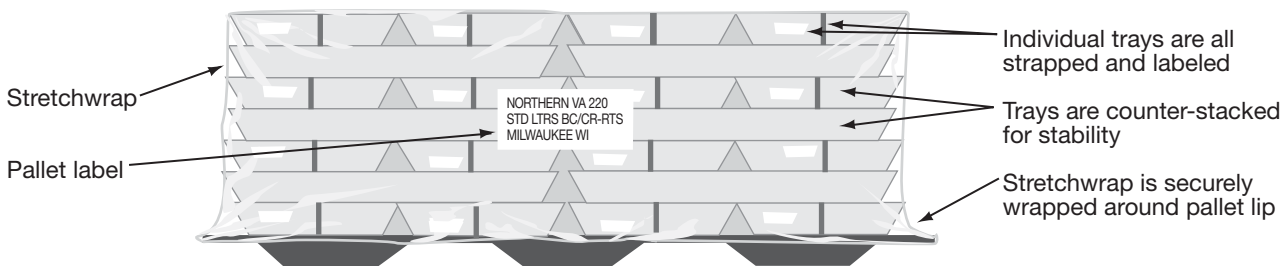
Top Caps (705.8.2) Top caps are not required except when pallets are stacked. If used, top caps must be stretchwrapped or banded onto the trays and pallet.

Stretchwrap (705.8.14.5) Stretchwrap must be used to secure the trays to the pallet and must be securely wrapped around the pallet. Banding alone is not permitted.

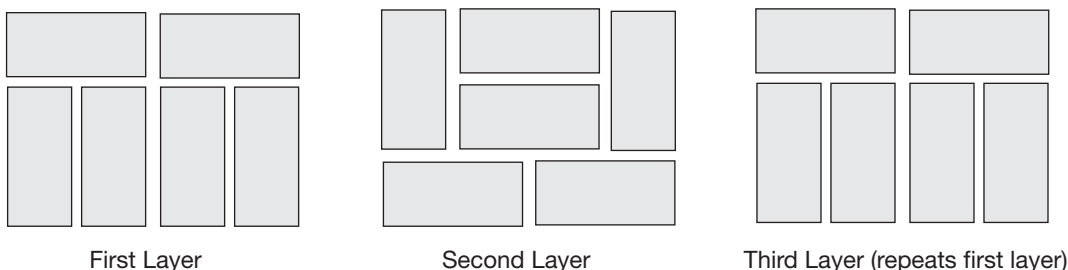
Tips on Stacking Trays Trays should be counter-stacked where possible to build the sturdiest pallet possible. It is easy to build a very sturdy locking pallet of all 2-foot trays (see diagram below for recommended method). All trays on a pallet should be stacked right-side-up with labels facing outward (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 stretchwrapped; the entire pallet stack must be securely banded (not stretchwrapped). There must be enough space between pallets to allow for a forklift.

Trays on a Pallet



Building a Locking Skid



Related QSG [450, Parcel Post](#)

Physical Standards (401) Maximum weight: 70 pounds.
For an overview of the physical standards for discount parcels, see [Quick Service Guide 401](#).

Rates and Fees (453.1.0) Inter-BMC machinable: Machinable parcels that originate in the service area of a BMC/ASF (or in Alaska, Hawaii, or Puerto Rico) and destinate outside that area.
Inter-BMC nonmachinable: Nonmachinable parcels that originate in the service area of a BMC/ASF (or in Alaska, Hawaii, or Puerto Rico) and destinate outside that area.
BMC Presort Discount: Deduct \$0.26 per piece from applicable Inter-BMC rate.
OBMC Presort Discount: Deduct \$1.50 per piece from applicable Inter-BMC rate.
Barcoded Discount: Deduct \$0.03 per piece. Applies only to machinable parcels as described below that bear a correct readable barcode under [708.5.0](#) for the ZIP Code of the delivery address.
Fees: There is no annual mailing fee for BMC Presort or OBMC Presort mail.

Content (453.2.0) Small and large parcels typically containing gifts and merchandise can be sent using Parcel Post.

Eligibility Standards (453.3.0) Must meet the requirements for Parcel Post and meet the basic standards in [453.2.0](#).
Minimum mailing: 50 pieces of Parcel Post. Pieces mailed at any Parcel Post rate 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, 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.
Documentation:
■ Postage statement: Form 3605-R or approved facsimile.
■ Supplemental documentation: additional documentation as required by postage payment system.

Mail Preparation (455.4.0) Marking: "Parcel Post" (or "PP") must be printed on all pieces as part of or directly below or to the left of the permit imprint or meter stamp. For optional locations, see [402.2.2](#).
For an overview of pallet preparation and sortation, see [Quick Service Guide 705b](#).
Machinable Parcel Sortation: Sorted to BMCs under [L601](#) in 69-inch pallet boxes with at least 52 inches of mail. One overflow pallet box permitted per BMC destination. Preparation in sacks, directly on pallets, or other containers not permitted. See reverse for pallet label.
Nonmachinable Parcel Sortation: Sorted to BMCs 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 ■ BMC Presort: Must be entered at a postal facility other than a BMC ([455.4.2](#)).
■ OBMC Presort: Must be entered at a BMC ([455.4.3](#)).
■ Pickup service is not available.

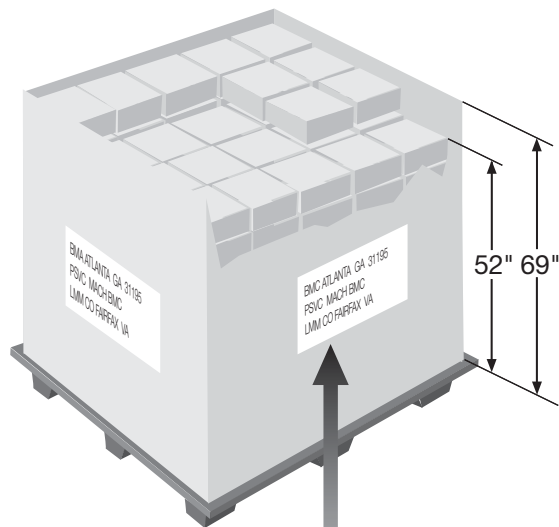
For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

General The sortation for BMC Presort and OBMC Presort is the same. The sortation requirements for both rates are based on whether the pieces are machinable parcels or nonmachinable parcels as shown below.

OBMC Discount To qualify for the OBMC Presort discount the mailing must be entered at a BMC. Entry is not permitted at ASFs. Mail destined for ZIP Codes served by the entry BMC is eligible for DBMC rates and should be prepared, paid, and documented as DBMC rate mail.

Machinable Parcels

- Must be part of a mailing of 50 or more Parcel Post pieces.
- Must be sorted in 69-inch pallet boxes to BMCs 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.



BMC ATLANTA GA 31195
PSVC MACH BMC
LMM CO FAIRFAX VA

Nonmachinable Parcels

- Must be part of a mailing of 50 or more Parcel Post pieces.
- Must be sorted directly on pallets to BMCs 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

Related QSGs	340a, Standard Mail Presorted Flats 340b, Standard Mail Automation Flats 340c, Standard Mail Enhanced Carrier Route Flats
Rate Eligibility Overview	Bundles of Standard Mail must be sorted and prepared under the standards for the rate claimed. Rates are bundle-based. Rates are based on the preparation of mail in bundles and are not affected by the pallet on which a bundle is placed.
General Bundle Preparation Standards	Bundle preparation must meet the applicable general standards in 345.5.0 (Presorted Standard Mail), 345.6.0 (Enhanced Carrier Route Standard Mail), or 345.7.0 (Automation Flat Mail). Mixed ADC bundles may not be placed on pallets.
Bundle Size (705.8.9)	<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">■ 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.
Securing Individual Bundles (705.8.5.11)	<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">■ Select one of the methods below for securing individual bundles placed on 5-digit, 3-digit, SCF, ASF, and BMC pallets:<ul style="list-style-type: none">■ Heavy-gauge shrinkwrap plus one or two bands.■ Only heavy-gauge shrinkwrap.■ Two bands, one around the length and one around the width. Use sufficient tension. Wire and metal strapping are prohibited.
Copalletized Bundles	Copalletization allows mailers to place together on pallets bundles from separate mailings that have been independently presorted in accordance with applicable standards (e.g., ECR, automation, and Presorted rate mailings). Each separate mailing must separately meet the minimum volume and other requirements as set forth in 705.11.0 unless bundles are prepared under 705.11.0 (Preparation of Cobundled Rate and Presorted Rate Flats) mailers must bundle their mail separately according to the applicable requirements in 345.5.9 for Presort, 345.6.8 for Enhanced Carrier Route, or 345.7.0 for Automation. Copalletization requires Business Mailer Support authorization (705.8.7).
Pallet Presort and Labeling (705.8.10)	<p>Pallet sortation: see next page.</p> <p>At the mailer's option, bundles of flats may be palletized using the advanced presort options in 705.10.0, 705.12.0, or 705.13.0. These presort options require PAVE-certified software.</p> <p>Copalletized mailings: Bundles of Presorted rate and automation rate flats must be placed on separate 5-digit and 5-digit scheme (L001) pallets from ECR rate bundles; bundles from ECR, automation, and Presorted rate mailings may be placed together on all other remaining levels of pallets.</p> <p>Documentation:</p> <ul style="list-style-type: none">■ Address accuracy, barcode accuracy, density standards or address sequencing (for ECR), as applicable for rates claimed.■ Postage statement:<ul style="list-style-type: none">Regular: Form 3602-R, approved facsimile, or consolidated form.Nonprofit: Form 3602-N, approved facsimile, or consolidated form.■ Supporting documentation:<ul style="list-style-type: none">■ Standardized documentation required unless correct rate is affixed to each piece (see 344.4.0).■ For copalletized mailings, additional information may be required on the standardized documentation (see 344.4.0).

Bundling and Palletizing Sequence (705.8.10)

Bundle Preparation: See previous page for physical bundle size and securing standards. Except for 5-digit and 5-digit scheme pallets, carrier route bundles may be combined with automation and Presorted rate 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 D or OEL.

3-Digit

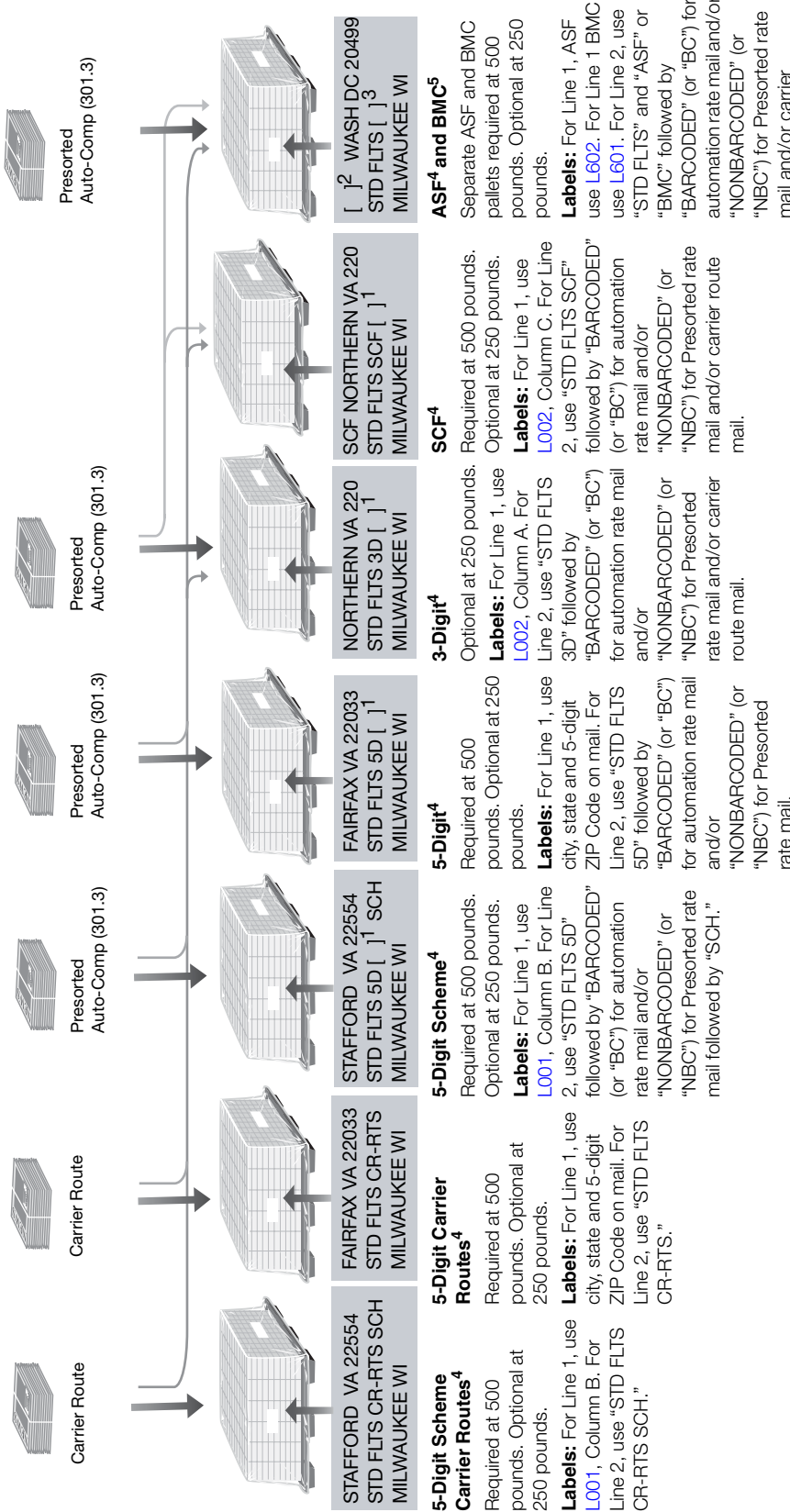
Pieces must be bundled if 10 or more pieces to the same 3-digit ZIP Code. Bundles of fewer pieces not permitted.

Labels: Green Label 3 or OEL.

ADC

Pieces must be bundled if 10 or more pieces to the same ADC (L004). Sort ADC bundles to ASF and BMC pallets based on ZIP Code of the bundle destination in L004, Column B.

Labels: Pink Label A or OEL.



1. Use "BARCODED" (or "BC") for automation rate mail and/or "NONBARCODED" (or "NBC") for Presorted and/or carrier route mail.
2. Use "ASF" or "BMC" as appropriate.
3. Use "ASF" or "BMC" followed by "BARCODED" (or "BC") for automation rate mail and/or "NONBARCODED" (or "NBC") for Presorted rate 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 BMC/ASF, the BMC/ASF pallet must be prepared. If there are no BMC/ASF pallets in the mailing and 250 or more pounds of bundles remain for an SCF, the SCF pallet must be prepared.

Eligibility Overview	Bundles of flats or nonmachinable parcels must be sorted and prepared under the standards for the rate claimed. See Quick Service Guide 360 for Bound Printed Matter Flats or Quick Service Guide 460 for Bound Printed Matter Nonmachinable and Machinable Parcels. Destination entry under 366 for flats or 466 for parcels is optional. Individual pieces weighing 0 pounds or more are not eligible for preparation on pallets unless prepared as machinable parcels or prepared in sacks under 465.5.0 for presorted or 465.6.0 for carrier route parcels.
General Bundle	Bundle preparation must meet the applicable general standards in 365 for flats and 465 for parcels. Mixed ADC bundles must not be placed on pallets.
Bundle Size	<p>Prepare Carrier Route Bound Printed Matter (BPM) bundles and label under 365.6.0 for flats and 465.6.0 for parcels. Prepare and label Presorted BPM bundles in the sequence and to the destinations required for sacks in 365.5.0 for flats and 465.5.0 for parcels. Prepare a bundle when there are 0 or more pieces or 0 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 705.8.9.5. When there are at least 0 pieces but fewer than 0 pounds for a presort destination, the pieces must be prepared in a single physical bundle. When there are 0 or more pounds for a destination, pieces must be prepared in bundles weighing from 0 to 20 pounds each except that the last bundle may weigh less than 0 pounds or contain fewer than 0 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 0-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 0-pound bundles and one 5-pound bundle.</p>
Securing Individual Bundles	<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">■ 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">■ Heavy-gauge shrinkwrap plus one or two bands.■ Only heavy-gauge shrinkwrap.■ Two bands, one around the length and one around the width. Use sufficient tension. Wire and metal strapping are prohibited.
Pallet Preparation and Documentation	<p>Pallet sortation: see pages 2 and 3.</p> <p>Documentation:</p> <ul style="list-style-type: none">■ Postage statement: Form 3605-R or approved facsimile.■ Supporting documentation: Documentation required unless correct rate is affixed to each piece (see 364, 464).

Bundling and Palletizing Sequence (705.8.10.3)

Bundle Preparation: See page for physical bundle size and securing standards.

Carrier Route

Pieces must be bundled if there are at least 0 pieces or 0 pounds, whichever comes first, for the same carrier route.

Labels: Use optional endorsement line (OEL) (365.2.9).

5-Digit

Pieces must be bundled if there are at least 0 pieces or 0 pounds, whichever comes first, for the same 5-digit ZIP Code.

Labels: Red Label D or OEL.

3-Digit

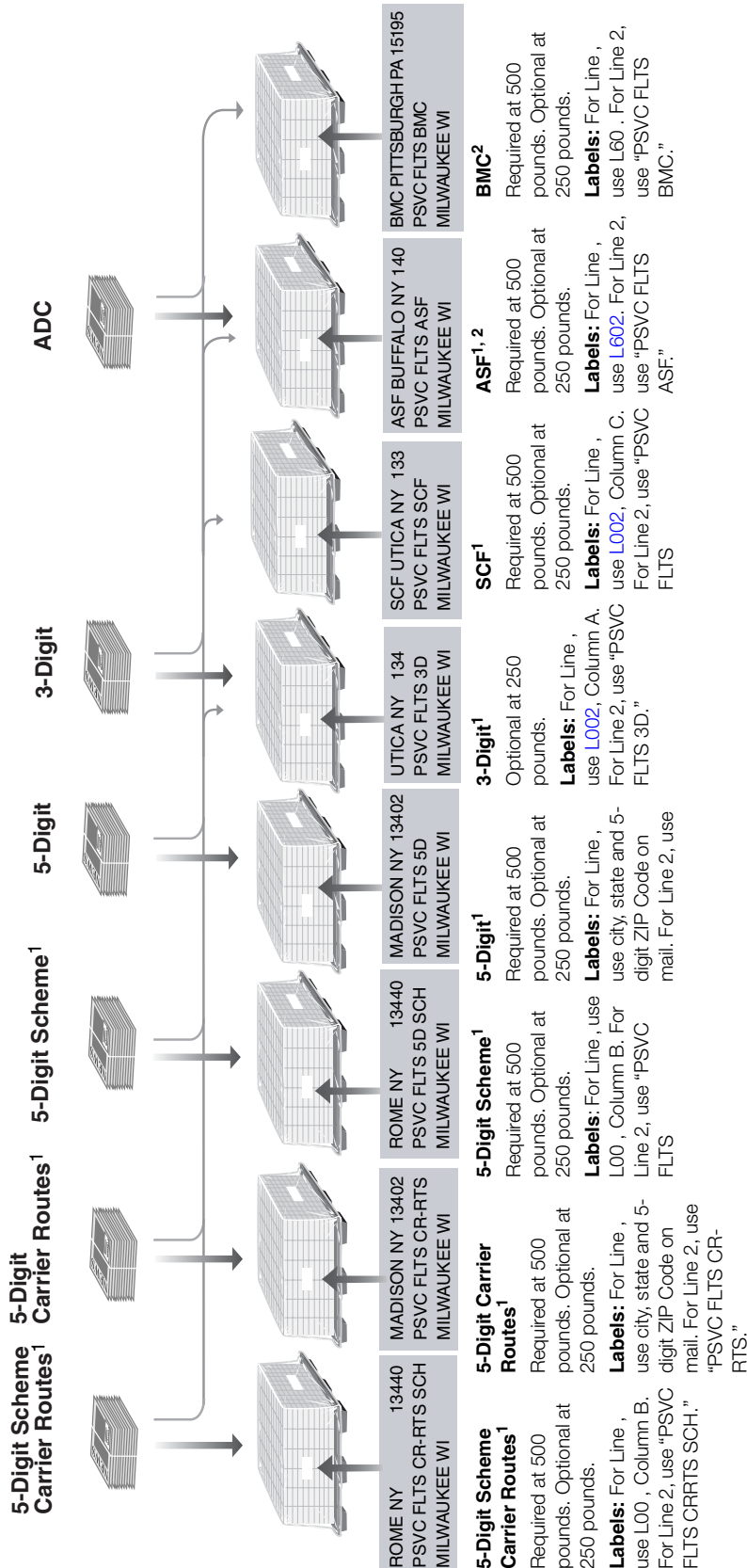
Pieces must be bundled if there are at least 0 pieces or 0 pounds, whichever comes first, for the same 3-digit ZIP Code.

Labels: Green Label 3 or OEL.

ADC

Pieces must be bundled if there are at least 0 pieces or 0 pounds, whichever comes first, to the same ADC (L004). Sort ADC bundles to ASF and BMC pallets based on ZIP Code of the bundle destination in L004, Column B.

Labels: Pink Label A or OEL.



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.

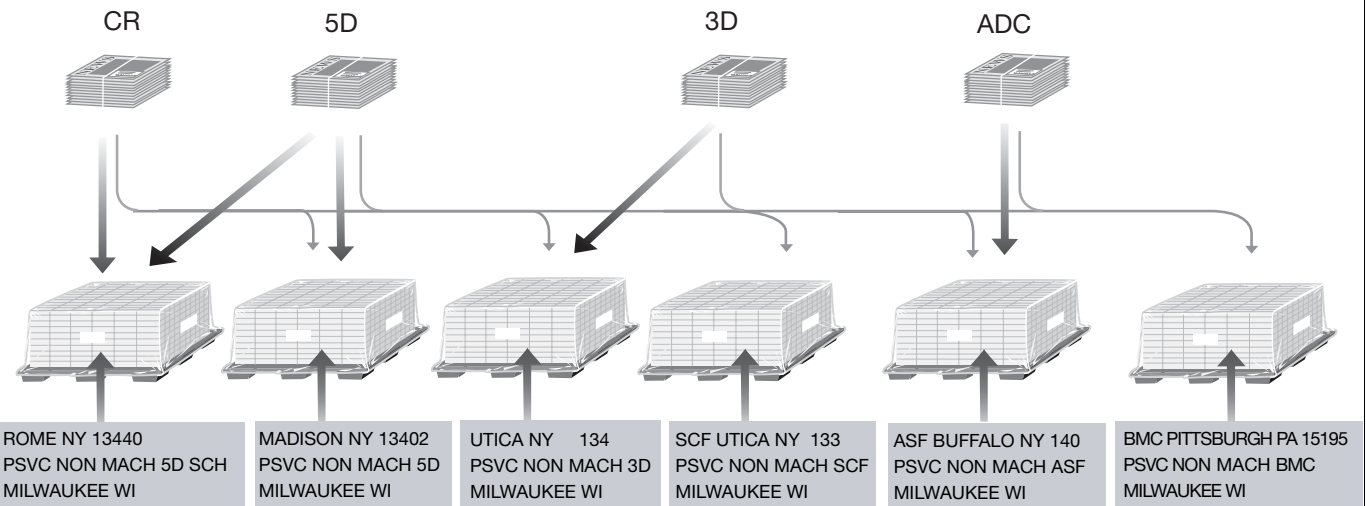
2. After preparing all required pallets (and any optional pallets), when 250 or more pounds of bundles remain for a BMC/ASF, the BMC/ASF pallet must be prepared. If there are no BMC/ASF pallets in the mailing and 250 or more pounds of bundles remain for an SCF, the SCF pallet must be prepared.

Bundling and Palletizing Sequence for Nonmachinable Parcels (705.8.10.4)

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 BMC pallets based on ZIP Code of the bundle destination in L004, Column B.



5-Digit Scheme ¹	5-Digit ¹	3-Digit ¹	SCF ¹	ASF ^{1, 2}	BMC ²
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.
Labels: 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."	Labels: 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."	Labels: For Line 1, use L002, Column A. For Line 2, use "PSVC NON MACH 3D."	Labels: For Line 1, use L002, Column C. For Line 2, use "PSVC NON MACH SCF."	Labels: For Line 1, use L602. For Line 2, use "PSVC NON MACH ASF."	Labels: For Line 1, use L601. For Line 2, use "PSVC NON MACH BMC."

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 BMC/ASF, the BMC/ASF pallet must be prepared. If there are no BMC/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 Post, 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 bulk mail center (DBMC) (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.

Rates 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 rate 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 DBMC, DSCF, or DDU discounts.

- DBMC rate applies to mail deposited at the correct DBMC (or destination auxiliary service facility (ASF)) addressed for delivery within that facility's service area and prepared subject to the standards for the rate claimed.
- DSCF rate applies to mail deposited at the correct DSCF. The mail must be addressed for delivery within that facility's service area and placed in other than an ADC, AADC, BMC, mixed ADC, mixed AADC, or residual tray, sack, or pallet (as permitted by the rate claimed) that is correctly labeled to that DSCF or postal facility within its service area.
- DDU rate 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 rates or Nonprofit Enhanced Carrier Route rates.

Parcel Post Parcel Select (456.2.0):

- DBMC: entered at the destination BMC/ASF for delivery within the DBMC/ASF service area and part of a mailing of 50 or more Parcel Post 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 Post pieces. Nonmachinable parcels sorted to 3-digit ZIP Code areas subject to \$0.96 surcharge (456.2.2.3)
- DDU: entered at the designated destination delivery unit for delivery within the DDU area and part of a mailing of 50 or more Parcel Post pieces.

Bound Printed Matter (363 for flats or 463 for parcels):

- DBMC rate applies to mail deposited at the correct DBMC (or destination auxiliary service facility (ASF)) addressed for delivery within that facility's service area and prepared subject to the standards for the rate claimed.
- DSCF rate applies to mail deposited at the correct DSCF. The mail must be addressed for delivery within that facility's service area.
- DDU rate applies to mail entered at the designated destination delivery unit for delivery within the DDU area. Rate not available for flat-size pieces weighing 1 pound or less unless sorted to carrier route.

Periodicals (707.28.0):

- DADC rate applies to addressed pieces (not eligible for In-County rates) addressed for delivery in the same DADC service area, deposited at the DADC or designated facility.
- DSCF rate applies to:
 - Letter-size and nonletter-size pieces (not eligible for In-County rates), 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 rate 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 rate.

Levels of Destination Entry

**DBMC**

Destination Bulk Mail Center

There are 21 DBMCs in the U.S. For this discount, you may choose to enter your mail at a destination bulk mail center. The 21 bulk mail centers in the United States handle mail for large areas. An auxiliary service facility (ASF) sometimes acts as a DBMC. To qualify for DBMC rates, your mailpieces must be addressed for delivery within the service area for that particular DBMC or ASF.

Available for:

- Standard Mail
- Bound Printed Matter
- Parcel Post

**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 rates, your mailpieces must be addressed for delivery within the service area for that particular DSCF.

Available for:

- Standard Mail
- Periodicals
- Bound Printed Matter
- Parcel Post

**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. Standard Mail and Periodicals mailings that are taken to a DDU must be claimed at Carrier Route rates and addressed for delivery within the service area for that particular DDU.

Available for:

- Standard Mail (Carrier Route only)
- Periodicals (Carrier Route only)
- Bound Printed Matter
- Parcel Post

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.

Special Standards

Periodicals General Information and Eligibility

707a

Quick Service
Guide

Related QSGs [707b, Periodicals Nonprofit, Classroom, and Science-of-Agriculture](#)
[707d, Periodicals Nonautomation Letters](#)
[707e, Periodicals Nonautomation Flats](#)
[707f, Periodicals Automation Letters](#)
[707g, Periodicals Automation Flats](#)

Rates and Fees (707.1.5)	Application (original entry) fee \$395.00 Additional entry application fee 65.00 Reentry fee 45.00 News agent registry 40.00 Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc. Basic, 3-digit, 5-digit, and carrier route rates are available; Outside-County rates apply per 707.11.0 ; In-County rates apply to all eligible in-county copies of other than requester publications. The Preferred rate discount is available under 707.10.0 .
Eligibility Standards (707.4.0)	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 and requester publications must have an established list of subscribers or requesters. All pieces within each mailing must be in the same processing category. Application form required (707.5.1). Authorization: Periodicals entry in one of these five categories (707.6.0): <ul style="list-style-type: none">■ General publications.■ Publications of institutions and societies.■ Publications of state departments of agriculture.■ Requester publications.■ Foreign publications. Records: maintained by publisher to support application and confirm eligibility for entry at Periodicals rates; specific standards by category. Additional standards: circulation, documentation, advertising limits, and other conditions that vary by category. Limits apply to nonsubscriber/nonrequester distribution for general and requester publications. Identification: title, identification statement (707.4.11). Supplements, enclosures, additions, parts, sections, and editions are permitted under applicable standards. Additional documentation and separate postage statement required for mailings combining more than one edition or publication. Limitations apply to advertising percentage and mailpiece components (e.g., independent printed matter and products are not permitted in a publication at Periodicals rates). The simplified and exceptional address formats are prohibited on Periodicals publications intended to count as subscriber or requester copies (602.3.1.2).
Postage Payment and Documentation (707.16.0, 705.15.0)	Postage statement: Form 3541, Periodicals One Issue or One Edition, or approved facsimile. Advance deposit account(s) at original and each additional entry post office, unless authorized under Centralized Postage Payment (CPP) (707.16.5).
Mail Preparation	Presorted (707.22.0), Carrier Route (707.23.0), Automation Letters (707.24.0), or Automation Flats (707.25.0), as appropriate.
Enter and Deposit (707.27.0)	Only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under 707.27.3 . 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.

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Related QSGs [707a, Periodicals General Information and Eligibility](#)
[707d, Periodicals Nonautomation Letters](#)
[707e, Periodicals Nonautomation Flats](#)
[707f, Periodicals Automation Letters](#)
[707g, Periodicals Automation Flats](#)

Rates and Fees (707.1.5) Application (original entry) fee \$395.00
 Additional entry application fee 65.00
 Reentry fee 45.00
 No additional fee to mail at a preferred Periodicals rate.
 Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.
 The Preferred rate discount applies to outside-county postage, excluding the postage for advertising pounds for Nonprofit and Classroom rate publications; In-County rates apply to all eligible in-county copies (707.11.3).

Eligibility Standards (707.10.0, 707.11.0) Available for publications authorized in other than the requester category and further qualifying under specific standards for special (Nonprofit, Classroom (707.10.0), or Science-of-Agriculture (707.11.0)) rates. These standards are in addition to the criteria in [Quick Service Guide 707a](#).
 See [Quick Service Guide 707a](#) for basic eligibility standards.
 Application form required (707.5.1).

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 (707.10.0). Also generally eligible (regardless of the nonprofit status of the publishing organization) are:

- Publication issued by and in the interest of an association of rural electric cooperatives
- Program announcement or guide published by an educational radio or television agency of a state or political subdivision thereof or by a nonprofit education radio or television station
- Publication of the official highway or development agency of the state meeting the standards for a general publication (707.10.3) and containing no advertising except the publisher's own advertising
- Conservation publication published by a state agency responsible for the management and conservation of the fish or wildlife resources of that state

Classroom: publication must be designed for educational, religious, or scientific use in school classrooms or religious instruction classes.

Science-of-Agriculture: rates apply to outside-county copies of an authorized Periodicals publication mailed by a publisher or news agent when the total copies furnished 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.

Postage Payment and Documentation (707.16.0, 705.15.0) Identification: title on cover and identification statement (707.4.11).
 Postage statement: Form 3541, Periodicals One Issue or One Edition, or approved facsimile.
 Advance deposit account(s) at original and each additional entry post office, unless authorized under Centralized Postage Payment (CPP) (707.16.5).

Mail Preparation Presorted (707.22.0), Carrier Route (707.23.0), Automation Letters (707.24.0), or Automation Flats (07.25), as appropriate.

Enter and Deposit (707.27.0) Deposit only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under 707.27.3.

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.

707b

Special Standards
Periodicals Nonprofit, Classroom, and Science of Agriculture

Quick Service
Guide

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**Eligibility
Standards
(707.11.3)**

In-County rates apply to subscriber copies of any issue of a Periodicals publication (except a requester 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, under either of these two conditions:

- The total paid circulation of the issue is less than 10,000 copies.
- The number of paid copies of the issue distributed within the county of publication is more than 50 percent of the total paid circulation.

The simplified and exceptional address formats are prohibited on Periodicals publications intended to count as subscriber or requester copies (602.3.1.2).

**Preferred Rates
(707.11.3)**

Preferred rates include:

- In-County
- Nonprofit
- Classroom
- Science-of-Agriculture

**Nonsubscriber
Copies
(707.11.3)**

For a calendar year, the total number of nonsubscriber copies mailed at In-County rates may not exceed 10 percent of the number of subscriber copies mailed at In-County rates.

For publications authorized for Preferred rates and for publications authorized for both Regular and In-County rates and/or Science-of-Agriculture rates, once the total number of nonsubscriber copies mailed for the calendar year (regardless of rate) exceeds 10 percent of the total number of copies mailed to subscribers during the calendar year, further mailings of nonsubscriber copies are not eligible for any preferred rate, including In-County rates.

A mailing is not eligible for any Periodicals rate if it consists entirely of nonsubscribers over the 10 percent limit of the total number of copies mailed to subscribers during the calendar year.

Spreadsheet

To help publishers maintain compliance with the Periodicals nonsubscriber 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 and nonsubscriber copies. An electronic version of the spreadsheet is available through Postal Explorer at 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.

Issue Date	Outside-County*			Foreign*		In-County*		Total In-County Sub. for Calendar Year (a)	Total In-County Nonsub. for Calendar Year (b)	Percent In-County Nonsub. (b ÷ a x 100)	Total Sub. for Calendar Year (c)	Total Nonsub. for Calendar Year (d)	Percent Total Nonsub. (d ÷ c x 100)
	Sub. Copies	Nonsub. Copies		Sub. Copies	Nonsub. Copies	Sub. Copies	Nonsub. Copies						
		w/in 10%	Over 10%										

* Figures reported on PS Forms 3541 within the same calendar year. See reverse side of this page for information about an electronic version of this template on Postal Explorer pe.usps.com

Related QSG [707a, Periodicals General Information and Eligibility](#)

Physical Standards (201, 707.3.0) For an overview of the physical standards for discount letters, see [Quick Service Guide 201](#).

Rates and Fees (707.1.0) Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc. Carrier Route, 5-digit, 3-digit, and basic rates are available; Outside-County rates apply per [707.11.0](#); In-County rates apply to all eligible in-county copies of other than requester publications. Carrier Route (Outside-County and In-County):

- Basic Carrier Route: six or more addressed pieces sorted in carrier route bundles, prepared in line-of-travel or walk-sequence and placed in carrier route, 5-digit carrier routes, or 3-digit carrier routes trays.
- High Density: carrier route pieces prepared in walk sequence with necessary density (125 pieces or more to single carrier route). For In-County rate, density requirement may be based on either 125 pieces or 25% of total active deliveries per carrier route.
- Saturation: carrier route pieces prepared in walk sequence with necessary density (90% residential or 75% total deliveries) ([707.13.0](#)).

5-Digit: Six or more addressed pieces sorted in 5-digit bundles, placed in 5-digit trays.
3-Digit: Six or more addressed pieces sorted in 5-digit and 3-digit bundles ([L002](#)), placed in 3-digit trays.
Basic: Six or more addressed pieces sorted in 5-digit, 3-digit, ADC ([L004](#)), or mixed ADC bundles and placed in ADC and mixed ADC trays.
Destination entry discounts (DDU, DSCF, and DADC) have additional standards ([707.28.0](#)).
Not all presort levels may be claimed in combination with destination entry discounts.

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 and requester publications must have an established list of subscribers or requesters. 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 ([707.12.3](#)).
Mailers can apply Repositionable Notes for an additional charge of \$0.015. See [709.5.0](#).

Postage Payment and Documentation (707.16.0, 705.15.0) Advance deposit account(s) at original and each additional entry post office, unless authorized under Centralized Postage Payment (CPP) ([707.16.5](#)).

Documentation:

- Postage statement: Form 3541, Periodicals One Issue or One Edition or approved facsimile.
- Supporting documentation: required by rates claimed, including marked copy. Documentation generated by PAVE-certified software or printed in standardized format.

Mail Preparation (707.22.0, 707.23.0) See pages two and three for preparation and labeling.

Bundles for individual carrier routes must be prepared with facing slips under [707.19.15](#), 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).
See pages two and three for pink tray label Line 2 information.
Use 2-inch pink tray labels ([707.21.0](#)).
Trays sleeved and strapped ([707.20.0](#)). See [707.20.1.5](#) 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 (707.27.0) Only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under [707.27.3](#).

For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

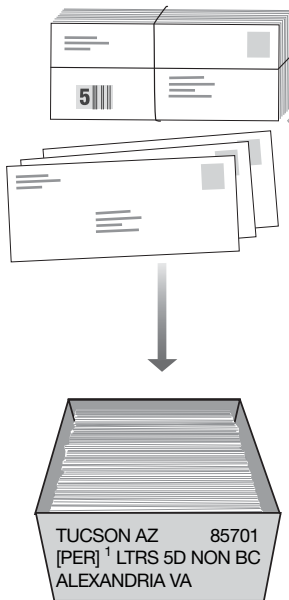
Bundling and Traying Sequence (707.22.0)

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.

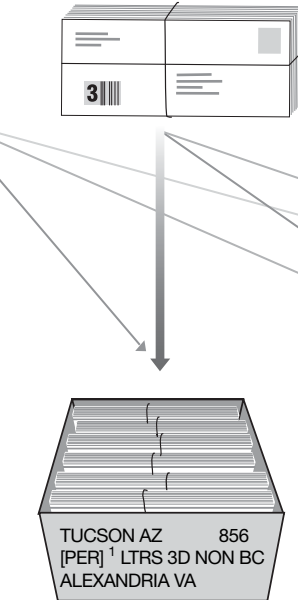
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS") and "LTRS 5D NON BC."

Rate: 5-Digit

3-Digit¹

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.

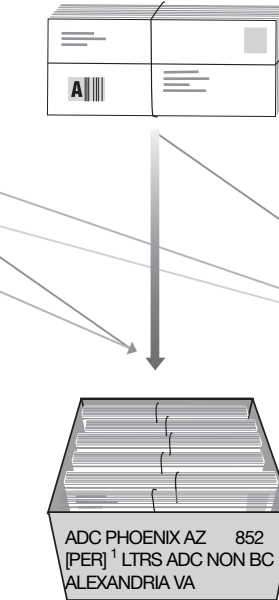
Labels: For Line 1, use L002, Column A; for Line 2, "PER" (or "NEWS") and "LTRS 3D NON BC."

Rate: 3-Digit

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.

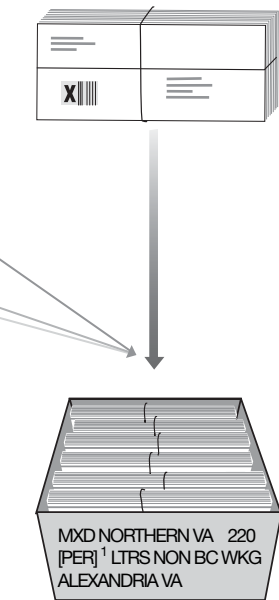
Labels: For Line 1, use L004, Column B. For Line 2, "PER" (or "NEWS") and "LTRS ADC NON BC."

Rate: Basic

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."

Rate: Basic

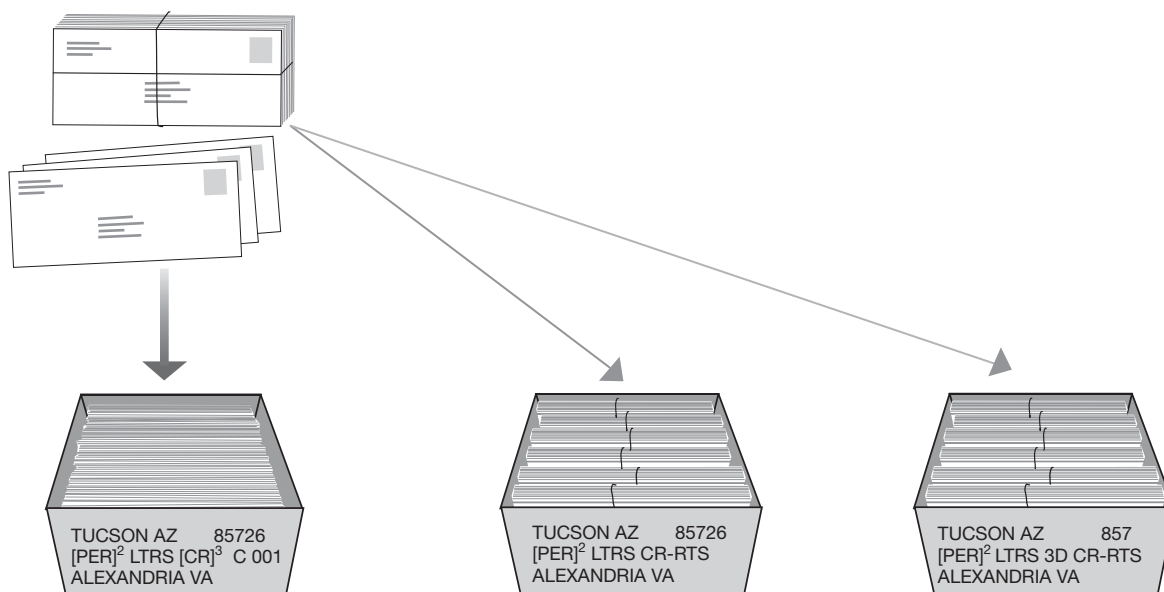
1. Use "NEWS" only if issued weekly or more frequently.

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 (707.19.15), OEL (708.7.0), or carrier route information line (708.8.0).

Rate: Saturation, High Density, Basic Carrier Route¹



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 rate for bundles of fewer than 6 pieces.
2. Use “NEWS” only 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

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Related QSG [707a, Periodicals General Information and Eligibility](#)

Physical Standards
([301](#),
[707.3.0](#))

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

Rates and Fees
([707.1.0](#))

Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.

Carrier Route, 5-digit, 3-digit, and Basic rates are available; Outside-County rates apply; In-County rates apply to all eligible In-County copies of other than requester copies ([707.11.0](#)).

Carrier Route (Outside-County and In-County):

- Basic Carrier Route: 6 or more addressed pieces sorted into carrier route bundles, prepared in line-of-travel or walk sequence and placed into direct carrier route sacks.
- High Density: carrier route pieces prepared in walk sequence with necessary density (125 pieces or more to single carrier route). For In-County rate, density requirement may be based on either 125 pieces or 25% of total active deliveries per carrier route.
- Saturation: carrier route pieces prepared in walk sequence with necessary density (90% residential or 75% total deliveries) ([707.13.0](#)).

5-Digit: Six or more addressed pieces sorted in 5-digit bundles, placed into 5-digit sacks or palletized under [705.8.0](#).

3-Digit: Six or more addressed pieces sorted in 5-digit and 3-digit bundles ([L002](#)) placed into 3-digit sacks or palletized under [705.8.0](#).

Basic:

- Six or more addressed pieces sorted to 5-digit, 3-digit, ADC, origin mixed ADC, or mixed ADC bundles and placed in SCF, ADC, origin mixed ADC, and mixed ADC sacks.
- Fewer than six pieces sorted to carrier route, 5-digit, and 3-digit bundles.

Destination entry discounts (DDU, DSCF, and DADC) have additional standards ([707.28.0](#)).

Not all presort levels may be claimed in combination with destination entry discounts.

Pallet discount: \$0.005 per-piece discount available for each addressed nonletter-size piece prepared in bundles on pallets (Outside-County only).

Destination entry pallet discount: \$0.016 per-piece discount available for each addressed nonletter-size piece prepared in bundles on destination entry pallets.

Ride-Along rate available for items up to 3.3 ounces 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 and requester publications must have an established list of subscribers or requesters. 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.

Mailers can apply Repositionable Notes for an additional charge of \$0.015. See [709.5.0](#).

Postage Payment and Documentation
([707.16.0](#),
[705.15.0](#))

Advance deposit account(s) at original and each additional entry post office, unless authorized under Centralized Postage Payment (CPP) ([707.16.5](#)).

Documentation:

- Postage statement: Form 3541, Periodicals One Issue or One Edition or approved facsimile.
- Supporting documentation: required by rates claimed, including marked copy. Documentation generated by PAVE-certified software or printed in standardized format.
- Carrier Route: 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](#))

See page two for preparation and labeling.

Bundles for individual carrier routes must be prepared with facing slips under [707.19.15](#), optional endorsement lines under [707.19.13](#), or carrier route information lines under [707.19.14](#).

Palletization of sacks or bundles is permitted under [705.8.0](#).

Any mailing job that contains bundles of Presorted flats and bundles of automation flats must be co-sacked using [705.9.0](#).

Enter and Deposit
([707.27.0](#))

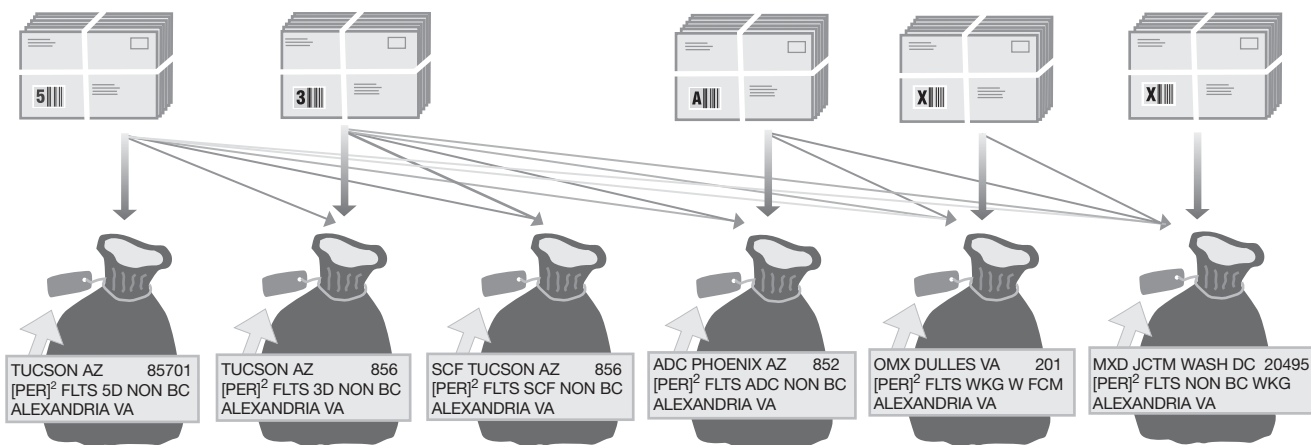
Deposit only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under [707.27.3](#).

For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Bundling and Sacking Sequence (707.22.0)

See next page for carrier route preparation

5-Digit ¹	3-Digit ¹	ADC	Origin Mixed ADC	Mixed ADC
<p>Bundles: 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.</p> <p>Labels: Red Label 5 or optional endorsement line (OEL) (708.7.0).</p>	<p>Bundles: Required, 6-piece minimum for pieces to the same 3-digit ZIP Code prefix; fewer pieces permitted under 707.22.4.</p> <p>Labels: Green Label 3 or OEL.</p>	<p>Bundles: Required, 6-piece minimum for pieces to same ADC (L004); fewer than 6 pieces in a bundle not permitted.</p> <p>Labels: Pink Label A or OEL.</p>	<p>Bundles: Required, no minimum for any remaining pieces for destinations in L201, Column B, of the origin ZIP Code in Column A.</p> <p>Labels: Tan Label X or OEL.</p>	<p>Bundles: Required, any remaining pieces must be bundled in mixed ADC bundles.</p> <p>Labels: Tan Label X or OEL.</p>



5-Digit ¹	3-Digit	SCF/Origin Entry SCF	ADC	Origin Mixed ADC	Mixed ADC
<p>Sacks: Required at 24 pieces; fewer pieces not permitted.</p> <p>Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS") and "FLTS 5D NON BC."</p> <p>Rate: 5-Digit²</p>	<p>Sacks: Required at 24 pieces; fewer pieces not permitted.</p> <p>Labels: For Line 1, use L002, Column A; for Line 2, "PER" (or "NEWS") and "FLTS 3D NON BC."</p> <p>Rate: 3-Digit³</p>	<p>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.</p> <p>Labels: For Line 1, use L002, Column C; for Line 2, "PER" (or "NEWS") and "FLTS SCF NON BC."</p> <p>Rate: Basic</p>	<p>Sacks: Required at 24 pieces; fewer pieces not permitted.</p> <p>Labels: For Line 1, use L004, Column B. For Line 2, "PER" (or "NEWS") and "FLTS ADC NON BC."</p> <p>Rate: Basic</p>	<p>Sacks: Required, no minimum for any remaining bundles for destinations in L201, Column B, of the origin ZIP Code in Column A.</p> <p>Labels: For Line 1, use L201; for Line 2, "PER" (or "NEWS") and "FLTS WKG W FCM."</p> <p>Rate: Basic</p>	<p>Sacks: Required, no minimum for any remaining bundles.</p> <p>Labels: For Line 1, use L009; for Line 2, "PER" (or "NEWS") and "FLTS NON BC WKG."</p> <p>Rate: Basic</p>

1. See 707.22.0 for optional 5-digit scheme and 3-digit scheme preparation for pieces meeting the standards in 301.3.0.

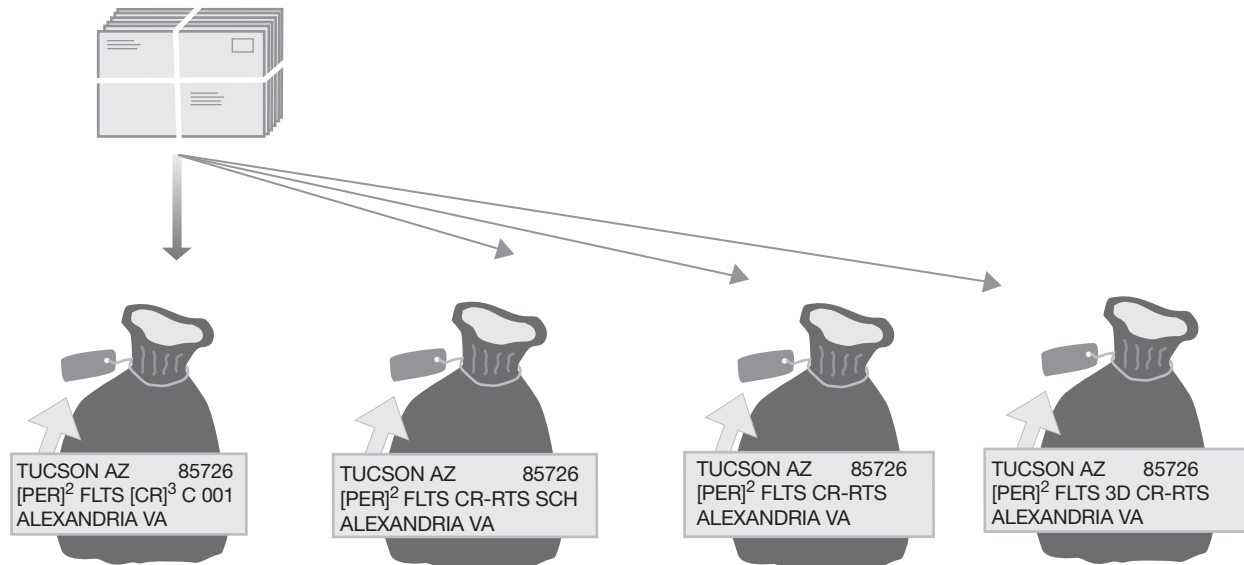
2. Use "NEWS" only if issued weekly or more frequently.

3. Basic rate for bundles of fewer than 6 pieces, see 705.9.2.4.

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 rate, see 707.23.6. For optional firm bundles, see 707.23.5.

Rate: Saturation, High Density, Basic Carrier Route¹



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 rate for bundles of fewer than 6 pieces.
2. Use "NEWS" only if issued weekly or more frequently.
3. Use "WSS" for Saturation, "WSH" for High Density, or "CR" for Basic Carrier Route.

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.

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Related QSGs [707a, Periodicals General Information and Eligibility](#)
[201a, Designing Letters and Cards for Automated Processing](#)

Physical Standards (201, 707.3.0) Maximum weight: 3.3 ounces.
For an overview of the physical standards for discount letters, see [Quick Service Guide 201](#).
For an overview of designing letters for automated processing, see [Quick Service Guide 201a](#).

Rates and Fees (707.1.0) Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.
■ 5-Digit (optional): 150 or more pieces to the same 5-digit/scheme placed in a 5-digit/scheme tray.
■ 3-Digit: 150 or more pieces to the same 3-digit/scheme placed in a 3-digit/scheme tray.
■ Basic: 150 or more pieces to the same AADC placed in an AADC tray, and all remaining pieces placed in mixed AADC trays.
Destination entry discounts (DSCF and DADC) have additional standards ([707.28.0](#)).
Not all presort levels may be claimed in combination with other automation or destination entry discounts.

Eligibility Standards (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 and requester publications must have an established list of subscribers or requesters. All pieces within each mailing must be in the same processing category. Mailings eligible for automation discounts must contain automation-compatible ([201.3.0](#)) 100% delivery point barcoded ([202.5.0](#)) pieces, 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, courtesy reply, 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. See [709.5.0](#).

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) ([707.16.5](#)).
Documentation:
■ Postage statement: Form 3541, Periodicals One Issue or One Edition or approved facsimile.
■ Supporting documentation: required by rates claimed, including marked copy. Documentation generated by PAVE-certified software or printed in standardized format.
■ Form 3553 for address and barcode accuracy must be retained by mailer for 1 year ([708.3.5.2](#)).

Mail Preparation (707.24.0) See reverse for preparation and labeling.
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 [707.20.1.5](#) 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 (707.27.0) Deposit only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under [707.27.3](#).

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.

Traying Sequence (707.24.0)

5-Digit/Scheme

Trays: Optional, but required for 5-digit rate. 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.

Rate: 5-Digit

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.

Rate: 3-Digit

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.

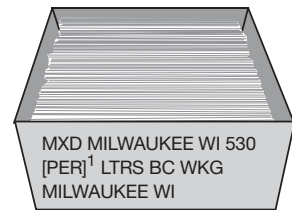
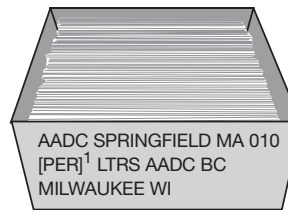
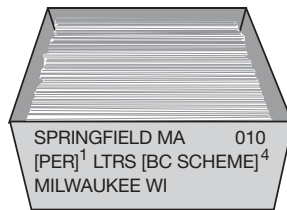
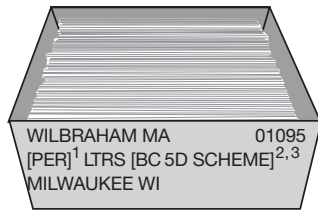
Rate: Basic

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 BMC/ASF entry, use L010, Column B).

Rate: Basic



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 origin and mixed AADC trays. Where overflow trays are permitted, they are required for required presort levels (707.24.2).

1. Use "NEWS" only if issued weekly or more frequently.
2. Use "5D BC" on 5-digit trays; use "BC 5D SCHEME" on 5-digit scheme trays.
3. For news 5-digit scheme trays, use "NEWS LTRS BC 5D SCHEME."
4. 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
(707.2.5)

Maximum weight:
■ 20 ounces (301.3.0 compatible).
■ 6 pounds (707.25.3 compatible).
For an overview of designing flats for automated processing, see [Quick Service Guide 301a](#).

Rates and Fees
(707.1.0)

Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.
5-Digit, 3-digit, and basic rates are bundle-based. Outside-County rates apply; In-County rates apply to all eligible In-county copies of other than requester publications (707.11.3).
■ 5-Digit: Six or more pieces sorted to 5-digit bundles and placed into 5-digit, 3-digit, SCF, ADC (L004), and mixed ADC sacks.
■ 3-Digit: Six or more pieces sorted to 3-digit bundles and placed into 3-digit, SCF, ADC (L004), and mixed ADC sacks.
■ Basic:
• Six or more pieces sorted to ADC, origin mixed ADC, and mixed ADC bundles and placed into ADC, origin mixed ADC, and mixed ADC sacks.
• Fewer than six pieces sorted to 5-digit or 3-digit bundles.
Destination entry discounts (DSCF and DADC) have additional standards (707.28.0).
Not all presort levels may be claimed in combination with other automation or destination entry discounts.
Pallet discount: \$0.005 per-piece discount available for each addressed nonletter-size piece prepared in bundles on pallets (outside-county only).
Destination entry pallet discount: \$0.016 per-piece discount available for each addressed nonletter-size piece prepared in bundles on destination entry pallets.
Ride-Along rate available for items up to 3.3 ounces 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 and requester publications must have an established list of subscribers or requesters. All pieces within each mailing must be in the same processing category.
Mailings must be automation-compatible (301.3.0 or 707.25.0) and bear a ZIP+4 barcode, a delivery point barcode, 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, courtesy reply, 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 of \$0.015. See 709.5.0.

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) (707.16.5).
Documentation:
■ Postage statement: Form 3541, Periodicals One Issue or One Edition or approved facsimile.
■ Supporting documentation: required by rates claimed, including marked copy. Documentation generated by PAVE-certified software or printed in standardized format.
■ Form 3553 for address and barcode accuracy must be retained by mailer for 1 year (708.3.5.2).

Mail Preparation
(707.25.0)

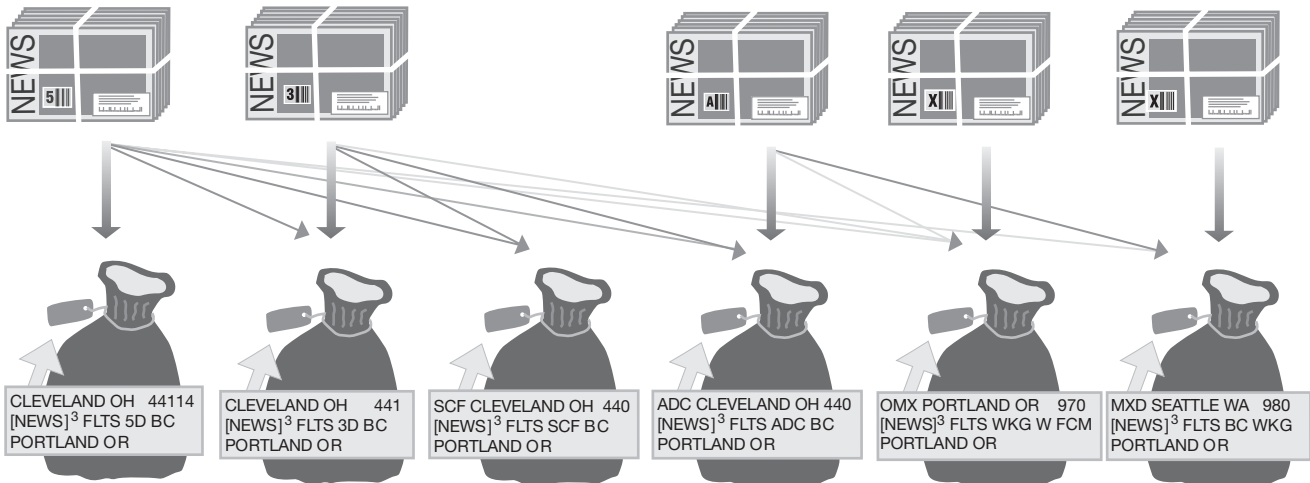
Bundle preparation, labeling, and sacking, see page two.
Pink barcoded sack labels required (707.21.0). See page two for pink sack label Line 2 information.
Pieces meeting the physical standards in 707.25.3 and pieces meeting the physical standards in 301.3.0 must be prepared in separate bundles. Separate bundle minimums (707.25.1.5) must be met for each bundle type. Within each bundle, mailers may combine pieces of nonidentical weights if authorized under 705.2.0. Bundles meeting the standards in 707.25.3 and 301.3.0 may be combined in the same sack or on the same pallet.
Any mailing job that contains bundles of Presorted flats and bundles of automation flats must beco-sacked using 705.9.0.

Enter and Deposit
(707.27.0)

Only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under 707.27.3.
For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Bundling and Sacking Sequence (707.25.0)

5-Digit ¹	3-Digit ¹	ADC	Origin Mixed ADC	Mixed ADC
<p>Bundles: Required, pieces must be bundled if 6 or more pieces to the same 5-digit ZIP Codes; fewer pieces permitted under 707.25.1.9.</p> <p>Labels: Red Label 5 or optional endorsement line (OEL) (708.7.0).</p> <p>Rate: 5-Digit²</p>	<p>Bundles: Required, pieces must be bundled if 6 or more pieces to same 3-digit ZIP Code prefix; fewer pieces permitted under 707.25.1.9.</p> <p>Labels: Green Label 3 or OEL.</p> <p>Rate: 3-Digit²</p>	<p>Bundles: Required, pieces must be bundled if 6 or more pieces to same ADC (L004); fewer pieces not permitted.</p> <p>Labels: Pink Label A or OEL.</p> <p>Rate: Basic</p>	<p>Bundles: Required, no minimum for any remaining pieces for destinations in L201, Column B, of the origin ZIP Code in Column A.</p> <p>Labels: Tan Label X or OEL.</p> <p>Rate: Basic</p>	<p>Bundles: Required, any remaining pieces must be bundled in mixed ADC bundles.</p> <p>Labels: Tan Label X or OEL.</p> <p>Rate: Basic</p>



5-Digit/Scheme ¹	3-Digit	SCF/Origin Entry SCF	ADC	Origin Mixed ADC	Mixed ADC
<p>Sacks: Required at 24 pieces; fewer pieces not permitted.</p> <p>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."</p>	<p>Sacks: Required at 24 pieces, fewer pieces not permitted.</p> <p>Barcoded Labels: For Line 1, use L002, Column A; for Line 2, "NEWS" (or "PER") and "FLTS 3D BC."</p>	<p>Sacks: Required at 24 pieces; fewer pieces not permitted.</p> <p>Barcoded Labels: Required, no minimum for SCF of origin (verification) office; optional for the SCF of an entry office other than origin office.</p> <p>Barcoded Labels: For Line 1, use L002, Column C; for Line 2, "NEWS" (or "PER") and "FLTS SCF BC."</p>	<p>Sacks: Required at 24 pieces; fewer pieces not permitted.</p> <p>Barcoded Labels: For Line 1, use L004, Column B; for Line 2, "NEWS" (or "PER") and "FLTS ADC BC."</p>	<p>Sacks: Required, no minimum for any remaining pieces for destinations in L201, Column B, of the origin ZIP Code in Column A.</p> <p>Barcoded Labels: For Line 1, use L201, Column C; for Line 2, "NEWS" (or "PER") and "FLTS WKG W FCM."</p>	<p>Sacks: Required, no minimum for any remaining bundles placed into mixed ADC sacks.</p> <p>Barcoded Labels: For Line 1, use L009, Column B; for Line 2, "NEWS" (or "PER") and "FLTS BC WKG."</p>

Rate is based on type of bundle regardless of sack in which it is placed.

1. Optional scheme bundling available.
2. Basic rate applies to bundles with fewer than 6 pieces.
3. Use "PER" if issued less frequently than weekly.

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 (507.3.2.4) 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](#), 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 automation carrier route First-Class Mail, carrier route Periodicals, Enhanced Carrier Route Standard Mail, and carrier route Bound Printed Matter mailings. For preparation of facing slips, see [235.2.11](#) for First-Class Mail letters, [245.2.11](#) for Standard Mail letters, [345.2.13](#) for Standard Mail flats, [365.2.12](#) for Bound Printed Matter flats, [445.2.11](#) for Standard Mail Parcels, [465.2.11](#) for Bound Printed Matter Parcels, and [707.19.15](#) for Periodicals.

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 rate 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](#).

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.

Information Line Formats

Optional Endorsement Line	Sortation Level	OEL Example
*****5-DIGIT 22030 CENTRAL LIBRARY 3915 CHAIN BRIDGE RD FAIRFAX VA 22030-3999	On Firm Bundles use (Periodicals only)	*****FIRM [nnnnn] ¹
	On Carrier Route Bundles use	
	Periodicals Basic	*****CAR-RT LOT**C-001 ²
	Periodicals High Density	*****CAR-RT WSH**C-001 ²
	Periodicals Saturation	*****CAR-RT WSS**C-001 ²
	Standard Mail Enhanced Carrier Route, Basic	*****ECRLOT**C-001 ²
	Standard Mail Enhanced Carrier Route, High Density	*****ECRWSH**C-001 ²
	Standard Mail Enhanced Carrier Route, Saturation	*****ECRWSS**C-001 ²
	Standard Mail Automation Enhanced Carrier Route	*****AUTOCR**C-001 ²
	Bound Printed Matter	*****CAR-RT SORT**C-001 ²
	On 5-Digit Bundles use	*****5-DIGIT [nnnnn] ¹
On 3-Digit Bundles use	*****3-DIGIT [nnn] ¹	
On ADC Bundles use	*****ALL FOR ADC [nnn]1 or [nnnnn] ¹	
On Mixed ADC Bundles use	*****MIXED ADC [nnn]1 or [nnnnn] ¹	
On AADC Bundles use	*****ALL FOR AADC [nnn]1 or [nnnnn] ¹	
On Mixed AADC Bundles use	*****MIXED AADC [nnn]1 or [nnnnn] ¹	

See Exhibit 708.7.1.1 for the OEL when selecting option to exclude letter-size mail from automated processing

Optional Endorsement Line

With Carrier Route Information²

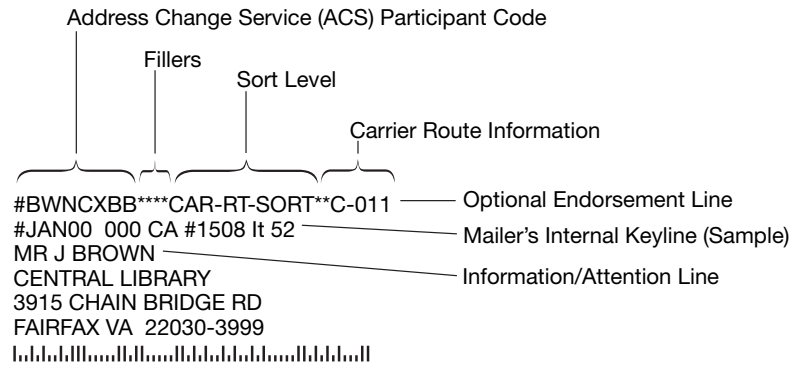
*****C-011
 RESIDENT
 1300 WATERFORD DR
 DISTRICT HEIGHTS MD 20747

With Address Change Service (ACS) Participant Code

#BWNCXBB*****5-DIGIT 22030
 CENTRAL LIBRARY
 3915 CHAIN BRIDGE RD
 FAIRFAX VA 22030-3999

With Mailer's Internal Keyline (Customer's own information)

*****5-DIGIT 22030
 {#JAN00 000 CA #1508 IT 52
 CENTRAL LIBRARY
 3915 CHAIN BRIDGE RD
 FAIRFAX VA 22030-3999



1. Mailer must include the appropriate 3-digit ZIP Code prefix or 5-digit ZIP Code required by the labeling list for the mail class as shown in 708.7.1.
2. Pieces with this marking must meet the standards in 708.8.2.4. Use "C" for carrier route, "G" for general delivery, "H" for highway contract route, "B" for post office box section, or "R" for rural route followed by the route number or numeric code.

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.

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.

automation-compatible mail—Mail that can be scanned and processed by automated mail processing equipment such as a barcode sorter.

automation discount—A postage reduction 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 bulk mail center (BMC).

balloon rate—A rate charged for Priority Mail (zones 1–4) and Parcel 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 Delivery Confirmation and Signature Confirmation services. Barcodes that may be used for postal processing are POSTNET, Intelligent Mail, and UCC/EAN Code 128. Also see delivery point barcode and Postal Numeric Encoding Technique.

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 mail center (BMC)—A highly mechanized mail processing plant that distributes Standard Mail and Package Services in piece and bulk form. Also see auxiliary service facility.

bulk mail center (BMC) Presort rate—A rate available for Parcel Post that is properly prepared and entered by the mailer at a BMC or other designated postal facility.

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.

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 discount postage rates. The mail requires no primary or secondary distribution. The term is a general descriptor of the available rates for this type of preparation, which includes Enhanced Carrier Route Standard Mail, carrier route Periodicals, and carrier route Bound Printed Matter.

Centralized Postage Payment System (CPP)—A postage payment system 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 rates. 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 rate categories, according to content, weight, size, and preparation standards.

Classroom rate—A Periodicals rate 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.

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.

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 rates at the same post office.

copalletize—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).

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 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) rate—A rate 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 bulk mail center (DBMC) rate—A rate available for Standard Mail, Parcel Post, and Bound Printed Matter that is properly prepared and entered by the mailer at the BMC or other designated postal facility that serves the delivery address on the mail.

destination delivery unit (DDU) rate—A rate available for Periodicals, Standard Mail, Parcel Post, 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 sectional center facility (DSCF) rate—A rate available for Periodicals, Standard Mail, Parcel Post, 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.

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.

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.

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 rate eligibility and mail preparation, and all postage rates and fees. Domestic mail is classified by size, weight, shape, content, service, and other factors.

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 rate 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.

Enhanced Carrier Route Standard Mail—Two subclasses of Standard Mail (Regular and Nonprofit).

entry BMC—A bulk mail center (BMC), including its satellite auxiliary service facility (ASF) unless specified otherwise, at which mail is entered by the mailer. Also see bulk mail center and auxiliary service facility.

entry facility—The USPS mail processing facility (e.g., BMC, SCF) that serves the post office at which the mail is entered by the mailer. Also called origin facility.

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.

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 rate 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 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, 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 rate claimed.

hazardous material—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 classification regulations and other requirements for mailing between the United States and other countries.

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 periodical (such as a Periodicals publication).

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 rate 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 rate if properly marked.

line-of-travel (LOT) sequence—A sequence required for some Enhanced Carrier Route and carrier route rates 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 Domestic 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.

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-rate 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.

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 rates 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 rate and service standard. Compare with parcel airlift.

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 and fleet post office.

minimum size standard—The smallest dimensions permitted for all mailable matter or for a specific mail processing category or specific rate.

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 rate 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^{Link})—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^{Link} can correct the address before it is printed on a mailpiece.

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 rate—A preferred rate 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.

Not Flat-Machinable Pieces—a subclass of Standard Mail also known as “NFMs.” Most NFMs are rigid parcel-like pieces that can not 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 bulk mail center (OBMC) Presort rate—A rate available for Parcel Post that is properly prepared and entered by the mailer at the origin BMC 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 rate claimed.

oversized rate—Parcel Post rate 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, Parcel Post, 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.

Parcel Post—A subclass of Package Services with rates based generally on weight and zone.

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 rate—For some mail classes, the postage charged for each mailpiece in addition to the pound rate 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 rate 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.

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 rate 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 voluntary program in which the USPS tests vendors’ presort software and hardware products to determine their accuracy in sorting address information according to USPS standards and producing standardized supporting documentation.

Presorted Standard—The postage rate for Standard Mail pieces that are part of a mailing and that meet minimum volume and preparation requirements.

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 rates. 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 rates.

pricing and classification service center (PCSC)—A USPS field office that provides guidance to employees and customers on mail classification, postage rates, and mail preparation. See 608.8.4.1 for listing.

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 rate—A Periodicals rate 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 or by calling 800-222-1811.

single-piece rate—A postage rate available for individual pieces of Express Mail, Priority Mail, First-Class Mail, Parcel Post, Media Mail, and Library Mail. It is not available for Periodicals except under the rate category of basic. This type of rate contrasts with rates available for discount 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.

Standard Mail—A class of mail that weighs less than 16 ounces. It comprises the subclasses of Regular Standard Mail, Nonprofit Standard Mail, Enhanced Carrier Route Standard Mail, and Nonprofit Enhanced Carrier Route Standard Mail. These subclasses include circulars, printed matter, pamphlets, catalogs, newsletters, direct mail, and merchandise. Standard Mail may be sent at Enhanced Carrier Route, automation, nonautomation, and Not Flat-Machinable rates.

subclass—A subdivision of a mail class, usually based on the consideration of a physical characteristic rather than content.

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 rates. 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 (sorted and distributed).

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.

zoned rate—A rate structure for Priority Mail, Periodicals, Parcel Post, and Bound Printed Matter that is based on weight and distance traveled (or number of zones crossed)

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