



# Mailing Standards of the United States Postal Service, Domestic Mail Manual

November 4, 2013

The *Mailing Standards of the United States Postal Service, Domestic Mail Manual* (DMM) provides the United States Postal Service's official prices and standards for all domestic mailing services. Many commercial mailers find it helpful to reference these standards as they prepare and enter mailings.

For household mailers who need information about retail products and services, the Postal Service offers A Customers Guide to Mailing. New business mailers can start with Business Mail 101, which provides an overview of business mail and takes mailers through the decisions they will make when designing a mailing. Both references are updated and available on the Postal Explorer Web site at [pe.usps.com](http://pe.usps.com). Postal Explorer also provides helpful search features, mailing tools, and price calculators to make mailing easy.

## Summary of Changes

The DMM is updated frequently on Postal Explorer at [pe.usps.com](http://pe.usps.com). Revisions are published in the Summary of Changes by effective date. Mailing standards in the DMM are revised by notices in the *Postal Bulletin* or the *Federal Register*.

## Availability

The updated DMM in PDF and HTML formats can be accessed on the Postal Explorer Web site at [pe.usps.com](http://pe.usps.com) or the Postal Explorer CD-ROM. The public can obtain a copy of the Postal Explorer CD-ROM by ordering it through their local Post Office; postal employees can request a copy by sending an email to [postalexplorer@usps.gov](mailto:postalexplorer@usps.gov).

## How to Use This Book

The DMM is organized around four basic concepts - shape of mail, class of mail service, mailing method, and topic. Retail, also known as single-piece, is located at the front of the book and commercial or business mail is found in subsequent chapters. The convenient fly-out menus in the left frame provide quick access to the section needed. Quick Service Guides provide a two-page overview for specific mail classification and preparation and can be found on the Postal Explorer Web site with direct links to the DMM.

## Comments

Contact your local Post Office, business mail entry office, or the Pricing and Classification Service Center (PCSC) with comments or questions about the USPS mailing standards (see DMM [608.8.4](#) for addresses and telephone numbers of business mail entry offices and the PCSC).

Cynthia Sanchez-Hernandez  
Vice President  
Pricing



# **Mailing Standards of the United States Postal Service**

## **DMM**

100    Retail Mail Letters, Cards, Flats, and Parcels

200    Commercial Mail Letters and Cards

300    Commercial Mail Flats

400    Commercial Mail Parcels

500    Additional Mailing Services

600    Basic Standards For All Mailing Services

700    Special Standards

Index and Appendices

## **Mailing Standards**

### **CONTENTS**

100 Retail Mail  
200 Commercial Mail Letters and Cards  
300 Commercial Mail Flats  
400 Commercial Mail Parcels  
500 Additional Services  
600 Basic Standards For All Mailing Services  
700 Special Standards  
Index and Appendices

## **Retail Mail**

### **Design Standards**

101 Physical Standards  
102 Elements on the Face of a Mailpiece

#### **110**

### **Priority Mail Express**

113 Prices and Eligibility  
114 Postage Payment Methods  
115 Mail Preparation  
116 Deposit

#### **120**

### **Priority Mail**

123 Prices and Eligibility  
124 Postage Payment Methods  
125 Mail Preparation  
126 Deposit

#### **130**

### **First-Class Mail**

133 Prices and Eligibility  
134 Postage Payment Methods  
135 Mail Preparation  
136 Deposit

#### **140**

### **Every Door Direct Mail-Retail (EDDM-Retail)**

143 Prices and Eligibility  
144 Postage Payment and Documentation  
145 Mail Preparation  
146 Enter and Deposit

#### **150**

### **Standard Post**

153 Prices and Eligibility  
154 Postage Payment Methods  
155 Mail Preparation  
156 Deposit

#### **170**

### **Media Mail and Library Mail**

173 Prices and Eligibility  
174 Postage Payment and Documentation  
175 Mail Preparation  
176 Deposit and Entry

## **Commercial Mail Letters and Cards**

### **Design Standards**

201 Physical Standards  
202 Elements on the Face of a Mailpiece

#### **230**

### **First-Class Mail**

233 Prices and Eligibility  
234 Postage Payment and Documentation  
235 Mail Preparation  
236 Enter and Deposit

#### **240**

### **Standard Mail**

243 Prices and Eligibility  
244 Postage Payment and Documentation  
245 Mail Preparation  
246 Enter and Deposit



## **Mailing Standards**

### Commercial Mail Flats

---

#### **Design Standards**

- 301 Physical Standards
- 302 Elements on the Face of a Mailpiece

#### **330**

##### **First-Class Mail**

- 333 Prices and Eligibility
- 334 Postage Payment and Documentation
- 335 Mail Preparation
- 336 Enter and Deposit

#### **340**

##### **Standard Mail**

- 343 Prices and Eligibility
- 344 Postage Payment and Documentation
- 345 Mail Preparation
- 346 Enter and Deposit

#### **360**

##### **Bound Printed Matter**

- 363 Prices and Eligibility
- 364 Postage Payment and Documentation
- 365 Mail Preparation
- 366 Enter and Deposit

#### **370**

##### **Media Mail and Library Mail**

- 373 Prices and Eligibility
- 374 Postage Payment and Documentation
- 375 Mail Preparation
- 376 Enter and Deposit

### Commercial Mail Parcels

---

#### **Design Standards**

- 401 Physical Standards
- 402 Elements on the Face of a Mailpiece

#### **410**

##### **Priority Mail Express**

- 413 Prices and Eligibility
- 414 Postage Payment and Documentation
- 415 Mail Preparation
- 416 Enter and Deposit

#### **420**

##### **Priority Mail**

- 423 Prices and Eligibility
- 424 Postage Payment and Documentation
- 425 Mail Preparation
- 426 Enter and Deposit

#### **430**

##### **First-Class Package Service**

- 433 Prices and Eligibility
- 434 Postage Payment and Documentation
- 435 Mail Preparation
- 436 Enter and Deposit

#### **440**

##### **Standard Mail**

- 443 Prices and Eligibility
- 444 Postage Payment and Documentation
- 445 Mail Preparation
- 446 Enter and Deposit

#### **450**

##### **Parcel Select**

- 453 Prices and Eligibility
- 454 Postage Payment and Documentation
- 455 Mail Preparation
- 456 Enter and Deposit

#### **460**

##### **Bound Printed Matter**

- 463 Prices and Eligibility
- 464 Postage Payment and Documentation
- 465 Mail Preparation
- 466 Enter and Deposit

#### **470**

##### **Media Mail and Library Mail**

- 473 Prices and Eligibility
- 474 Postage Payment and Documentation
- 475 Mail Preparation
- 476 Enter and Deposit

## **Mailing Standards**

### **Additional Services**

---

#### **503 Extra Services**

Registered Mail  
Certified Mail  
Insured Mail  
Certificate of Mailing  
Return Receipt  
Restricted Delivery  
Adult Signature  
Return Receipt for Merchandise  
USPS Tracking  
Signature Confirmation  
Collect on Delivery (COD)  
Special Handling  
IMb Tracing  
Money Orders

#### **505 Return Services**

Business Reply Mail (BRM)  
Permit Reply Mail  
Merchandise Return Service  
USPS Return Services  
Parcel Return Service  
Parcel Return Service—Full Network  
Bulk Parcel Return Service

#### **507 Mailer Services**

Treatment of Mail  
Forwarding  
Premium Forwarding Service  
Address Correction Services  
Package Intercept  
Requesting Withdrawal and Disposal of a Mailing  
Pickup on Demand Service  
Mailing List Services  
Address Sequencing Services

#### **508 Recipient Services**

Recipient Options  
Conditions of Delivery  
Customer Mail Receptacles  
Post Office Box Service  
Caller Service  
General Delivery  
Firm Holdout  
Pandering Advertisements  
Sexually Oriented Advertisements

### **509 Other Services**

Address Information System Services  
Nonpostal Services

## **Mailing Standards**

### **Basic Standards**

---

- 601  
Mailability**
- 602  
Addressing**
- 604  
Postage Payment Methods**
- 607  
Mailer Compliance and  
Appeals of Classification  
Decisions**
- 608  
Postal Information and  
Resources**
- 609  
Filing Indemnity Claims for  
Loss or Damage**

### **Special Standards**

---

- 703  
Nonprofit Standard Mail and  
Other Unique Eligibility**
- 705  
Advanced Preparation and  
Special Postage Payment  
Systems**
- 707  
Periodicals**
- 708  
Technical Specifications**
- 709  
Negotiated Service  
Agreements and Experimental  
and Temporary Classifications**

## **Mailing Standards**

Index and Appendices

---

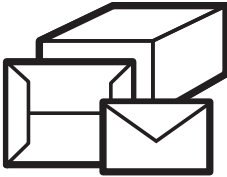
### **Index**

### **Appendix 1—Forms Glossary**

### **Appendix 2—Summary of Changes**

# 100

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



### Design Standards

- 101 Physical Standards
- 102 Elements on the Face of a Mailpiece

### 110 Priority Mail Express

- 113 Prices and Eligibility
- 114 Postage Payment Methods
- 115 Mail Preparation
- 116 Deposit

### 120 Priority Mail

- 123 Prices and Eligibility
- 124 Postage Payment Methods
- 125 Mail Preparation
- 126 Deposit

### 130 First-Class Mail

- 133 Prices and Eligibility
- 134 Postage Payment Methods
- 135 Mail Preparation
- 136 Deposit

### 140 Every Door Direct Mail-Retail (EDDM-Retail)

- 143 Prices and Eligibility
- 144 Postage Payment and Documentation
- 145 Mail Preparation
- 146 Enter and Deposit

### 150 Standard Post

- 153 Prices and Eligibility
- 154 Postage Payment Methods
- 155 Mail Preparation
- 156 Deposit

### 170 Media Mail and Library Mail

- 173 Prices and Eligibility
- 174 Postage Payment and Documentation
- 175 Mail Preparation
- 176 Deposit and Entry



## Design Standards

### TOPICS

101 Physical Standards  
102 Elements on the Face  
of a Mailpiece



101

## Physical Standards

### 1.0 Physical Standards for Letters

- 1.1 Dimensional Standards for Letters
- 1.2 Nonmachinable Criteria

### 2.0 Physical Standards for Flats

- 2.1 General Definition of Flat-Size Mail
- 2.2 Length and Height of Flats
- 2.3 Minimum Flexibility Criteria for Flat-Size Pieces
- 2.4 Uniform Thickness
- 2.5 Flat-Size Pieces Not Eligible for Flat-Size Pricing

### 3.0 Physical Standards for Parcels

- 3.1 Processing Categories
- 3.2 Maximum Weight and Size
- 3.3 Two or More Packages
- 3.4 Machinable Parcels
- 3.5 Soft Goods and Enveloped Printed Matter
- 3.6 Irregular Parcels
- 3.7 Outside Parcel

### 4.0 Additional Physical Standards for Priority Mail Express

- 4.1 Physical Standards of Mailpieces
- 4.2 Two or More Packages

### 5.0 Additional Physical Standards for Priority Mail

- 5.1 Physical Standards of Mailpieces
- 5.2 Two or More Packages
- 5.3 Balloon Price
- 5.4 Dimensional Weight Price

### 6.0 Additional Physical Standards for First-Class Mail

- 6.1 Maximum Weight and Size
- 6.2 Minimum Standards
- 6.3 Cards Claimed at Card Prices
- 6.4 Nonmachinable Pieces
- 6.5 Parcels
- 6.6 Two or More Packages

### 7.0 Additional Physical Standards for Standard Post

- 7.1 Dimension and Weight Standards

### 8.0 Additional Physical Standards for Media Mail

- 8.1 Dimension and Weight Standards

## 9.0 Additional Physical Standards for Library Mail

- 9.1 Dimension and Weight Standards

102

## Elements on the Face of a Mailpiece

### 1.0 All Mailpieces

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

### 2.0 Address Placement for Letters

- 2.1 Delivery Address Placement
- 2.2 Address Placement Causing Mail to be Nonmailable or Nonmachinable

### 3.0 Placement and Content of Mail Markings

- 3.1 Placement of Priority Mail Marking
- 3.2 Placement of First-Class Mail Markings
- 3.3 Mail Markings

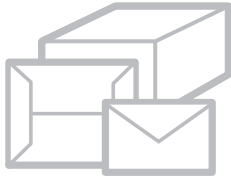
### 4.0 Endorsement Placement

- 4.1 Endorsements for Delivery Instructions and Ancillary Services
- 4.2 Return Address
- 4.3 Placement of Endorsement
- 4.4 Physical Standards for Endorsements

## 110 Priority Mail Express

### TOPICS

- 113 Prices and Eligibility
- 114 Postage Payment Methods
- 115 Mail Preparation
- 116 Deposit



## 113 Prices and Eligibility

### 1.0 Priority Mail Express Prices and Fees

- 1.1 Prices Charged Per Piece
- 1.2 Computing Postage
- 1.3 Prices
- 1.4 Flat Rate Packaging
- 1.5 Sunday and Holiday Premium
- 1.6 Pickup on Demand

### 2.0 Basic Eligibility Standards for Priority Mail Express

- 2.1 Definition
- 2.2 Matter Closed Against Postal Inspection

### 3.0 Content Standards for Priority Mail Express

- 3.1 Eligibility
- 3.2 Matter Required to be Mailed as First-Class Mail

### 4.0 Service Features of Priority Mail Express

- 4.1 General
- 4.2 Priority Mail Express Next Day Delivery
- 4.3 Priority Mail Express Second Day Delivery
- 4.4 Priority Mail Express Military Service (PMEMS)
- 4.5 Custom Designed
- 4.6 Priority Mail Express Open and Distribute

## 114 Postage Payment Methods

### 1.0 Postage Payment Methods

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Mailings
- 1.3 Prepaid Reply Postage

## 115 Mail Preparation

### 1.0 Priority Mail Express Supplies

- 1.1 Packaging Provided by USPS
- 1.2 Labels

## 2.0 Priority Mail Express Next Day and Second Day

- 2.1 Mailing Label
- 2.2 Waiver of Signature
- 2.3 Signature Required
- 2.4 ZIP Code Determination

### 3.0 Firm Mailing Book

- 3.1 Completing a Firm Mailing Book

## 116 Deposit

### 1.0 Priority Mail Express Next Day and Second Day Delivery

- 1.1 Deposit of Next Day and Second Day Delivery

### 2.0 Priority Mail Express Military Service

- 2.1 Deposit

### 3.0 Pickup on Demand Service

- 3.1 Availability
- 3.2 Pickup on Demand Fee



## 120 Priority Mail

### TOPICS

- 123 Prices and Eligibility
- 124 Postage Payment Methods
- 125 Mail Preparation
- 126 Deposit



## 123 Prices and Eligibility

### 1.0 Priority Mail Prices and Fees

- 1.1 Price Application
- 1.2 Prices
- 1.3 Balloon Price
- 1.4 Dimensional Weight Price for Low-Density Parcels to Zones 5-8
- 1.5 Flat Rate Envelopes and Boxes
- 1.6 Regional Rate Boxes
- 1.7 Prices for Keys and Identification Devices
- 1.8 Keys and Identification Devices
- 1.9 Pickup on Demand Fee
- 1.10 Determining Single-Piece Weight
- 1.11 Computing Postage

### 2.0 Basic Eligibility Standards for Priority Mail

- 2.1 Definition
- 2.2 Service Objectives
- 2.3 Matter Closed Against Postal Inspection

### 3.0 Content Standards for Priority Mail

- 3.1 Eligibility
- 3.2 Matter Required to be Mailed as First-Class Mail

## 124 Postage Payment Methods

### 1.0 Basic Standards for Postage Payment

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Mailings
- 1.3 Forever Prepaid Flat Rate Packaging

## 125 Mail Preparation

### 1.0 Preparation

- 1.1 Priority Mail Packaging Provided by the USPS
- 1.2 Required Use

## 2.0 Marking for Priority Mail

## 126 Deposit

### 1.0 Deposit

- 1.1 Pieces Weighing 13 Ounces or Less
- 1.2 Pieces Weighing More than 13 Ounces

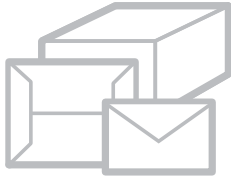
### 2.0 Pickup on Demand Service

- 2.1 Availability

## 130 First-Class Mail

### TOPICS

- 133 Prices and Eligibility
- 134 Postage Payment Methods
- 135 Mail Preparation
- 136 Deposit



## 133 Prices and Eligibility

### 1.0 First-Class Mail Prices and Fees

- 1.1 First-Class Mail Single-Piece Price Application
- 1.2 Price Computation for First-Class Mail
- 1.3 Determining Single-Piece Weight
- 1.4 Keys and Identification Devices
- 1.5 Nonmachinable Surcharge
- 1.6 Computing Postage—First-Class Mail

### 2.0 Basic Eligibility Standards for First-Class Mail

- 2.1 Description of Service
- 2.2 Defining Characteristics

### 3.0 Content Standards

- 3.1 General Eligibility
- 3.2 Bills and Statements of Account
- 3.3 Personal Information
- 3.4 Handwritten and Typewritten Material
- 3.5 Matter Marked Postcard or Double Postcard
- 3.6 Matter Not Required to be Mailed as First-Class Mail
- 3.7 Prohibited Air Transportation

## 134 Postage Payment Methods

### 1.0 Postage Payment Methods for First-Class Mail

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Price Mailings
- 1.3 More Than One Mailer
- 1.4 More Than One Letter
- 1.5 Agent

### 2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

## 135 Mail Preparation

### 1.0 Preparation for First-Class Mail

- 1.1 Preparation of First-Class Mail

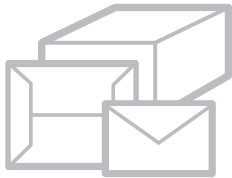
## 136 Deposit

### 1.0 Deposit for First-Class Mail

## 140 Every Door Direct Mail-Retail (EDDM-Retail)

### TOPICS

- 143 Prices and Eligibility
- 144 Postage Payment and Documentation
- 145 Mail Preparation
- 146 Enter and Deposit



## 143 Prices and Eligibility

### 1.0 Description, Price, and Fees

- 1.1 General Description of EDDM-Retail Service
- 1.2 EDDM-Retail Flats Characteristics
- 1.3 Price
- 1.4 Fees and Services

### 2.0 Content Standards for EDDM-Retail Flats

- 2.1 Definition and Weight
- 2.2 Personal Information
- 2.3 Bills and Statements of Account
- 2.4 Handwritten and Typewritten Matter
- 2.5 Attachments and Enclosures
- 2.6 Inspection of Contents

### 3.0 Basic Standards for EDDM-Retail Flats

- 3.1 Basic Standards
- 3.2 Forwarding and Return Service
- 3.3 Extra Services
- 3.4 Additional Standards for EDDM-Retail Flats

## 144 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Customer Registration
- 1.3 Postage Indicia

### 2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards

## 145 Mail Preparation

### 1.0 Preparation of EDDM-Retail Flats

- 1.1 General Information
- 1.2 Quantity per Mailing
- 1.3 Delivery Statistics, Sortation, and Bundling

## 146 Enter and Deposit

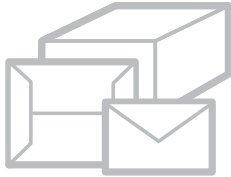
### 1.0 Basic Options

- 1.1 Entry at Delivery Post Office
- 1.2 Alternate Entry by Priority Mail

## 150 Standard Post

### TOPICS

- 153 Prices and Eligibility
- 154 Postage Payment Methods
- 155 Mail Preparation
- 156 Deposit



## 153 Prices and Eligibility

### 1.0 Standard Post Prices and Fees

- 1.1 Price Eligibility
- 1.2 Standard Post Price Application
- 1.3 Computing Postage—Standard Post With Postage Affixed
- 1.4 Pickup on Demand Fees

### 2.0 Basic Eligibility Standards for Standard Post

- 2.1 Definition of Standard Post
- 2.2 Service Objectives
- 2.3 Postal Inspection
- 2.4 Delivery and Return Addresses

### 3.0 Content Standards

- 3.1 General Content Standards
- 3.2 Attachments or Enclosures of Periodicals Sample Copies

### 4.0 Attachments and Enclosures

- 4.1 Enclosures
- 4.2 Written Additions
- 4.3 Invoice
- 4.4 Incidental First-Class Mail Attachments and Enclosures

## 154 Postage Payment Methods

### 1.0 Postage Payment Methods for Standard Post

## 155 Mail Preparation

### 1.0 Preparation for Standard Post

- 1.1 Basic Preparation
- 1.2 Delivery and Return Addresses
- 1.3 Basic Markings

## 156 Deposit

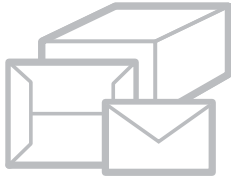
### 1.0 Deposit for Standard Post

- 1.1 Deposit
- 1.2 Pickup on Demand Fees
- 1.3 Stamped Pieces over 13 Ounces

## 170 Media Mail and Library Mail

### TOPICS

173 Prices and Eligibility  
174 Postage Payment and  
Documentation  
175 Mail Preparation  
176 Deposit and Entry



## 173 Prices and Eligibility

### 1.0 Media Mail and Library Mail Prices

- 1.1 Prices
- 1.2 Determining Single-Piece Weight
- 1.3 Price Application
- 1.4 Computing Postage—Pieces With Permit Imprint
- 1.5 Computing Postage—Pieces With Postage Affixed

### 2.0 Basic Eligibility Standards for Media Mail and Library Mail

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses

### 3.0 General Content Standards

#### 4.0 Content Standards for Media Mail

- 4.1 Qualified Items
- 4.2 Enclosures in Books Mailed as Media Mail

#### 5.0 Content Standards for Library Mail

- 5.1 Eligible Senders and Addressees
- 5.2 Qualified Mailings Between Entities
- 5.3 Qualified Mailings “To” or “From”
- 5.4 Enclosures in Books and Sound Recordings Mailed as Library Mail
- 5.5 Other Material in Library Mail

#### 6.0 Enclosures and Attachments for both Media Mail and Library Mail

- 6.1 Loose Enclosures
- 6.2 Written Additions
- 6.3 Invoice
- 6.4 Incidental First-Class Mail Attachments and Enclosures

## 174 Postage Payment and Documentation

### 1.0 Postage Payment Methods for Media Mail and Library Mail

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Price Mailings

### 2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

## 175 Mail Preparation

### 1.0 Preparation for Media Mail and Library Mail

- 1.1 Basic Preparation
- 1.2 Delivery and Return Addresses
- 1.3 Basic Markings

## 176 Deposit and Entry

### 1.0 Deposit for Media Mail and Library Mail

- 1.1 Single-Piece Mailings
- 1.2 Stamped Pieces over 13 Ounces



# **Retail Mail**

## **Design Standards**

101 Physical Standards

102 Elements on the Face of a Mailpiece







# 101 Physical Standards

## Overview

- [1.0 Physical Standards for Letters](#)
- [2.0 Physical Standards for Flats](#)
- [3.0 Physical Standards for Parcels](#)
- [4.0 Additional Physical Standards for Priority Mail Express](#)
- [5.0 Additional Physical Standards for Priority Mail](#)
- [6.0 Additional Physical Standards for First-Class Mail](#)
- [7.0 Additional Physical Standards for Standard Post](#)
- [8.0 Additional Physical Standards for Media Mail](#)
- [9.0 Additional Physical Standards for Library Mail](#)

## 1.0 Physical Standards for Letters

### 1.1 Dimensional Standards for Letters

Letter-size mail is:

- a. Not less than 5 inches long, 3-1/2 inches high, and 0.007-inch thick.
- b. Not more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4-inch thick.
- c. Not more than 3.5 ounces (First-Class Mail letter-size pieces over 3.5 ounces pay flat-size prices).
- d. 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). See [Exhibit 1.1d](#).

#### Exhibit 1.1d Maximum Corner Radius for Letter-Size, Card-Type Mailpieces

Corner Radius Maximum 1/8"



Graphic at 100%  
Place mailpiece against  
template to test accuracy



#### 1.2 Nonmachinable Criteria

A letter-size piece is nonmachinable (see [6.4](#)) if it has one or more of the following characteristics (see [601.1.4](#) to determine the length, height, top, and bottom of a mailpiece):

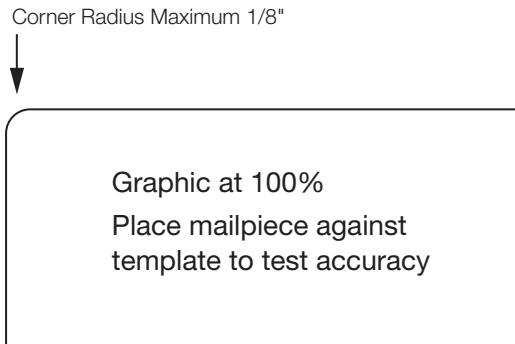
- a. Has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5.
- b. Is polybagged, polywrapped, enclosed in any plastic material, or has an exterior surface made of a material that is not paper. Windows in envelopes made of paper do not make mailpieces nonmachinable. Attachments allowable under applicable eligibility standards do not make mailpieces nonmachinable.
- c. Has clasps, strings, buttons, or similar closure devices.
- d. Contains items such as pens, pencils, keys, or coins that cause the thickness of the mailpiece to be uneven; or loose keys or coins or similar objects not affixed to the contents within the mailpiece. Loose items may cause a letter to be nonmailable when mailed in paper envelopes; (see [601.3.3, Odd-Shaped Items in Paper Envelopes](#)).
- e. Is too rigid (does not bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn).
- f. For pieces more than 4-1/4 inches high or 6 inches long, the thickness is less than 0.009 inch.
- g. Has a delivery address parallel to the shorter dimension of the mailpiece.
- h. Is a self-mailer that is not prepared according to [201.3.14](#).
- i. Is a booklet that is not prepared according to [201.3.15](#).

## 2.0 Physical Standards for Flats

### 2.1 General Definition of Flat-Size Mail

[\[1-27-13\]](#) Flat-size mail is:

- a. More than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4 inch thick, except as allowed for EDDM-Retail flats under [140](#). For general retail mailability, all pieces 1/4 inch thick or less must be a minimum of 5 inches long and 3-1/2 inches high and 0.007 inch thick.
- b. Not more than 15 inches long, or more than 12 inches high, or more than 3/4 inch thick.
- c. Flexible (see [2.3](#)).
- d. Rectangular with four square corners or with finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 2.1d](#).

**Exhibit 2.1d Maximum Corner Radius for Flat-Size Mailpieces**

- e. Uniformly thick (see [2.4](#)).
- f. Unwrapped, sleeved, wrapped, or enveloped.

**2.2 Length and Height of Flats**

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

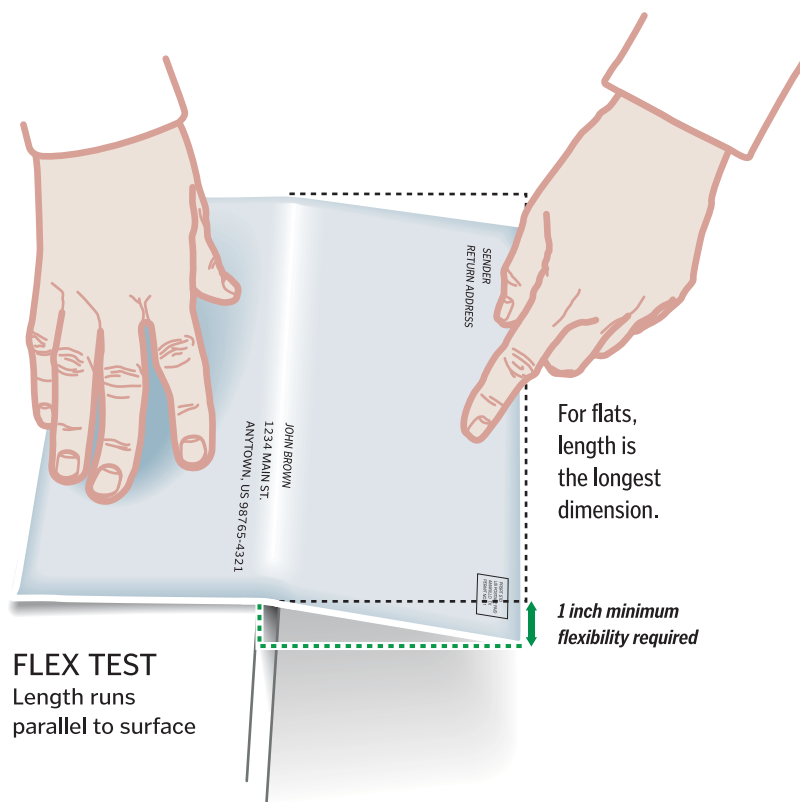
**2.3 Minimum Flexibility Criteria for Flat-Size Pieces**

Flat-size pieces must be flexible. Boxes—with or without hinges, gaps, or breaks that allow the piece to bend—are not flats. Tight envelopes or wrappers that are filled with one or more boxes are not flats. At the customer's option, a customer may perform the following test on their own mailpieces. When a postal employee observes a customer demonstrating that a flat-size piece is flexible according to these standards, the employee does not need to perform the test. Test flats as follows:

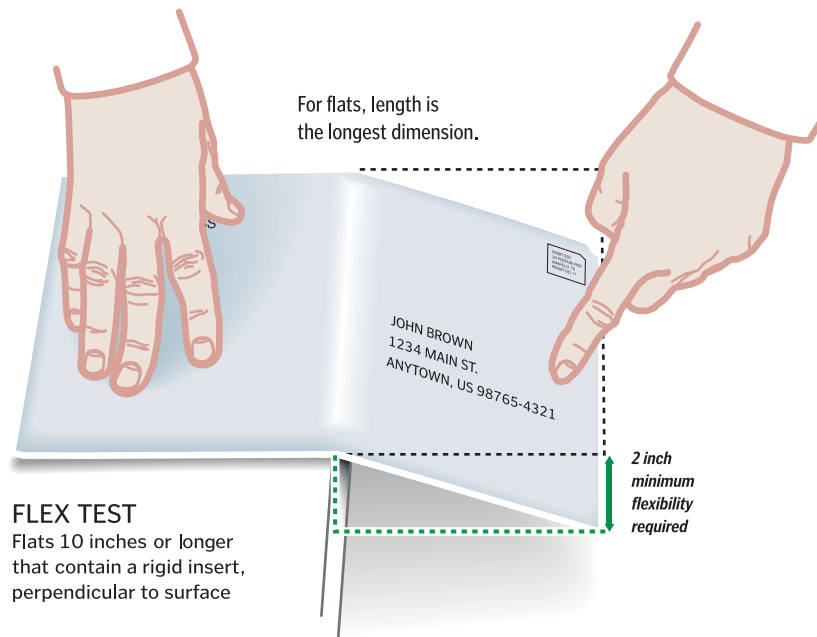
- a. All flats (see [Exhibit 2.3a](#)):
  - 1. Place the piece with the length parallel to the edge of a flat surface and extend the piece halfway off the surface.
  - 2. Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's length, exerting steady pressure.
  - 3. The piece is *not* flexible if it cannot bend at least 1 inch vertically without being damaged.
  - 4. The piece *is* flexible if it can bend at least 1 inch vertically without being damaged and it does not contain a rigid insert. No further testing is necessary.
  - 5. Test the piece according to [2.3b](#) or [2.3c](#) below if it can bend at least 1 inch vertically without being damaged and it contains a rigid insert.



## Exhibit 2.3a Flexibility Test—All Flats



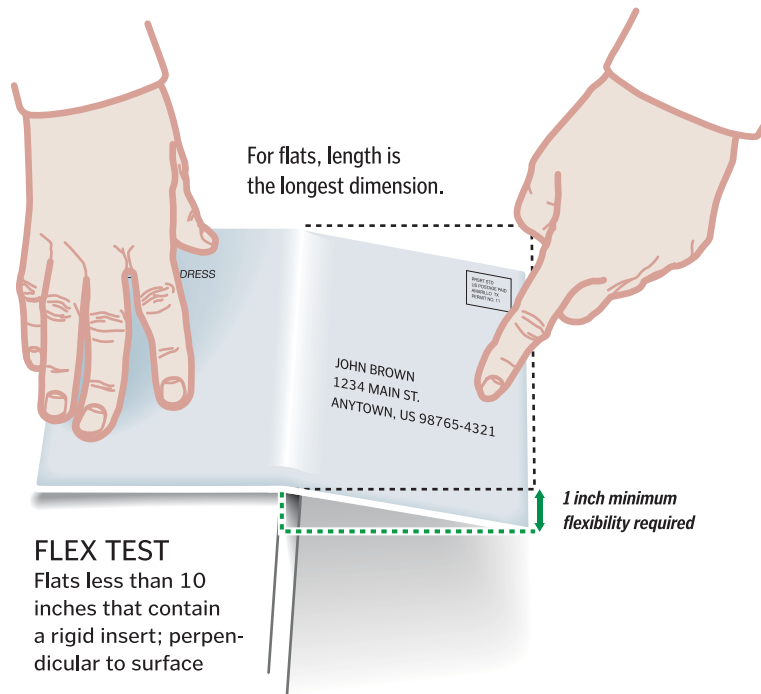
- b. Flats 10 inches or longer that pass the test in [2.3a](#) and contain a rigid insert (see [Exhibit 2.3b](#)):
1. Place the piece with the length perpendicular to the edge of a flat surface and extend the piece 5 inches off the surface.
  2. Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's width, exerting steady pressure.
  3. Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 2 inches vertically without being damaged.

**Exhibit 2.3b Flexibility Test—Flats 10 Inches or Longer**

- c. Flats less than 10 inches long that pass the test in [2.3a](#) and contain a rigid insert (see [Exhibit 2.3c](#)):
1. Place the piece with the length perpendicular to the edge of a flat surface and extend the piece one-half of its length off the surface.
  2. Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's width, exerting steady pressure.
  3. Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 1 inch vertically without being damaged.



### Exhibit 2.3c Flexibility Test—Flats Less Than 10 Inches Long



#### FLEX TEST

Flats less than 10 inches that contain a rigid insert; perpendicular to surface

#### 2.4 Uniform Thickness

Flat-size mailpieces must be uniformly thick so that any bumps, protrusions, or other irregularities do not cause more than 1/4-inch variance in thickness. When determining variance in thickness, exclude the outside edges of a mailpiece (1 inch from each edge) when the contents do not extend into those edges. Also, exclude the selvage of any polywrap covering (see [301.1.5.3](#)) from this determination. Mailers must secure nonpaper contents to prevent shifting of more than 2 inches within the mailpiece if shifting would cause the piece to be nonuniform in thickness or would result in the contents bursting out of the mailpiece (see [601.3.3](#)).

#### 2.5 Flat-Size Pieces Not Eligible for Flat-Size Pricing

Mailpieces that do not meet the standards in [2.1](#) through [2.4](#) are not eligible for flat-size pricing and must pay applicable parcel prices.

### 3.0 Physical Standards for Parcels

#### 3.1 Processing Categories

USPS categorizes parcels into one of three mail processing categories: machinable, irregular, or outside parcel. These categories are based on the physical dimensions of the piece, regardless of the placement (orientation) of the delivery address on the piece.

#### 3.2 Maximum Weight and Size

No mailpiece may weigh more than 70 pounds. Lower weight limits apply to First-Class Mail, Standard Mail, and Bound Printed Matter. Pieces may not measure more than 108 inches in length and girth combined, except Standard Post, which



may not measure more than 130 inches in length and girth combined. For parcels, length is the distance of the longest dimension and girth is the distance around the thickest part. Lower size or weight standards apply to mail addressed to some APOs and FPOs subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail, subject to [703.3.0](#).

### 3.3 Two or More Packages

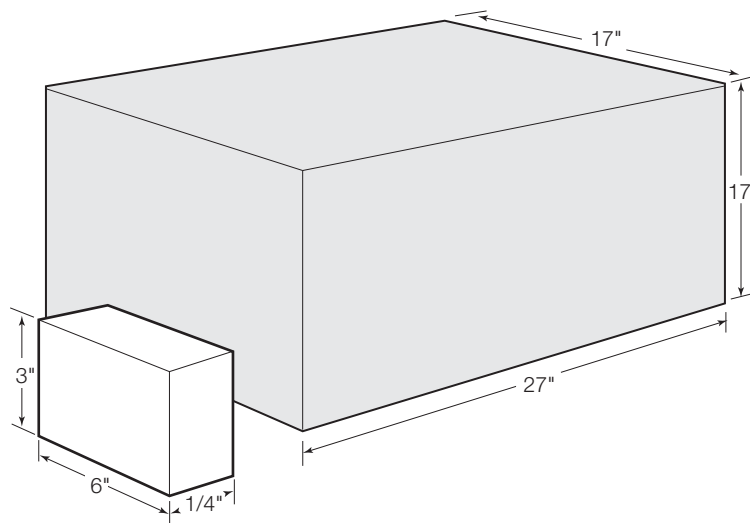
Two or more packages may be mailed as a single parcel, if they are about the same size or shape, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.

### 3.4 Machinable Parcels

A machinable parcel is any piece that is not a letter or a flat and that is (see [Exhibit 3.4](#)):

- a. Not less than 6 inches long, 3 inches high, 1/4 inch thick, and 6 ounces in weight. (A mailpiece exactly 1/4 inch thick is subject to the 3 1/2-inch height minimum under [601.1.2](#).)
- b. Not more than 27 inches long, or 17 inches high, or 17 inches thick. Parcels cannot weigh more than 25 pounds, except Parcel Select and Parcel Return parcels which have a maximum weight of 35 pounds, except for those containing books or other printed matter (25 pound maximum).

#### Exhibit 3.4 Machinable Parcel Dimensions





101.3.5

### 3.5 Soft Goods and Enveloped Printed Matter

Soft goods wrapped in paper or plastic bags and enveloped printed matter are machinable only if all packaging standards in [601.3.0](#) are met.

### 3.6 Irregular Parcels

An irregular parcel is a parcel not meeting the dimensional criteria in [3.4](#), *Machinable Parcels*. This processing category also includes parcels that cannot be processed by Network Distribution Center parcel sorters, including rolls and tubes up to 26 inches long; merchandise samples that are not individually addressed and are not letter-size or flat-size; unwrapped, paper-wrapped, or sleeve-wrapped articles that are not letter-size or flat-size; and articles enclosed in envelopes that are not letter-size, flat-size, or machinable parcels.

### 3.7 Outside Parcel

An outside parcel is a parcel that exceeds any of the maximum dimensions for a machinable parcel. This processing category also includes high-density parcels (other than books and printed matter) weighing more than 15 pounds and exerting more than 60 pounds per square foot (0.4167 pound per square inch) pressure on their smallest side; cartons containing more than 24 ounces of liquid in one or more glass containers; cartons containing 1 gallon or more of liquid in metal or plastic containers; cans, paints; rolls and tubes longer than 26 inches; metal-band strapped boxes, metal boxes, and wood boxes; articles not mailed in boxes or other containers; harmful matter; hazardous materials except ORM-D materials; and containers with all dimensions exceeding the minimum dimensions for a machinable (regular) parcel, if their coefficient of friction or ability to slide on a smooth, hard surface is not similar to that of a domestic-class fiberboard box of the same approximate size and weight.

## 4.0 Additional Physical Standards for Priority Mail Express

### 4.1 Physical Standards of Mailpieces

Each piece of Priority Mail Express may not weigh more than 70 pounds. The combined length and girth of a piece (the length of its longest side plus the distance around its thickest part) may not exceed 108 inches. Lower size or weight standards apply to Priority Mail Express addressed to certain APO/FPO and DPOs. Priority Mail Express items must be large enough to hold the required mailing labels and indicia on a single optical plane without bending or folding.

### 4.2 Two or More Packages

With the exception of USPS-produced Priority Mail Express Flat Rate Envelopes, two or more packages may be mailed as a single parcel if they are about the same size or shape, are securely wrapped or fastened together, and do not exceed the weight or size limits.





## 5.0 Additional Physical Standards for Priority Mail

### 5.1 Physical Standards of Mailpieces

The maximum weight is 70 pounds. The combined length and girth of a piece (the length of its longest side plus the distance around its thickest part) may not exceed 108 inches. Lower size and weight standards apply for some APO/FPO and DPO mail subject to [703.2.0, Overseas Military Mail](#), and [703.4.0, Mail Sent by U.S. Armed Forces](#), and for Department of State mail subject to [703.3.0](#).

### 5.2 Two or More Packages

With the exception of USPS-produced Priority Mail Flat Rate Envelopes or boxes, two or more packages may be mailed as a single parcel if they are about the same size or shape, are securely wrapped or fastened together, and do not exceed the weight or size limits.

### 5.3 Balloon Price

Pieces addressed for delivery to zones 1-4 (including local) and weighing less than 20 pounds but measuring more than 84 inches in combined length and girth are charged the price for a 20-pound parcel for the zone to which it is addressed. See [123.1.3](#).

### 5.4 Dimensional Weight Price

Postage for parcels addressed for delivery to zones 5-8 and exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight (see [123.1.4](#)), whichever is greater.

## 6.0 Additional Physical Standards for First-Class Mail

### 6.1 Maximum Weight and Size

First-Class Mail cannot exceed 13 ounces, except for First-Class Mail commercial plus parcels (see [433](#)). First-Class Mail weighing more than 13 ounces that is not entered at commercial plus prices is Priority Mail. The combined length and girth of a piece (the length of its longest side plus the distance around its thickest part) may not exceed 108 inches. Lower size or weight standards apply to mail claimed at certain prices or addressed to some APO/FPO and DPOs subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail subject to [703.3.0](#).

### 6.2 Minimum Standards

Pieces are subject to the minimum standards in [601.1.2](#) and may be subject to other minimum dimensions, based on the standards for specific prices.

### 6.3 Cards Claimed at Card Prices

#### 6.3.1 Card Price

A card may be a single or double (reply) stamped card or a single or double postcard. Stamped cards are available from USPS with postage imprinted on them. Postcards are commercially available or privately printed mailing cards. To be eligible for card pricing, a card and each half of a double card must meet the physical standards in [6.3](#) and the applicable eligibility and preparation standards for the price



claimed. Ineligible cards are subject to letter-size pricing. Cards may be prepared and mailed at the First-Class Mail single-piece card, Presorted card, or automation card prices.

#### **6.3.2 Postcard Dimensions**

Each card (each stamped card or postcard or each half of a double stamped card or postcard) claimed at card pricing must be:

- a. Rectangular.
- b. Not less than 3-1/2 inches high, 5 inches long, and 0.007 inch thick.
- c. Not more than 4-1/4 inches high, or more than 6 inches long, or greater than 0.016 inch thick.

#### **6.3.3 Other Cards**

A card that does not meet the applicable standards in [6.3](#) must not bear the words “Postcard” or “Double Postcard.”

#### **6.3.4 Paper or Card Stock**

A card must be of uniform thickness and made of unfolded and uncreased paper or cardstock of approximately the quality and weight of a stamped card (i.e., a card available from the USPS). A card must be formed either of one piece of paper or cardstock or of two pieces of paper permanently and uniformly bonded together. The stock used for a card may be of any color or surface that permits the legible printing of the address, postmark, and any required markings.

#### **6.3.5 Acceptable Attachments**

A card may bear an attachment that is:

- a. A paper label, such as a wafer seal or decal affixed with permanent adhesive to the back side of the card, or within the message area on the address side (see [Exhibit 202.2.1](#)), or to the left of the address block.
- b. A label affixed with permanent adhesive for showing the delivery or return address.
- c. A small reusable seal or decal prepared with pressure-sensitive and nonremovable adhesive that is intended to be removed from the first half of a double card and applied to the reply half.

#### **6.3.6 Unacceptable Attachment**

A card may not bear an attachment that is:

- a. Other than paper.
- b. Not totally adhered to the card surface.
- c. An encumbrance to postal processing.

#### **6.3.7 Tearing Guides**

A card may have perforations or tearing guides if they do not eliminate or interfere with any address element, postage, marking, or endorsement and do not impair the physical integrity of the card.



### 6.3.8 Address Side of Cards

The address side of a card is the side bearing the delivery address and postage. The address side may be formatted to contain a message area. Cards that do not contain a message area on the address side are subject to the applicable standards for the price claimed. For the purposes of [6.3](#), miscellaneous graphics or printing, such as symbols, logos, or characters, that appear on the address side of cards not containing a message area are generally acceptable provided the items are not intended to convey a message.

### 6.3.9 Special Rules for Single-Piece Cards

Cards claimed at the single-piece price that have the format characteristics in [201.1.2.6a.3](#) or [201.1.2.6b.3](#) and are part of a mailing of 200 or more identical pieces must:

- a. Have addresses that include the correct ZIP Code or ZIP+4 code.
- b. Have postage paid with permit imprints, meter stamps, or precanceled stamps.
- c. Be prepared under [235.5.2, Machinable Preparation](#).

### 6.3.10 Double Cards

A double card (a double stamped card or double postcard) consists of two attached cards, one of which is designed to be detached by the recipient and returned by mail as a single card. Double cards are subject to these standards:

- a. The reply half of a double card must be used for reply only and may not be used to convey a message to the original addressee or to send statements of account. The reply half may be formatted for response purposes (e.g., contain blocks for completion by the addressee).
- b. A double card must be folded before mailing and prepared so that the address on the reply half is on the inside when the double card is originally mailed. The address side of the reply half may be prepared as Business Reply Mail, Courtesy Reply Mail, meter reply mail, or as a merchandise return service label.
- c. Plain stickers, seals, or a single wire stitch (staple) may be used to fasten the open edge at the top or bottom once the card is folded if affixed so that the inner surfaces of the cards can be readily examined. Fasteners must be affixed according to the applicable preparation requirements for the price claimed. Any sealing on the left and right sides of the cards, no matter the sealing process used, is not permitted.
- d. The first half of a double card must be detached when the reply half is mailed for return.

### 6.3.11 Enclosures

Enclosures in double postcards are prohibited at card prices.

## 6.4 Nonmachinable Pieces

### 6.4.1 Nonmachinable Letters

Letter-size pieces (except card-size pieces) that meet one or more of the nonmachinable characteristics in 1.2 are subject to the nonmachinable surcharge (see [133.1.5](#)).



101.6.4.2

### 6.4.2 Nonmachinable Flats

Flat-size pieces that do not meet the standards in [2.0](#) are subject to the applicable postage for a parcel-size piece, based on weight.

### 6.5 Parcels

The address side of the parcel must be large enough to contain all delivery and return address, endorsement, postage, and label elements. First-Class Mail parcels are eligible for USPS Tracking and Signature Confirmation services. A First-Class Mail parcel is:

- a. A mailpiece that exceeds any one of the maximum dimensions for a flat (large envelope). See [2.1](#).
- b. A flat-size mailpiece, regardless of thickness, that is rigid or nonrectangular.
- c. A flat-size mailpiece that is not uniformly thick (has bumps, protrusions, or other irregularities that cause the thickness to vary more than 1/4 inch).

### 6.6 Two or More Packages

Two or more packages may be mailed as a single parcel, if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.

## 7.0 Additional Physical Standards for Standard Post

### 7.1 Dimension and Weight Standards

These standards apply to Standard Post:

- a. No piece may weigh more than 70 pounds.
- b. Standard Post pieces measuring over 108 inches in combined length and girth, but not more than 130 inches in combined length and girth, are mailable at the applicable oversized price.
- c. Standard Post pieces measuring over 84 inches in combined length and girth, but not more than 108 inches in combined length and girth, and weighing less than 20 pounds are mailable at the price equal to that of a 20-pound parcel for the zone to which the parcel is addressed (balloon price).
- d. Two or more packages may be mailed as a single parcel, if they are about the same size or shape, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.
- e. Lower size or weight standards apply to mail addressed to some APOs and FPOs subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail, subject to [703.3.0](#).

## 8.0 Additional Physical Standards for Media Mail

### 8.1 Dimension and Weight Standards

These standards apply to Media Mail:

- a. No piece may weigh more than 70 pounds.



- b. The combined length and girth of a piece (the length of its longest side plus the distance around its thickest part) may not exceed 108 inches.
- c. Two or more packages may be mailed as a single parcel, if they are about the same size or shape, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.
- d. Lower size or weight standards apply to mail addressed to certain APOs and FPOs, subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail, subject to [703.3.0](#).

## 9.0 Additional Physical Standards for Library Mail

### 9.1 Dimension and Weight Standards

These standards apply to Library Mail:

- a. No piece may weigh more than 70 pounds.
- b. The combined length and girth of a piece (the length of its longest side plus the distance around its thickest part) may not exceed 108 inches.
- c. Two or more packages may be mailed as a single parcel, if they are about the same size or shape, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.
- d. Lower size or weight standards apply to mail addressed to certain APOs and FPOs, subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail, subject to [703.3.0](#).





## 102 Elements on the Face of a Mailpiece

### Overview

- [1.0 All Mailpieces](#)
- [2.0 Address Placement for Letters](#)
- [3.0 Placement and Content of Mail Markings](#)
- [4.0 Endorsement Placement](#)

### 1.0 All Mailpieces

#### 1.1 Clear Space

A clear space must be available on all mail for the address, postage (permit imprint, postage stamp, or meter stamp), postmarks, and postal endorsements.

#### 1.2 Delivery and Return Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under [602.4.0](#), the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage. A return address is required in specific circumstances (see [4.2](#) and [602.1.5](#) for more information about return addresses). See [602](#) for additional information regarding addressing.)

#### 1.3 Postage Payment

The mailer is responsible for proper payment of postage. Standards for postage payment are specified for each shape and class of mail.

### 2.0 Address Placement for Letters

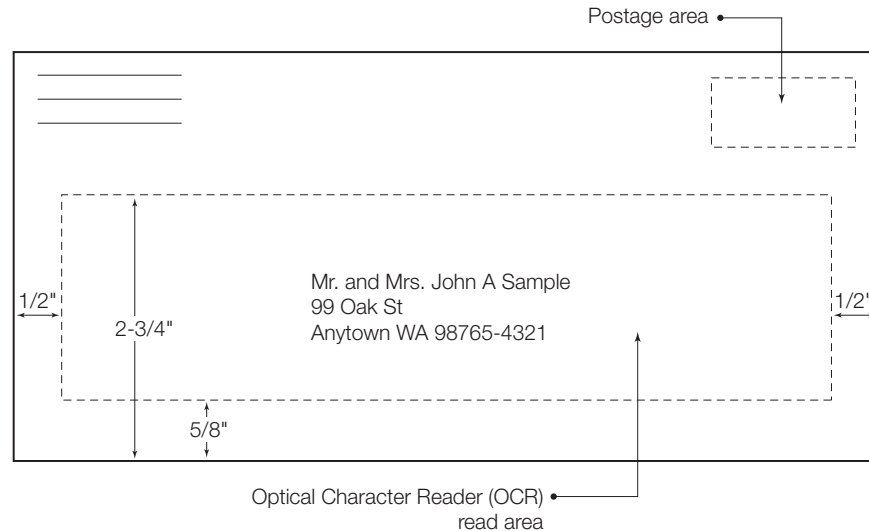
#### 2.1 Delivery Address Placement

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 (see [Exhibit 2.1, OCR Read Area](#)):

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



#### Exhibit 2.1 OCR Read Area



#### 2.2 Address Placement Causing Mail to be Nonmailable or Nonmachinable

The location of the delivery address on a letter-size mailpiece determines which dimensions are the length and height of the piece. Consequently, the placement of the address may render a piece nonmailable or nonmachinable.

### 3.0 Placement and Content of Mail Markings

#### 3.1 Placement of Priority Mail Marking

The marking "Priority Mail" must be placed prominently on the address side of each piece of Priority Mail. Matter mailed in USPS-provided Priority Mail packaging is subject to Priority Mail prices regardless of how the packaging is reconfigured or how markings may be obliterated. If shipping address labels are used, it is recommended that they contain the Priority Mail service indicator composed of two elements, the service icon and service banner (see [Exhibit 3.1, Priority Mail Service Indicator](#)):

- The service icon should appear in a 1-inch square in the upper left corner of the shipping label. The letter "P" must be printed inside the 1-inch square and must be 0.75 inches (3/4 inch) or greater. A minimum 3/4-point line must border the 1-inch square.
- The service banner should appear directly below the postage payment area and the service icon, and it should extend across the shipping label. When the service banner is used, the text "USPS PRIORITY MAIL" must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.



**Exhibit 3.1 Priority Mail Service Indicator****3.2 Placement of First-Class Mail Markings**

Each single-piece price First-Class Mail piece must have a delivery address but is not required to bear the price marking “First-Class” or “First-Class Mail.”

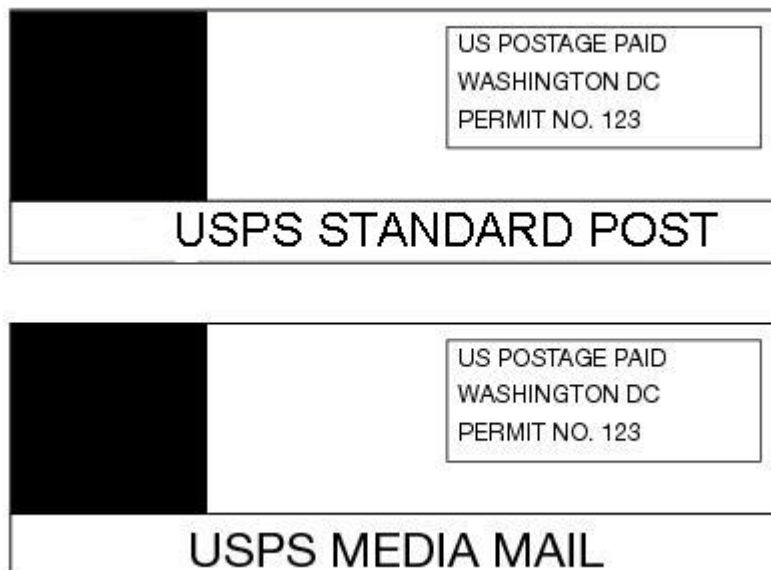
**3.3 Mail Markings**

[1-27-13] Mailers must print the basic required Package Services subclass marking—“Media Mail,” or “Library Mail”—or “Standard Post” on each piece claimed at the respective price. The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see [Exhibit 3.3, Standard Post and Package Services Indicator Examples](#)):

- a. The service icon that will identify Standard Post and all Package Services subclasses will be a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.
- b. The service banner must appear directly below the postage payment area and the service icon, and it must extend across the shipping label. If the service banner is used, Standard Post or the appropriate Package Services subclass marking (e.g., “MEDIA MAIL,” “LIBRARY MAIL”) must be preceded by the text “USPS” and must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.



### Exhibit 3.3 Standard Post and Package Services Indicator Examples



## 4.0 Endorsement Placement

### 4.1 Endorsements for Delivery Instructions and Ancillary Services

The mailer must place the correct endorsement on each mailpiece to provide delivery instructions (retention period under [507.4.3.4, Holding Mail](#), or carrier release under [508.1.2, Carrier Release Endorsement for Parcels](#)) or to request an ancillary service (forwarding, return, or address correction under [507.1.1](#) and [507.1.8 in Treatment of Mail](#)), subject to the corresponding standards for use and availability.

### 4.2 Return Address

When an ancillary service endorsement is used, a domestic return address must be placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If the return address is a multiple delivery address, it must show a unit designator (e.g., an apartment number).

### 4.3 Placement of Endorsement

Placement of the endorsement on the mailpiece is determined as follows:

- a. The carrier release endorsement, "CARRIER—LEAVE IF NO RESPONSE," must appear directly to the left of the postage area (preferred) or directly below the return address. A minimum 1/4 inch clear space must appear between any other printing and the carrier release endorsement. If an ancillary service endorsement is used, the carrier release endorsement must be separated from the ancillary service endorsement by the equivalent of one blank line of the type size used.



- b. A retention period specified by the mailer must be placed directly above the return address.
- c. Any ancillary service endorsement (e.g., Address Service Requested, Forwarding Service Requested, Return Service Requested, Change Service Requested) must be placed in one of these four positions:
  - 1. Directly below the return address.
  - 2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
  - 3. Directly to the left of the postage area and below or to the left of any price marking.
  - 4. Directly below the postage area and below any price marking.

#### 4.4 Physical Standards for Endorsements

The endorsement or, if combined, endorsements must meet these physical standards:

- a. The type size of the endorsement must be at least 8 points.
- b. The read direction of the endorsement and return address must be the same as the read direction of the delivery address.
- c. The color contrast between the endorsement and the mailpiece background must be kept at a reasonable degree. A brilliant colored background or reverse printing is not permitted.
- d. A clear space of at least 1/4 inch around (above, below, and both sides) the total area containing the endorsement(s) is required. This 1/4-inch clear space is not required for an endorsement that is applied with a multiline optical character reader (MLOCR) inkjet and placed in the location directly below the postage area and any price marking if the endorsement is clear and legible.



## **110     Retail Mail          Priority Mail Express**

113 Prices and Eligibility

114 Postage Payment Methods

115 Mail Preparation

116 Deposit





## 113 Prices and Eligibility

### Overview

- [1.0 Priority Mail Express Prices and Fees](#)
- [2.0 Basic Eligibility Standards for Priority Mail Express](#)
- [3.0 Content Standards for Priority Mail Express](#)
- [4.0 Service Features of Priority Mail Express](#)

### 1.0 Priority Mail Express Prices and Fees

#### 1.1 Prices Charged Per Piece

**[7-28-13]** Except for Flat Rate Envelopes (see [1.4](#)), Priority Mail Express postage is charged for each addressed piece according to its weight and zone. The 0.5-pound price is charged for items up to 0.5 pound and items over 0.50 pound are rounded up to the next whole pound. For example, if a piece weighs 0.25 pound, the weight (postage) increment is 0.50 pound; if a piece weighs 0.75 pound, the weight increment is 1 pound; if a piece weighs 1.2 pounds, the weight (postage) increment is 2 pounds.

#### 1.2 Computing Postage

**[7-28-13]** For each addressed mailpiece, determine single-piece price based on weight and zone under [1.1](#); express all weights in decimal pounds rounded off to two decimal places. For Priority Mail Express, affix postage to each piece under [114.1.2, Affixing Postage—Single-Piece Mailings](#).

#### 1.3 Prices

See [Notice 123—Price List](#) for applicable Priority Mail Express retail prices. Commercial base prices are available when postage is paid through Click-N-Ship service at [usps.com](https://usps.com) or by registered end-users of PC Postage using a qualifying shipping label managed by the PC Postage system.

#### 1.4 Flat Rate Packaging

**[7-28-13]** Only USPS-produced or approved Flat Rate Envelopes and Boxes are eligible for the Flat Rate price and are charged a flat rate, regardless of the actual weight (up to 70 pounds) of the mailpiece or domestic destination. When sealing a Flat Rate Envelope or Box, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container provided the design of the container is not enlarged by opening the sides, and the container is not reconstructed in any way. See [Notice 123—Price List](#) for prices.

#### 1.5 Sunday and Holiday Premium

Delivery guaranteed for a Sunday or holiday is charged a premium fee (see [Notice 123—Price List](#)), unless paying via a Priority Mail Express Manifesting Agreement. Customers not desiring delivery on a Sunday or a holiday may avoid the premium by opting for guaranteed delivery on the subsequent delivery day.



### 1.6 Pickup on Demand

[7-28-13] The Pickup on Demand fee is charged every time pickup service is provided, regardless of the number of pieces picked up. See [Notice 123—Price List](#). This service may be combined with Priority Mail, Standard Post, Package Services and international mail pickups. For additional information on Pickup on Demand service see [507.7.0](#).

## 2.0 Basic Eligibility Standards for Priority Mail Express

### 2.1 Definition

[7-28-13] Priority Mail Express is an expedited service for shipping any mailable matter, with a money-back guarantee, subject to the standards below. Refunds standards for domestic Priority Mail Express Next Day and Second Day Delivery are provided in [604.9.5](#). Priority Mail Express International is available between the United States and most foreign countries (see the [International Mail Manual](#)).

### 2.2 Matter Closed Against Postal Inspection

[7-28-13] Priority Mail Express matter is closed against postal inspection.

## 3.0 Content Standards for Priority Mail Express

### 3.1 Eligibility

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

### 3.2 Matter Required to be Mailed as First-Class Mail

Mailers have the option to use Priority Mail Express service for mailpieces required to be mailed as First-Class Mail or Priority Mail. Complete descriptions of matter requiring the use of First-Class Mail are provided in [133.3.0](#).

## 4.0 Service Features of Priority Mail Express

### 4.1 General

[7-28-13] A mailing receipt showing the time and date of mailing must be provided to the mailer on acceptance of Priority Mail Express by the USPS. This receipt is a copy of the multipart Priority Mail Express label affixed to the mailpiece and serves as evidence of mailing. A delivery record, including the addressee's signature (see [115.2.2](#) and [115.2.3](#)), will be provided upon request. Customers may access proof of delivery information for Priority Mail Express as follows:

- a. Individual requests by article number can be retrieved at [www.usps.com](http://www.usps.com) or by calling 1-800-222-1811 and providing the article number. A proof of delivery letter (signature data) is provided electronically via email or signature extract file as provided in [4.1b](#).
- b. Bulk proof of delivery ([503.5.0](#)) is available only to mailers using Priority Mail Express Manifesting service and is obtained in a signature extract file format.



## 4.2 Priority Mail Express Next Day Delivery

### 4.2.1 Availability

Priority Mail Express Next Day Delivery is available at designated USPS facilities, designated Priority Mail Express collection boxes, or through Package Pickup or Pickup on Demand service, for overnight service to designated 3-digit or 5-digit destination ZIP Code delivery areas, facilities, or locations (Post Office to Addressee Service). For an additional option, see [4.2.5, Hold for Pickup](#).

### 4.2.2 Where Not Available

Next Day Delivery may not be available at or between all Post Offices or at all times of deposit. A Priority Mail Express Next Day Delivery directory, showing detailed local information about Priority Mail Express Next Day Delivery, is available at Post Offices.

### 4.2.3 Acceptance

Priority Mail Express Next Day Delivery items must be presented no later than the times authorized by the postmaster. Priority Mail Express Next Day Delivery items mailed after the time authorized by the postmaster are accepted for delivery on the second day after mailing, subject to the standards for this service.

### 4.2.4 Delivery Times

Items are delivered by noon or 3 p.m. on the next day. If delivery is not made, the addressee is notified; a reminder notice is also left on the third day. A second delivery is attempted only upon customer request.

### 4.2.5 Hold for Pickup

Under Hold for Pickup service, items presented under [4.2.1](#) are available for claim by the addressee at the destination facility by 10 a.m., 12 p.m., or 3 p.m. of the next day the destination office is open for retail business.

## 4.3 Priority Mail Express Second Day Delivery

### 4.3.1 Availability

Priority Mail Express Second Day Delivery is available to any 3-digit or 5-digit ZIP Code destination not listed in the Next Day Delivery directory mentioned in [4.2.2](#) (Post Office to Addressee Service). Items are delivered to the addressee by noon or 3 p.m. on the second delivery day. If delivery is not made, the addressee is notified, a second notice is left on the third day, and a second delivery is attempted upon customer request. For an additional option, see [4.3.4, Hold for Pickup](#).

### 4.3.2 Acceptance

Priority Mail Express Second Day Delivery is accepted at designated USPS facilities, at Priority Mail Express collection boxes, and through Pickup on Demand service.

### 4.3.3 Acceptance Times

Priority Mail Express Second Day Delivery shipments must be presented by 5 p.m., or such later time authorized by the postmaster. For Second Day Delivery, the USPS refunds postage for an item not available for customer pickup or for which delivery was not attempted, subject to the standards for this service, unless the item was:

- a. Delayed by strike or work stoppage.



- b. Made available for claim, or delivery was attempted within the times specified by the standards for this service, and then the item was delayed because forwarding or return service was provided.

#### 4.3.4 Hold for Pickup

Under Hold for Pickup service, items presented under [4.3.3](#) are available for pick up by the addressee at the destination facility by 10 a.m., 12 p.m., or 3 p.m. of the second delivery day that the destination office is open for retail business.

### 4.4 Priority Mail Express Military Service (PMEMS)

#### 4.4.1 Objectives

[\[7-28-13\]](#) For Priority Mail Express Military Service (PMEMS), items presented at APO/FPO and DPO facilities before the published cut-off time are delivered the second day after acceptance. Items presented after the published cut-off time are delivered the third day after acceptance. For PMEMS, the USPS refunds standards are provided in [604.9.5](#).

#### 4.4.2 Availability

[\[7-28-13\]](#) PMEMS (under [703.2.6](#)) is available between the United States and designated APO/FPO and DPOs to provide Department of Defense personnel stationed overseas, and others entitled to APO/FPO and DPO mailing privileges, an expedited delivery service to or from the United States. PMEMS Custom Designed Service and PMEMS Open and Distribute service are available to authorized APO/FPO and DPO destinations.

### 4.5 Custom Designed

Custom Designed mailings are only available at commercial prices under [413.4.4](#).

### 4.6 Priority Mail Express Open and Distribute

Priority Mail Express Open and Distribute provides an alternative for mailers who want to expedite mailings of other classes of mail to destination postal facilities, subject to the corresponding standards. See [705.18.0](#).







## 114 Postage Payment Methods

### Overview

#### [1.0 Postage Payment Methods](#)

### 1.0 Postage Payment Methods

#### 1.1 **Payment Method**

Retail Priority Mail Express postage may be paid with adhesive stamps (see [604.1.0](#)) or with meter stamps (see [604.4.0](#)). The mailer is responsible for proper payment of postage.

#### 1.2 **Affixing Postage—Single-Piece Mailings**

In a postage-affixed Priority Mail Express mailing, the mailer must affix to each piece a value in adhesive stamps or meter stamps equal to at least the postage required.

#### 1.3 **Prepaid Reply Postage**

Meter stamps may be used to prepay reply postage on any Priority Mail Express shipment. The mailer must place meter stamps, sufficient to prepay postage in full, on the envelope, tube, or other mailing container that bears the return address of the meter license holder. Reply mail prepaid with meter stamps is delivered only to the address of the meter license holder. If the address is altered, the mail is held for postage.



114.1.3

# 115 Mail Preparation

## Overview

- [1.0 Priority Mail Express Supplies](#)
- [2.0 Priority Mail Express Next Day and Second Day](#)
- [3.0 Firm Mailing Book](#)

## 1.0 Priority Mail Express Supplies

### 1.1 Packaging Provided by USPS

Priority Mail Express packaging provided by the USPS must be used only for Priority Mail Express. The USPS-produced Priority Mail Express Legal and Padded Flat Rate Envelopes are not available at retail Post Office locations but may be ordered online at [www.usps.com/shop](http://www.usps.com/shop).

### 1.2 Labels

Any matter bearing a USPS-provided Priority Mail Express label or single-ply Priority Mail Express label generated through Click-N-Ship or other USPS-approved method is charged the appropriate Priority Mail Express price.

## 2.0 Priority Mail Express Next Day and Second Day

### 2.1 Mailing Label

For each Priority Mail Express item, the mailer must complete Label 11-B or Label 11-F for Post Office to Addressee service, Label 11-HFPU for Hold for Pickup service, or a single-ply Priority Mail Express label generated through Click-N-Ship or an USPS-approved method. Mailers authorized to present Next Day or Second Day Priority Mail Express items using a Priority Mail Express Manifesting System are required to follow label preparation procedures in Publication 97, [Priority Mail Express Manifesting Technical Guide](#).

### 2.2 Waiver of Signature

For editions of Priority Mail Express Label 11-B or Label 11-F, *Priority Mail Express Post Office to Addressee*, printed before January 2012, a mailer sending a Priority Mail Express item may instruct the USPS to deliver a Priority Mail Express Next Day Delivery or Priority Mail Express Second Day Delivery item without obtaining the signature of the addressee or the addressee's agent by checking and signing the waiver of signature on Label 11-B or Label 11-F, or indicating waiver of signature is requested on single-ply commercial label. Completion of the waiver of signature authorizes the delivery employee to sign upon delivery. The item is delivered to the addressee's mail receptacle or other secure location. Mailers who request waiver of signature will be provided only the delivery date and time, and not an image of the signature when accessing delivery information on the Internet or when calling the toll-free number.



### 2.3 Signature Required

For editions of Priority Mail Express Label 11-B or Label 11-F printed on or after January 2012, a mailer sending a Priority Mail Express item, *and requiring the addressee's signature*, must instruct USPS to obtain a signature from the addressee upon delivery of the item by checking the "signature required" box on Label 11-B or Label 11-F or indicating signature is requested on single-ply commercial label. If the signature required box is selected, an image of the signature will be provided to mailers when accessing delivery information. A mailer must select signature service for Priority Mail Express Custom Designed Service, Priority Mail Express COD, or Priority Mail Express with additional insurance.

### 2.4 ZIP Code Determination

For Priority Mail Express Next Day Delivery, the mailer must determine whether the item is destined to a ZIP Code area to which Priority Mail Express Next Day Delivery is offered from the point of origin. A Priority Mail Express Next Day Delivery directory, showing detailed local information about Priority Mail Express Next Day Delivery, is available at Post Offices. If the destination is not listed, the mailer must use Priority Mail Express Second Day Delivery.

## 3.0 Firm Mailing Book

### 3.1 Completing a Firm Mailing Book

Form 3877 is available at no cost to any mailer who mails an average of three or more Priority Mail Express items at one time, following these instructions:

- a. The mailer must prepare Priority Mail Express Next Day Delivery or Second Day Delivery items as described above.
- b. Form 3877 must be presented with the items to be mailed.
- c. The mailer must enter on Form 3877 the full number of each Priority Mail Express item and the addressee's name and address.
- d. All entries must be made in duplicate. One copy is kept by the accepting employee. The other is receipted and returned to the mailer.
- e. All unused parts of the address column in Form 3877 must be obliterated by drawing a diagonal line through the unused part. Any alteration must be initialed by the mailer and accepting employee.
- f. For Priority Mail Express Manifesting, a special verification manifest is used to present Priority Mail Express items for acceptance as described in Publication 97, Priority Mail Express *Manifesting Technical Guide*. Form 3877, *Firm Mailing Book for Accountable Mail*, may be used only to list items for which extra services have been requested. See [705.2.6](#), for information.





# 116 Deposit

## Overview

- [1.0 Priority Mail Express Next Day and Second Day Delivery](#)
- [2.0 Priority Mail Express Military Service](#)
- [3.0 Pickup on Demand Service](#)

## 1.0 Priority Mail Express Next Day and Second Day Delivery

### 1.1 Deposit of Next Day and Second Day Delivery

Priority Mail Express Next Day and Second Day Delivery items:

- a. Priority Mail Express weighing more than 13 ounces bearing only postage stamps as postage may not be deposited into a collection box, Postal Service lobby drop, Postal Service dock, customer mailbox, or other unattended location. These mailpieces are also precluded from pickup service. The sender must present such items to an employee at a retail service counter in a Postal Service facility. Improperly presented items will be returned to the sender for proper entry and acceptance. The “time and date of mailing” for these items is the time and date when the items are presented and accepted.
- b. If manifested, will be accepted at the locations specified in the Priority Mail Express Manifesting agreement.

## 2.0 Priority Mail Express Military Service

### 2.1 Deposit

Priority Mail Express Military Service items must be presented by the times authorized by the local postmaster.

## 3.0 Pickup on Demand Service

### 3.1 Availability

Priority Mail Express Pickup on Demand service is available from designated Post Offices.

### 3.2 Pickup on Demand Fee

The Pickup on Demand fee is assessed and paid as described in [507.7.0](#).



## **120     Retail Mail          Priority Mail**

- 123 Prices and Eligibility
- 124 Postage Payment Methods
- 125 Mail Preparation
- 126 Deposit



## 123 Prices and Eligibility

### Overview

- [1.0 Priority Mail Prices and Fees](#)
- [2.0 Basic Eligibility Standards for Priority Mail](#)
- [3.0 Content Standards for Priority Mail](#)

## 1.0 Priority Mail Prices and Fees

### 1.1 Price Application

Except under [1.3](#) through [1.6](#), Priority Mail retail prices are based on weight and zone and are charged per pound; any fraction of a pound is rounded up to the next whole pound. For example, if a piece weighs 1.2 pounds, the weight (postage) increment is 2 pounds. The minimum postage amount per addressed piece is the 1-pound price. Other charges may apply.

### 1.2 Prices

See [Notice 123—Price List](#) for applicable Priority Mail retail prices.

### 1.3 Balloon Price

Parcels addressed for delivery to 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 price for a 20-pound parcel (balloon price).

### 1.4 Dimensional Weight Price for Low-Density Parcels to Zones 5-8

Postage for parcels addressed for delivery to Zones 5-8 and exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight (as calculated in [1.4.1](#) or [1.4.2](#)), whichever is greater.

#### 1.4.1 Determining Dimensional Weight for Rectangular Parcels

Follow these steps to determine the dimensional weight for a rectangular parcel:

- a. Measure the length, width, and height in inches. Round off (see [604.7.0](#)) each measurement to the nearest whole inch.
- b. Multiply the length by the width by the height.
- c. If the result exceeds 1,728 cubic inches, divide the result by 194 and round up (see [604.7.0](#)) to the next whole number to determine the dimensional weight in pounds.

#### 1.4.2 Determining Dimensional Weight for Nonrectangular Parcels

Follow these steps to determine the dimensional weight for a nonrectangular parcel:

- a. Measure the length, width, and height in inches at their extreme dimensions. Round off (see [604.7.0](#)) each measurement to the nearest whole inch.
- b. Multiply the length by the width by the height.
- c. Multiply the result by an adjustment factor of 0.785.



- d. If the final result exceeds 1,728 cubic inches, divide the result by 194 and round up (see [604.7.0](#)) to the next whole number to determine the dimensional weight in pounds.
- e. If the dimensional weight exceeds 70 pounds, the mailer pays the 70-pound price.

### 1.5 Flat Rate Envelopes and Boxes

Any amount of material (up to 70 pounds) may be mailed in a USPS-produced Priority Mail Flat Rate Envelope or Flat Rate Box. When sealing a Flat Rate Envelope or Flat Rate Box, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container, provided the design of the container is not enlarged by opening the sides and the container is not reconstructed in any way.

#### 1.5.1 Flat Rate Envelope—Price and Eligibility

All USPS-produced Priority Mail envelopes smaller than the EP14F envelope (9.5 inches by 12.5 inches) are eligible for the Priority Mail Flat Rate Envelope price whether or not they are marked “Flat Rate Envelope.” Each type of USPS-produced Priority Mail Flat Rate Envelope is priced at a flat rate regardless of the actual weight (up to 70 pounds) of the mailpiece or domestic destination.

#### 1.5.2 Flat Rate Boxes—Price and Eligibility

Only USPS-produced Flat Rate Boxes are eligible for the Flat Rate Box prices. Each USPS-produced Priority Mail Flat Rate Box is charged a flat rate regardless of the actual weight (up to 70 pounds) of the mailpiece or domestic destination. See [Notice 123—Price List](#) for applicable prices. Priority Mail Flat Rate Boxes are as follows:

- a. Small Flat Rate Box to domestic, APO/FPO, and DPO destinations.
- b. Medium Flat Rate Boxes (FRB-1) or (FRB-2) to domestic, APO/FPO, and DPO destinations.
- c. Board Game Large Flat Rate Box or Large Flat Rate Box to domestic destinations.
- d. Board Game Large Flat Rate Box or Large Flat Rate Box and “special version of this box” identified with the additional logo: “Americasupportsyou.mil.” to APO/FPO and DPO destinations is priced less than the conventional domestic Large Flat Rate Boxes. If the special version of the APO/FPO Flat Rate Box is used for non-APO/FPO and DPO destination addresses, the domestic or international Large Flat Rate Box prices will apply.

#### 1.5.3 Forever Prepaid Postage

Priority Mail Forever Prepaid Flat Rate packaging is available for the following Priority Mail Flat Rate products: Regular Flat Rate Envelope, Padded Flat Rate Envelope, Legal Flat Rate Envelope, Small Flat Rate Box, Medium Flat Rate Boxes, and Large Flat Rate Box. Forever Prepaid Flat Rate packaging may be purchased only online at [www.usps.com](http://www.usps.com) and is only available to domestic and APO/FPO and DPO locations. The discounted military Priority Mail Large Flat Rate Box is not available as a Forever Prepaid packaging option, but all Forever Prepaid packaging may be sent to APO/FPO and DPO destinations, although no APO/FPO and DPO



discounted prices will apply. Forever Prepaid packaging is not available to international locations. All Forever Prepaid Flat Rate packaging is equivalent in price to the retail price for Priority Mail Flat Rate packaging. Each Forever Prepaid Flat Rate Envelope or Flat Rate Box bears a shipping label with affixed Forever Prepaid postage and may not be removed from the existing packaging and placed on any other packaging. The Forever Prepaid label bears the USPS watermark, which validates the postage. All USPS-produced Priority Mail Forever Prepaid Flat Rate Envelopes or Boxes are charged a flat rate regardless to the actual weight (up to 70 pounds) of the mailpiece or domestic destination.

## **1.6 Regional Rate Boxes**

### **1.6.1 Price and Eligibility**

Regional Rate Box prices are available to Priority Mail customers who use USPS-produced Priority Mail Regional Rate Boxes. Prices are based on box size and zone. When sealing a Regional Rate Box, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container provided the design of the container is not enlarged by opening the sides and the container is not reconstructed in any way. Regional Rate Boxes exceeding the maximum weight as specified in [1.6.2](#), or the container flaps do not close within the normal folds will be assessed the applicable single-piece Priority Mail price.

### **1.6.2 Regional Rate Box Options**

Regional Rate Box options are:

- a. Box A: (Side loading or top loading box) has a maximum weight limit of 15 pounds.
- b. Box B: (Side loading or top loading box) has a maximum weight limit of 20 pounds.
- c. Box C: (Top loading box only) has a maximum weight limit of 25 pounds.

## **1.7 Prices for Keys and Identification Devices**

Keys and identification devices are charged an associated fee plus the applicable First-Class Mail or Priority Mail price.

## **1.8 Keys and Identification Devices**

Keys and identification devices (e.g., identification cards or uncovered identification tags) that weigh more than 13 ounces but not more than 1 pound are returned at the 1 pound Priority Mail price for zone 4 plus the fee. Keys and identification devices weighing more than 1 pound but not more than 2 pounds are mailed at the 2 pound Priority Mail price for zone 4 plus the fee. The key or identification device must bear, contain, or have securely attached the name and complete address of a person, organization, or concern, with instructions to return the key or identification device to that address and a statement guaranteeing payment of postage due on delivery.

## **1.9 Pickup on Demand Fee**

The Pickup on Demand fee is charged per occurrence regardless of the number of packages and may be combined with Priority Mail Express, Package Services, and international mail pickups (see [507.7.0](#)).



123.1.10

### 1.10 **Determining Single-Piece Weight**

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to two decimal places.

### 1.11 **Computing Postage**

Determine single-piece weight increment for each piece and affix postage to each piece under [124.1.2, Affixing Postage—Single-Piece Mailings](#) (as applicable) or, for permit imprint mailings, multiply the number of addressed pieces at each price increment by the corresponding postage price.

## 2.0 **Basic Eligibility Standards for Priority Mail**

### 2.1 **Definition**

Priority Mail is an expedited service and may contain any mailable matter weighing no more than 70 pounds except for APO and FPO mail subject to [703.2.0, Overseas Military Mail](#), [703.4.0, Mail Sent by U.S. Armed Forces](#), and Department of State mail subject to [703.3.0](#).

### 2.2 **Service Objectives**

All Priority Mail receives expeditious handling and transportation. The USPS follows uniform guidelines for distributing and delivering mail but does not guarantee delivery within the specified time. Local postmasters can provide more information.

### 2.3 **Matter Closed Against Postal Inspection**

Matter closed against postal inspection includes First-Class Mail, Priority Mail, and Priority Mail Express. The USPS may open mail other than First-Class Mail, Priority Mail or Priority Mail Express to determine whether the proper postage is paid. Material wrapped or packaged so that it cannot be examined easily or examined without destruction or serious damage is closed against postal inspection and is charged the appropriate First-Class Mail, Priority Mail, or Priority Mail Express price.

## 3.0 **Content Standards for Priority Mail**

### 3.1 **Eligibility**

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

### 3.2 **Matter Required to be Mailed as First-Class Mail**

Unless Priority Mail Express is used, Priority Mail prices are required for a mailpiece that weighs more than 13 ounces when the mailpiece contains matter that must be mailed as First-Class Mail. Complete descriptions of matter requiring the use of First-Class Mail are provided in [133.3.0](#).



## 124 Postage Payment Methods

### Overview

#### 1.0 Basic Standards for Postage Payment

### 1.0 Basic Standards for Postage Payment

#### 1.1 Payment Method

Priority Mail postage may be paid with postage stamps (see [604.1.0](#)), or meter stamps (see [604.4.0](#)).

#### 1.2 Affixing Postage—Single-Piece Mailings

In a postage-affixed mailing, the mailer must apply enough value in adhesive stamps or meter stamps equal to the postage required (including any surcharges). A mailer also may use precanceled stamps on Priority Mail.

#### 1.3 Forever Prepaid Flat Rate Packaging

Priority Mail Forever Prepaid Flat Rate packaging must be purchased by credit card online at [www.usps.com](http://www.usps.com) and bears a shipping label with affixed Forever Prepaid postage. Mailers adding extra services must take packages to a retail Post Office location for payment of the associated fees for each extra service added. USPS Tracking (electronic option) is included at no additional cost.





# 125 Mail Preparation

## Overview

[1.0 Preparation](#)[2.0 Marking for Priority Mail](#)

### 1.0 Preparation

#### 1.1 Priority Mail Packaging Provided by the USPS

Priority Mail packaging provided by the USPS must be used only for Priority Mail. Regardless of how the packaging is reconfigured or how markings may be obliterated, any matter mailed in USPS-produced Priority Mail packaging is charged the appropriate Priority Mail price.

#### 1.2 Required Use

The sender's domestic return address must appear legibly on Priority Mail.

### 2.0 Marking for Priority Mail

The marking "Priority Mail" must be placed prominently on the address side of each piece of Priority Mail.





# 126 Deposit

## Overview

- [1.0 Deposit](#)
- [2.0 Pickup on Demand Service](#)

## 1.0 Deposit

### 1.1 Pieces Weighing 13 Ounces or Less

Priority Mail weighing 13 ounces or less may be deposited into any collection box, mail chute, or mail receptacle or at any place where mail is accepted if the full required postage is paid with adhesive stamps. Metered mail must be deposited in locations under the jurisdiction of the licensing Post Office, except as permitted under [604.4.0, \*Postage Meters and PC Postage Products\* \("Postage Evidencing Systems"\)](#).

### 1.2 Pieces Weighing More than 13 Ounces

Priority Mail weighing more than 13 ounces bearing only postage stamps as postage may not be deposited into a collection box, Postal Service lobby drop, Postal Service dock, customer mailbox, or other unattended location. These mailpieces are also precluded from pickup service. The sender must present such items to an employee at a retail service counter in a Postal Service facility. Improperly presented items will be returned to the sender for proper entry and acceptance.

## 2.0 Pickup on Demand Service

### 2.1 Availability

Priority Mail Pickup on Demand service is available from designated Post Offices.



## **130     Retail Mail First-Class Mail**

- 133 Prices and Eligibility
- 134 Postage Payment Methods
- 135 Mail Preparation
- 136 Deposit





## 133 Prices and Eligibility

### Overview

- [1.0 First-Class Mail Prices and Fees](#)
- [2.0 Basic Eligibility Standards for First-Class Mail](#)
- [3.0 Content Standards](#)

### 1.0 First-Class Mail Prices and Fees

#### 1.1 First-Class Mail Single-Piece Price Application

See Notice 123—Price List. The single-piece prices for First-Class Mail are applied as follows:

- a. The card price applies to a card meeting the applicable standards in [101.6.3, Cards Claimed at Card Prices](#).
- b. The letter price applies to letter-size pieces that meet the standards in [101.1.1](#) and weigh 3.5 ounces or less, and that are not eligible for and claimed at the card price.
- c. The flat price applies to flat-size pieces that meet the standards in [101.2.1](#).
- d. The parcel price applies to parcel-size pieces under [101.3.0](#) and to flat-size pieces that do not meet the standards in [101.2.0](#)

#### 1.2 Price Computation for First-Class Mail

First-Class Mail prices are charged per ounce or fraction thereof; any fraction of an ounce is considered a whole ounce. For example, if a piece weighs 1.2 ounces, the weight (postage) increment is 2 ounces. The minimum postage per addressed piece is that for a piece weighing 1 ounce.

#### 1.3 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

#### 1.4 Keys and Identification Devices

Keys and identification devices (such as identification cards and uncovered identification tags) that weigh 13 ounces or less are returned at the applicable single-piece First-Class Mail parcel price plus the fee. Keys and identification devices that weigh more than 13 ounces but not more than 1 pound are returned at the 1-pound Priority Mail price plus the fee. Keys and identification devices weighing more than 1 pound but not more than 2 pounds are mailed at the 2-pound Priority Mail price for zone 4 plus the fee. The key or identification device must bear, contain, or have securely attached the name and complete address of a person, organization, or concern, with instructions to return the key or identification device to that address and a statement guaranteeing payment of postage due on delivery.



### 1.5 Nonmachinable Surcharge

The nonmachinable surcharge is charged per piece and applies to letter-size pieces that meet one or more of the nonmachinable characteristics in [101.1.2](#). Pieces mailed at the card price are not subject to the nonmachinable surcharge. An envelope weighing no more than one ounce with one enclosed standard optical disc no larger than 12 centimeters in diameter that is mailed as letter-size BRM (see [505.1.0](#)) or PRM (see [505.2.0](#)) and addressed to a company who sent the disc and BRM or PRM envelope to a subscriber as part of a round-trip-mailing (under [233.2.8](#)) is not subject to the nonmachinable surcharge.

### 1.6 Computing Postage—First-Class Mail

Determine single-piece weight and weight (postage) increment for each addressed piece as prescribed in [1.2, Price Computation for First-Class Mail](#), and [1.4, Keys and Identification Devices](#). For First-Class Mail, affix postage to each piece under [134.1.2, Affixing Postage—Single-Piece Price Mailings](#), or, for permit imprint mailings, multiply the number of addressed pieces at each price increment by the corresponding postage.

## 2.0 Basic Eligibility Standards for First-Class Mail

### 2.1 Description of Service

#### 2.1.1 Service Objectives

First-Class Mail receives expeditious handling and transportation. Service objectives for delivery are 1 to 3 days; however, delivery time is not guaranteed.

#### 2.1.2 Price Options

First-Class Mail offers shape-based single-piece prices in [1.0](#).

### 2.2 Defining Characteristics

#### 2.2.1 Inspection of Contents

First-Class Mail is closed against postal inspection. Federal law and USPS regulations restrict both opening and reviewing the contents of First-Class Mail by anyone other than the addressee. An envelope weighing no more than one ounce with one enclosed standard optical disc no larger than 12 centimeters in diameter, that is mailed to or from a subscriber as part of a round-trip mailing under [233.2.8](#) and [505.1.0](#) (or [505.2.0](#)), is not subject to the nonmachinable surcharge.

#### 2.2.2 Forwarding Service

The price of First-Class Mail includes forwarding service to a new address for up to 12 months.

#### 2.2.3 Return Service

The price of First-Class Mail includes return service if the mailpiece is undeliverable.

#### 2.2.4 Extra Services Exclusive to First-Class Mail

First-Class Mail (including Priority Mail) is the only class of mail eligible to receive the following extra services: Registered Mail service and Certified Mail service.

**2.2.5 Additional Extra Services**

Additional extra services available with First-Class Mail are certificate of mailing service, COD service, USPS Tracking service (parcels only), insured mail service (merchandise only), return receipt service, restricted delivery service, Signature Confirmation service (parcels only), and special handling. See information regarding extra services in [503](#).

**3.0 Content Standards****3.1 General Eligibility**

With the exception of restricted material as described in [601.8.0](#), any mailable item, including postcards, letters, flats, and small packages, may be mailed as First-Class Mail.

**3.2 Bills and Statements of Account**

Bills and statements of account must be mailed as First-Class Mail, Priority Mail, or Priority Mail Express and are defined as follows:

- a. Bills and statements of account assert a debt in a definite amount owed by the addressee to the sender or a third party. In addition, bills include a demand for payment; statements of account do not include a demand for payment. The debt does not have to be due immediately but may become due at a later time or on demand. The debt asserted need not be legally collectible or owed.
- b. Bills and statements of account do not need to state the precise amount due if they contain information that would enable the debtor to determine that amount.

**3.3 Personal Information**

Mail containing personal information must be mailed as First-Class Mail, Priority Mail, or Priority Mail Express. Personal information is any information specific to the addressee.

**3.4 Handwritten and Typewritten Material**

Mail containing handwritten or typewritten material must be mailed as First-Class Mail or Priority Mail Express.

**3.5 Matter Marked Postcard or Double Postcard**

Any matter marked "Postcard" or "Double Postcard" must be mailed as First-Class Mail or Priority Mail Express.

**3.6 Matter Not Required to be Mailed as First-Class Mail**

Matter eligible for Standard Mail or Package Services prices or authorized as Periodicals is not required to be mailed as First-Class Mail or Priority Mail Express.

**3.7 Prohibited Air Transportation**

All First-Class Mail is subject to limitations for air transportation. Generally, all mailable matter may be transported by aircraft, unless restricted in [601.10.0, Hazardous Materials](#).





## 134 Postage Payment Methods

### Overview

- [1.0 Postage Payment Methods for First-Class Mail](#)
- [2.0 Postage Paid With Permit Imprint](#)

### 1.0 Postage Payment Methods for First-Class Mail

#### 1.1 Payment Method

Postage for single-piece First-Class Mail must be paid with affixed postage stamps ([604.1.0](#)), metered postage ([604.4.0](#)) or permit imprint ([604.5.0](#)) as specified in [1.0](#). A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters. The mailer is responsible for prompt payment of postage.

#### 1.2 Affixing Postage—Single-Piece Price Mailings

In a postage-affixed single-piece mailing, the mailer must apply enough value in adhesive stamps or meter stamps equal to the postage required (including any surcharges). A mailer also may use precanceled stamps on single-piece First-Class Mail under [604.3.0](#), [Precanceled Stamps](#).

#### 1.3 More Than One Mailer

When two or more individuals or organizations, or a party acting as their agent, mail in one package the bills, statements of account, or other letters of the individuals or organizations, to an addressee in common, First-Class Mail postage may be paid on the weight of the entire package of aggregated mail. Postage is not required on each individual piece of First-Class Mail.

#### 1.4 More Than One Letter

An individual or organization may mail in one envelope more than one of the mailer's own letters and pay First-Class Mail postage on the weight of the entire package of letters if:

- a. The letters are for persons at the same residence or working for the same organization at the address on the envelope (if the letters relate to the business of such organization); or
- b. The letters are sent to a party who turns them over to other persons as part of a minor service provided in addition to a substantial and independent sales, service, or other business function that party performs for such persons.

#### 1.5 Agent

Any agent of a licensing authority may forward completed applications in one envelope to an office of the licensing authority and pay First-Class Mail postage on the weight of the piece.



134.2.1

## 2.0 Postage Paid With Permit Imprint

### 2.1 **Advance Deposit Account**

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees. This method must not be used to pay postage on any mailpiece that is designed for reply mail purposes.

### 2.2 **Minimum Quantity**

Permit imprint mailings must contain at least 200 pieces or 50 pounds, except that an occasional First-Class Mail mailing may contain fewer than 200 pieces if from a mailer whose total daily mailings are not much more than 200 pieces but who, to cooperate with the Post Office, presents a part of that mail early in the day.

### 2.3 **Postage Statement**

A complete postage statement must accompany each mailing paid with a permit imprint.

# 135 Mail Preparation

## Overview

### [1.0 Preparation for First-Class Mail](#)

## 1.0 Preparation for First-Class Mail

### 1.1 Preparation of First-Class Mail

The following standards apply to single-piece First-Class Mail:

- a. Each piece must have a delivery address but is not required to bear the marking “First-Class” or “First-Class Mail.”
- b. No minimum quantity is required unless postage is paid with a permit imprint (in which case the mailing must contain at least 200 pieces or 50 pounds of pieces).
- c. There are no sorting requirements for single-piece First-Class Mail, but five or more letter-size pieces bearing metered postage and all pieces bearing permit imprints must be faced with the addresses in one direction and bundled. Bundling of letter-size pieces is not required if they fill a letter tray. Metered mail and permit imprint mail may not be bundled or trayed together.







## 136 Deposit

### Overview

#### 1.0 Deposit for First-Class Mail

### 1.0 Deposit for First-Class Mail

**[1-27-13]** Single-piece First-Class Mail letters and cards may be deposited into any collection box, mail receptacle, or at any place where mail is accepted if the full required postage is paid with adhesive stamps. Metered mail must be deposited in locations under the jurisdiction of the licensing Post Office, except as permitted under [604.4.0, \*Postage Meters and PC Postage Products \("Postage Evidencing Systems"\)\*](#). Permit imprint mail must be presented at a Post Office under [604.5.0, \*Permit Imprint \(Indicia\)\*](#), or [705, \*Advanced Preparation and Special Postage Payment Systems\*](#).



## **140     Standard Mail Flats          Every Door Direct Mail-Retail          (EDDM-Retail)**

- 143 Prices and Eligibility
- 144 Postage Payment and Documentation
- 145 Mail Preparation
- 146 Enter and Deposit





## 143 Prices and Eligibility

### Overview

- [1.0 Description, Price, and Fees](#)
- [2.0 Content Standards for EDDM-Retail Flats](#)
- [3.0 Basic Standards for EDDM-Retail Flats](#)

### 1.0 Description, Price, and Fees

#### 1.1 General Description of EDDM-Retail Service

Standard Mail flats with simplified addresses (under 602.3.0) may be mailed under conditions in 140 as EDDM-Retail flats or as commercial mail under 340 and 602.3.0.

#### 1.2 EDDM-Retail Flats Characteristics

EDDM-Retail flats must weigh no more than 3.3 ounces and must have a length greater than 10-1/2 inches long, or a height greater than 6-1/8 inches high, or a thickness greater than 1/4 inch thick. See 101.2.1 for general minimum dimensions. EDDM-Retail flats have the following maximum dimensions:

- a. The length (the longest dimension) must be a maximum of 15 inches.
- b. The height must be a maximum of 12 inches.
- c. The thickness must be a maximum of 0.75 inch.

#### 1.3 Price

For price, see Notice 123-Price List. Flats mailed under EDDM-Retail are not eligible for Nonprofit prices.

#### 1.4 Fees and Services

There are no annual presort or mailing fees to mail pieces as EDDM-Retail. Ancillary service endorsements are not allowed on pieces mailed as EDDM-Retail flats.

### 2.0 Content Standards for EDDM-Retail Flats

#### 2.1 Definition and Weight

EDDM-Retail flats are Standard Mail, and are generally subject to Standard Mail eligibility standards, with differences as described in 2.0 due to the use of simplified addresses. EDDM-Retail mailpieces consist of mailable matter that is neither mailed nor required to be mailed as First-Class Mail and that is not authorized to be mailed as Periodicals. All EDDM-Retail flats in a mailing must be of identical content, size, and weight and cannot weigh more than 3.3 ounces. Each piece must meet the physical standards for a flat under 101.2.0. See 101.2.1 for dimensions.

#### 2.2 Personal Information

Personal information may not be included in an EDDM-Retail mailpiece.



143.2.3

### **2.3 Bills and Statements of Account**

Mail containing bills or statements of account as defined in 333.2.2 may not be entered as EDDM-Retail mail.

### **2.4 Handwritten and Typewritten Matter**

Mail containing handwritten or typewritten matter may not be entered as EDDM-Retail mail.

### **2.5 Attachments and Enclosures**

EDDM-Retail mailpieces may not have First-Class Mail enclosures or attachments. An EDDM-Retail flat may bear a label, a sticker, or a release card eligible as Standard Mail matter, when affixed under 2.5 and 301.1.8.4. EDDM-Retail flats may bear repositionable notes under 705.23.0. EDDM-Retail flats also may bear other attachments eligible as Standard Mail matter if these additional conditions are met:

- a. The host piece must be at least .009 inch thick.
- b. The attachment is securely attached, not larger than the host piece, and does not extend beyond the host piece.
- c. Each piece in the mailing bears the attachment, and the attachment is of identical size, weight, and positioning on the host piece.
- d. The attachment does not interfere with processing or delivery. Folded or multipage attachments must be secured and sealed to prevent opening during handling.

### **2.6 Inspection of Contents**

EDDM-Retail flats are not sealed against postal inspection.

## **3.0 Basic Standards for EDDM-Retail Flats**

### **3.1 Basic Standards**

EDDM-Retail flats must be part of a saturation flats mailing with all pieces bearing simplified addresses meeting the saturation and addressing standards in 602.3.0. Each mailing must consist of 200 or more pieces or 50 or more pounds of mail up to a maximum of 5000 pieces per day per 5-digit ZIP Code. As an exception to this minimum quantity, a mailing to all addresses in a 5-digit ZIP Code area may contain fewer than 200 pieces when there are fewer than 200 deliverable addresses in the entire ZIP Code service area to which the pieces are mailed. All pieces in a mailing must be entered at the designated Post Office servicing the routes and Post Office Box sections to which delivery is intended.

### **3.2 Forwarding and Return Service**

No forwarding or return service is available for pieces mailed as EDDM-Retail.

### **3.3 Extra Services**

No extra services are available with EDDM-Retail mailpieces.

**3.4 Additional Standards for EDM-Retail Flats**

Each EDM-Retail mailing is subject to postage payment standards in 144, preparation standards in 145, and deposit and entry standards in 146. EDM-Retail flats are not subject to the ZIP Code accuracy or Move Update standards. Additional basic standards for Standard Mail flats in 343.3.0 apply to EDM-Retail flats, unless stated otherwise in 140.







## 144 Postage Payment and Documentation

### Overview

- 1.0 Basic Standards for Postage Payment
- 2.0 Mailing Documentation

### 1.0 Basic Standards for Postage Payment

#### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Postage for EDDM-Retail flats must be paid with a postage evidencing system indicia (604.4.0) of the correct amount of postage affixed to each piece or at the time of mailing by cash, check, debit card, or credit card.

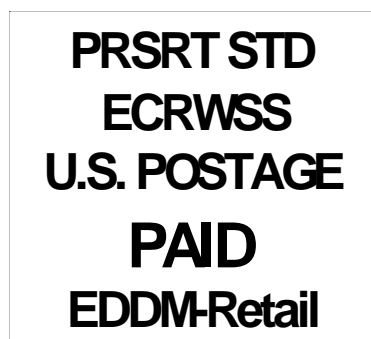
#### 1.2 Customer Registration

Mailers must obtain a Customer Registration ID (CRID), available online at <https://gateway.usps.com/bcg/login.htm>.

#### 1.3 Postage Indicia

A postage indicia must be on each piece mailed as EDDM-Retail, printed above and to the right of the simplified address. See Exhibit 1.3 for the required wording of the indicia.

#### Exhibit 1.3 EDDM-Retail Indicia



### 2.0 Mailing Documentation

#### 2.1 Completing Postage Statements

Each mailing of EDDM-Retail flats be accompanied by a postage statement (PS Form 3587) completed and signed by the mailer.

#### 2.2 Basic Documentation Standards

Documentation for mailings of EDDM-Retail flats includes the postage statement (see 2.1), a sample mailpiece, and (if applicable) a list of “do not deliver” addresses.



# 144

## **Retail Mail:** Standard Mail Flats–EDDM–Retail Postage Payment and Documentation

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144.2.2





## 145 Mail Preparation

### Overview

#### [1.0 Preparation of EDDM-Retail Flats](#)

### 1.0 Preparation of EDDM-Retail Flats

#### 1.1 General Information

All pieces mailed as EDDM-Retail mailings must be bundled under 1.3 and presented directly to the correct delivery Post Office or destination delivery unit (DDU), or mailed to the DDU via Priority Mail under 146.

#### 1.2 Quantity per Mailing

EDDM-Retail flats must be part of one mailing of at least 200 pieces (or 50 pounds) of mail except under 143.3.1, but no more than 5000 pieces per mailing per day at any one Post Office. If a Post Office serves multiple ZIP Codes, the maximum number of EDDM-Retail pieces per day is 5000 per 5-digit ZIP Code.

#### 1.3 Delivery Statistics, Sortation, and Bundling

EDDM-Retail flats must be separated by delivery route (or Post Office Box section) under 145, using delivery statistics obtained from the EDDM web tool at the website [eddm.usps.com/eddm](http://eddm.usps.com/eddm). Retail flats must be in bundles of 50 – 100. Place a facing slip on the top of each bundle, under the straps, with the number of pieces in the bundle written on the facing slip. See 602.2.0 and 602.3.2 for more information.



## **Retail Mail:** Standard Mail Flats–EDDM–Retail Mail Preparation

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145.1.3







# 146 Enter and Deposit

## Overview

### 1.0 Basic Options

## 1.0 Basic Options

### 1.1 Entry at Delivery Post Office

All EDDM-Retail mailings must be entered directly at the Post Office (or DDU) responsible for the Post Office Box or carrier route delivery for which the mailing is prepared, or shipped to that Post Office under 1.2.

### 1.2 Alternate Entry by Priority Mail

#### 1.2.1 Preparation

Place prepared EDDM-Retail mail, in bundles with facing slips, in Priority Mail boxes, including Priority Mail Flat Rate boxes.

#### 1.2.2 Documentation

Box # 1 (see 1.2.3) for the EDDM-Retail mailing must contain an envelope with the following:

- a. Sample mailpiece.
- b. Check or money order made out to "Postmaster" or "Postal Service" for the amount of postage for the EDDM-Retail pieces (not for the Priority Mail shipment). Include your telephone number on the front of the check.
- c. Completed EDDM-Retail postage statement (PS Form 3587).
- d. The Postmaster Instruction letter; see <https://www.usps.com/business/pdf/eddm-postmaster-letter.pdf> for a copy.

#### 1.2.3 Labeling the Boxes

On each box, write "Every Door Direct Mail - Retail" and "Open Immediately." For multiple boxes, number the boxes, starting with 1 of X, (with "X" being the total number of boxes in the shipment). Include the payment and documentation in box #1.

#### 1.2.4 Shipping

Address the boxes to "Postmaster" at the Post Office that will deliver the mailpieces. To ship them, either bring the boxes to your local Post Office or use Click-N-Ship. Each box must have a USPS Tracking label affixed by the mailer.



## **Retail Mail:** Standard Mail Flats–EDDM–Retail Enter and Deposit

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146.1.2.4





## **150     Retail Mail Standard Post**

153 Prices and Eligibility

154 Postage Payment Methods

155 Mail Preparation

156 Deposit



## 153 Prices and Eligibility

### Overview

- [1.0 Standard Post Prices and Fees](#)
- [2.0 Basic Eligibility Standards for Standard Post](#)
- [3.0 Content Standards](#)
- [4.0 Attachments and Enclosures](#)

### 1.0 Standard Post Prices and Fees

#### 1.1 Price Eligibility

Standard Post prices are calculated based on the zone to which the parcel is addressed and the weight of the parcel. Requirements for Standard Post prices are as follows:

- a. The oversized price applies to pieces that measure over 108 inches but not more than 130 inches in combined length and girth.
- b. Parcels 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 price for a 20-pound parcel (balloon price).

#### 1.2 Standard Post Price Application

**[1-27-13]** The Standard Post price is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage per piece is the 1-pound price. See Notice 123—Price List.

#### 1.3 Computing Postage—Standard Post With Postage Affixed

**[1-27-13]** For each piece, affix the postage for the weight increment and the zone to which the piece is addressed.

#### 1.4 Pickup on Demand Fees

**[1-27-13]** Standard Post only, per occurrence. May be combined with Priority Mail Express and Priority Mail pickups (see [507.7.0, Pickup on Demand Service](#)).

### 2.0 Basic Eligibility Standards for Standard Post

#### 2.1 Definition of Standard Post

**[1-27-13]** Standard Post is a separate product offered only through retail channels.

#### 2.2 Service Objectives

The USPS does not guarantee the delivery of Standard Post within a specified time. Standard Post might receive deferred service. The local Post Office can provide more information concerning delivery times within its area.



153.2.3

**2.3 Postal Inspection**

Standard Post mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Standard Post prices constitutes consent by the mailer to postal inspection of the contents.

**2.4 Delivery and Return Addresses**

**[1-27-13]** All Standard Post mail must bear a delivery and return address.

**3.0 Content Standards****3.1 General Content Standards**

Standard Post mail consists ofailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (except as permitted under [3.2](#) or permitted or required under [707.7.9](#)). The general public (other than publishers or registered news agents) may mail copies of Periodicals publications at Standard Post prices.

**3.2 Attachments or Enclosures of Periodicals Sample Copies**

Sample copies of authorized and pending Periodicals publications may be enclosed or attached with merchandise sent at Standard Post prices. Postage at Standard Post prices is based on the combined weight of the host piece and the sample copies enclosed.

**4.0 Attachments and Enclosures****4.1 Enclosures**

Standard Post may contain any printed matterailable as Standard Mail, in addition to the enclosures and additions listed in [4.0](#).

**4.2 Written Additions**

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.



- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

#### **4.3 Invoice**

An invoice, whether it also serves as a bill, may be placed either inside a Standard Post piece or in an envelope marked “Invoice Enclosed” and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

#### **4.4 Incidental First-Class Mail Attachments and Enclosures**

Incidental First-Class Mail matter may be enclosed in or attached to any Standard Post piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Standard Post price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.



## **Retail Mail:** Standard Post Prices and Eligibility

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153.4.4



## 154 Postage Payment Methods

### Overview

#### [1.0 Postage Payment Methods for Standard Post](#)

### 1.0 Postage Payment Methods for Standard Post

**[1-27-13]** The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Standard Post mail may be paid by postage evidencing system indicia (see [604](#)) or by ordinary postage stamps. Pieces with postage affixed must bear the correct numerical value of postage.





## 155 Mail Preparation

### Overview

#### 1.0 Preparation for Standard Post

### 1.0 Preparation for Standard Post

#### 1.1 Basic Preparation

[1-27-13] There are no presort, sacking, or labeling standards for Standard Post pieces.

#### 1.2 Delivery and Return Addresses

[1-27-13] All Standard Post pieces must bear both a delivery address and the sender's return address.

#### 1.3 Basic Markings

[1-27-13] The basic required marking—"Standard Post"—must be printed on each piece. The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see [Exhibit 102.3.3, Standard Post and Package Services Indicator Examples](#)):

- a. The service icon that will identify all Standard Post pieces will be a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.
- b. The service banner must appear directly below the postage payment area and the service icon, and it must extend across the shipping label. If the service banner is used, the marking "STANDARD POST" must be preceded by the text "USPS" and must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.



# 156 Deposit

## Overview

### [1.0 Deposit for Standard Post](#)

## 1.0 Deposit for Standard Post

### 1.1 Deposit

**[1-27-13]** Standard Post mail must be deposited at a time and place specified by the postmaster or designee at the office of mailing. Standard Post is primarily intended to be presented at a USPS retail service counter where USPS tracking and confirmation of delivery service can be initiated.

### 1.2 Pickup on Demand Fees

**[1-27-13]** The Standard Post Pickup on Demand fee must be paid every time Pickup on Demand service is provided, subject to the corresponding standards in [507.7.0](#).

### 1.3 Stamped Pieces over 13 Ounces

**[1-27-13]** Standard Post weighing more than 13 ounces bearing only postage stamps as postage may not be deposited into a collection box, Postal Service lobby drop, Postal Service dock, customer mailbox, or other unattended location. These mailpieces are also precluded from pickup service. The sender must present such items to an employee at a retail service counter in a Postal Service facility. Improperly presented items will be returned to the sender for proper entry and acceptance.



## Retail Mail: Standard Post Deposit

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156.1.3



## **170     Retail Mail Media Mail and Library Mail**

173 Prices and Eligibility

174 Postage Payment and Documentation

175 Mail Preparation

176 Deposit and Entry





## 173 Prices and Eligibility

### Overview

- 1.0 Media Mail and Library Mail Prices
- 2.0 Basic Eligibility Standards for Media Mail and Library Mail
- 3.0 General Content Standards
- 4.0 Content Standards for Media Mail
- 5.0 Content Standards for Library Mail
- 6.0 Enclosures and Attachments for both Media Mail and Library Mail

### 1.0 Media Mail and Library Mail Prices

#### 1.1 Prices

Media Mail and Library Mail prices are based on the weight of the piece without regard to zone. See [Notice 123—Price List](#) for single-piece prices.

#### 1.2 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

#### 1.3 Price Application

Media Mail and Library Mail pieces are charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage per piece is for a piece weighing 1 pound.

#### 1.4 Computing Postage—Pieces With Permit Imprint

To compute the total postage for a mailing, for each weight increment multiply the number of pieces by the applicable price per piece.

#### 1.5 Computing Postage—Pieces With Postage Affixed

For each piece, affix the postage for the weight increment.

### 2.0 Basic Eligibility Standards for Media Mail and Library Mail

#### 2.1 Service Objectives

The USPS does not guarantee the delivery of Media Mail or Library Mail within a specified time. Media Mail and Library Mail might receive deferred service.

#### 2.2 Postal Inspection

Media Mail and Library Mail are not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Media Mail or Library Mail prices constitutes consent by the mailer to postal inspection of the contents.



## **2.3 Delivery and Return Addresses**

All Media Mail and Library Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address.

## **3.0 General Content Standards**

Mailable matter meeting one of the specific eligibility standards in [4.0](#) for Media Mail and [5.0](#) for Library Mail, and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Media Mail or Library Mail, respectively.

## **4.0 Content Standards for Media Mail**

### **4.1 Qualified Items**

Only these items may be mailed at the Media Mail prices:

- a. Books, including books issued to supplement other books, of at least eight printed pages, consisting wholly of reading matter or scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising matter other than incidental announcements of books. Advertising includes paid advertising and the publishers' own advertising in display, classified, or editorial style.
- b. 16-millimeter or narrower width films, which must be positive prints in final form for viewing, and catalogs of such films of 24 pages or more (at least 22 of which are printed). Films and film catalogs sent to or from commercial theaters do not qualify for the Media Mail price.
- c. Printed music, whether in bound or sheet form.
- d. Printed objective test materials and their accessories used by or on behalf of educational institutions to test ability, aptitude, achievement, interests, and other mental and personal qualities with or without answers, test scores, or identifying information recorded thereon in writing or by mark.
- e. Sound recordings, including incidental announcements of recordings and guides or scripts prepared solely for use with such recordings. Video recordings and player piano rolls are classified as sound recordings.
- f. Playscripts and manuscripts for books, periodicals, and music.
- g. Printed educational reference charts designed to instruct or train individuals for improving or developing their capabilities. Each chart must be a single printed sheet of information designed for educational reference. The information on the chart, which may be printed on one or both sides of the sheet, must be conveyed primarily by graphs, diagrams, tables, or other nonnarrative matter. An educational reference chart is normally but not necessarily devoted to one subject. A chart on which the information is conveyed primarily by textual matter in a narrative form does not qualify as a printed educational reference



chart for mailing at the Media Mail prices even if it includes graphs, diagrams, or tables. Examples of qualifying charts include maps produced primarily for educational reference, tables of mathematical or scientific equations, noun declensions or verb conjugations used in the study of languages, periodic table of elements, botanical or zoological tables, and other tables used in the study of science.

- h. Loose-leaf pages and their binders consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students.
- i. Computer-readable media containing prerecorded information and guides or scripts prepared solely for use with such media.

#### **4.2 Enclosures in Books Mailed as Media Mail**

Enclosures in books mailed at Media Mail prices are subject to these additional standards:

- a. Either one envelope or one addressed postcard may be bound into the pages of a book. If also serving as an order form, the envelope or card may be in addition to the order form permitted by [4.2b](#).
- b. One order form may be bound into the pages of a book. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by [4.2a](#).
- c. Announcements of books may appear as book pages. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related or other materials or services. Announcements may describe the conditions of ordering books and may contain ordering instructions for use with a separate order form. Up to three of these announcements may contain as part of their format a single order form, which may be a postcard. The order forms permitted with these announcements are in addition to order forms that may be enclosed under [4.2a](#) or [4.2b](#).

## **5.0 Content Standards for Library Mail**

### **5.1 Eligible Senders and Addressees**

Each piece must show in the address or return address the name of a school, college, university, public library, museum, or herbarium or the name of a nonprofit (as defined in [703.1.0](#)) religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organization or association. Only the articles described in [5.2](#) and [5.3](#) may be mailed at the Library Mail price.

### **5.2 Qualified Mailings Between Entities**

The items described in this section may be mailed at the Library Mail price when sent between: (1) schools, colleges, universities, public libraries, museums, and herbariums and nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, and fraternal organizations or associations; (2) any such institution, organization, or association and an individual who has no financial interest in the sale, promotion, or distribution of the materials; or (3) any such



institution, organization, or association and a publisher, if such institution, organization, or association has placed an order to buy such materials for delivery to itself:

- a. Books, consisting wholly of reading matter, scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising, except for incidental announcements of books.
- b. Printed music, whether in bound or sheet form.
- c. Bound volumes of academic theses, whether in typewritten or duplicated form.
- d. Periodicals, whether bound or unbound.
- e. Sound recordings.
- f. Other library materials in printed, duplicated, or photographic form or in the form of unpublished manuscripts.
- g. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials for informing and furthering the educational work and interests of museums and herbariums.

### **5.3 Qualified Mailings “To” or “From”**

The following specific items may be mailed at the Library Mail price when sent to or from schools, colleges, universities, public libraries, museums, and herbariums and to or from nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organizations:

- a. 16-millimeter or narrower width films, filmstrips, transparencies, slides, and microfilms. All must be positive prints in final form for viewing.
- b. Sound recordings.
- c. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials intended for informing and furthering the educational work and interests of museums and herbariums.
- d. Scientific or mathematical kits, instruments, or other devices.
- e. Catalogs of the materials in [5.3a](#) through [5.3d](#) and guides or scripts prepared solely for use with such materials.

### **5.4 Enclosures in Books and Sound Recordings Mailed as Library Mail**

Books and sound recordings mailed at the Library Mail price may contain these enclosures as well as the additions and enclosures permitted under [6.0](#):

- a. Either one envelope or one addressed postcard. If also serving as an order form, the envelope or card may be in addition to the order form permitted by [5.4b](#).
- b. One order form. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by [5.4a](#).
- c. With books, announcements of books in book pages or as loose enclosures. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related materials or services.



Announcements may describe the conditions of ordering books (such as by membership in book clubs) and may contain ordering instructions for use with the single order form permitted in [5.4b](#).

- d. With sound recordings, announcements of sound recordings on title labels, on protective sleeves, on the carton or wrapper, or on loose enclosures. These announcements of sound recordings must be incidental and exclusively devoted to sound recordings, without extraneous advertising of recording-related materials or services. Announcements may describe the conditions of ordering sound recordings and may contain ordering instructions for use with the single order form permitted in [5.4b](#).

#### **5.5 Other Material in Library Mail**

Material mailed at the Library Mail price other than books and sound recordings may contain only those additions and enclosures permitted under [6.0](#).

### **6.0 Enclosures and Attachments for both Media Mail and Library Mail**

#### **6.1 Loose Enclosures**

In addition to the enclosures and additions listed in [4.2](#) for Media Mail and [5.4](#) for Library Mail, any printed matter that is mailable as Standard Mail may be included loose with any qualifying material mailed at the Media Mail or Library Mail prices.

#### **6.2 Written Additions**

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Hand-stamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.



173.6.3

- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

### 6.3 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Media Mail or Library Mail piece or in an envelope marked “Invoice Enclosed” and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

### 6.4 Incidental First-Class Mail Attachments and Enclosures

Incidental First-Class Mail matter may be enclosed in or attached to any Media Mail or Library Mail piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Media Mail or Library Mail price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.





## 174 Postage Payment and Documentation

### Overview

- [1.0 Postage Payment Methods for Media Mail and Library Mail](#)
- [2.0 Postage Paid With Permit Imprint](#)

### 1.0 Postage Payment Methods for Media Mail and Library Mail

#### 1.1 Payment Method

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Media Mail and Library Mail may be paid by any method (see [604](#)) except precanceled stamps.

#### 1.2 Affixing Postage—Single-Piece Price Mailings

In a postage-affixed single-piece mailing, the mailer must apply enough value in adhesive stamps or meter stamps equal to the postage required.

### 2.0 Postage Paid With Permit Imprint

#### 2.1 Advance Deposit Account

A mailer may mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees, but not for any mailpiece that is designed for reply mail purposes. See [604.5.0](#) for indicia options.

#### 2.2 Minimum Quantity

Permit imprint mailings must contain at least 200 pieces or 50 pounds, except for single-piece mailings submitted under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision (see [705.2.0](#)).

#### 2.3 Postage Statement

A completed postage statement must accompany each mailing paid with permit imprint.





## 175 Mail Preparation

### Overview

#### [1.0 Preparation for Media Mail and Library Mail](#)

### 1.0 Preparation for Media Mail and Library Mail

#### 1.1 Basic Preparation

There are no presort, sacking, or labeling standards for single-piece Media Mail or Library Mail.

#### 1.2 Delivery and Return Addresses

All Media Mail and all Library Mail must bear a delivery address that includes the correct ZIP Code or ZIP+4 code. Each piece must bear the sender's return address.

#### 1.3 Basic Markings

The applicable basic required marking—"Media Mail" or "Library Mail"—must be printed on each piece as part of the postage area or directly below or to the left of the postage area. Optionally, the basic marking may be printed on a shipping address label as service indicators composed of a service icon and banner (see [Exhibit 102.3.3](#)). The service icons for Media Mail or Library Mail are 1-inch solid black squares and, if used, must be in the upper left corner of the shipping label.





## 176 Deposit and Entry

### Overview

#### [1.0 Deposit for Media Mail and Library Mail](#)

### 1.0 Deposit for Media Mail and Library Mail

#### 1.1 Single-Piece Mailings

Single-piece Media Mail and Library Mail and mail with a permit imprint must be deposited at a time and place specified by the postmaster at the office of mailing. Metered mail may be deposited at other than the licensing Post Office under [705.20.0](#).

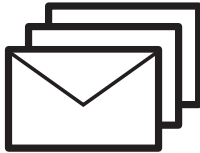
#### 1.2 Stamped Pieces over 13 Ounces

Media Mail and Library Mail weighing more than 13 ounces bearing only postage stamps as postage may not receive pickup service nor be deposited into a collection box, Postal Service lobby drop, Postal Service dock, customer mailbox, or other unattended location. The sender must present such items to an employee at a retail service counter in a Postal Service facility. Improperly presented items will be returned to the sender for proper entry and acceptance.



# 200

## Commercial Mail Letters and Cards



### Design Standards

201 Physical Standards

202 Elements on the Face of a Mailpiece

### 210 Priority Mail Express

213 Prices and Eligibility

214 Postage Payment and Documentation

215 Mail Preparation

216 Enter and Deposit

### 220 Priority Mail

223 Prices and Eligibility

224 Postage Payment and Documentation

225 Mail Preparation

226 Enter and Deposit

### 230 First-Class Mail

233 Prices and Eligibility

234 Postage Payment and Documentation

235 Mail Preparation

236 Enter and Deposit

### 240 Standard Mail

243 Prices and Eligibility

244 Postage Payment and Documentation

245 Mail Preparation

246 Enter and Deposit





## Design Standards

### TOPICS

201 Physical Standards  
202 Elements on the Face  
of a Mailpiece



## 201

### Physical Standards

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#### **1.0 Physical Standards for Machinable Letters and Cards**

- 1.1 Physical Standards for Machinable Letters
- 1.2 Physical Standards for Cards Claimed at Card Prices

#### **2.0 Physical Standards for Nonmachinable Letters**

- 2.1 Criteria for Nonmachinable Letters
- 2.2 Additional Criteria for First-Class Mail Nonmachinable Letters
- 2.3 Additional Criteria for Standard Mail Nonmachinable Letters
- 2.4 Additional Criteria for Periodicals Nonmachinable Letters
- 2.5 Priority Mail Express, Priority Mail, and Critical Mail Letters

#### **3.0 Physical Standards for Machinable and Automation Letters and Cards**

- 3.1 Basic Standards for Automation Letters and Cards
- 3.2 Paper Weight
- 3.3 Dimensions and Shape
- 3.4 Standards for Letter-Size Pieces Containing One Disc (CD or DVD)
- 3.5 Maximum Weight, Machinable and Automation Letters and Cards
- 3.6 Heavy Letter Mail (over 3 ounces)
- 3.7 Aspect Ratio
- 3.8 Wraps and Closures
- 3.9 Staples and Saddle Stitching
- 3.10 Rigid and Odd-Shaped Items
- 3.11 Tabs, Tape, and Glue
- 3.12 Flexibility Standards for Automation Letters
- 3.13 Labels, Stickers, Release Cards, and Perforated Pockets Affixed to the Outside of Letter-Size Mailpieces
- 3.14 Folded Self-Mailers
- 3.15 Other Unenveloped Mailpieces
- 3.16 Booklets
- 3.17 Postcard
- 3.18 Enclosed Reply Cards and Envelopes

## 202

### Elements on the Face of a Mailpiece

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#### **1.0 All Mailpieces**

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

#### **2.0 Address Placement**

- 2.1 Address Placement Causing Mail to be Nonmailable and Nonmachinable

#### **3.0 Placement and Content of Mail Markings**

- 3.1 Enclosures
- 3.2 Printing and Designs
- 3.3 Priority Mail Express, Priority Mail, and Critical Mail Markings
- 3.4 Placement of First-Class Mail and Standard Mail Markings
- 3.5 Exceptions to Markings
- 3.6 Marking Hazardous Materials

#### **4.0 Placement and Physical Standards for Endorsements**

- 4.1 Endorsements for Delivery Instructions and Ancillary Services
- 4.2 Return Address
- 4.3 Placement of Endorsement
- 4.4 Physical Standards for Endorsements

#### **5.0 Barcode Placement**

- 5.1 Barcode Clear Zone
- 5.2 General Barcode Placement for Letters
- 5.3 Barcode on a Mailpiece
- 5.4 Additional Barcode Permissibility
- 5.5 5-Digit Barcode Placement in Clear Zone
- 5.6 Barcode in Address Block
- 5.7 Barcode on Insert in Barcode Window
- 5.8 Edges of Barcode Window
- 5.9 Window Construction
- 5.10 Window Cover

## 210 Priority Mail Express Letters and Cards

### TOPICS

213 Prices and Eligibility  
214 Postage Payment and  
Documentation  
215 Mail Preparation  
216 Enter and Deposit



## 213 Prices and Eligibility

### 1.0 Prices and Fees

- 1.1 Prices Charged Per Piece
- 1.2 Determining Single-Piece Weight
- 1.3 Commercial Base Prices
- 1.4 Commercial Plus Prices
- 1.5 Flat Rate Envelopes
- 1.6 Sunday and Holiday Premium
- 1.7 Pickup on Demand
- 1.8 Delivery Stop

### 2.0 Content Standards for Priority Mail Express

- 2.1 General
- 2.2 Matter Required to be Mailed as First-Class Mail

### 3.0 Basic Standards for Priority Mail Express

- 3.1 Definition
- 3.2 IMpb Standards
- 3.3 Matter Closed Against Postal Inspection

### 4.0 Service Features of Priority Mail Express

- 4.1 General
- 4.2 Priority Mail Express Next Day Delivery
- 4.3 Priority Mail Express Second Day Delivery
- 4.4 Priority Mail Express Custom Designed
- 4.5 Priority Mail Express Military Service (PMEMS)
- 4.6 Open and Distribute

## 214 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment Options

- 1.1 Commercial Base Pricing
- 1.2 Commercial Plus Pricing

### 2.0 Corporate Accounts

- 2.1 Availability
- 2.2 Account
- 2.3 Postage Liability
- 2.4 Payment Method
- 2.5 USPS Report

## 215 Mail Preparation

### 1.0 General Information for Mail Preparation

- 1.1 Priority Mail Express Packaging Provided by the USPS
- 1.2 Price Marking

### 2.0 Priority Mail Express Next Day and Second Day

- 2.1 Mailing Label
- 2.2 Waiver of Signature
- 2.3 Signature Required
- 2.4 ZIP Code Determination

### 3.0 Priority Mail Express Custom Designed

- 3.1 Forms
- 3.2 Signature Required
- 3.3 Pouches

### 4.0 Firm Mailing Book

## 216 Enter and Deposit

### 1.0 Priority Mail Express Next Day and Second Day Delivery

### 2.0 Priority Mail Express Custom Designed

### 3.0 Priority Mail Express Military Service

### 4.0 Pickup on Demand Service

- 4.1 Availability
- 4.2 Pickup on Demand Fee

## 220 Priority Mail Letters and Cards

### TOPICS

- 223 Prices and Eligibility
- 224 Postage Payment and Documentation
- 225 Mail Preparation
- 226 Enter and Deposit



## 223 Prices and Eligibility

### 1.0 Prices and Fees

- 1.1 Price Application
- 1.2 Commercial Base Prices
- 1.3 Commercial Plus Prices
- 1.4 Critical Mail Prices
- 1.5 Flat Rate Envelopes
- 1.6 Hold For Pickup
- 1.7 Pickup on Demand Fee
- 1.8 Determining Single-Piece Weight
- 1.9 Computing Postage

### 2.0 Content Standards for Priority Mail

- 2.1 General
  - 2.2 Matter Required to be Mailed as First-Class Mail
- ### 3.0 Basic Standards for Priority Mail
- 3.1 Definition
  - 3.2 Additional Standards for Critical Mail Letters
  - 3.3 IMpb Standards
  - 3.4 Service Objectives
  - 3.5 Matter Closed Against Postal Inspection

## 224 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Affixing Postage—Single-Piece Mailings

### 2.0 Postage Paid with Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

## 225 Mail Preparation

### 1.0 General Information for Mail Preparation

- 1.1 Priority Mail Packaging Provided by the USPS
- 1.2 Required Use of Return Address

## 2.0 Markings

### 3.0 Preparation of Permit Imprint Mailings

- 3.1 Identical Weight Pieces
- 3.2 Nonidentical Weight Pieces

### 4.0 Additional Standards for Preparing Critical Mail Letters

- 4.1 Preparing Critical Mail Letters in Trays
- 4.2 Postage for Critical Mail and Priority Mail

## 226 Enter and Deposit

### 1.0 Deposit

- 1.1 General
- 1.2 Stamped Pieces

### 2.0 Pickup on Demand Service

## 230 First-Class Mail Letters and Cards

### TOPICS

- 233 Prices and Eligibility
- 234 Postage Payment and Documentation
- 235 Mail Preparation
- 236 Enter and Deposit



## 233 Prices and Eligibility

### 1.0 Prices and Fees for First-Class Mail

- 1.1 Price Application
- 1.2 Price Computation for First-Class Mail Letters
- 1.3 Presorted and Automation Prices for Cards and Letters
- 1.4 Nonmachinable Surcharge
- 1.5 Presort Mailing Fee
- 1.6 Computing Postage for First-Class Mail
- 1.7 Determining Single-Piece Weight

### 2.0 Content Standards for First-Class Mail Letters

- 2.1 General
- 2.2 Bills and Statements of Account
- 2.3 Personal Information
- 2.4 Handwritten and Typewritten Material
- 2.5 Matter Marked Postcard or Double Postcard
- 2.6 Matter Not Required to be Mailed as First-Class Mail
- 2.7 Prohibited Air Transportation
- 2.8 Round-Trip Mailings with One Optical Disc

### 3.0 Basic Standards for First-Class Mail Letters

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for First-Class Mail
- 3.4 Presort Mailing Fee
- 3.5 Move Update Standard
- 3.6 ZIP Code Accuracy

### 4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Letters

- 4.1 Additional Standards for Machinable First-Class Mail
- 4.2 Barcodes
- 4.3 Nonmachinable Surcharge for Letter-Size Pieces

### 5.0 Additional Eligibility Standards for Automation First-Class Mail Letters

- 5.1 Basic Standards for Automation First-Class Mail Letters

- 5.2 Additional Eligibility Standards for Full-Service Automation First-Class Mail Letters

- 5.3 Maximum Weight for Automation Letters

- 5.4 Price Application—Automation Cards and Letters

- 5.5 Address Standards for Barcoded Pieces

### 6.0 Eligibility Standards for Card Price First-Class Mail

- 6.1 Card Price

- 6.2 Cards and Letters

## 234 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Postage Payment for Presorted and Automation Letters

- 2.1 Payment Methods
- 2.2 Affixing Postage for Presorted and Automation First-Class Mail
- 2.3 Postage Affixed at Lowest Price to All Pieces

### 3.0 Mailing Documentation

- 3.1 Completing Postage Statements
- 3.2 Basic Documentation Standards
- 3.3 Documentation Standards for Automation Mailings
- 3.4 Documentation Submission—Full-Service Automation Option
- 3.5 Preparing Documentation
- 3.6 Multiple Standards
- 3.7 Standard Format for Documentation
- 3.8 Providing Additional Information
- 3.9 Reporting Multiple Mailings on One Statement
- 3.10 Facsimile Postage Statements

## 235 Mail Preparation

### 1.0 General Definition of Terms

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels

## 230

### First-Class Mail Letters and Cards

- 1.4 Preparation Definitions and Instructions
- 1.5 Optional Containerization
- 2.0 Bundles**
  - 2.1 General
- 3.0 Letter Trays**
  - 3.1 Standard Containers
  - 3.2 Letter Tray Sizes
  - 3.3 Letter Tray Preparation
  - 3.4 Tray Sleeve and Strapping
  - 3.5 Strapping Exception
  - 3.6 Origin/Entry 3-Digit/Scheme Trays

- 4.0 Tray Labels**
  - 4.1 Basic Standards
  - 4.2 Physical Characteristics of a Tray Label
  - 4.3 Line 1 (Destination Line)
  - 4.4 Line 2 (Content Line)
  - 4.5 Line 3 (Office of Mailing or Mailer Information Line)
  - 4.6 Abbreviations for Lines 1 and 3
  - 4.7 Placement of Extraneous Information
  - 4.8 Placement of Tray Label
  - 4.9 Barcoded Tray Labels

- 5.0 Preparing Nonautomation Letters**
  - 5.1 Basic Standards
  - 5.2 Machinable Preparation
  - 5.3 Nonmachinable Preparation

- 6.0 Preparing Automation Letters**
  - 6.1 Basic Standards
  - 6.2 Mailings
  - 6.3 Marking
  - 6.4 General Preparation
  - 6.5 Cards
  - 6.6 Tray Preparation
  - 6.7 Tray Line 2
  - 6.8 Presentation

## 2.0 Verification

- 2.1 USPS Verification and Mailer Correction
- 2.2 Timeframe for Corrective Action
- 2.3 Payment at Single-Piece Price Rather Than Correcting Errors

## 236

### Enter and Deposit

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- 1.0 Deposit**
  - 1.1 Service Objectives
  - 1.2 Time and Location of Deposit
  - 1.3 Approved Collections
  - 1.4 Permit Imprint Collection

## 240 Standard Mail Letters and Cards

### TOPICS

- 243 Prices and Eligibility
- 244 Postage Payment and Documentation
- 245 Mail Preparation
- 246 Enter and Deposit



## 243 Prices and Eligibility

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### 1.0 Prices and Fees for Standard Mail

- 1.1 Price Application
- 1.2 Standard Mail Price Application
- 1.3 Regular Standard Mail—ECR, Automation, and Nonautomation Prices
- 1.4 Nonprofit Standard Mail—ECR, Automation, and Nonautomation Prices
- 1.5 Fees
- 1.6 Computing Postage for Standard Mail

### 2.0 Content Standards for Standard Mail Letters

- 2.1 Definition and Weight
- 2.2 Personal Information
- 2.3 Bills and Statements of Account
- 2.4 Handwritten and Typewritten Matter
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

### 3.0 Basic Standards for Standard Mail Letters

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for Standard Mail
- 3.4 Presort Mailing Fees
- 3.5 Merging Similar Standard Mailings
- 3.6 Residual Volume Requirement
- 3.7 Residual Mail Subject to First-Class Mail or Priority Mail Prices
- 3.8 ZIP Code Accuracy
- 3.9 Move Update Standard

### 4.0 Price Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Prices
- 4.3 Piece/Pound Prices

### 5.0 Additional Eligibility Standards for Nonautomation Standard Mail Letters

- 5.1 Basic Standards
- 5.2 Weight Standards for Machinable Pieces
- 5.3 Price Application
- 5.4 Machinable Price Application
- 5.5 Nonmachinable Price Application

## 6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Letters

- 6.1 General Enhanced Carrier Route Standards
- 6.2 Carrier Route Accuracy Standard
- 6.3 Basic Price Enhanced Carrier Route Standards
- 6.4 High Density and High Density Plus (Enhanced Carrier Route) Standards
- 6.5 Saturation ECR Standards

### 7.0 Eligibility Standards for Automation Standard Mail

- 7.1 Basic Eligibility Standards for Automation Standard Mail
- 7.2 Additional Eligibility Standards for Full-Service Automation Standard Mail Letters
- 7.3 Maximum Weight for Automation Letters
- 7.4 Price Application for Automation Letters
- 7.5 Address Standards for Barcoded Pieces
- 7.6 Discount for Heavy Automation Letters

## 244 Postage Payment and Documentation

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### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Postage Payment for Presorted and Enhanced Carrier Route Letters

- 2.1 Identical-Weight Pieces
- 2.2 Nonidentical-Weight Pieces
- 2.3 Combined Price

### 3.0 Postage Payment for Automation Letters

- 3.1 All Pieces
- 3.2 Affixing Postage for Automation Standard Mail Letters
- 3.3 Mixed Price Mailing Documentation

### 4.0 Mailing Documentation

- 4.1 Completing Postage Statements
- 4.2 Basic Documentation Standards
- 4.3 Documentation Standards for Automation Mailings

## 240

### Standard Mail Letters and Cards

- 4.4 Documentation Submission—  
Full-Service Intelligent Mail  
Automation Option
- 4.5 Preparing Documentation
- 4.6 Multiple Standards
- 4.7 Standard Format for Documentation
- 4.8 Providing Additional Information
- 4.9 Reporting Multiple Mailings on One  
Statement
- 4.10 Facsimile Postage Statements

#### 5.0 Residual Pieces

- 5.1 Residual Standard Mail Subject to  
First-Class Mail Prices
- 5.2 Residual Standard Mail Subject to  
Priority Mail Prices

## 245

### Mail Preparation

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#### 1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and  
Instructions

#### 2.0 Bundles

- 2.1 General

#### 3.0 Letter Trays

- 3.1 Standard Containers
- 3.2 Tray Sizes
- 3.3 Letter Tray Preparation
- 3.4 Tray Sleeve and Strapping
- 3.5 Strapping Exception
- 3.6 Origin/Entry 3-Digit/Scheme Trays

#### 4.0 Tray Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of Tray  
Labels
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer  
Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous  
Information
- 4.8 Placement of Tray Label
- 4.9 Barcoded Tray Labels

#### 5.0 Preparing Nonautomation Letters

- 5.1 Basic Standards
- 5.2 Marking
- 5.3 Machinable Preparation
- 5.4 Nonmachinable Preparation
- 5.5 Residual Pieces

#### 6.0 Preparing Enhanced Carrier Route Letters

- 6.1 Basic Standards
- 6.2 Marking
- 6.3 Residual Pieces
- 6.4 Carrier Route Bundle Preparation
- 6.5 Bundles and Trays With Fewer Than  
the Minimum Number of Pieces  
Required
- 6.6 General Traying and Labeling
- 6.7 Traying and Labeling for  
Automation-Compatible ECR Letters
- 6.8 Delivery Sequence Standards
- 6.9 Delivery Sequence Documentation

#### 7.0 Preparing Automation Letters

- 7.1 Basic Standards
- 7.2 Mailings
- 7.3 Marking
- 7.4 General Preparation
- 7.5 Tray Preparation
- 7.6 Tray Line 2
- 7.7 Presentation

## 246

### Enter and Deposit

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#### 1.0 Presenting a Mailing

- 1.1 Basic Standards for Standard Mail  
Deposit
- 1.2 Separation of Mailings

#### 2.0 Destination Entry

- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment and  
Documentation
- 2.4 Plant Loads
- 2.5 Verification
- 2.6 Deposit

#### 3.0 Destination Network Distribution Center (DNDC) Entry

- 3.1 Definition
- 3.2 Eligibility

**240**  
**Standard Mail**  
**Letters and Cards**

- 3.3 Eligibility for ADC or AADC Mailpieces
- 3.4 Eligibility for Mixed ADC Bundles, Trays, or Mixed AADC Trays
- 3.5 Vehicles
- 3.6 Form 4410

**4.0 Destination Sectional Center Facility (DSCF) Entry**

- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles

**5.0 Destination Delivery Unit (DDU) Entry**

- 5.1 Definition
- 5.2 Eligibility



# **Commercial Letters and Cards Design Standards**

201 Physical Standards

202 Elements on the Face of a Mailpiece





## 201 Physical Standards

### Overview

- [1.0 Physical Standards for Machinable Letters and Cards](#)
- [2.0 Physical Standards for Nonmachinable Letters](#)
- [3.0 Physical Standards for Machinable and Automation Letters and Cards](#)

## 1.0 Physical Standards for Machinable Letters and Cards

### 1.1 Physical Standards for Machinable Letters

#### 1.1.1 Dimensional Standards for Letters

Machinable letter-size mail is:

- a. Not less than 5 inches long, 3-1/2 inches high, and 0.007-inch thick.
  1. 0.007 inch thick if no more than 4-1/4 inches high and 6 inches long; or
  2. 0.009 inch thick if more than 4-1/4 inches high or 6 inches long, or both.
- b. Not more than 11-1/2 inches long, or more than 6-1/8 inches high, or greater than 1/4-inch thick.
- c. 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). See [Exhibit 1.1.1e](#).
- d. Within an aspect ratio (length divided by height) of 1.3 to 2.5, inclusive. See [601.1.4](#).
- e. Subject to additional dimensional restrictions in 3.0, depending on mailpiece design.

#### Exhibit 1.1.1e Maximum Corner Radius for Letter-Size, Card-Type Mailpieces

Corner Radius Maximum 1/8"



Graphic at 100%  
Place mailpiece against  
template to test accuracy

#### 1.1.2 Weight Standards for Machinable Letters

The maximum weight for Presorted First-Class Mail machinable letters is 3.3 ounces (0.2063 pound). The maximum weight for Standard Mail machinable letters is 3.3 ounces (0.2063 pound).



#### **1.1.3 All Machinable Letters**

All machinable letters must meet the additional standards for automation-compatible letters in [3.0](#).

### **1.2 Physical Standards for Cards Claimed at Card Prices**

#### **1.2.1 Dimensional Standards for Cards**

Each card (each stamped card or postcard or each half of a double stamped card or postcard) claimed at a card price must be:

- a. Not less than 3-1/2 inches high, 5 inches long, and 0.007 inch thick.
- b. Not more than 4-1/4 inches high, or more than 6 inches long, or greater than 0.016 inch thick.
- c. Rectangular, with four square corners and parallel opposite sides. Card-size pieces meeting the standards in 1.2.1 may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 1.1.1e](#).

#### **1.2.2 Other Cards**

A card that does not meet the applicable standards in [1.2](#) must not bear the words "Postcard" or "Double Postcard."

#### **1.2.3 Paper or Cardstock**

A card must be of uniform thickness and made of unfolded and uncreased paper or cardstock of approximately the quality and weight of a stamped card (i.e., a card available from the USPS). A card must be formed either of one piece of paper or cardstock or of two pieces of paper permanently and uniformly bonded together. The stock used for a card may be of any color or surface that permits the legible printing of the address, postmark, and any required markings.

#### **1.2.4 Acceptable Attachments**

A card may bear an attachment that is:

- a. A paper label, such as a wafer seal or decal affixed with permanent adhesive to the back side of the card, or within the message area on the address side (see [1.2.6](#)), or to the left of the address block.
- b. A label affixed with permanent adhesive for showing the delivery or return address.
- c. A small reusable seal or decal prepared with pressure-sensitive and nonremovable adhesive that is intended to be removed from the first half of a double card and applied to the reply half.

#### **1.2.5 Unacceptable Attachment**

A card may not bear an attachment that is:

- a. Other than paper.
- b. Not totally adhered to the card surface.
- c. An encumbrance to postal processing.



### 1.2.6 Address Side of Cards

The address side of a card is the side bearing the delivery address and postage. The address side may be formatted to contain a message area. Cards that do not contain a message area on the address side are subject to the applicable standards for the price claimed. For the purposes of [1.2](#), miscellaneous graphics or printing, such as symbols, logos, or characters, that appear on the address side of cards not containing a message area are generally acceptable provided the items are not intended to convey a message. Cards claimed at the Presorted or automation card prices that contain a message area on the address side must be divided vertically or horizontally and meet the following additional standards, as applicable:

- a. Vertically divided cards.
  1. The address side of the card must be divided into a right portion and a left portion, with or without a vertical rule. The left portion is the message area.
  2. The delivery address, postage, and any USPS marking or endorsement must appear in the right portion. The right portion must be at least 2-1/8 inches wide (measured from the right edge of the card, top to bottom inclusive).
  3. For cards claimed at the Presorted price, nondelivery address information may extend into the right portion only above the address block and if the information is shaded or surrounded by a border that has at least 1/8 inch clearance between the delivery address block and the border. Mailers may choose not to shade or border the nondelivery address information if there is at least 1/8 inch of clear space around the delivery address block.
  4. For cards claimed at the automation price, the standards for automation-compatible mail in [3.0, Physical Standards for Machinable and Automation Letters and Cards](#), and [202.5.0, Barcode Placement](#), must be met.
- b. Horizontally divided cards.
  1. The address side of the card must be divided into an upper portion and a lower portion, with or without a horizontal rule. The portion of the address side that does not contain the delivery address is the message area.
  2. The delivery address, postage, and any USPS marking or endorsement must appear within the portion containing the delivery address. As an alternative, when the delivery address appears within the lower portion, it is permissible for the postage, return address, and any USPS marking or endorsement to appear in the upper portion. The portion bearing the delivery address must be at least 1-1/2 inches high (measured from the top or bottom edge of the card, as applicable, right edge to left edge inclusive).
  3. For cards claimed at the Presorted price, nondelivery address information may extend into the portion containing the delivery address only if it appears above the address block and if the information is shaded or surrounded by a border that has at least 1/8 inch clearance between the



### 201.1.2.7

delivery address block and the border. Mailers may choose not to shade or border the nondelivery address information if there is at least 1/8 inch of clear space around the delivery address block.

4. For cards claimed at the automation price, the standards for automation-compatible mail in [3.0, Physical Standards for Machinable and Automation Letters and Cards](#), and [202.5.0, Barcode Placement](#), must be met.

#### **1.2.7 Tearing Guides**

A card may have perforations or tearing guides if they do not eliminate or interfere with any address element, postage, marking, or endorsement and do not impair the physical integrity of the card.

#### **1.2.8 Double Cards**

A double card (a double stamped card or double postcard) consists of two attached cards, one of which is designed to be detached by the recipient and returned by mail as a single card. Double cards are subject to these standards:

- a. The reply half of a double card must be used for reply only and may not be used to convey a message to the original addressee or to send statements of account. The reply half may be formatted for response purposes (e.g., contain blocks for completion by the addressee).
- b. A double card must be folded before mailing and prepared so that the address on the reply half is on the inside when the double card is originally mailed. The address side of the reply half may be prepared as business reply mail, courtesy reply mail, meter reply mail, or as a merchandise return service label.
- c. Plain stickers, seals, or a single wire stitch (staple) may be used to fasten the open edge at the top or bottom once the card is folded if affixed so that the inner surfaces of the cards can be readily examined. Fasteners must be affixed according to the applicable preparation requirements for the price claimed. Any sealing on the left and right sides of the cards, no matter the sealing process used, is not permitted.
- d. The first half of a double card must be detached when the reply half is mailed for return.

#### **1.2.9 Enclosures in Double Cards**

Enclosures in double postcards are prohibited at card prices.

## 2.0 Physical Standards for Nonmachinable Letters

### **2.1 Criteria for Nonmachinable Letters**

A letter-size piece is nonmachinable if it has an exterior surface that is not made of paper or if it does not meet the standards in [3.0](#). Windows in envelopes made of paper do not make mailpieces nonmachinable. Attachments do not render mailpieces nonmachinable if allowed by eligibility standards according to the class of mail and if not prohibited in [3.0](#). In addition, a letter-size piece is nonmachinable if



it weighs more than 3.3 ounces, unless it has a barcode, weighs no more than 3.5 ounces, and is eligible for and claims automation letter prices or Standard Mail Carrier Route (barcoded) letter prices.

## **2.2 Additional Criteria for First-Class Mail Nonmachinable Letters**

Letter-size pieces (except cards) that meet one or more of the nonmachinable characteristics in 2.1 are subject to the nonmachinable surcharge (see 233.1.4). All letter-size pieces over 3.5 ounces are prepared as letters and charged the flat-size prices. An envelope weighing no more than one ounce with one enclosed standard optical disc no larger than 12 centimeters in diameter, that is mailed to or from a subscriber as part of a round-trip mailing under 233.2.8 and 505.1.0 (or 507.1.0), is not subject to the nonmachinable surcharge.

## **2.3 Additional Criteria for Standard Mail Nonmachinable Letters**

The nonmachinable prices in 243.1.0 apply to Standard Mail letter-size pieces that have one or more of the nonmachinable characteristics in 2.1. Mailers must prepare all nonmachinable letters as described in 245.5.0.

## **2.4 Additional Criteria for Periodicals Nonmachinable Letters**

The nonbarcoded letter prices in 707 apply to Periodicals letter-size pieces that have one or more of the nonmachinable characteristics in 2.1.

## **2.5 Priority Mail Express, Priority Mail, and Critical Mail Letters**

Mailers are encouraged, but not required, to design and produce Priority Mail Express and Priority Mail letter-size pieces as machinable letters. Critical Mail letter-size pieces (see 223) that do not meet machinable letter standards in 1.0 and 3.0 are not eligible for Critical Mail letter prices, but are eligible for Priority Mail Commercial Plus Flat Rate Envelope prices.

# **3.0 Physical Standards for Machinable and Automation Letters and Cards**

## **3.1 Basic Standards for Automation Letters and Cards**

[5-6-13] Letters and cards claimed at any machinable, automation, or Standard Mail carrier route price, must meet the standards in 3.0. Unless prepared as a folded self-mailer, booklet, or postcard under 3.14 through 3.17, each machinable or automation letter must be a sealed envelope (the preferred method) or unenveloped. If unenveloped, each letter must be sealed or glued completely along all four sides or prepared under 3.15.

## **3.2 Paper Weight**

Mailpieces should be constructed from high tear strength paper stock. All references in 3.0 to paper basis weight are for book-grade paper unless otherwise stated. The conversion table in Exhibit 3.2 provides a paper basis weight cross-reference.



### Exhibit 3.2 Paper Basis Weight Conversion Table

**NOTE:**

Paper basis weight is based on the weight of 500 sheets of:

- 25 x 38 inch sheets of book-grade paper,
- 17 x 22 inch bond-grade paper,
- 20 x 26 inch sheets of cover-grade paper,
- 24 x 36 inch sheets of newsprint.

For example, if 500 sheets of book-grade paper weigh 39 pounds, the paper is considered 39-pound book paper.

Book Wt.	Bond Wt.	Cover Wt.	Newsprint Wt.
39	15	21	35
40	16	22	36
50	20	27	45
55	22	30	50
60	24	33	55
70	28	40	64
75	30	41	68
80	31	44	73
90	36	50	82
100	40	56	91
110	44	60	100
128	50	70	116

### 3.3 Dimensions and Shape

Each machinable or automation letter-sized piece must be rectangular (see 1.1.1) and must meet the following standards (see 3.15 for booklets):

- a. For height, no more than 6-1/8 or less than 3-1/2 inches high.
- b. For length, no more than 11-1/2 or less than 5 inches long.
- c. For thickness, no more than 0.25 or less than
  1. 0.007 inch thick *if no more than 4-1/4 inches high and 6 inches long; or*
  2. 0.009 inch thick *if more than 4-1/4 inches high or 6 inches long, or both.*

### 3.4 Standards for Letter-Size Pieces Containing One Disc (CD or DVD)

#### 3.4.1 Basic Standards for One Disc in a Letter-Size Mailpiece

A letter-size mailpiece containing one disc and meeting the general standards in 3.0 and the specific standards in 3.4.3 is considered automation-compatible. A mailpiece with one enclosed disc not meeting these standards must be tested and approved for automation-compatibility. For this purpose, mailers must submit 5 sample mailpieces and a written request to the local postmaster or business mail entry manager for submission to the Pricing and Classification Service Center (PCSC).





### 3.4.2 Disc Size and Placement

Position the disc symmetrically at the vertical centerline and as near to the top edge of the mailpiece as is practical. Secure the disc to prevent it from shifting more than 1/2 inch in any direction. The maximum disc size is:

- a. 120 mm (4.7 inches) in diameter.
- b. 2 mm (0.08 inch) in thickness.

### 3.4.3 Dimensions and Other Physical Standards for Automation-Compatible Enveloped Letters Containing Discs

Each enveloped letter must meet the basic standards for machinable letters in [1.0](#) and have the following characteristics:

- a. Height, not more than 6 inches or less than 5.5 inches high.
- b. Length, not more than 9.75 inches or less than 7.25 inches long.
- c. Thickness, not more than 0.25 inch or less than 0.009 inch thick.
- d. Weight, not more than 3 ounces.
- e. A piece up to 8 inches long must be made of paper with a minimum 70-pound basis weight or equivalent.
- f. A piece over 8 inches long (up to 9.75 inches long) must be made of paper with a minimum 80-pound basis weight or equivalent.
- g. Discs in mailpieces made of the minimum basis weight paper must be inserted into a protective sleeve.
- h. Not be a window envelope, unless tested and approved under [3.4.1](#).

### 3.4.4 Dimensions and Shape Standards for Automation-Compatible Unenveloped Disc Carriers

**[1-27-13]** Each unenveloped disc carrier must meet the basic standards for machinable letters in [1.0](#) and have the following characteristics:

- a. Height, not more than 6 inches or less than 5.5 inches high.
- b. Length, not more than 9.75 inches or less than 7.25 inches long.
- c. Thickness, not more than 0.25 inch or less than 0.009 inch thick.
- d. Weight, not more than 3 ounces.
- e. Be prepared from paper stock meeting the industry standard for a basis weight of 75 pounds or greater, with none less than 71.25 pounds (measured weight for 500 25- by 38-inch sheets). The stock must be free from groundwood unless coated with a substance adding to the stock's ability to resist an applied bending force.
- f. Any folds or perforations in the mailpiece must be parallel to the address.
- g. Must meet the tabbing requirements for pieces prepared with folds or perforations parallel to the address provided in [3.14](#).



### **3.4.5 Unacceptable Characteristics for Automation-Compatible Letter-Size Pieces with Discs**

[1-27-13] Discs in letter-sized envelopes and unenveloped disc carriers may not be enclosed in: packaging such as plastic "clamshells," "plastic" "jewel cases," or inflexible cardboard sleeves.

### **3.5 Maximum Weight, Machinable and Automation Letters and Cards**

[1-27-13] The following maximum weight limits apply:

- a. Critical Mail letters - 3 ounces.
- b. Booklets and unenveloped disc carriers - 3 ounces.
- c. Machinable enveloped letters and cards - 3.3 ounces.
- d. Automation enveloped letters and cards - 3.5 ounces (see 3.6 for pieces over 3 ounces.)

### **3.6 Heavy Letter Mail (over 3 ounces)**

Heavy letter mail (letter-size pieces over 3 ounces) must be prepared in a sealed envelope, may not contain stiff enclosures, and must have an 11-digit delivery point POSTNET or an Intelligent Mail barcode with a routing code in the address block (see 202.5.0).

### **3.7 Aspect Ratio**

The aspect ratio (length of the mailpiece divided by height) must be between 1.3 and 2.5, inclusive. Length and height are defined in 601.1.4.

### **3.8 Wraps and Closures**

An automation-compatible mailpiece may not be polywrapped, polybagged, or shrinkwrapped; have clasps, strings, buttons, or similar closure devices; or have protrusions that might impede or damage the mail or mail processing equipment.

### **3.9 Staples and Saddle Stitching**

Staples or saddle stitching may be used only on booklet-type mailpieces to join the bound edge (spine). Inserted staples or stitching must parallel the bound edge, seat tightly and securely, and have no protrusions that might impede or damage the mail or mail processing equipment.

### **3.10 Rigid and Odd-Shaped Items**

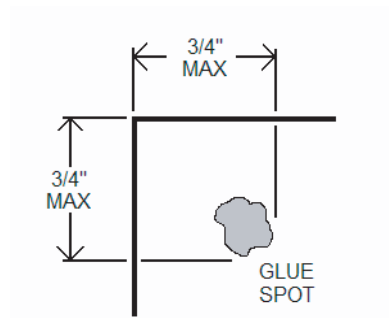
Rigid items (e.g., pens, pencils, keys, bottle caps) are prohibited within mailpieces. Reasonably flexible items (e.g., credit cards) are permitted. Subject to 3.12, *Flexibility Standards for Automation Letters*, odd-shaped items (e.g., coins and tokens) are permitted if firmly affixed to and wrapped within the contents of the mailpiece and envelope to streamline the shape of the mailpiece for automated processing.

### **3.11 Tabs, Tape, and Glue**

[5-6-13] [1-27-13] Tabs may be made of paper, translucent paper, vinyl or plastic. Cellophane tape may be used as a closure when the saw-toothed cut edge is placed parallel to the edge being sealed. Tabs must not contain perforations. For tab size and placement for folded self-mailers see 3.14; for booklets see 3.15. Tab placement is subject to 1/4 inch variance in either direction. The following standards also apply:



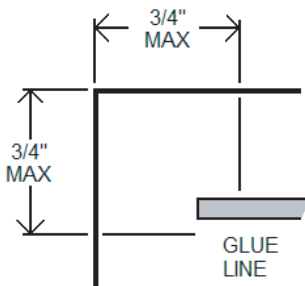
- a. Translucent paper tabs should be made of paper with a minimum of 40-pound basis weight.
- b. Opaque paper tabs should be made of a minimum of 60-pound basis weight paper with a tear strength of at least 56 grams of force in the machine direction (MD) and 60 grams of force in the cross direction (CD).
- c. When a barcode clear zone is required under [202.5.1](#), tabs in the barcode clear zone must have a paper face meeting the standards for background reflectance and, if the barcode is not preprinted by the mailer, the standards for acceptance of water-based ink.
- d. Vinyl tabs and cellophane tape closures are not acceptable within the barcode clear zone.
- e. Tabs must be tight against the edge of the mailpiece. A maximum 1/16-inch overhang is recommended.
- f. Glue spots may be used in lieu of tabs (as indicated in [Exhibit 3.16.5](#) through [Exhibit 3.16.8](#)) and must be placed within 3/4 inch of the open edges (see [Exhibit 3.11f](#)).

**Exhibit 3.11f Glue Spot Placement**

- g. Continuous glue lines may be used as cover-to-cover seals for specific designs. When using glue as a sealing method, it must be placed along the entire length of the open edge and end no more than 3/4-inch from the open ends (see [Exhibit 3.11g](#)) unless standards require use of a continuous 1/8-inch wide glue line under [3.11h](#). For folded self mailers see [3.14.4b](#).



### Exhibit 3.11g Glue Line Placement



- h. Continuous, 1/8-inch wide, glue lines must be placed along the entire length of the open edge and end within 1/4-inch of the open ends. The selvage along the open edge must not exceed 1/4 inch. Glue lines created with a permanent adhesive that is not tacky when dry are preferred.
- i. Die-cut flaps, those with irregular shapes, must be well sealed to the non-address side panel using tabs, glue spots or elongated glue lines; however, a 1/8 inch continuous glue line that follows and seals the contour of the shape is highly recommended.

## 3.12 Flexibility Standards for Automation Letters

### 3.12.1 Machinability

To ensure transport through automated mail processing machines, a mailpiece and its contents must bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch-diameter drum.

### 3.12.2 USPS Services for Flexibility Testing

A mailer requesting flexibility testing for letter-size mailpieces must submit at least 5 mailpieces and a written request to their local postmaster or business mail entry manager for submission to the Pricing and Classification Service Center (PCSC) at least 6 weeks before the mailing date. The request must describe mailpiece contents and construction, number of pieces being produced, and preparation level. The PCSC will evaluate the piece and, if warranted, will instruct the mailer to submit samples to USPS Engineering for testing. The PCSC advises the mailer of its findings. If the mailpiece is approved, the letter includes a unique number identifying the piece and serves as evidence that the piece meets the relevant standards. A copy of the letter must accompany each postage statement submitted for mailings of the approved piece. If requested by the USPS, the mailer must show that pieces presented for mailing are the same as those approved.



### 3.13 Labels, Stickers, Release Cards, and Perforated Pockets Affixed to the Outside of Letter-Size Mailpieces

#### 3.13.1 Use

A label, sticker, perforated pocket (under [3.13.6](#) and [3.13.7](#)), or release card may be placed on a letter-sized mailpiece that is eligible for automation letter prices, including barcoded carrier route letters meeting automation standards. Release cards and perforated pockets may not be affixed to pieces mailed at First-Class Mail card prices; see [1.2](#) for other restrictions on attachments to cards. A Standard Mail or Periodicals letter with a label, sticker, release card or perforated pocket must meet additional standards in [243.2.5](#). These attachments may be:

- a. A label or sticker less than 0.007 inch thick, and a perforated pocket other than repositionable notes affixed under [705.23.0](#), as follows:
  1. A permanent label or sticker, or perforated pockets under [3.13.7d2](#) (designed not to be removed or relocated), affixed directly to the outside of the mailpiece with permanent adhesive.
  2. A relocatable label, to be placed on the outside of, or on the contents of, a reply mailpiece. Labels must be affixed under [3.13.2](#) or [3.13.3](#).
- b. Up to two release cards, each at least 0.007 inch and no more than 0.012 inch thick, secured to a letter with a liner or backing under [3.13.4](#).
- c. On pieces mailed at First-Class Mail, Periodicals, or Standard Mail prices, only if permitted by the applicable content and eligibility standards.

#### 3.13.2 Pressure-Sensitive Label

Any pressure-sensitive label or sticker affixed directly to a mailpiece before mailing must have a minimum peel adhesion to stainless steel of 8 ounces/inch. This standard does not apply to pressure-sensitive labels provided by the USPS to label bundles to sortation levels.

#### 3.13.3 “Sandwich” Label

A face stock/liner label (“sandwich” label) is a two-part unit with a face stock (top label) attached to a liner (bottom label) affixed to the mailpiece. The face stock must have a peel adhesion value of at least 2 ounces/inch with respect to the liner label and at least 8 ounces/inch when reapplied to stainless steel.

#### 3.13.4 Letter-Size Piece with Attached Release Card

A letter-size mailpiece, with one or two attached release cards, must have the following characteristics:

- a. Be between 8 and 9-1/2 inches long (inclusive). With one release card affixed, be between 4 and 6 inches high (inclusive); with two release cards affixed, be between 5-1/2 and 6 inches high (inclusive).
- b. No address element, including any address block barcode, may be closer than 1 inch to the right edge of the mailpiece.
- c. The surface smoothness of all letter-size pieces must be at least 190 Sheffield Units.



### 201.3.13.5

- d. Enveloped letters must be made of paper with a minimum 60-pound book grade paper and have a maximum thickness of 1/8 (0.125) inch. Window envelopes must have only one closed panel address window, no larger than 1-1/2 x 4-1/4 inches.
- e. Card-type letters, not mailed at card prices, have a maximum thickness of 0.025 inch as mailed.
- f. All letter-size pieces other than enveloped letters and card-type pieces (such as folded self-mailers and booklets) must have a maximum thickness of 0.10 inch as mailed. Mailpieces with two affixed release cards must meet the following additional conditions:
  - 1. Pieces requiring tabs must be sealed with 1-1/2inch nonperforated tabs, unless larger tabs are required by standards for the specific mailpiece design.
  - 2. Booklets must have a minimum cover weight of 70-pound book-grade paper (see [3.2](#))
  - 3. Folded self-mailers must have a minimum cover weight of 100-pound book-grade paper (see [3.2](#)).
- g. Content insert shift must be no more than 5/8 inch horizontally and no more than 1/4 inch vertically.
- h. Release cards must meet the standards in [3.13.5](#).

#### **3.13.5 Standards for Release Cards**

One or two release cards, each at least 0.007 inch thick and no more than 0.012 inch thick, attached to a letter-size mailpiece must:

- a. Be rectangular, but allowed with finished corners having a radius of at least 1/8 inch up to 1/2 inch.
- b. Be between 2 and 2-1/2 inches (inclusive) high, and between 3 and 3-1/2 inches (inclusive) long. Affix each card with either edge parallel to the length of the mailpiece. Affix two cards on the same side of the mailpiece under these conditions:
  - 1. Stack cards vertically, one above the other, on the same side (address side or nonaddress side), or
  - 2. Affix the cards side-by-side across the mailpiece length on the nonaddress side only.
- c. Be affixed no closer to the bottom edge of the mailpiece than 7/8 inch and no further away from the bottom edge than 1-1/2 inches, and must not interfere with readability of the address, barcode, or postage information. When affixing two cards, these additional conditions apply:
  - 1. When affixing cards one above the other on the address side, maintain a space of at least 1/2 inch from the leading edge, the trailing edge and the top edge.



2. When affixing cards one above the other on the nonaddress side, the right edge of the cards must be placed between 5 and 6 inches from the leading edge of the mailpiece, but no closer than 1/2 inch from the trailing edge. Maintain a space of at least 1/2 inch from the top edge.
3. When affixing cards side by side on the nonaddress side, the right edge of the leftmost card must be placed at least 5 inches from the leading edge of the mailpiece, and the rightmost card must be placed at least 1/2 inch from the trailing edge of the mailpiece. Maintain a space of at least 1/2 inch from the top edge.
- d. Be affixed by machine to ensure adequate adhesion. Manually affixed attachments are not allowed.
- e. Be affixed to a liner (backing) and meet the following adhesion standards:
  1. Adhesive used to affix the backing to the mailpiece must have a peel adhesion of at least 2 pounds/inch to stainless steel with a 20 minute dwell time, at 300"/minute at 90 degrees per ASTM test D3330F.
  2. Adhesive used to attach the release card to the backing must have a peel adhesion of at least 1.5 ounces/inch to stainless steel with a 30 minute conditioning time, at 300"/minute at 90 degrees per ASTM test D3330F.

### 3.13.6 Letter-Size Pieces with Perforated Pockets

Perforated pockets are permanent attachments to letter-sized mailpieces that may be opened to reveal a small printed insert. Advertising may be printed on the components used to create a perforated pocket and on the printed insert within. Perforated pockets may not be used to conceal or contain matter bearing personal information except as provided in [243.2.2](#). Perforated pockets may be used on letter-size Standard Mail and Periodicals and are not considered sealed against Postal inspection. When affixed to Periodicals mail, advertising printed on the perforated pocket and any inserted matter is counted as part of the total advertising content of the host publication. Pockets may be used in lieu of labels to bear a permit imprint indicia showing that postage is paid if indicia information does not appear on the perforated panel or on the perforations used to create the perforated panel. A maximum of two perforated pockets are permitted on eligible letter-size mailpieces that have the following characteristics:

- a. Be between 8 inches and 9-1/2 inches long (inclusive).
- b. Be between 4 inches and 5-1/2 inches high (inclusive).
- c. Mailpieces must be prepared of book grade paper or equivalent with a minimum weight of:
  1. Envelopes - 60 pound
  2. Booklets - 70 pound
  3. Folded Self-Mailers - 100 pound
  4. Oversized card-type letters paid at letter prices must be at least .012 in thickness.



- d. Perforated pockets may be affixed to the nonaddressed side of envelopes with one closed panel address window. Perforated pockets must be placed one inch closer to the trailing edge than the window.
- e. If tabs are used to seal a folded self-mailer prepared with perforated pockets the folded self-mailer must be sealed with 1-1/2 inch nonperforated tabs placed 1" from the top on the leading and trailing edges.

### **3.13.7 Standards for Perforated Pockets**

Perforated pockets may be attached to a letter-size mailpiece when the following conditions are met:

- a. The perimeter of the pocket is affixed with permanent glue with a minimum adhesive strength of 2 lbs/inch to stainless steel with 20 minute dwell time at 300" minute at 90 degrees per ASTM Test D3330F.
- b. The attached material has a minimum tear strength of 100gf (MD) and (CD) per TAPPI T414.
- c. The cut/tie ratio for perforation is 1:1 with a minimum tie size of 1 mm. One double cut may be made at the lower trailing edge corner of the perforated panel of the pocket.
- d. The pocket is:
  - 1. Between 1-1/2 inches and 2-3/4 inches in both height and length.
  - 2. Has an affixed area no more than 0.012 inch thick and a perforated panel no more than 0.03 inch thick. Perforated pockets may not exceed the thickness of the host mailpiece. They may not cause the host to have an uneven surface and must not interfere with readability of the address, barcode, or postage information.
- e. The length of each pocket is parallel to the length of the host mailpiece.
- f. Attached to the address side of a mailpiece they are:
  - 1. At least 1 inch from the bottom and leading edge.
  - 2. At least 1/2 inch from the top and trailing edge.
- g. Pockets attached to the nonaddressed side of the mailpiece are:
  - 1. At least 1 inch from the bottom edge.
  - 2. At least 1/2 inch from the top.
  - 3. At least 5 inches from the left edge but no closer than 1/2 inch from the right edge.
- h. Two perforated pockets are affixed on the same side of the mailpiece under these conditions:
  - 1. Stack perforated pockets vertically, one above than the other. Do not affix the pockets side by side across the mailpiece length.
  - 2. A space up to 1/2 inch is allowed between pockets.





### 3.14 Folded Self-Mailers

#### 3.14.1 Definition

**[5-6-13] [1-27-13]** A folded self-mailer is formed of two or more panels that are created when one or more unbound sheets of paper are folded together and sealed to make a letter-size mailpiece. The number of panels is determined by the number of sheets in the mailpiece and the number of times the sheets are folded. (For double cards see [1.2.8](#).)

#### 3.14.2 Physical Characteristics

Folded self-mailers have the following characteristics:

- a. Height: A minimum of 3-1/2 inches and a maximum of 6 inches.
- b. Length: A minimum of 5 inches and a maximum of 10-1/2 inches.
- c. Thickness: A minimum of 0.007 inch; (0.009 inch if the height exceeds 4-1/4 inches or if the length exceeds 6 inches); the maximum thickness is 1/4 inch.
- d. Maximum Weight: 3 ounces.
- e. Rectangular, with four square corners and parallel opposite sides.
- f. Aspect ratio: within 1.3 to 2.5 (see [3.7](#)).
- g. Maximum number of panels: 12, except under [3.14.2h](#).
- h. Quarter-folded self-mailers made of a minimum of 70-pound book grade paper may have as few as 4 panels. Quarter-folded self-mailers made of 55 pound or greater newsprint must have at least 8 panels and may contain up to 24 panels.

#### 3.14.3 Panels

Panels are created when a sheet of paper is folded. Each two-sided section (front and back) created by the fold is considered one panel. When a folded self-mailer is made of multiple sheets, multiply the number of sheets by the number of panels created when folding a single sheet to determine the total number of panels. The following conditions apply:

- a. External panels created by folding must be equal or nearly equal in size.
- b. The final folded panel creates the back (non-address) side of the mailpiece. The open edge of the back panel must be at the top or within 1 inch of the top or trailing edge of the mailpiece. For horizontal folded tri-fold or multi-fold pieces, the addressed panel may be the final folded panel if the leading edge is sealed according to [3.14.4a](#).
- c. The final folded edge must be the bottom of a folded self-mailer unless prepared as an oblong. The final folded edge of an oblong folded self-mailer must be the leading (right) edge.
- d. Internal shorter panels must be covered by a full-size panel, and count toward the maximum number of panels. Optionally, internal shorter panels may be secured but must have only one edge that is shorter and be no further than one inch away from the edge of the external panel.
- e. Folding methods and the subsequent number of panels created when folding a single sheet of paper are:



1. Bi-fold: folded once forming two panels.
  2. Tri-fold: folded twice forming three panels.
  3. Oblong: paper folded once to form two rectangular panels with one elongated dimension and parallel opposite sides. The final folded edge is on the leading (shorter) edge.
  4. Quarter-fold: folded twice with each fold at a right angle (perpendicular) to the preceding fold. One sheet of paper quarter-folded creates four panels.
- f. Flaps are formed when the final exterior panel is folded over and affixed to the unaddressed side of the mailpiece. Flaps must meet the following conditions:
1. The folded edge of a flap must be flush with the top edge of the mailpiece and end one inch or more above the bottom edge, except under [3.14.3f4](#). Flaps must be at least 1-1/2 inches when measured from the top of the mailpiece.
  2. Flaps must be secured by a sealing method in [3.14.4](#).
  3. Flaps with die-cut shapes must be firmly secured with tabs, glue line, glue spots or elongated glue lines. A 1/8 inch wide continuous glue line that seals the contour of the die-cut is strongly recommended.
  4. Flaps on oblong pieces must be at least 5 inches long at the longest point when measured from the leading edge and must end more than one inch from the trailing edge.
- g. Flaps and pockets prepared within folded self-mailers to stabilize enclosures are not considered to be panels.

### **3.14.4 General Sealing Methods**

**[5-6-13]** Folded self-mailers must be sealed using tabs or glue under the following conditions (also see [3.14.5](#) for specific sealing standards):

- a. Tabs must meet the standards for tabs in [3.11](#). The size and number of tabs required is determined by the weight of the mailpiece and optional design elements as follows:
  1. To seal folded self-mailers that weigh up to 3 ounces created in bi-fold, tri-fold formats, pieces with multiple interior folds and a final fold on the bottom, and quarter-fold mailpieces that weigh up to one ounce; place two nonperforated tabs on the top edge, one within 1 inch from the leading edge and another within 1 inch from the trailing edge, or place one tab on the leading and another on the trailing edge, both placed within 1 inch from the top. Additionally, horizontal folded tri-fold and multi-fold pieces having the final folded panel as the addressed panel must include an additional 1-inch tab (1-1/2 inch preferred) for pieces weighing up to 1 ounce; or a 1-1/2 inch tab for pieces weighing over 1 ounce, placed 1/2 inch from the bottom of the leading edge. Instead of a tab, a 3/8-inch glue spot or 1/8-inch wide glue line placed 1/2 inch from the bottom and no more than 1/4 inch from the leading edge may be used. The glue spots or lines must be adhered from the addressed panel to the internal panel when the fold is completed.



2. To seal quarter-fold mailpieces made with newsprint that weigh more than 1 ounce up to 3 ounces, affix two tabs, one on the leading edge and one on the trailing edge within 1 inch from the top, and affix a third tab on the lower leading edge 1/2 inch from the bottom (see [3.14.5b](#)).
3. To seal oblong pieces that weigh up to 3 ounces, affix one tab in the center of the top edge and one tab in the center of the trailing edge (preferred) or affix both tabs on the trailing edge within 1 inch of the top and bottom edges. Tabs may not be placed on the bottom of an oblong piece.
- b. Glue must be positioned within 1/4 inch of the open edges and be placed opposite the final fold or on both the leading and trailing edges when the final panel fold is on the bottom. Apply glue by one of the following methods:
  1. Continuous glue lines at least 1/8 inch wide (0.125 inches).
  2. Three or four glue spots at least 3/8 inch (0.375 inch) in diameter.
  3. Three or four elongated glue lines. Seal folded self-mailers that weigh up to 1 ounce with lines at least 1/2 inch long. Seal folded self-mailers that weigh more than 1 ounce with elongated glue lines that are each at least 1 inch long and 1/8 inch wide, or with glue lines that are each at least 1/2 inch long and 1/4 inch wide.
  4. Distribute glue spots and elongated glue lines evenly along the sealed edge(s).
  5. Quarter-fold self-mailers must be sealed with tabs.

### 3.14.5 Paper Weight and Sealing Requirements

All references in [3.0](#) to paper basis weight are for book-grade paper unless otherwise stated (see [3.2](#)). Interior optional elements such as attachments or enclosures are not subject to the host piece's book-grade paper basis weight standards. When multiple optional design elements are incorporated in one mailpiece, the standards for the design element with the highest paper weight and corresponding sealing methods apply. Folded self-mailer paper weights and sealing methods are:

- a. Folded self-mailers, (except quarter-fold mailpieces) as described in [3.14.3e1](#) through [3.14.3e3](#):
  1. Up to 1 ounce: 70 pound paper sealed with a continuous glue line, three glue spots; or elongated glue lines under [3.14.4b](#); or two 1-inch tabs under [3.14.4a1](#) and [3.14.4a3](#).
  2. Over 1 ounce: 80 pound paper sealed with a continuous glue line, four glue spots; or four elongated glue lines under [3.14.4b](#); or two 1-1/2 inch tabs under [3.14.4a1](#) and [3.14.4a3](#).
- b. Quarter fold self-mailers as described in [3.14.3e4](#):
  1. Up to 1 ounce: 70 pound paper sealed with two 1-inch tabs.
  2. Over 1 ounce: 80-pound paper sealed with two 1-1/2-inch tabs.



3. Newsprint: 55 pound minimum paper required. Seal pieces one ounce or less with two 1-1/2-inch tabs and those weighing over one ounce with three 1-1/2-inch tabs, see [3.14.4a2](#).
- c. Optional design elements: Die-cut openings and perforated panes. Folded self-mailers with die-cut openings in the exterior panels as described in [3.14.6](#) or perforated panes as described in [3.14.7](#) must meet the following:
  1. Up to 1 ounce: 100 pound paper sealed with glue under [3.14.4b](#), or two 1-1/2-inch tabs under [3.14.4a1](#) and [3.14.4a2](#).
  2. Over 1 ounce: 120 pound paper sealed with glue under [3.14.4b](#), or two 2-inch tabs under [3.14.4a1](#) and [3.14.4a2](#) or three 1-1/2-inch tabs under [3.14.4a3](#).
- d. Optional design elements: Loose enclosures or attachments. For folded self-mailers that have loose enclosures as described in [3.14.8](#) or attachments as described in [3.14.9](#), the following applies:
  1. Up to 1 ounce: 80 pound paper sealed with glue under [3.14.4b](#) or two 1-1/2-inch tabs under [3.14.4a1](#) and [3.14.4a2](#).
  2. Over 1 ounce: 100 pound paper sealed with glue under [3.14.4b](#), or two 2-inch tabs under [3.14.4a1](#) and [3.14.4a2](#) or three 1-1/2-inch tabs under [3.14.4a3](#).

### 3.14.6 Die-Cut Elements

Folded self-mailers may be produced with two types of die-cut elements in the exterior panels: address windows or die-cut reveal. Die-cut openings may not be used to create die-cut punched holes (openings in the same location on all layers and panels so that there is a hole through the entire mailpiece). Prepare die-cut elements as follows:

- a. Die-cut address windows (used to convey address information) must meet standards for window envelopes under [601.6.4](#) and meet the following additional conditions:
  1. The maximum window size is 4 inches long by 2 inches high.
  2. When an address window appears on a mailpiece, no other die-cut openings may be made on the exterior panels.
- b. Die-cut openings used to reveal the contents of the mailpiece must be:
  1. Limited to two on only one external panel.
  2. Either circular with a 2-inch maximum diameter or rectangular with a maximum of 2 inches long by 1-1/2 inches high with slightly rounded 1/4 inch radius corners.
  3. Placed at least 1-1/2 inches from all edges of the mailpiece if on the addressed side.
  4. Placed at least 5 inches from the leading edge and 1-1/2 inches from all other edges if on the non-addressed side.
  5. Positioned at least 1-1/2 inches apart when two or more die-cut openings are used.



- c. A single 1/2-inch semi-circular die-cut thumb notch may be placed on the trailing edge of the addressed or unaddressed outer panel.

### 3.14.7 Perforated Pull-Open Strips and Pop-Out Panes

Folded self-mailers may be prepared with strips called panes that are pulled open to reveal the contents. These design elements must be placed only on the unaddressed side of the mailpiece and may be rectangular, circular, or oval shaped. Perforations, a row of small holes punched in a sheet of paper so that a section can be torn easily, are used to create pull-open strips, pop-out, or pop-open panes subject to the following requirements:

- a. Two parallel perforated lines must be spaced at least 1/2 inch apart creating a pull open strip. Position perforated strips parallel to the height of the mailpiece at least 5 inches from the leading edge and 2 inches from the trailing edge. Position perforated strips parallel to the length of the mailpiece at least 1 inch from the top. Perforations have a 1mm cut (max)/1mm tie (min) ratio.
- b. Pop-out panes with perforations around the outer edges have a maximum size of 4 inches long by 4 inches high. The following conditions apply:
  - 1. Place panes at least 1 inch from any edge.
  - 2. Use 1mm cut (max)/1mm tie (min) ratio.
  - 3. When using two panes, space them at least 1 inch apart.
  - 4. Address elements may not appear in perforated openings.
- c. Pop-open panes with perforations on three sides must meet the following conditions:
  - 1. The outer edges of the pull-open panel are a maximum of 4 inches long by 4 inches high.
  - 2. If prepared with multiple panes, they must be spaced at least 1 inch apart.
  - 3. Panes must be placed at least 1 inch from all edges.
  - 4. Perforation patterns have 1 mm cut (max)/1 mm tie (min) ratio.
- d. Perforated panes may not be prepared on pieces with die-cuts or on any mailpiece made of newsprint.

### 3.14.8 Loose Enclosures

Folded self-mailers with loose enclosures must be securely sealed to ensure containment of the enclosed material and prevent excessive enclosure shift during processing. Loose enclosures must be made of paper and must meet the following conditions:

- a. Must be contained securely within the mailpiece.
- b. Must be inserted in an interior pocket or secured by any method that prevents excessive shift during normal handling. Pockets are not counted as panels.
- c. Folded self-mailers with die-cut openings may contain enclosures only if the inserted material is larger than the die-cut opening.
- d. Enclosed material does not exceed the maximum thickness of:



1. 0.05 inch thick for mailpiece weights up to 1 ounce.
2. 0.09 inch thick for mailpiece weights over 1 ounce.
- e. One empty reply envelope may be inserted within the first fold (manufacturing fold) of a quarter-folded self-mailer and must be secured within a fold to prevent separation during normal handling.

### 3.14.9 Attachments

Attachments must be secured on the outside of a folded self-mailer under [3.13](#). Attachments must be secured within a folded self-mailer under the following conditions:

- a. The attachment is affixed to an inside panel and secured to it at least 1/2 inch from any edge.
- b. The attached material may not exceed a maximum thickness of:
  1. 0.05 inch thick for mailpieces weighing up to 1 ounce.
  2. 0.09 inch thick for mailpieces weighing over 1 ounce.
- c. Multiple attachments must be positioned so that the host mailpiece remains nearly uniform in thickness.
- d. When multiple attachments are affixed to separate panels in stacked alignment, the combined thickness of the attachments must be no greater than the maximum thickness in [3.14.9b](#).
- e. When multiple attachments are affixed adjacent to each other across the length of a mailpiece, the thickest attachment must be no greater than the maximum thickness in [3.14.9b](#).
- f. Folded self-mailers with die-cut openings may contain attachments if the inserted material is larger than the die-cut opening.
- g. Quarter-fold self-mailers may have only one internal attachment not exceeding 0.012 inch thick. The attachment must be secured at least 1/2 inch from all edges.

### 3.14.10 Addressing

When folded self-mailers are prepared with uncoated paper, printing addresses in a center or left-justified position within the optical character reader (OCR) area under [2.1](#) is recommended.

## 3.15 Other Unenveloped Mailpieces

### 3.15.1 Open-Sleeve Style Letter-Size Mailpieces

[\[1-27-13\]](#) Open-sleeve style letter-size mailpieces consists of two symmetrical horizontal panels sealed together along the top and bottom edges or as a bi-fold that has a non-addressed panel permanently sealed to an inner flap along the top edge. Open-sleeve style mailpieces must meet the following conditions:

- a. Join panels using 1/8 (0.125) inch continuous glue lines.
- b. If flaps are used, they must be a minimum of at least 1-1/2 inches wide created as inner flaps adhered at the leading and trailing edges to the panel from which the flap is formed.



- c. All paper basis weight requirements in [3.14.5d](#) must be met.
- d. Matter prepared within open-sleeve style mailpieces must meet the standards in [3.14.8](#) or [3.14.9b](#) through [3.14.9f](#).

### 3.15.2 Letter-Size Mailpieces with Tear-Off Strips

When letter-size mailpieces have tear-off strips on the leading and/or trailing edge, any unfolded edges must be sealed with an adhesive (glue) or by a cohesive (pressure seal) method. A cohesive seal requires two fixative patterns placed on two separate surfaces that are compressed to form a bond. A perforated horizontal line that runs between and joins the leading and trailing edge perforation lines is permitted. Mailpieces with sealed sides must meet the following conditions.

- a. Be constructed of a minimum of 60 pound paper.
- b. Tear-off strips may be up to 9/16 inch (0.5625) wide.
- c. Tear lines (single lines of perforations) on pieces that weigh 1 ounce or less; recommended minimum cut/tie pattern of 1mm cut (max)/1mm tie (min) ratio or equivalent.
- d. Tear lines (single lines of perforations) on pieces that weigh more than 1 ounce; minimum cut/tie pattern of 1mm cut /2mm tie (min) ratio or equivalent.

## 3.16 Booklets

### 3.16.1 Definition

Booklets must have a bound edge (spine.) Sheets that are fastened with at least two staples in the manufacturing fold (saddle stitched), perfect bound, pressed-glued, or joined together by another binding method that produces a spine where pages are attached together are considered booklets. Booklets are open on three sides before sealing, similar in design to a book. In general, booklets must be uniformly thick. Large bound booklets that are folded for mailing may qualify for automation and machinable prices if the final mailpiece remains nearly uniform in thickness and conforms to all other automation standards.

### 3.16.2 Paper

Booklet covers generally must be made with a minimum paper basis weight of 60-pounds or equivalent. Minimum basis weights are higher for some designs (see [3.16.4](#)).

### 3.16.3 Physical Standards for Booklets

Booklets must be:

- a. Height: not more than 6 inches or less than 3.5 inches high.
- b. Length: not more than 10.5 inches or less than 5 inches long. See [Exhibit 3.16.5](#) through [Exhibit 3.16.8](#) for some booklet designs with shorter maximum lengths.
- c. Thickness: not more than 0.25 inch or less than 0.009 inch thick.
- d. Weight: not more than 3 ounces.
- e. Aspect ratio: within 1.3 to 2.5 (see [3.7](#)).



201.3.16.4

### **3.16.4 General Booklet Design and Sealing**

The position of the final fold and intermediate fold (or spine) for letter-sized booklets varies according to the specific design of the mailpiece. Open edges can be sealed with tabs, cellophane tape, glue lines, or glue spots. Except for the simple spine wallet-style design with a height of 4 inches and a maximum length of 8 inches; tabs used as seals on the leading edge of small booklets less than 5 inches high, may be placed closer to the top and bottom edges than shown in [Exhibit 3.16.5](#) through [Exhibit 3.16.8](#) and may overlap in some cases. See [Exhibit 3.16.5](#) through [Exhibit 3.16.8](#) for design and sealing standards by type of design.

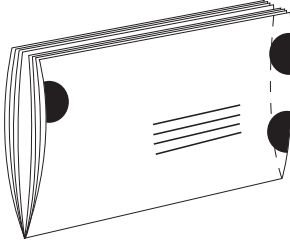
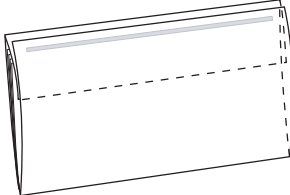
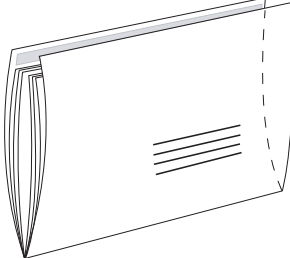




### 3.16.5 Simple Spine

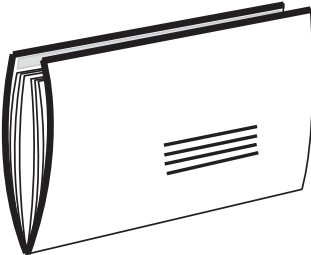
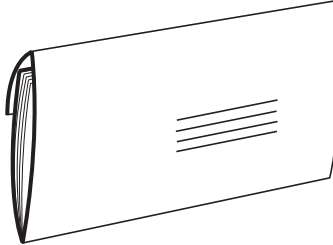
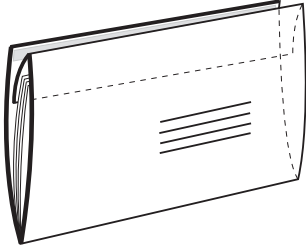
The spine forms the bottom edge of the mailpiece. The length or method used to seal the booklet determines the weight of the paper forming the cover.

#### Exhibit 3.16.5 Simple Spine Booklets

<b>SIMPLE SPINE BOOKLETS</b> Maximum weight—3 ounces Maximum height—6 inches Maximum length—9.5 inches unless noted Cover paper weight—80-pound paper unless noted: see <a href="#">Exhibit 3.2</a>	
<b>Basic</b> 	<b>Cover:</b> 5" to 9" long at least 50-pound paper Over 9" up to 10.5" at least 60-pound paper The front cover may be up to a maximum of 0.25" shorter than pages and rear cover. Nonperforated 1.5" tabs. Place one tab on the leading and trailing edges within 1" from the top; position one tab on the lower leading edge 0.5" from the bottom.
<b>Internal Flap</b> 	<b>Cover:</b> Minimum 80-pound paper  Extended front folded over enclosed pages to create a nonperforated inner flap. Flap sealed inside of back cover.  Seal with a continuous glue line along flap as described in 3.11g (preferred), or 1-inch glue spots as described in <a href="#">3.11f</a> .
<b>Cover-to-Cover</b> 	<b>Cover:</b> Minimum 80-pound paper  Cover extends no more than 5/8 inch beyond inner pages.  Seal with a continuous glue line along extended cover as described in 3.11g (preferred), or with 1-inch glue spots as described in <a href="#">3.11f</a> .



201.3.16.5

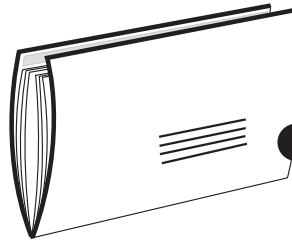
<b>LIGHTWEIGHT SIMPLE SPINE BOOKLETS</b> Maximum weight—0.8 ounce Maximum height—6 inches Maximum length—10.5 inches Cover paper weight—70-pound paper unless noted: see <a href="#">Exhibit 3.2</a>	
<p>Cover-to-Cover</p> 	<p>Cover extends no more than 5/8 inch beyond inner pages.</p> <p>Seal with a continuous glue line as described in <a href="#">3.11h</a>.</p>
<p>External Flap</p> 	<p>Addressed side of the cover extends over all pages on the back to create a flap.</p> <p>Flap length: at least 1.5" wide when measured down from the top edge. May be longer, but cannot be closer than 1-inch from bottom edge.</p> <p>Flap attaches to the outside of the nonaddressed side of the cover.</p> <p>Seal with a continuous glue line as described in <a href="#">3.11h</a>.</p>
<p>Internal Flap</p> 	<p>Addressed side of the cover extends over internal pages to create an inside flap.</p> <p>Flap length: at least 1.5" wide when measured down from the top edge.</p> <p>Flap attaches to the inside of the nonaddressed side of the cover.</p> <p>Seal with a continuous glue line as described in <a href="#">3.11h</a>.</p>

**MID-WEIGHT SIMPLE SPINE BOOKLETS**

Weight—over 0.8 ounce up to 1.6 ounces

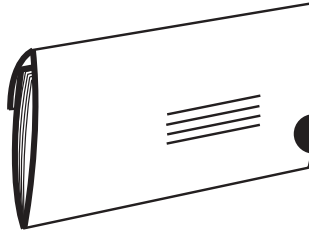
Maximum height—6 inches

Maximum length—10.5 inches

Cover paper weight—70-pound paper unless noted: see [Exhibit 3.2](#)**Cover-to-Cover**

Cover extends no more than 5/8 inch beyond inner pages.

Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches.

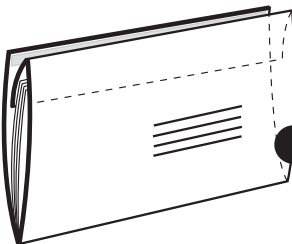
**External Flap**

Addressed side of the cover extends over all pages on the back to create a flap.

Flap length: at least 1.5" wide when measured down from the top edge. May be longer, but cannot be closer than 1-inch from bottom edge.

Flap attaches to the outside of the nonaddressed side of the cover.

Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches.

**Internal Flap**

Addressed side of the cover extends over internal pages to create a flap.

Flap length: at least 1.5" wide when measured down from the top edge.

Flap attaches to the inside of the non-addressed side of the cover.

Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches.



201.3.16.5

### HEAVY WEIGHT SIMPLE SPINE BOOKLETS

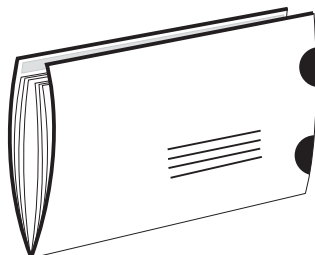
Weight—over 1.6 ounces up to 3 ounces

Maximum height—6 inches

Maximum length—10.5 inches

Cover paper weight—70-pound paper unless otherwise noted: see [Exhibit 3.2](#)

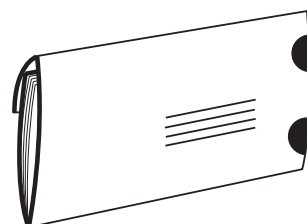
#### Cover-to-Cover



Cover extends no more than 5/8 inch beyond inner pages.

Seal with a continuous glue line as described in 3.11h and two 1.5" nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge.

#### External Flap



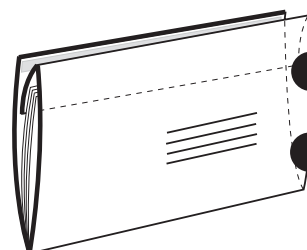
Addressed side of the cover extends over all pages on the back to create a flap.

Flap length: at least 1.5" wide when measured down from the top edge. May be longer, but cannot be closer than 1 inch from bottom edge.

Flap attaches to the outside of the nonaddressed side of the cover.

Seal with a continuous glue line as described in 3.11h and two 1.5" nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge.

#### Internal Flap



Addressed side of the cover extends over internal pages to create a flap.

Minimum flap length: at least 1.5" wide when measured down from the top edge.

Flap attaches to the inside of the non-addressed side of the cover.

Seal with a continuous glue line as described in 3.11h and two 1.5" nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge.

**3.16.6 Wallet Style Booklets**

A spine forms the bottom edge. Wallet style booklets must be from 5.2 inches to 8 inches long, 4 inches high; can weigh up to 2.5 ounces; and must be sealed with nonperforated tabs. Tab size and placement are dictated by the weight of the booklet.

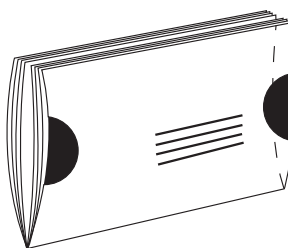
**Exhibit 3.16.6 Wallet Style Booklets****WALLET STYLE BOOKLETS**

Maximum weight—2.5 ounces

Height—4 inches

Maximum length—5.2 to 8 inches

Cover paper weight—70-pound paper unless otherwise noted: see [Exhibit 3.2](#)



Cover:

Entire booklet 60-pound paper, **OR**

Cover 70-pound paper, inner pages 50-pound paper.

Booklets up to 2 ounces: sealed with 1.5" nonperforated tabs placed 1-1/4" from bottom leading and trailing edge.

Over 2 ounces: use 2" nonperforated tabs placed 3/4" from bottom leading and trailing edge.

±1/8" vertical tolerance for tab placement in both cases.

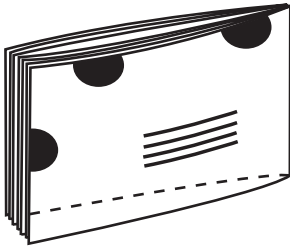
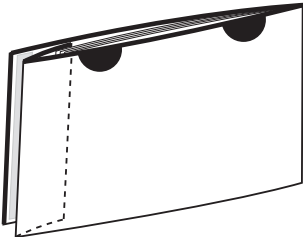


201.3.16.7

### 3.16.7 Oblong Booklets

Oblong booklets have a spine on the leading (shorter) edge.

#### Exhibit 3.16.7 Oblong Booklets

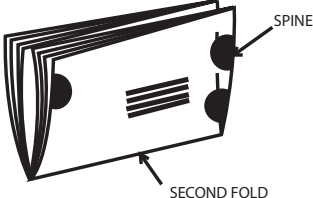
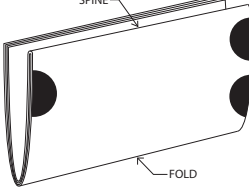
<b>OBLONG BOOKLETS</b> Maximum weight—3 ounces Maximum height—6 inches Maximum length—10.5 inches Cover paper weight—70-pound paper unless otherwise noted: see <a href="#">Exhibit 3.2</a>	
<p>All Tab</p> 	<p>Cover: 5" to 9" long: 60-pound paper Over 9" up to 10.5": 70-pound paper</p> <p>Place two 1.5" nonperforated tabs on the top edge and one tab on trailing edge. Position top tabs 1-inch from left and right edges. Position one 1.5" nonperforated tab in the middle of the trailing edge.</p>
<p>Internal Flap</p> 	<p>Cover: 5" to 9" long 60-pound paper Over 9" up to 10.5" 70-pound paper</p> <p>The front <b>OR</b> back cover sheet is extended on the trailing edge and folded over the non-recessed internal pages. The flap is sealed inside the opposite cover sheet with glue. Extended front and back covers are not allowed with glue line seals.</p> <p>Seal with a continuous glue line as described in 3.11h. Place two 1.5" nonperforated tabs on the top edge 1-inch from the leading and trailing edges.</p>



3.16.8 Folded Booklets

Folded booklets are mailpieces that are bound and then folded to letter-size. The folded spine may be the leading edge or at the top of the booklet. If necessary, the booklet may be prepared with the spine as the trailing edge, however, this configuration is not recommended. The cover is at least 40-pound paper. Folded booklets must be sealed with nonperforated 1.5" tabs.

Exhibit 3.16.8 Folded Booklets

<b>FOLDED BOOKLETS</b> Maximum weight—3 ounces Maximum height—6 inches Maximum length—10.5 inches unless noted	
Vertical Spine 	Cover paper weight—40-pound paper Two 1.5" nonperforated tabs on leading edge and one tab on trailing edge. Position upper tabs within 1-inch from the top edge. Position lower leading tab 0.5 inch from the bottom edge.
Horizontal Spine 	Cover paper weight up to 9" L = 50lb; over 9" L up to 10.5" = 60lb Tabs up to 2oz = 1.5" nonperforated tabs; over 2oz = 2" nonperforated tabs Spine at top on address-side panel Place one tab on the leading and trailing edge within 1" from the top; position one tab on the lower leading edge 0.5" from the bottom.

3.17

Postcard

Any postcard must be prepared from paper stock meeting the industry standard for a basis weight of 75 pounds or greater, with none less than 71.25 pounds (measured weight for 500 25- by 38-inch sheets). The stock must be free from groundwood unless coated with a substance adding to the stock's ability to resist an applied bending force. A double postcard not prepared with all edges sealed must have the folded edge at the top or bottom, and the open edge parallel to the address must be secured with one tab (or other permitted closure) in the middle of the length. Pieces claimed at First-Class Mail automation card prices also must meet the standards in 1.2.

3.18

Enclosed Reply Cards and Envelopes

3.18.1 Basic Standard

[1-27-13] Mailers may enclose reply cards or envelopes, addressed for return to a domestic delivery address, within automation mailings subject to provisions in 3.0 for enclosures. See 505.1.0 for Business Reply Mail (BRM) standards, 604.4.5.2 for postage evidencing reply mail (also known as Metered Reply Mail or MRM) standards, and 3.18.2 regarding Courtesy Reply Mail (CRM).



201.3.18.2

### **3.18.2 Courtesy Reply Mail**

Courtesy reply mail (CRM) is reply mail other than BRM or MRM enclosed in other mail, with or without prepayment of postage, for return to the address on the reply piece. If postage is required, the customer returning the piece affixes the applicable First-Class Mail postage. Each piece must meet the physical standards in [1.0](#) or [2.0](#).





## 202 Elements on the Face of a Mailpiece

### Overview

- [1.0 All Mailpieces](#)
- [2.0 Address Placement](#)
- [3.0 Placement and Content of Mail Markings](#)
- [4.0 Placement and Physical Standards for Endorsements](#)
- [5.0 Barcode Placement](#)

### 1.0 All Mailpieces

#### 1.1 Clear Space

A clear space must be available on all mail for the address, postage (permit imprint, postage stamp, or meter stamp), postmarks, and postal endorsements.

#### 1.2 Delivery and Return Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under [602.4.0](#), the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage. A return address is required in specific circumstances (see [4.2](#) and [602.1.5](#) for more information about return addresses). See [602](#) for additional information regarding addressing.)

#### 1.3 Postage Payment

The mailer is responsible for proper payment of postage. Standards for postage payment are specified for each shape and class of mail.

### 2.0 Address Placement

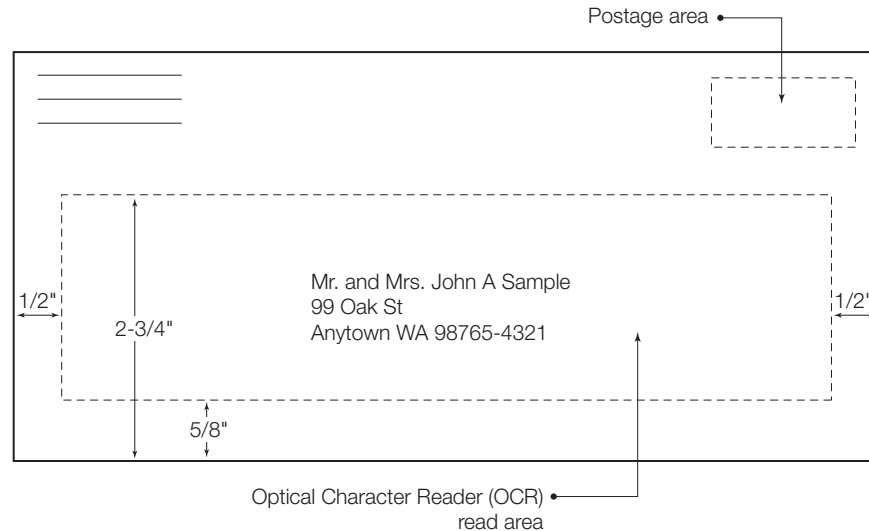
#### 2.1 Address Placement Causing Mail to be Nonmailable and Nonmachinable

The location of the delivery address on a letter-size mailpiece determines which dimensions are the length and height of the piece. The *length* is the dimension parallel to the address as read; the *height* is the dimension perpendicular to the length. Consequently, the placement of the address may render a piece nonmailable or nonmachinable. See [601.6.4](#) for addressing standards when a window envelope is used. 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 (see [Exhibit 2.1, OCR Read Area](#)):

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



### Exhibit 2.1 OCR Read Area



## 3.0 Placement and Content of Mail Markings

### 3.1 Enclosures

Enclosures, attachments, and mixed price mailpieces must be marked under the applicable standards in [703.9.0, Mixed Classes](#).

### 3.2 Printing and Designs

Required markings may be printed by a postage meter or other means that ensures a legible marking. A marking may not include or be part of a decorative design or advertisement.

### 3.3 Priority Mail Express, Priority Mail, and Critical Mail Markings

Priority Mail Express pieces must be marked "Priority Mail Express," by using a mailing label according to [215.2.1](#). Priority Mail pieces must have the basic price marking of "Priority Mail" printed in a prominent location on the address side; see more options in [102.3.1](#). Critical Mail letters (see [223](#)) have the marking "Critical Mail" preprinted on the USPS-produced packaging. Critical Mail letters with permit imprint postage must have "Critical Mail" as the class of mail in the indicia (under [604.5.0](#)) when a class of mail is printed. In addition, except for pieces paid using a USPS Corporate Account, permit imprint, Priority Mail Express and Priority Mail pieces claiming Commercial Base or Commercial Plus prices also must bear the appropriate commercial price marking, printed on the piece or produced as part of the meter imprint or PC Postage indicia. Place the commercial price marking directly above, directly below, or to the left of the postage. Markings are as follows:

- a. "Commercial Base Price" "Commercial Base Pricing" or "ComBasPrice"



- b. “Commercial Plus Price” “Commercial Plus Pricing” or “ComPlsPrice”

### 3.4 Placement of First-Class Mail and Standard Mail Markings

Markings must be placed as follows:

- a. Basic Marking. The basic required marking that indicates the class or subclass which must be printed or produced as part of; directly below; or to the left of the permit imprint, meter imprint, or stamp as follows:
  - 1. “First-Class”
  - 2. “Standard” or “STD”
  - 3. “Presorted Standard” or “PRSRT STD”
  - 4. “Nonprofit Organization,” “Nonprofit Org.,” or “Nonprofit”
- b. Other Markings. The price-specific markings “AUTO,” “Presorted” (or “PRSRT”); “Single-Piece” (or “SNGLP”) (First-Class Mail only); and “ECRLT,” “ECRWSH,” “ECRWSS,” and “Customized MarketMail” (or “CUST MKTMAIL” or “CMM”) (Standard Mail only) may be placed as follows:
  - 1. In the location specified in [3.4a](#).
  - 2. In the address area on the line directly above or two lines above the address if the marking appears alone or if no other information appears on the line with the marking except optional endorsement line information under [708.7.0](#) or carrier route bundle information under [708.6.0](#).
  - 3. If preceded by two asterisks (\*\*), the “AUTO,” “PRESORTED” (or “PRSRT”), “CUSTOMIZED MARKETMAIL” (or “CUST MKTMAIL” or “CMM”), or “Single-Piece” (or “SNGLP”) marking also may be placed on the line directly above or two lines above the address in a mailer keyline or a manifest keyline, or it may be placed above the address and below the postage in an MLOCR ink-jet printed date correction/meter drop shipment line. Alternatively, the “AUTO,” “PRSRT,” or “SNGLP” marking may be placed to the left of the barcode clear zone (subject to the standards in [5.0, Barcode Placement](#)) on letter-size pieces.
- c. Additional Requirements for Carrier Route. “ECRLT,” “ECRWSH,” and “ECRWSS” (Standard Mail only) must appear in their entirety wherever placed, except “ECR” may be placed in the postage area if “LOT,” “WSH,” or “WSS,” as applicable, is placed in the line above or two lines above the address, as specified in [3.4b](#). Pieces not mailed at ECR prices must not bear these markings.

### 3.5 Exceptions to Markings

Exceptions are as follows:

- a. [\[1-27-13\]](#) Automation letters. Automation letters do not require an “AUTO” marking if they bear an Intelligent Mail barcode with a delivery point routing code in the address block or on an insert visible through a window. First-Class Mail letters not marked “AUTO” must bear both the “Presorted” or “PRSRT” and “First-Class” markings. Standard Mail letters not marked “AUTO” must bear the appropriate basic marking in [3.4a](#).



### 202.3.6

- b. Manifest Mailings. The basic marking must appear in the postage area on each piece as required in [3.4a](#). The two-letter price category code, printed in the keyline on manifest mailing system pieces using batch processing under [705.2.0, Manifest Mailing System](#), meets the requirement for other price markings when those pieces are part of a manifest mailing or another automation mailing. If a single-piece marking (“SP”) has been applied to pieces that subsequently become part of a presorted or automation mailing, the “SP” marking must be marked out and replaced with a “Presorted” or “PRSRT” marking.
- c. MLOCR Prepared Automation Mailings. The basic marking must appear in the postage area on each piece as required in [3.4a](#). The other “AUTO” marking described in [3.4b](#) must be replaced by the appropriate identifier/price code marking described in [705.5.0, First-Class Mail or Standard Mail Mailings With Different Payment Methods](#), on those pieces that have the marking applied by an MLOCR. This seven-character marking provides a description of the Product Month Designator, NCOALinkMPE system identifier, postage payment method, and the price of affixed postage or other postage information for permit imprint mail.

### 3.6 Marking Hazardous Materials

All mailable hazardous materials must be labeled and/or marked as required in [601.10.0](#).

## 4.0 Placement and Physical Standards for Endorsements

### 4.1 Endorsements for Delivery Instructions and Ancillary Services

The mailer must place the correct endorsement on each mailpiece to provide delivery instructions (retention period under [507.4.3.4](#)) or to request an ancillary service (see [507.1.0](#)).

### 4.2 Return Address

When a printed ancillary service endorsement is used, or a request is embedded within an Intelligent Mail barcode, a domestic return address must be placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If the return address is a multiple delivery address, it must show a unit designator (e.g., an apartment number).

### 4.3 Placement of Endorsement

Placement of the endorsement on the mailpiece is determined as follows:

- a. A retention period specified by the mailer must be placed directly above the return address.
- b. Any ancillary service endorsement (e.g., Address Service Requested, Forwarding Service Requested, Return Service Requested, Change Service Requested) must be placed in one of these four positions:
  - 1. Directly below the return address.



2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
3. Directly to the left of the postage area and below or to the left of any price marking.
4. Directly below the postage area and below any price marking.

#### 4.4 Physical Standards for Endorsements

The endorsement or, if combined, endorsements must meet these physical standards:

- a. The type size of the endorsement must be at least 8 points.
- b. The read direction of the endorsement and return address must be the same as the read direction of the delivery address.
- c. The color contrast between the endorsement and the mailpiece background must be kept at a reasonable degree. A brilliant colored background or reverse printing is not permitted.
- d. A clear space of at least 1/4 inch around (above, below, and both sides) the total area containing the endorsement(s) is required. This 1/4-inch clear space is not required for an endorsement that is applied with a multiline optical character reader (MLOCR) inkjet and placed in the location directly below the postage area and any price marking if the endorsement is clear and legible.

## 5.0 Barcode Placement

### 5.1 Barcode Clear Zone

[1-27-13] Each reference to letter or letter-size piece in 5.0 includes both letters and postcards. Each letter-size piece in an automation price or an Enhanced Carrier Route mailing at automation letter prices must have a barcode clear zone unless the piece bears an Intelligent Mail barcode with a delivery point routing code (see 708.4.3) in the address block. The barcode clear zone and all printing and material in the clear zone must meet the reflectance standards in 708.4.4. The barcode clear zone is a rectangular area in the lower right corner of the address side of cards and letter-size pieces defined by these boundaries:

- a. Left: 4-3/4 inches from the right edge of the piece.
- b. Right: right edge of the piece.
- c. Top: 5/8 inch from the bottom edge of the piece.
- d. Bottom: bottom edge of the piece.

### 5.2 General Barcode Placement for Letters

[1-27-13] Each automation price letter and each letter claimed at Enhanced Carrier Route automation saturation or high density letter prices must bear an Intelligent Mail barcode with a correct delivery point routing code. A nonautomation letter may bear an Intelligent Mail barcode or a POSTNET barcode, under 708.4.0. Mailers



must print the barcode either in the address block or in the barcode clear zone, except for pieces that weigh more than 3 ounces which must include the barcode in the address block. See 5.6 when placing barcodes in the address block.

### 5.3 Barcode on a Mailpiece

Except as noted for 5-digit barcodes in 5.5, *5-Digit Barcode Placement in Clear Zone*, if the barcode is printed directly on the mailpiece in the lower right corner, the entire barcode must be within the barcode read area defined by these limits:

- a. Horizontally, the leftmost bar must be between 3-1/2 inches and 4-1/4 inches from the right edge of the piece.
- b. Vertically, the barcode must be within the area between 3/16 inch and 1/2 inch, both measured from the bottom edge of the piece.

### 5.4 Additional Barcode Permissibility

[1-27-13] An automation letter or a letter claimed at Enhanced Carrier Route saturation or high density automation letter prices may not bear a POSTNET barcode or a 5-digit or ZIP+4 Intelligent Mail barcode in the lower right corner (barcode clear zone). The piece may bear a POSTNET barcode or an additional Intelligent Mail barcode in the address block only if a qualifying Intelligent Mail barcode with a delivery point routing code appears in the lower right corner. The ZIP+4 barcode may appear in the address block when printed on an insert that appears through a window or on an address label affixed directly to the piece; or it may appear in the lower right corner either printed directly on the mailpiece or on an insert that appears through a window.

### 5.5 5-Digit Barcode Placement in Clear Zone

Any 5-digit barcode must be located as specified in 5.4, except that, if placed in the barcode clear zone, the leftmost bar of the barcode must be between 4-1/8 and 4-1/4 inches from the right edge of the mailpiece.

### 5.6 Barcode in Address Block

[1-27-13] When the barcode is included as part of the address block:

- a. The barcode must be placed in one of these positions:
  1. Above the address line containing the recipient's name.
  2. Below the city, state, and ZIP Code line.
  3. Above or below the keyline information.
  4. Above or below the optional endorsement line.
- b. The printing of the barcode is prohibited anywhere between the address line containing the recipient's name and the city, state, and ZIP Code line.
- c. The minimum clearance between the Intelligent Mail barcode and any information line above or below it within the address block must be at least 0.028 inch. The separation between the barcode and top line or bottom line of the address block must not exceed 0.625 (5/8) inch. The clearance between the leftmost and rightmost bars and any adjacent printing must be at least 0.125 (1/8) inch.



- d. If a window envelope is used, the clearance between the leftmost and rightmost bars and any printing or window edge must be at least 0.125 (1/8) inch. The clearance between the Intelligent Mail barcode and the top and bottom window edges must be at least 0.028 inch. These clearances must be maintained during the insert's range of movement in the envelope. Address block windows on heavy letter mail must be covered. Covers for address block windows are subject to [5.10](#).
- e. If an address label is used, a clear space of at least 0.125 (1/8) inch must be left between the barcode and the left and right edges of the address label. The clearance between the Intelligent Mail barcode and the top and bottom edges of the address label must be at least 0.028 inch.
- f. The rightmost bar must be at least 1/2 inch from the right edge of the mailpiece, and the leftmost bar must be less than 10-1/2 inches from the right edge of the mailpiece and at least 1/2 inch from the left edge of the mailpiece; the top of each bar must be less than 4 inches from the bottom edge of the mailpiece; and the bottom line of the address block, including the barcode, must be at least 5/8 inch from the bottom of the mailpiece.

#### 5.7 Barcode on Insert in Barcode Window

**[1-27-13]** If the barcode is printed on an insert to appear through a barcode window in the lower right corner of an envelope:

- a. The envelope and window must meet the physical standards in [5.9](#) through [5.10](#).
- b. The entire barcode must be within the barcode clear zone (but need not be completely within the barcode read area).
- c. When the insert showing through the window is moved to any of its limits inside the envelope, the entire barcode must remain within the barcode clear zone. In addition, a clear space must be maintained that is at least 0.125 (1/8) inch between the barcode and the left and right edges of the window, at least 0.1875 (3/16) inch between the barcode and the bottom edge of the mailpiece, and at least 0.028 inch between the barcode and the top edge of the window.

#### 5.8 Edges of Barcode Window

The edges of the barcode window must meet these criteria:

- a. Left: at least 4-3/4 inches from the right edge of the envelope.
- b. Right: at least 1/4 inch from the right edge of the envelope.
- c. Top: at least 5/8 inch from the bottom of the envelope.
- d. Bottom: form part of the bottom edge of the envelope.

#### 5.9 Window Construction

A barcode window must extend fully to the bottom edge of the envelope, must be of wraparound construction, and must be covered subject to [5.10](#).



202.5.10

### 5.10 Window Cover

The window cover must be of a nontinted clear or transparent material (e.g., cellophane or polystyrene) that permits the barcode and its background, as viewed through the window material, to meet the reflectance standards in [708.4.4](#). The edges of the window cover must be securely glued to the envelope.



## **210      Commercial Letters and Cards Priority Mail Express**

213 Prices and Eligibility

214 Postage Payment and Documentation

215 Mail Preparation

216 Enter and Deposit



## 213 Prices and Eligibility

### Overview

- [1.0 Prices and Fees](#)
- [2.0 Content Standards for Priority Mail Express](#)
- [3.0 Basic Standards for Priority Mail Express](#)
- [4.0 Service Features of Priority Mail Express](#)

### 1.0 Prices and Fees

#### 1.1 Prices Charged Per Piece

**[7-28-13]** Except for Flat Rate Envelopes (see [1.5](#)), Priority Mail Express postage is charged for each addressed piece according to its weight and zone. The 0.5-pound price is charged for items up to 0.5 pound and items over 0.50 pound are rounded up to the next whole pound. For example, if a piece weighs 0.25 pound, the weight (postage) increment is 0.50 pound; if a piece weighs 0.75 pound, the weight increment is 1 pound. Priority Mail Express items mailed under a specific customer agreement are charged according to the individual agreement. For shipments presented in Priority Mail Express containers under a Priority Mail Express Custom Designed agreement, each container is considered an addressed piece.

#### 1.2 Determining Single-Piece Weight

**[7-28-13]** When determining single-piece weight, express all weights in decimal pounds rounded off to two decimal places (except mailers using eVS). When using a manifest mailing system, the manifest weight field must be properly completed by adhering to the rules relative to the specific manifest.

#### 1.3 Commercial Base Prices

Priority Mail Express Commercial Base prices are less than Priority Mail Express retail prices (see [Notice 123—Price List](#)). These prices are available to:

- a. Customers who use a USPS Corporate Account (USPSCA), including federal agency accounts.
- b. Click-N-Ship customers.
- c. Registered end-users of USPS-approved PC Postage providers when using a qualifying shipping label managed by the PC Postage system used.
- d. Customers using USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [202.3.3](#)) and who electronically transmit transactional data to the USPS and use an approved Priority Mail Express shipping label.
- e. Customers who pay postage with a permit imprint using the Electronic Verification System (eVS) program to document and pay postage (see [705.2.9](#)).

#### 1.4 Commercial Plus Prices

Priority Mail Express Commercial Plus prices are less than Priority Mail Express retail prices (see [Notice 123—Price List](#)).

**1.4.1 Eligibility**

Commercial Plus pricing is available to customers whose cumulative account volume exceeds 5,000 pieces in the previous four quarters or who have a customer commitment agreement with USPS (see [1.4.2](#)) and who are:

- a. USPS Corporate Account (USPSCA) customers, including Federal Agency Accounts.
- b. Registered end-users of USPS-approved PC Postage products when using a qualifying shipping label managed by the PC Postage system used.
- c. Permit imprint customers using the eVS program to document and pay postage under 705.2.9.
- d. Customers using USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [202.3.3](#)) and who electronically transmit transactional data daily to USPS for all mailpieces and mail categories and use an approved Priority Mail Express shipping label.

**1.4.2 New Priority Mail Express Customers**

Commercial Plus prices are available for new Priority Mail Express customers who have a customer commitment agreement with the USPS. Shippers must contact their account manager or the manager, Shipping Support, Shipping Services (see [608.8.0](#) for address) for additional information.

**1.5 Flat Rate Envelopes**

Only USPS-produced or approved Flat Rate Envelopes are eligible for the Flat Rate Envelope price and are charged a flat price, regardless of the actual weight (up to 70 pounds) of the piece or its domestic destination. When sealing a Flat Rate Envelope, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container provided the design of the container is not enlarged by opening the sides and the container is not reconstructed in any way. See [Notice 123—Price List](#).

**1.6 Sunday and Holiday Premium**

When delivery is guaranteed for a Sunday or holiday, there is a premium (see [Notice 123—Price List](#)), unless paying via a Priority Mail Express Manifesting Agreement. Customers not desiring delivery on a Sunday or a holiday may avoid the premium by opting for guaranteed delivery on the subsequent delivery day.

**1.7 Pickup on Demand**

[\[7-28-13\]](#) The Pickup on Demand fee is charged every time pickup service is provided, regardless of the number of pieces picked up. This service may be combined with Priority Mail, Standard Post and Package Services pickups (see [507.7.0](#)). See [Notice 123—Price List](#).

**1.8 Delivery Stop**

Priority Mail Express Custom Designed items are subject to an additional fee for each delivery stop for items presented for delivery to addressee. See [Notice 123—Price List](#).

## 2.0 Content Standards for Priority Mail Express

### 2.1 General

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

### 2.2 Matter Required to be Mailed as First-Class Mail

Mailers have the option to use Priority Mail Express or Priority Mail for mailpieces required to be mailed as First-Class Mail; see [133.3.0](#).

## 3.0 Basic Standards for Priority Mail Express

### 3.1 Definition

[\[7-28-13\]](#) Priority Mail Express is an expedited service for shipping any mailable matter, with a money-back guarantee, subject to the standards below. Refunds standards for domestic Priority Mail Express are provided in [604.9.5](#). Priority Mail Express International is available between the United States and most foreign countries (see the International Mail Manual).

### 3.2 IMpb Standards

All commercial Priority Mail Express pieces (except for pieces paying postage through USPSA) must bear an IMpb prepared under [708.5.0](#).

### 3.3 Matter Closed Against Postal Inspection

[\[7-28-13\]](#) Priority Mail Express matter is closed against postal inspection.

## 4.0 Service Features of Priority Mail Express

### 4.1 General

[\[7-28-13\]](#) A mailing receipt showing the time and date of mailing must be provided to the mailer on retail acceptance of Priority Mail Express by the USPS. This receipt is a copy of the multipart Priority Mail Express label affixed to the mailpiece and serves as evidence of mailing. Mailers authorized to present Priority Mail Express under Priority Mail Express Manifesting procedures in [705.2.0](#) must use a one-ply label and retain the verification manifest as the mailing receipt. Mailers using an online application to create their Priority Mail Express label must retain the customer online record or shipping history as evidence of mailing. A delivery record, including the addressee's signature (see [215.2.2](#) and [215.2.3](#)), will be provided upon request. Customers may access proof of delivery information for Priority Mail Express as follows:

- a. Individual requests by article number can be retrieved at [www.usps.com](http://www.usps.com) or by calling 1-800-222-1811 and providing the article number. A proof of delivery letter (signature data) is provided electronically via email or signature extract file as provided in [4.1b](#).
- b. Bulk proof of delivery ([503.5.0](#)) is available only to mailers using Priority Mail Express Manifesting (PMEM) service and is obtained in a signature extract file format.



### 4.2 Priority Mail Express Next Day Delivery

#### 4.2.1 Availability

Priority Mail Express Next Day Delivery is available via designated USPS facilities, designated Priority Mail Express collection boxes, or Pickup on Demand service, for overnight service to designated destination 3-digit ZIP Code delivery areas. Except for items endorsed “Guaranteed by End of Day” per an approved customer agreement, items are delivered to an addressee within the delivery area of the destination facility by noon or 3 p.m. on the next day. If delivery is not made, the addressee is notified, a second notice is left on the third day, and a second delivery is attempted upon customer request. For additional options, see [4.2.4](#), and [4.4](#).

#### 4.2.2 Where Not Available

Next Day Delivery may not be available at or between all Post Offices or at all times of deposit. A Priority Mail Express Next Day Delivery directory is available at Post Offices.

#### 4.2.3 Acceptance Times

Priority Mail Express Next Day Delivery mail must be presented by the times authorized by the postmaster. Priority Mail Express Next Day Delivery items mailed after the time authorized by the postmaster are accepted for delivery on the second day after mailing, subject to [4.3](#).

#### 4.2.4 Hold for Pickup

Under Hold for Pickup service, items presented under [4.2.1](#) are available for claim by the addressee at the destination facility by 10 a.m., 12 p.m., or 3 p.m. of the next day the destination office is open for retail business.

### 4.3 Priority Mail Express Second Day Delivery

#### 4.3.1 Availability

Priority Mail Express Second Day Delivery is available to any destination not listed in the Next Day Delivery directory mentioned in [4.2.2](#). Except for items endorsed “Guaranteed by End of Day” per an approved customer agreement, items are delivered to an addressee within the delivery area of the destination facility by noon or 3 p.m. on the second delivery day. If delivery is not made, the addressee is notified, a second notice is left on the third day, and a second delivery is attempted upon customer request. For additional options, see [4.3.4](#), and [4.4](#).

#### 4.3.2 Acceptance

Priority Mail Express Second Day Delivery is accepted at designated USPS facilities, at Priority Mail Express collection boxes, and through Pickup on Demand service.

#### 4.3.3 Acceptance Times

Priority Mail Express Second Day Delivery shipments must be presented by 5 p.m., or such time authorized by the postmaster.

#### 4.3.4 Hold for Pickup

Under Hold for Pickup service, items presented under [4.3.3](#) are available to pick up by the addressee at the destination facility by 10 a.m., 12 p.m., or 3 p.m. of the second delivery day that the destination office is open for retail business.

#### 4.4 Priority Mail Express Custom Designed

##### 4.4.1 Availability

A service agreement is required for Custom Designed mailings. Custom Designed items are not eligible for flat-rate pricing. Priority Mail Express Custom Designed is available only on a scheduled basis between designated USPS facilities or other designated locations for mailable matter presented under the service agreement between the USPS and the mailer.

##### 4.4.2 Additional Fee

Priority Mail Express Custom Designed items are subject to an additional fee for each delivery stop for items presented for delivery to addressee.

##### 4.4.3 Service Agreement Information

Each Priority Mail Express Custom Designed Agreement must specify the scheduled:

- a. Place, time, and day or date of origin for each shipment presented for service to each specific destination.
- b. Place, time, and day or date for claim or delivery at destination for each scheduled shipment.

##### 4.4.4 Service Commencement

Service provided under a service agreement must begin not more than 10 days after the signed service agreement is presented to the USPS.

##### 4.4.5 Changes in Destination Address

At least 30 days' advance notice is required to change the Priority Mail Express destination address for origin caller service mail (accelerated reply mail).

##### 4.4.6 Termination by USPS

Priority Mail Express Custom Designed provided under a service agreement may be terminated by the USPS on 10 days' written notice to the mailer, if service cannot be provided for reasons beyond the control of the USPS or because of changes in USPS facilities or operations, or if the mailer fails to adhere to the terms of the service agreement or these standards.

##### 4.4.7 Termination by Mailer

A service agreement may be terminated by the mailer for any reason by notice to the USPS.

#### 4.5 Priority Mail Express Military Service (PMEMS)

##### 4.5.1 Objectives

[7-28-13] For Priority Mail Express Military Service (PMEMS), items presented at APO/FPO and DPO facilities before the published cut-off time are delivered the second day after acceptance. Items presented after the published cut-off time are delivered the third day after acceptance. For PMEMS, the USPS refunds standards are provided in [604.9.5](#).



213.4.5.2

### **4.5.2 Availability**

[7-28-13] PMEMS (under [703.2.6](#)) is available between the United States and designated APO/FPO and DPOs to provide Department of Defense personnel stationed overseas, and others entitled to APO and FPO mailing privileges, an expedited delivery service to or from the United States. PMEMS Custom Designed Service and PMEMS Open and Distribute service are available to authorized APO/FPO destinations.

### **4.6 Open and Distribute**

[7-28-13] Priority Mail Express Custom Designed, Priority Mail Express Next Day Delivery, and Priority Mail Express Second Day Delivery may be used to expedite movement of any other class of mail from one domestic USPS facility to another by Priority Mail Express Open and Distribute subject to the standards in [705.18.0](#).





## 214 Postage Payment and Documentation

### Overview

- [1.0 Basic Standards for Postage Payment Options](#)
- [2.0 Corporate Accounts](#)

### 1.0 Basic Standards for Postage Payment Options

Federal agency and USPS official Priority Mail Express may use the appropriate indicia, subject to [703.7.0](#). The mailer is responsible for proper payment of postage. Customers may pay postage with a permit imprint via the electronic verification system (eVS) program to manifest Priority Mail Express items, according to [705.2.9.9](#).

#### 1.1 Commercial Base Pricing

Commercial Base Priority Mail Express postage may be paid with:

- a. A USPS Corporate Account (see [2.0](#)), including Federal Agency Accounts.
- b. Click-N-Ship.
- c. USPS-approved PC Postage products by registered end-users in conjunction with a qualifying shipping label managed by the PC Postage system used.
- d. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [202.3.3](#)) and transactional data is electronically transmitted to the USPS with an approved Priority Mail Express shipping label.
- e. Permit imprint through the Electronic Verification System (eVS) under [705.2.9](#).

#### 1.2 Commercial Plus Pricing

Commercial Plus Priority Mail Express postage may be paid with:

- a. A USPS Corporate Account (see [2.0](#)), including federal agency accounts.
- b. USPS-approved PC Postage products by registered end-users in conjunction with a qualifying shipping label managed by the PC Postage system used.
- c. Permit imprint through the Electronic Verification System (eVS) under [705.2.9](#).
- d. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [402.2.1](#)) and transactional data is electronically transmitted daily to USPS for all mailpieces and mail categories with an approved Priority Mail Express shipping label.

### 2.0 Corporate Accounts

#### 2.1 Availability

A USPS Corporate Account (USPSCA) is available to any mailer, subject to [2.3](#) through [2.6](#) in Corporate Accounts and the terms on Form 5639. The address provided by the mailer on Form 5639 must be valid as a condition of an account being opened.



#### **2.2 Account**

Written application is required to mail with a USPS Corporate Account. Mailers must pay postage through a USPS Corporate Account for all Priority Mail Express items accepted under the terms of a Priority Mail Express Manifesting agreement in [705.2.6](#).

#### **2.3 Postage Liability**

The mailer must pay all postage and fees resulting from shipments presented bearing the assigned account number while the account is active and up to 30 days after the account is closed. After that, any shipment bearing the account number is refused and returned to the mailer.

#### **2.4 Payment Method**

For opening and maintaining an account, the mailer may do any of the following:

- a. Use a personal or business credit card.
- b. Authorize the USPS to originate an Automated Clearing House (ACH) debit from a specified bank account.
- c. Participate in the Centralized Account Processing System (CAPS) debit only if combined with other PostalOne! accounts such as permit imprint, Periodicals, and Business Reply Mail.
- d. Existing USPSCA customers who deposit cash and checks in local trust accounts must maintain a minimum balance in the account equal to an average week's postage and fees, or \$100, whichever is higher.

#### **2.5 USPS Report**

By the 10th of the month, the account holder receives a mailing activity report for the previous month. This report includes beginning and ending balances; deposits made; and postage and fees deducted. Accounts with activity have an itemized page included in the report. This itemization lists each piece mailed, the mailing date, label number, origin and destination ZIP Codes, and postage and fees. Deposits, withdrawals, and adjustments also are itemized.

#### **2.6 Closing Account**

The USPS may close an account with 10 days' written advance notice to the account holder, (and reserves the right to refer closed corporate accounts with negative balances or unpaid mailings to a collection agency), for any of the following reasons:

- a. The ending balance on the mailing activity report is below the minimum balance required for two consecutive months.
- b. The account remains inactive for one year, unless circumstances warrant otherwise (e.g., a seasonal mailer, positive balance, etc.).
- c. For any unpaid mailings.
- d. There are repetitive unpaid mailings due to rejection of payment by the account holders' credit card company or ACH institution. The closing of an account due to repetitive unpaid mailings caused by the rejection of the payment by the banking institution is subject to review by the manager, Business Mail Entry.







## 215 Mail Preparation

### Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Priority Mail Express Next Day and Second Day](#)
- [3.0 Priority Mail Express Custom Designed](#)
- [4.0 Firm Mailing Book](#)

### 1.0 General Information for Mail Preparation

#### 1.1 **Priority Mail Express Packaging Provided by the USPS**

Priority Mail Express packaging provided by the USPS must be used only for Priority Mail Express. Regardless of how the packaging is reconfigured or how markings may be obliterated, any material mailed in USPS-provided Priority Mail Express packaging is charged the appropriate Priority Mail Express price.

#### 1.2 **Price Marking**

See [202.3.1](#) for price markings.

### 2.0 Priority Mail Express Next Day and Second Day

#### 2.1 **Mailing Label**

For each Priority Mail Express item, the mailer must complete Label 11-B or Label 11-F for Post Office to Addressee Service, Label 11-HFPU for Hold for Pickup service, or a single-ply Priority Mail Express label generated through Click-N-Ship or an USPS-approved method. Mailers authorized to present Next Day or Second Day Priority Mail Express items using a Priority Mail Express Manifesting System must follow label preparation procedures in Publication 97, Priority Mail Express Manifesting Technical Guide.

#### 2.2 **Waiver of Signature**

For editions of Priority Mail Express Label 11-B or Label 11-F, *Priority Mail Express Post Office to Addressee*, printed before January 2012, a mailer sending a Priority Mail Express item may instruct the USPS to deliver a Priority Mail Express Next Day Delivery or Priority Mail Express Second Day Delivery item without obtaining the signature of the addressee or the addressee's agent by checking and signing the waiver of signature on Label 11-B or Label 11-F, or indicating waiver of signature is requested on single-ply commercial label. Completion of the waiver of signature authorizes the delivery employee to sign upon delivery. The item is delivered to the addressee's mail receptacle or other secure location. Mailers who request waiver of signature are provided only the delivery date and time, and not an image of a signature when accessing delivery information on the Internet or by phone.

#### 2.3 **Signature Required**

For editions of Priority Mail Express Label 11-B or Label 11-F printed on or after January 2012, a mailer sending a Priority Mail Express item, *and requiring the addressee's signature*, must instruct USPS to obtain a signature from the addressee



### 215.2.4

upon delivery of the item by checking the “signature required” box on Label 11-B or Label 11-F or indicating signature is requested on single-ply commercial label. If the signature required box is selected, an image of the signature will be provided when accessing delivery information.

#### **2.4 ZIP Code Determination**

For Priority Mail Express Next Day Delivery, the mailer determines if the item is destined to a ZIP Code area to which Priority Mail Express Next Day Delivery is offered from the point of origin by accessing a Priority Mail Express Next Day Delivery directory, available at Post Offices. If the destination is not listed, only Priority Mail Express Second Day Delivery is available.

### **3.0 Priority Mail Express Custom Designed**

#### **3.1 Forms**

The mailer must complete Form 5625 and, when appropriate, Form 3877. The completed form is placed in an EP-13 envelope that is affixed to the Priority Mail Express pouch.

#### **3.2 Signature Required**

The addressee's (or agent's) signature is required for all Priority Mail Express Custom Designed service.

#### **3.3 Pouches**

Priority Mail Express Custom Designed items must be presented in sealed Priority Mail Express pouches.

### **4.0 Firm Mailing Book**

Form 3877 is available at no cost to any mailer who mails an average of three or more Priority Mail Express items at one time, following these instructions:

- a. The mailer must prepare Priority Mail Express Custom Designed and Priority Mail Express Next Day Delivery or Second Day Delivery items as described above and present the completed form with the items to be mailed.
- b. The mailer must enter on Form 3877 the full number of each Priority Mail Express item and the addressee's name and address.
- c. All entries must be made in duplicate by typewriter, ink, or ballpoint pen. One copy is kept by the accepting employee. The other is receipted and returned to the mailer.
- d. All unused parts of the address column in Form 3877 must be obliterated by drawing a diagonal line through the unused part. Any alteration must be initialed by the mailer and accepting employee.

- e. For Priority Mail Express Manifesting, a special manifest is used to present Priority Mail Express items for acceptance as described in Publication 97, Priority Mail Express Manifesting Technical Guide. Form 3877 may be used only to list items for which extra services have been requested. See [705.2.6](#) for more information.





## 216 Enter and Deposit

### Overview

- [1.0 Priority Mail Express Next Day and Second Day Delivery](#)
- [2.0 Priority Mail Express Custom Designed](#)
- [3.0 Priority Mail Express Military Service](#)
- [4.0 Pickup on Demand Service](#)

### 1.0 Priority Mail Express Next Day and Second Day Delivery

Commercial Priority Mail Express Next Day and Second Day Delivery items:

- a. May be deposited in Priority Mail Express collection boxes, handed to delivery and collection employees during their normal delivery and collection duties, or picked up by USPS Pickup on Demand service. The “time and date of mailing” for items deposited in these ways, is the time and date the items are brought to the Priority Mail Express acceptance unit.
- b. If manifested, will be accepted at the locations specified in the Priority Mail Express Manifesting agreement.

### 2.0 Priority Mail Express Custom Designed

Priority Mail Express Custom Designed items must be deposited on a scheduled basis under the service agreement.

### 3.0 Priority Mail Express Military Service

Priority Mail Express Military Service items must be presented by the times authorized by the local postmaster.

### 4.0 Pickup on Demand Service

#### 4.1 Availability

Priority Mail Express Pickup on Demand service is available from designated Post Offices.

#### 4.2 Pickup on Demand Fee

The Pickup on Demand fee is assessed and paid as described in [507.7.0](#).



## **220      Commercial Letters and Cards Priority Mail**

223 Prices and Eligibility

224 Postage Payment and Documentation

225 Mail Preparation

226 Enter and Deposit



## 223 Prices and Eligibility

### Overview

- [1.0 Prices and Fees](#)
- [2.0 Content Standards for Priority Mail](#)
- [3.0 Basic Standards for Priority Mail](#)

### 1.0 Prices and Fees

#### 1.1 Price Application

The following price applications apply:

- a. Except Commercial Plus items weighing up to 0.5 pound (see [1.1c](#)) and Commercial Plus cubic items (see [423.1.1d.](#)), Priority Mail mailpieces are charged per pound; any fraction of a pound is rounded up to the next whole pound. For example, if a piece weighs .08 pound, the weight (postage) increment is 1 pound.
- b. Flat Rate prices are not based on weight and zone but are charged a flat rate regardless of actual weight (up to 70 pounds) of the mailpiece and domestic destination.
- c. The minimum postage amount per addressed piece is the 1-pound price except Commercial Plus items weighing up to 0.5 pound. Charge the 0.5-pound price for Commercial Plus items up to 0.5 pound. Items over 0.5 pound are rounded up to the next whole pound. For example, if a Commercial Plus piece weighs 0.10 pound, the weight (postage) increment is 0.5 pound; if a piece weighs 0.75 pound, the weight (postage) increment is 1 pound.
- d. Priority Mail items mailed under a specific customer agreement are charged according to the individual agreement.

#### 1.2 Commercial Base Prices

For prices, see [Notice 123—Price List](#). The Commercial Base prices are available for:

- a. Click-N-Ship customers.
- b. Registered end-users of USPS-approved PC Postage products when using a qualifying shipping label managed by the PC Postage system used.
- c. Customers using permit imprint.
- d. Priority Mail Open and Distribute customers; see [423.1.3](#) and [705.18.0](#).
- e. Permit holders using Merchandise Return Service (MRS) for mailpieces returned at Priority Mail prices when all MRS requirements are met ([505.3.0](#)).
- f. Customers using USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [202.3.3](#)) and electronically transmit transactional data to the USPS.



## 1.3 Commercial Plus Prices

### 1.3.1 Basic Eligibility

For prices, see [Notice 123—Price List](#). Commercial Plus prices are available to Priority Mail (including Critical Mail) customers who qualify for Commercial Base prices and whose cumulative account volume exceeds a combined total of 5,000 letter-size and flat-size pieces (including Flat Rate Envelopes, but not the Padded Flat Rate Envelope) or 75,000 total pieces (see [423](#)) in the previous calendar year (except Priority Mail Open and Distribute) or who have a customer commitment agreement with USPS, and are:

- a. Registered end-users of USPS-approved PC Postage products.
- b. Permit imprint customers.
- c. Priority Mail Open and Distribute (PMOD) customers (see [423.1.3](#) and [705.18.5.1](#)).
- d. Permit holders using MRS for mailpieces returned at Priority Mail prices when all MRS requirements are met ([505.3.0](#))
- e. Customers using USPS-approved IBI postage meters that print the IBI with the appropriate price marking for commercial price items ([202.3.3](#)) and electronically transmit transactional data daily to USPS for all mailpieces and mail categories.

### 1.3.2 New Priority Mail Customers

Commercial Plus prices are available for new Priority Mail customers who have a customer commitment agreement with the USPS. Shippers must contact their account manager or the manager, Shipping Support, Shipping Services (see [608.8.0](#) for address) for additional information.

## 1.4 Critical Mail Prices

### 1.4.1 Prices

[\[1-27-13\]](#) Critical Mail letters has two price options, Critical Mail letters and Critical Mail letters with signature. For prices, see [Notice 123—Price List](#).

### 1.4.2 Basic Eligibility

Critical Mail letter-size pieces are charged a flat rate regardless of domestic destination or weight for barcoded, automation-compatible letters up to 3 ounces. Critical Mail letter-size pieces that exceed 3 ounces in weight, exceed 1/4 inch thickness, or are not barcoded according to [3.2](#), will be charged the Priority Mail Commercial Plus Flat Rate Envelope price (volume thresholds apply). Critical Mail letter prices are Commercial Plus prices available to Critical Mail customers whose Priority Mail and Critical Mail volume exceeds a combined total of 5,000 letter-size and flat-size pieces (including Flat Rate Envelopes, but not the Padded Flat Rate Envelope), in the previous calendar year or who have a customer commitment agreement (see [1.3.2](#)) with USPS, and that are:

- a. Registered end-users of USPS-approved PC Postage products when using a qualifying shipping label managed by the PC Postage system used.
- b. Permit imprint customers.

### 1.4.3 New Critical Mail Customers

The following requirements must be met for new Critical Mail customers:

- a. All customers using Critical Mail service must have a customer commitment agreement with USPS. Customers must contact their account manager or the Manager, Shipping Support, Shipping Services (see [608.8.0](#) for address) for agreement requirements.
- b. USPS-produced Critical Mail letter-size envelopes must be used and mailpieces must be authorized by the Manager, Integrated Business Solutions, Shipping Services (see [608.8.1](#) for address). Prior to the first mailing of Critical Mail items, the mailer must provide 10 preproduction mailpiece samples to the Manager, Integrated Business Solutions or designee for review and approval. Sample pieces must be packaged in USPS-produced Critical Mail letter-size envelopes; mailpieces must include the full range of the proposed contents that will be shipped; and mailpieces must bear applicable labels and barcodes (i.e. Intelligent Mail barcodes and USPS Tracking labels or Signature Confirmation labels).

## 1.5 Flat Rate Envelopes

### 1.5.1 Flat Rate Envelopes-Price and Eligibility

There are two types of USPS-produced Priority Mail Flat Rate Envelopes: A paper envelope and a padded envelope (for Commercial Plus only). Each type of USPS-produced Priority Mail Flat Rate Envelope is priced at a flat rate regardless of the actual weight (up to 70 pounds) of the mailpiece or domestic destination. See the [Notice 123—Price List](#) for applicable prices.

### 1.5.2 Sealing Flat Rate Envelopes

All USPS-produced Priority Mail envelopes smaller than the EP14F envelope (9.5 inches by 12.5 inches) are eligible for the Priority Mail Flat Rate Envelope price whether or not they are marked “Flat Rate Envelope.” Each type of USPS-produced Priority Mail Flat Rate Envelope is priced at a flat rate regardless of the actual weight (up to 70 pounds) of the mailpiece or domestic destination.

## 1.6 Hold For Pickup

Under Hold For Pickup service, Priority Mail items are held at a designated Post Office location for pick up by a specified addressee or designee. Hold For Pickup service is not available for Critical Mail.

## 1.7 Pickup on Demand Fee

The Pickup on Demand fee is charged per occurrence. This service may be combined with Priority Mail Express, Package Services, and international mail pickups (see [507.7.0](#)). See [Notice 123—Price List](#).

## 1.8 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Except for Critical Mail and mailers using eVS, express all single-piece weights in decimal pounds rounded off to two decimal places. For Critical Mail, express single-piece



weights in decimal pounds rounded off to four decimal places. Mailers using eVS may round off to four decimals, and eVS will automatically round to the appropriate decimal place. If a customer is using a manifest mailing system, the manifest weight field must be properly completed by adhering to the rules relative to the specific manifest.

### **1.9 Computing Postage**

Determine weight increment for each piece and pay postage under [224.1.0](#). For permit imprint mailings, multiply the number of addressed pieces at each weight increment by the corresponding postage price.

## **2.0 Content Standards for Priority Mail**

### **2.1 General**

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

### **2.2 Matter Required to be Mailed as First-Class Mail**

Unless Priority Mail Express is used, Priority Mail prices are required for a mailpiece that weighs more than 13 ounces when the mailpiece contains matter that must be mailed as First-Class Mail (see [133.3.0](#)).

## **3.0 Basic Standards for Priority Mail**

### **3.1 Definition**

Priority Mail is an expedited service and may contain any mailable matter weighing no more than 70 pounds. Lower weight limits apply to some commercial mail parcels under [423.1.0](#); Critical Mail letters and flats under [1.4](#) and [323.1.5](#); APO/FPO mail subject to [703.2.0](#) and [703.4.0](#) and Department of State mail subject to [703.3.0](#).

### **3.2 Additional Standards for Critical Mail Letters**

[\[1-27-13\]](#) Critical Mail, a category of Priority Mail, is available for barcoded, automation-compatible letters and barcoded, automation flats (see [323.1.5](#)). With the exception of restricted mail as described in [601.8.0](#), any mailable matter may be mailed via Critical Mail. USPS-produced Critical Mail letter-size envelopes must be used for all Critical Mail letters. Letters may not exceed 3 ounces in weight or 1/4 inch thickness. Critical Mail letters also must:

- a. Bear an Intelligent Mail barcode with the correct routing code that represents the finest depth of sort achieved in the address matching process, and barcodes must be placed according to [202.5.0](#).
- b. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point routing code and that meets address quality standards in [233.5.5](#) and [708.3.0](#).



**3.3 IMpb Standards**

Priority Mail pieces (except Critical Mail pieces without an extra service) with postage paid through a PC Postage system must bear an Intelligent Mail package barcode prepared under [708.5.0](#).

**3.4 Service Objectives**

All Priority Mail receives expeditious handling and transportation, but the USPS does not guarantee delivery within a specified time.

**3.5 Matter Closed Against Postal Inspection**

Matter closed against postal inspection includes First-Class Mail, Priority Mail (including Critical Mail), and Priority Mail Express. The USPS may open mail other than First-Class Mail, Priority Mail (including Critical Mail) or Priority Mail Express to determine whether the proper postage is paid. Material wrapped or packaged so that it cannot be examined easily or examined without destruction or serious damage is closed against postal inspection and is charged the appropriate First-Class Mail or Priority Mail price.



## 224 Postage Payment and Documentation

### Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Postage Paid with Permit Imprint](#)

### 1.0 Basic Standards for Postage Payment

#### 1.1 Postage Payment Options

##### 1.1.1 Commercial Base Pricing

Commercial Base Priority Mail postage may be paid with:

- a. Click-N-Ship.
- b. USPS-approved PC Postage products when registered end-users use a qualifying shipping label.
- c. Permit imprint.
- d. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [202.3.3](#)) and electronically transmit transactional data to the USPS.

##### 1.1.2 Commercial Plus Pricing

Commercial Plus Priority Mail postage may be paid with:

- a. USPS-approved PC-Postage products when registered end-users use a qualifying shipping label.
- b. Permit imprint.
- c. Permit holders using MRS for Priority Mail items who qualify for Commercial Base prices and whose account volumes exceed 100,000 pieces in the previous calendar year or who have a customer commitment agreement with the USPS (see [223.1.3.2](#)).
- d. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [202.3.3](#)) and electronically transmit transactional data daily to USPS for all mailpieces and mail categories.

##### 1.1.3 Critical Mail Pricing

Critical Mail pieces must bear an Intelligent Mail barcode and postage may be paid with:

- a. USPS-approved PC Postage products when registered end-users apply a qualifying shipping label managed by the PC Postage system used.
- b. Permit imprint.

#### 1.2 Affixing Postage—Single-Piece Mailings

In a postage-affixed Priority Mail mailing, the mailer must affix to each piece a value equal to at least the postage required (including any surcharges).



224.2.1

## 2.0 Postage Paid with Permit Imprint

### 2.1 **Advance Deposit Account**

A mailer may be authorized to mail items without affixing postage when a permit imprint indicia (see [604.5.0](#)) is used and payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees.

### 2.2 **Minimum Quantity**

Permit imprint mailings must contain at least 200 pieces or 50 pounds submitted under the terms of an approved manifest mailing system agreement with exceptions allowed under a minimum volume reduction provision.

### 2.3 **Postage Statement**

A completed postage statement must accompany each mailing paid with a permit imprint.



## 225 Mail Preparation

### Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Markings](#)
- [3.0 Preparation of Permit Imprint Mailings](#)
- [4.0 Additional Standards for Preparing Critical Mail Letters](#)

### 1.0 General Information for Mail Preparation

#### 1.1 **Priority Mail Packaging Provided by the USPS**

Priority Mail packaging provided by the USPS must be used only for Priority Mail. Regardless of how the packaging is reconfigured or how markings may be obliterated, any matter mailed in USPS-provided Priority Mail packaging is charged the appropriate Priority Mail price. Any matter mailed in USPS-produced Critical Mail letter packaging will be charged Critical Mail letter prices only if all applicable standards in [223](#) are met; otherwise such matter will be charged the Priority Mail Commercial Plus Flat Rate Envelope price.

#### 1.2 **Required Use of Return Address**

The sender's domestic return address must appear legibly on Priority Mail pieces.

### 2.0 Markings

The marking "Priority Mail" must be placed prominently on the address side of each piece of Priority Mail. USPS-produced Critical Mail letter envelopes bear the marking "Critical Mail" and must be used for Critical Mail letters. See [202.3.3](#).

### 3.0 Preparation of Permit Imprint Mailings

#### 3.1 **Identical Weight Pieces**

To use a permit imprint, the pieces must be of identical weight and, unless all the pieces are in a weight category for which the price does not vary by zone, the pieces must be separated by zone when presented to the Post Office, except under [3.2](#).

#### 3.2 **Nonidentical Weight Pieces**

A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.



### 4.0 Additional Standards for Preparing Critical Mail Letters

#### 4.1 **Preparing Critical Mail Letters in Trays**

When mailing 200 or more Critical Mail letters in one mailing, prepare the letters in USPS-provided letter trays with the letters “faced” (oriented with all addresses in the same direction with the postage area in the upper right). Secure and strap letter trays using USPS-provided sleeves. Label trays under the applicable letter tray label standards in [235.4.0](#) and as follows:

- a. Line 1: Use L201; for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).
- b. Line 2: “CRITICAL MAIL LTRS WKG.”
- c. Line 3: Office of mailing or mailer information.

#### 4.2 **Postage for Critical Mail and Priority Mail**

When a manifest mailing system is used, Critical Mail and Priority Mail may be entered on the same postage statement, but mailpieces must be presented separately and may not be combined or commingled in the same container.

## 226 Enter and Deposit

### Overview

- [1.0 Deposit](#)
- [2.0 Pickup on Demand Service](#)

### 1.0 Deposit

#### 1.1 General

Mailpieces bearing postage evidencing indicia must be deposited in a collection box (except for mailings of 200 or more Critical Mail letters) or at a postal facility within the ZIP Code shown in the indicia, except as permitted under [2.0](#) or [604.4.6.3](#). Permit imprint mail must be presented at a Post Office or USPS acceptance site under [604.5.0](#), or [705](#).

#### 1.2 Stamped Pieces

Priority Mail bearing postage stamps is retail mail. See [126](#) for more information.

### 2.0 Pickup on Demand Service

Pickup on Demand service (see [507.7.0](#)) is available from designated Post Offices for Priority Mail and Critical Mail letters.





## **230      Commercial Letters and Cards First-Class Mail**

233 Prices and Eligibility

234 Postage Payment and Documentation

235 Mail Preparation

236 Enter and Deposit





## 233 Prices and Eligibility

### Overview

- 1.0 Prices and Fees for First-Class Mail
- 2.0 Content Standards for First-Class Mail Letters
- 3.0 Basic Standards for First-Class Mail Letters
- 4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Letters
- 5.0 Additional Eligibility Standards for Automation First-Class Mail Letters
- 6.0 Eligibility Standards for Card Price First-Class Mail

### 1.0 Prices and Fees for First-Class Mail

#### 1.1 Price Application

Postage is based on the letter price that applies to the weight of each addressed piece.

#### 1.2 Price Computation for First-Class Mail Letters

**[1-27-13]** Commercial First-Class Mail Presorted letters are charged at one price for the first 2 ounces, with separate prices for pieces over 2 ounces up to 3 ounces and for pieces over 3 ounces up to 3.5 ounces. Any fraction of an ounce is considered a whole ounce. For example, if a piece weighs 2.2 ounces, the weight (postage) increment is 3 ounces. The pricing per ounce is similar for automation First-Class Mail letters, with pricing differences per sortation level.

Single-piece price letters that are residual pieces from either a Presorted or automation mailing are charged the residual single-piece price for letters up to 2 ounces.

#### 1.3 Presorted and Automation Prices for Cards and Letters

For prices, see [Notice 123–Price List](#).

#### 1.4 Nonmachinable Surcharge

Surcharge per Presorted price piece (see [Notice 123–Price List](#) and [201.2.1, Criteria for Nonmachinable Letters](#)).

#### 1.5 Presort Mailing Fee

Presort mailing fee, per 12-month period, per office of mailing.

#### 1.6 Computing Postage for First-Class Mail

Determine single-piece weight and weight (postage) increment for each addressed piece as prescribed in [1.7](#) and [1.2](#). For First-Class Mail, affix postage to each piece under [234.2.2](#), or, for permit imprint mailings, multiply the number of addressed pieces at each price increment (and in each price category, if applicable) by the corresponding postage price, add the *unrounded* products, and round off the total postage to the nearest whole cent.

#### 1.7 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected



pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

## 2.0 Content Standards for First-Class Mail Letters

### 2.1 General

With the exception of restricted material as described in [601.8.0](#), any mailable item may be mailed as First-Class Mail.

### 2.2 Bills and Statements of Account

Bills and statements of account must be mailed as First-Class Mail (or Priority Mail Express) and are defined as follows:

- a. Bills and statements of account assert a debt in a definite amount owed by the addressee to the sender or a third party. In addition, bills include a demand for payment; statements of account do not include a demand for payment. The debt does not have to be due immediately but may become due at a later time or on demand. The debt asserted need not be legally collectible or owed.
- b. Bills and statements of account do not need to state the precise amount due if they contain information that would enable the debtor to determine that amount.

### 2.3 Personal Information

Mail containing personal information must be mailed as First-Class Mail (or Priority Mail Express). Personal information is any information specific to the addressee.

### 2.4 Handwritten and Typewritten Material

Mail containing handwritten or typewritten material must be mailed as First-Class Mail or Priority Mail Express.

### 2.5 Matter Marked Postcard or Double Postcard

Any matter marked "Postcard" or "Double Postcard" must be mailed as First-Class Mail or Priority Mail Express.

### 2.6 Matter Not Required to be Mailed as First-Class Mail

Matter eligible for Standard Mail or Package Services prices or authorized as Periodicals is not required to be mailed as First-Class Mail or Priority Mail Express.

### 2.7 Prohibited Air Transportation

All First-Class Mail is subject to limitations for air transportation. Generally, all mailable matter may be transported by aircraft, unless restricted in [601.10.0, Hazardous Materials](#).

### 2.8 Round-Trip Mailings with One Optical Disc

When a letter-size mailpiece weighing no more than 1 ounce in round-trip mailings includes one standard optical disc no larger than 12 centimeters in diameter per mailpiece, the disc will not be considered to be rigid and a nonmachinable surcharge will not be charged on either the outgoing piece or the returned BRM or

PRM piece as long as the disc is not put in a rigid container and the envelope itself is not rigid. For the purpose of this standard, round-trip mailings are mailings entered under these conditions:

- a. The mailing is presented at a BMEU or other acceptance facility as a presort mailing at presort machinable or automation First-Class Mail letter prices.
- b. The mailpieces are addressed to subscribers and include either a BRM (under [505.1.0](#)) or PRM (under [505.2.0](#)) envelope designed for return of the disc to the permit holder.
- c. A sample of the return envelope is provided to the acceptance employee at the time of mailing for verification that the mailing is designed for round-trip purposes.
- d. Returned BRM or PRM pieces must be picked up by the mailer at designated postal facilities, upon payment of all applicable postage and fees.

## 3.0 Basic Standards for First-Class Mail Letters

### 3.1 3.1 Description of Service

#### 3.1.1 Service Objectives

First-Class Mail receives expeditious handling and transportation. Service objectives for delivery are 1 to 3 days; however, delivery time is not guaranteed.

#### 3.1.2 Price Options

First-Class Mail letters offer shape-based single-piece prices in [133.1.0](#) and discounted prices in [1.0](#) for presorted mailings of 500 or more pieces that weigh 3.5 ounces or less.

### 3.2 Defining Characteristics

#### 3.2.1 Inspection of Contents

First-Class Mail is closed against postal inspection. Federal law and USPS regulations restrict both opening and reviewing the contents of First-Class Mail by anyone other than the addressee.

#### 3.2.2 Forwarding Service

The price of First-Class Mail includes forwarding service to a new address for up to 12 months.

#### 3.2.3 Return Service

The price of First-Class Mail includes return service if the mailpiece is undeliverable.

#### 3.2.4 Extra Services Exclusive to First-Class Mail

First-Class Mail is the only class of mail eligible to receive the following extra services: Registered Mail service and Certified Mail service.



### 3.2.5 Additional Extra Services

Additional extra services available with First-Class Mail are certificate of mailing service, COD service, USPS Tracking service (parcels only), insured mail service (merchandise only), return receipt service, restricted delivery service, Signature Confirmation service (parcels only), and special handling. See information regarding extra services in [503](#).

### 3.3 Additional Basic Standards for First-Class Mail

All presorted First-Class Mail letters must:

- a. Meet the basic content standards for First-Class Mail in [2.0](#).
- b. Weigh 3.5 ounces or less.
- c. Meet the applicable standards in [234, Postage Payment and Documentation](#), and [1.0, Prices and Fees for First-Class Mail](#).
- d. Be part of a single mailing of at least 500 pieces of Presorted First-Class Mail.
- e. Meet the applicable physical standards in:
  1. [201.1.0, Physical Standards for Machinable Letters and Cards](#).
  2. [201.2.0, Physical Standards for Nonmachinable Letters](#).
  3. [201.3.0, Physical Standards for Machinable and Automation Letters and Cards](#).
- f. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
  1. The Move Update standard in [3.5](#).
  2. The ZIP Code accuracy standard in [3.6](#).
  3. If an alternative addressing format is used, the additional standards in [602.3.0](#).

### 3.4 Presort Mailing Fee

A First-Class Mail presort mailing fee must be paid once each 12-month period at each office of mailing by any person or organization entering mailings at automation or Presorted First-Class Mail prices. Payment of this fee is waived for mailers who present only full-service automation mailings (under [705.24.0](#)) containing 90% or more pieces qualifying for full-service prices. Payment of one fee allows a mailer to enter mail at all those prices. Persons or organizations paying this fee may enter mail of their clients as well as their own mail. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

### 3.5 Move Update Standard

#### 3.5.1 Basic Standards

The Move Update standard requires the periodic matching of a mailer's address records with customer-filed change-of-address orders maintained by the USPS. For this standard, *address* is a specific address associated with a specific occupant name. Each address in a mailing at First-Class Mail commercial letter prices must meet the requirements in [602.5.0](#).

**3.5.2 Basis for Move Update Assessment Charge**

Mailings are subject to a Move Update assessment charge if more than 30 percent of addresses with a change of address (COA) are not updated, based on the error rate found in USPS sampling at acceptance during Performance-Based Verification. Specifically, mailings for which the sample contains greater than 30 percent failed COAs out of the total COAs in the sample are subject to additional postage charges as follows:

- a. The percentage of the mailing paying the charge is based on the percentage of failed pieces above 30 percent.
- b. Each of the assessed pieces is subject to the \$0.07 per piece charge.
- c. As an example, if 40% of COAs in the sample are not updated, then the charge is applied to 10% (=40% - 30%) of the total mailing.
- d. Mailings for which the sample has five or fewer pieces that were not updated for a COA are not subject to the assessment, regardless of the failure percentage.

**3.6 ZIP Code Accuracy**

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Each address in a mailing at commercial First-Class Mail letter prices must meet the ZIP Code accuracy requirements in [602.6.0](#).

**4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Letters****4.1 Additional Standards for Machinable First-Class Mail**

In addition to the standards in [3.0, Basic Standards for First-Class Mail Letters](#), all pieces in a First-Class Mail Presorted price mailing must be marked, sorted, and documented as specified in [235.5.0, Preparing Nonautomation Letters](#).

**4.2 Barcodes**

[\[1-27-13\]](#) Any Intelligent Mail barcode on a mailpiece in nonautomation First-Class Mail mailings must be correct for the delivery address and meet the standards in [202.5.0](#), [708.3.0](#), and [233.4.0](#).

**4.3 Nonmachinable Surcharge for Letter-Size Pieces**

The nonmachinable surcharge in [1.4](#) applies to letter-rate pieces (except card-price pieces) that meet one or more of the nonmachinable characteristics in [201.2.1](#).

**5.0 Additional Eligibility Standards for Automation First-Class Mail Letters****5.1 Basic Standards for Automation First-Class Mail Letters**

[\[1-27-13\]](#) All pieces in a First-Class Mail automation mailing must:

- a. Meet the basic standards for First-Class Mail in [3.0](#).



- b. Be part of a single mailing of at least 500 pieces of automation price First-Class Mail.
- c. Meet the physical standards in [201.3.0, \*Physical Standards for Machinable and Automation Letters and Cards\*](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets the address matching and coding standards in [5.5, \*Address Standards for Barcoded Pieces\*](#), and [708.3.0, \*Coding Accuracy Support System \(CASS\)\*](#).
- e. Bear an accurate Intelligent Mail barcode encoded with the correct delivery point routing code, matching the delivery address and meeting the standards in [202.5.0](#) and [708.4.0](#).
- f. Be marked, sorted, and documented as specified in [235.6.0, \*Preparing Automation Letters\*](#), for letters and cards.

#### **5.2 Additional Eligibility Standards for Full-Service Automation First-Class Mail Letters**

All pieces entered under the full-service Intelligent Mail automation option must:

- a. Bear a unique Intelligent Mail barcode.
- b. Be part of a mailing that meets the standards in [705.24.0](#).

#### **5.3 Maximum Weight for Automation Letters**

Maximum weight for First-Class Mail automation letters is 3.5 ounces (0.2188 pound) (see [201.3.6, \*Heavy Letter Mail \(over 3 ounces\)\*](#), for pieces heavier than 3 ounces).

#### **5.4 Price Application—Automation Cards and Letters**

Automation prices apply to each piece that is sorted under [235.6.0](#) into the corresponding qualifying groups:

- a. Groups of 150 or more pieces in 5-digit/scheme trays qualify for the 5-digit price. Preparation to qualify for the 5-digit price is optional. Pieces placed in full 3-digit/scheme trays in lieu of 5-digit/scheme overflow trays under [235.6.6](#) are eligible for the 5-digit prices.
- b. Groups of 150 or more pieces in 3-digit/scheme trays qualify for the 3-digit price. Pieces placed in full AADC trays in lieu of 3-digit/scheme overflow trays under [235.6.6](#) are eligible for the 3-digit prices.
- c. Groups of fewer than 150 pieces in origin 3-digit/scheme trays and pieces in AADC trays qualify for the AADC price. Pieces placed in mixed AADC trays in lieu of AADC overflow trays under [235.6.6](#) are eligible for the AADC prices.
- d. Pieces in mixed AADC trays qualify for the mixed AADC price, except for pieces prepared under [5.4c](#).



## 5.5 Address Standards for Barcoded Pieces

### 5.5.1 Basic Address Standards for Barcodes

To qualify for automation prices, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode that appears on a mailpiece claimed at an automation price must be the correct barcode for the corresponding delivery address on the piece.

### 5.5.2 Numeric ZIP+4

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.

### 5.5.3 Numeric Delivery Point Barcode (DPBC)

[1-27-13] The numeric equivalent to the delivery point routing code is formed by adding two digits directly after the ZIP+4 code.

### 5.5.4 Address Elements

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product.

### 5.5.5 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

### 5.5.6 Secondary Designator

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

### 5.5.7 P.O. Box

A Post Office box address must contain a Post Office box number that can be exactly matched with the USPS ZIP+4 Product in effect.



233.6.1

### 6.0 Eligibility Standards for Card Price First-Class Mail

#### 6.1 Card Price

A card may be a single or double (reply) stamped card or a single or double postcard. Stamped cards are available from USPS with postage imprinted on them. Postcards are commercially available or privately printed mailing cards. To be eligible for a card price, a card and each half of a double card must meet the physical standards in [201.1.2](#) and the applicable eligibility and preparation standards for the price claimed. Ineligible cards are subject to letter-size prices. Cards may be prepared and mailed at the First-Class Mail single-piece card price, Presorted card price, or automation card prices.

#### 6.2 Cards and Letters

Pieces claimed at card prices and pieces claimed at letter prices are subject to separate minimum volume criteria, but may be combined in the same mailing and reported on the same postage statement.

## 234 Postage Payment and Documentation

### Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Postage Payment for Presorted and Automation Letters](#)
- [3.0 Mailing Documentation](#)

### 1.0 Basic Standards for Postage Payment

#### 1.1 Postage Payment Options

Postage for Presorted or automation First-Class Mail must be paid with affixed postage or permit imprint as specified in [2.0](#). Permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

### 2.0 Postage Payment for Presorted and Automation Letters

#### 2.1 Payment Methods

First-Class Mail automation postage must be paid with postage evidencing system indicia, permit imprints, or precanceled stamps. All pieces in a mailing must be paid with the same method unless otherwise permitted by standard or Business Mailer Support authorization. Permit imprints may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support.

#### 2.2 Affixing Postage for Presorted and Automation First-Class Mail

Unless permitted by other standards or authorization by Business Mailer Support, when precanceled postage or postage evidencing system indicia are used, only one payment method may be used in a mailing and each piece must bear the numerical value of postage under one of these conditions:

- a. Each piece bearing a postage evidencing system indicium and weighing more than 2 ounces must bear the correct postage applicable to the additional ounce(s).
- b. Each piece must bear a USPS precanceled stamp (or stamps precanceled with a mailer's precancel postmark), under [604.3.0](#); postage documentation under [3.0](#) is required. Additional postage must be paid at the time of mailing with an advance deposit account or with a postage evidencing system indicium affixed to the postage statement.
- c. Each piece bearing a postage evidencing system indicium must bear full postage at the lowest First-Class Mail two-ounce letter price (or card price as applicable) plus any additional ounce(s) or nonmachinable surcharge.

#### 2.3 Postage Affixed at Lowest Price to All Pieces

Where it is not practicable for the mailer to affix the exact postage to each piece or to affix the lowest postage price to all pieces in the mailing, the mailer may compute postage for the mailing as if the lowest price affixed to any piece in the mailing were



affixed to all pieces. Additional postage is computed based on the difference between the lowest price affixed to any piece in the mailing and the price for each price level in the mailing. This computation must be documented to meet the basic standards in [3.0, Mailing Documentation](#). No refund is paid for any piece where postage is affixed at a price higher than the lowest price claimed for or affixed to any piece. The total additional postage must be paid either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement.

### 3.0 Mailing Documentation

#### 3.1 Completing Postage Statements

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

#### 3.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by price when presented for acceptance. Unless full postage is affixed, documentation presented with the postage statement must show the computation of the additional postage due for pieces not bearing full postage at the applicable price. Documentation describes the preparation, price levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the price claimed or postage payment method used.

#### 3.3 Documentation Standards for Automation Mailings

A complete postage statement must accompany each mailing. Each mailing also must be accompanied by presort and price documentation produced by PAVE-certified or MAC-certified software or by standardized documentation.

*Exception:* For mailings of fewer than 10,000 pieces, presort and price documentation is not required if postage at the correct price is affixed to each piece or if each piece is of identical weight and the pieces are separated by price when presented for acceptance. Mailers may use a single postage statement and a single documentation report for all price levels in a single mailing. First-Class Mail mailings prepared under the value added refund procedures or as combined mailings must meet additional standardized documentation requirements under [604.9.0, Exchanges and Refunds](#), and [705.5.0, First-Class Mail or Standard Mail Mailings With Different Payment Methods](#).

#### 3.4 Documentation Submission—Full-Service Automation Option

Mailers entering First-Class Mail pieces under the full-service automation option must electronically submit postage statements and mailing documentation to the *PostalOne!* system as described in [705.24.4.4](#).

**3.5 Preparing Documentation**

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

**3.6 Multiple Standards**

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

**3.7 Standard Format for Documentation**

Documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and price claimed, or the documentation must be prepared as standardized documentation. Standardized documentation contains the elements described in [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

**3.8 Providing Additional Information**

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0, \*Rulings on Mailing Standards\*](#).

**3.9 Reporting Multiple Mailings on One Statement**

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

**3.10 Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software



234.3.10

certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.

## 235 Mail Preparation

### Overview

- [1.0 General Definition of Terms](#)
- [2.0 Bundles](#)
- [3.0 Letter Trays](#)
- [4.0 Tray Labels](#)
- [5.0 Preparing Nonautomation Letters](#)
- [6.0 Preparing Automation Letters](#)

### 1.0 General Definition of Terms

#### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared.

#### 1.2 Definition of Mailings

A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, automation and nonautomation letters must be prepared as separate mailings. Cards and letters must be prepared as separate mailings except that they may be sorted together if each meets separate minimum volume requirements. Machinable and nonmachinable letters must not be part of the same mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.

#### 1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. *5-digit scheme (trays) for automation letters*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in the USPS City State Product.
- c. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- d. *Unique 3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits, and that the 3-digit prefix is so identified in [L002](#), Column A.
- e. *3-digit scheme*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in [L003](#).



- f. *Origin/optional entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Subject to standard, a separation is required for each such 3-digit area regardless of the volume of mail.
- g. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see [L002](#), Column C, or [L005](#)) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.
- h. *ADC/AADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) or automated area distribution center (AADC) (see [L004](#) or [L801](#)).
- i. *Mixed [ADC, AADC, etc.]*: the pieces are for delivery in the service area of more than one ADC, AADC, etc.
- j. *Residual pieces/bundles/sacks* contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle preparation to a particular destination, and usually does not qualify for a presort price. Residual mail is also referred to as *nonqualifying or working* mail.

### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full letter tray* is one in which faced, upright pieces fill the length of the tray between 85% and 100% full.
- c. A *less-than-full* letter tray is one that contains mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full trays may be prepared only if permitted by the standards for the price claimed.
- d. An *overflow* letter tray is a less-than-full tray that contains all pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if permitted by the standards for the price claimed.
- e. A *5-digit scheme sort for automation letters* yields 5-digit scheme trays for those 5-digit ZIP Codes identified in the USPS City State Product and 5-digit trays for other areas. Mail prepared using 5-digit scheme sort must be entered no later than 90 days after the release date of the City State Product used to obtain the scheme information (see [708.3.0, Coding Accuracy Support System \(CASS\)](#)). The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 5-digit ZIP Code required. Trays prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still





considered 5-digit scheme sorted and are labeled accordingly. When standards require 5-digit/scheme sorting, mailers must prepare all possible 5-digit scheme trays, then prepare all possible 5-digit trays.

- f. A *3-digit scheme sort* yields 3-digit scheme trays for those 3-digit ZIP Code prefixes listed in [L003](#) and 3-digit trays for other areas. The 3-digit ZIP Code prefixes in each scheme are treated as a single presort destination subject to a single minimum tray volume, with no further separation by 3-digit prefix required. Trays prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit areas are still considered 3-digit scheme sorted and are labeled accordingly. The 3-digit scheme sort is required for automation price letter-size First-Class Mail. When standards require 3-digit/scheme sorting, mailers must prepare all possible 3-digit scheme trays, then prepare all possible 3-digit trays.
- g. An *origin 3-digit* (or *origin 3-digit scheme*) tray contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as indicated in [L005](#), a separate tray must be prepared for each.
- h. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- i. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- j. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer’s location, the Post Office of entry determines the *entry* facility. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs.
- k. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- l. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [2.0, Bundles](#).



- m. A “logical” *presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container due to applicable preparation requirements or the size of the individual pieces.

### 1.5 Optional Containerization

Mailers may prepare pallets or other USPS-approved containers as described in [705.8.10.2](#) or according to local customer/supplier agreements.

## 2.0 Bundles

### 2.1 General

A *bundle* is a group of addressed pieces, for a presort destination, secured together as a unit. See [601.2.0](#) for bundling standards.

## 3.0 Letter Trays

### 3.1 Standard Containers

Mailings must be prepared in letter trays with sleeves. However, a postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

### 3.2 Letter Tray Sizes

These approximate measurements define the tray sizes that apply to all letter-size mail preparation standards:

- a. 2-foot managed mail (MM) trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- b. 1-foot MM trays: 10-1/4 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- c. 2-foot extended MM (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high.

### 3.3 Letter Tray Preparation

Letter trays are prepared as follows:

- a. Subject to availability of equipment, standard MM trays must be used for all letter-size mail, except that EMM trays must be used when available for letter-size mail that exceeds the inside dimensions of MM trays defined in [3.2, Letter Tray Sizes](#). When EMM trays are not available for those larger pieces, they must be placed in MM trays, angled back, or placed upright perpendicular to the length of the tray in row(s) to preserve their orientation.
- b. Pieces must be “faced” (oriented with all addresses in the same direction with the postage area in the upper right).



- c. Each tray prepared must be filled before filling the next tray, with the contents in multiple trays relatively balanced. 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. As an alternative, if there is mail remaining, mailers may move those pieces to the next higher presort level when the minimum piece quantity has been reached at the next tray level (e.g., 150 pieces) and the standards in [6.6](#) are met.
- d. For presort destinations that do not require full trays, pieces are placed in a less-than-full tray.
- e. Mailers must use as few trays as possible without jeopardizing price eligibility. For instance, a mailer will never have two 1-foot trays to a single destination; instead, that mail must be placed in a single 2-foot tray. A 1-foot tray is prepared only if it is a full tray with no overflow; or if there is less than 1 foot of mail for that destination; or if the overflow from a full 2-foot tray is less than 1 foot of mail.
- f. Each tray must bear the correct tray label.
- g. Each tray must be sleeved and strapped under [3.4, Tray Sleeveing and Strapping](#), and [3.5, Strapping Exception](#).
- h. If a mailing is prepared using an MLOCR/barcode sorter and is submitted with standardized documentation, then pieces do *not* have to be grouped by 3-digit ZIP Code prefix (or by 3-digit scheme, if applicable) in AADC trays, or by AADC in mixed AADC trays.

### **3.4 Tray Sleeveing and Strapping**

Letter trays are secured using USPS-provided sleeves. Each sleeved letter tray must then be secured with one plastic strap placed tightly around the length of the tray without crushing the tray or sleeve.

### **3.5 Strapping Exception**

If the processing and distribution manager gives a written waiver, strapping is not required for any mixed AADC letter tray of First-Class Mail or for any letter tray that originates and destines in the same SCF (mail processing plant) service area.

### **3.6 Origin/Entry 3-Digit/Scheme Trays**

After all finer sort levels are prepared, an origin/entry 3-digit tray (or, if applicable, origin/entry 3-digit scheme tray) must be prepared to contain any remaining mail for each 3-digit (or 3-digit scheme) area serviced by the SCF serving the Post Office where the mail is verified (origin), and may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the Post Office where the mail is verified). In all cases, only one less-than-full tray may be prepared for each 3-digit (or 3-digit scheme) area.

## **4.0 Tray Labels**

### **4.1 Basic Standards**

Tray labels are subject to these basic standards:



- a. Use 2-inch labels.
- b. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.
- c. Tray labels for automation price mailings are subject to [4.9.1, Basic Standards for Barcoded Tray Labels](#), and [708.6.0](#).
- d. Intelligent Mail tray labels are subject to the standards in [708.6.5, Intelligent Mail Tray Labels](#), and to the specifications posted at <http://ribbs.usps.gov>.

### 4.2 Physical Characteristics of a Tray Label

A tray label must meet these specifications:

- a. Color: white or manila.
- b. Weight: minimum 70-pound stock (500 sheets, 24 by 36 inches).
- c. Height (perpendicular to printing): 1.860 inches minimum; 2.015 inches maximum.
- d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- e. Thickness: 0.005 inch minimum.

### 4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., "ADC"). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit trays for overseas military destinations, Line 1 shows, from left to right, "APO" or "FPO," followed by "AE" (for ZIP Codes within the ZIP Code prefix range 090-098), "AA" (for ZIP Codes within the 3-digit ZIP Code prefix 340), or "AP" (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the tray.

### 4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the tray and other information as specified by standards.



- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of tray labels.

CONTENT TYPE	CODE
Barcoded	BC
Barcoded and Nonbarcoded	BC/NBC
Digit	D
First-Class Mail	FCM
Letters	LTR or LTRS
Machinable	MACH
Mixed	MXD
Nonmachinable	MAN or MANUAL
Working	WKG

**4.5 Line 3 (Office of Mailing or Mailer Information Line)**

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

**4.6 Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

**4.7 Placement of Extraneous Information**

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- It may be placed above Line 1 in not more than 0.083-inch high type (6-point type).
- It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It may appear below Line 3.
- A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.

**4.8 Placement of Tray Label**

A tray label must be securely placed in an adhesive-backed label holder that is affixed to the specific location designated on the tray. Where no specific location is indicated the label must be securely placed in an adhesive-backed label holder that is affixed horizontally to the top left corner of one end of the tray. Do not use tape. Insert labels completely into the label holder to ensure that they do not fall out during processing. Do not insert labels upside down.



## 4.9 Barcoded Tray Labels

### 4.9.1 Basic Standards for Barcoded Tray Labels

Barcoded tray labels must be used for automation-price letter-size mailings. Intelligent Mail tray labels must be used with mailings entered under the full-service automation option (see [705.24.0](#)). Barcoded labels must meet these general standards:

- a. Use 2-inch labels.
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Mailers must insert barcoded labels completely into the label holder on the tray to prevent their loss during transport and processing.

## 5.0 Preparing Nonautomation Letters

### 5.1 Basic Standards

#### 5.1.1 All Mailpieces

Each Presorted First-Class Mail mailing must meet the applicable standards in [233.4.0](#), [Additional Eligibility Standards for Nonautomation First-Class Mail Letters](#), and in [235](#), [Mail Preparation](#); All pieces must be in the same processing category, subject to [5.1.4](#), [Cards and Letters](#), and must be sorted together and prepared under [5.2](#), [Machinable Preparation](#), or [5.3](#), [Nonmachinable Preparation](#). Letter-size pieces (including card-size pieces) must be prepared in letter trays.

#### 5.1.2 Single-Piece Price Pieces Presented With Presort Mailings

**[1-27-13]** Regardless of postage payment method, mailers may present single-piece price First-Class Mail with pieces claimed at automation or presort prices and report all pieces on the same postage statement. The following standards apply:

- a. The mailer must prepare the single-piece price pieces in separate trays from the automation and presort pieces. Mailers must label the trays under [708.6.0](#) using CIN code 260 on trays of single-piece letters. Label trays as follows:
  1. Line 1: Use [L201](#); for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).
  2. Line 2: Use the human-readable content line corresponding to content identifier number 260 (see [Exhibit 708.6.2.4](#)).
  3. Line 3: Office of mailing or mailer information.
- b. The single-piece price pieces must bear no price marking or be marked “First-Class” or, if not affixed with full single-piece price postage, “Single-Piece” (or “SNGLP”). See [202.3.0](#), [Placement and Content of Mail Markings](#).



- c. The mailer must affix additional postage to the single-piece price pieces to yield the correct amount on each piece, or (if prepared with a corrective price marking) the mailer must pay all additional postage at the time of mailing.

### 5.1.3 Marking

Subject to [202.3.0, \*Placement and Content of Mail Markings\*](#), all pieces must be marked “Presorted” (or “PRSRT”) and “First-Class Mail.”

### 5.1.4 Cards and Letters

Pieces claimed at card prices and pieces claimed at letter prices are each subject to a separate minimum volume criterion whether prepared as separate or combined mailings. Either way, card-size and letter-size pieces may be presented at the same time and reported on the same postage statement.

## 5.2 Machinable Preparation

### 5.2.1 Machinable Bundling

Machinable pieces are not bundled, except for (see [2.0, \*Bundles\*](#)):

- a. Card-size pieces.
- b. All pieces in a less-than-full origin 3-digit tray.
- c. All pieces in a less-than-full mixed AADC tray.

### 5.2.2 Traying and Labeling

Preparation sequence, tray size, and labeling:

- a. Separate 3-digit origin trays required for each origin 3-digit ZIP Code; no minimum piece requirement; one less-than-full tray permitted for each origin ZIP Code; labeling:
  - 1. Line 1: [L002](#), Column A.
  - 2. Line 2: “FCM LTR 3D MACH.”
- b. AADC (required); full trays (no overflow), with pieces grouped by 3-digit ZIP Code prefix; labeling:
  - 1. Line 1: [L801](#).
  - 2. Line 2: “FCM LTR AADC MACH.”
- c. Mixed AADC (required); no minimum, with pieces grouped by AADC; labeling:
  - 1. Line 1: Use [L201](#); for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).
  - 2. Line 2: “FCM LTR MACH WKG.”

## 5.3 Nonmachinable Preparation

### 5.3.1 Nonmachinable Bundling

Except as provided in [601.2.4](#), bundling is required before traying. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. Preparation sequence, bundle size, and labeling:



- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL); labeling not required for pieces in full 5-digit trays.
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

#### 5.3.2 Traying and Labeling

Preparation sequence, tray size, and labeling:

- a. 5-digit (required); full trays (no overflow); labeling:
  - 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0, Tray Labels](#), for overseas military mail).
  - 2. Line 2: "FCM LTR 5D MANUAL."
- b. 3-digit (required); full trays (no overflow), except for one less-than-full tray for each origin 3-digit(s); labeling:
  - 1. Line 1: [L002](#), Column A.
  - 2. Line 2: "FCM LTR 3D MANUAL."
- c. ADC (required); full trays (no overflow); labeling:
  - 1. Line 1: [L004](#), Column B.
  - 2. Line 2: "FCM LTR ADC MANUAL."
- d. Mixed ADC (required); no minimum; labeling:
  - 1. Line 1: Use [L201](#); for mail originating in ZIP Code areas in Column A, use "MXD" followed by city, state, and 3-digit ZIP Code prefix in Column C (use "MXD" instead of "OMX" in the destination line and ignore Column B).
  - 2. Line 2: "FCM LTR MANUAL WKG."

## 6.0 Preparing Automation Letters

### 6.1 Basic Standards

Mailers must prepare letter-size automation price First-Class Mail under [6.0](#). Bundle and tray preparation are subject to [235](#). Use barcoded tray labels under [4.9](#) and [708.6.0](#).

### 6.2 Mailings

The requirements for mailings are as follows:

- a. General. All pieces in a mailing must meet the standards in [201.3.0, Physical Standards for Machinable and Automation Letters and Cards](#), and must be sorted together to the finest extent required for the price claimed except under [6.2c](#). The definitions of a mailing and permissible combinations are in [1.0, General Definition of Terms](#).
- b. First-Class Mail. A single automation price First-Class Mail mailing may include pieces prepared at 5-digit, 3-digit, AADC, and mixed AADC prices.





- c. Regardless of the method of postage payment, pieces of single-piece price First-Class Mail may be presented with and reported on the same postage statement as pieces claimed at automation or presort prices if the single-piece price pieces are physically separated from other pieces; bear no price marking, or are marked only “First-Class,” or (if not affixed with full single-piece price postage) are marked “Single-Piece” or “SNGLP” under [202.3.0, Placement and Content of Mail Markings](#), in addition to any other marking; and either have additional postage affixed to yield the correct amount on each piece or (if prepared with a corrective price marking) have all additional postage paid at the time of mailing.

### 6.3 Marking

All automation price pieces must be marked under [202.3.0, Placement and Content of Mail Markings](#), and [202.4.0, Placement and Physical Standards for Endorsements](#). Pieces claimed at an automation price must bear the appropriate class marking and, except as provided in [202.3.0, Placement and Content of Mail Markings](#), and [202.4.0, Placement and Physical Standards for Endorsements](#), “AUTO.” Pieces not claimed at an automation price must not bear “AUTO” unless single-piece price postage is affixed or the corrective single-piece price marking (“SNGLP” or “Single-Piece”) is applied.

### 6.4 General Preparation

Grouping, bundling, and labeling are not generally required or permitted, except bundling is required in any mailing consisting entirely of card-size pieces and for pieces in overflow and less-than-full trays, and grouping is required under [6.6](#).

### 6.5 Cards

Pieces claimed at First-Class Mail card prices and pieces claimed at First-Class Mail letter prices are each subject to a separate minimum volume criteria whether prepared as separate or combined mailings. Either way, card-size and letter-size pieces may be presented at the same time and reported on the same postage statement.

### 6.6 Tray Preparation

**[4-1-13]** Instead of preparing overflow trays with fewer than 150 pieces, mailers may include these pieces in an existing qualified tray of at least 150 or more pieces at the next tray level. (For example, if a mailer has 30 overflow 5-digit pieces for ZIP Code 20260, these pieces may be added to an existing qualified 3-digit tray for the correct destination (ZIP Code prefix 202) and the overflow 5-digit pieces will still qualify for the 5-digit price.) Mailers must note these trays on standardized documentation (see [708.1.2](#)). Pieces that are placed in the next tray level must be grouped by destination and placed in the front or back of that tray. Mailers may use this option selectively for 3-digit and AADC ZIP Codes. This option does not apply to origin/entry 3-digit/scheme trays. Preparation sequence, tray size, and Line 1 labeling:

- a. 5-digit/scheme: optional, but required for 5-digit price (150-piece minimum); overflow allowed. Make 5-digit scheme trays first, then 5-digit trays; see [1.4e](#).
  - 1. For 5-digit scheme trays, use destination shown in the current USPS City State Product.



2. For 5-digit trays, use city, state, and 5-digit ZIP Code destination on pieces (see 4.0 for overseas military mail).
- b. 3-digit/scheme: optional, but required for 3-digit price (150-piece minimum except no minimum for origin or entry 3-digit/scheme); overflow allowed. Make 3-digit scheme trays first, then 3-digit trays; see 1.4f. For Line 1, use L002, Column B.
- c. AADC: optional, but required for AADC price (150-piece minimum); overflow allowed; group pieces by 3-digit (or 3-digit scheme) ZIP Code when overflow pieces from 3-digit trays are placed in AADC trays. For Line 1, use L801, Column B.
- d. Mixed AADC: required (no minimum); group pieces by AADC when overflow pieces from AADC trays are placed in mixed AADC trays. For Line 1 use L201; for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).

### 6.7 Tray Line 2

Line 2: “FCM LTR” and:

- a. 5-digit scheme: “BC 5D SCHEME.”
- b. 5-digit: “5D BC.”
- c. 3-digit scheme: “BC 3D SCHEME” and, if applicable, as shown in L002, Column B, followed by the letter “A,” “B,” or “C.”
- d. 3-digit: “3D BC.”
- e. AADC: “AADC BC.”
- f. Mixed AADC: “BC WKG.”

### 6.8 Presentation

Upon presentation of letter-size automation price First-Class Mail mailings to USPS for verification, mailers must present all mixed AADC trays together, and such trays must either be adjacent to one another, or side by side, and must be placed as the top layer(s) on any given container. Containerization instructions for First-Class Mail letters and cards may be established by local USPS managers.

## 236 Enter and Deposit

### Overview

- [1.0 Deposit](#)
- [2.0 Verification](#)

### 1.0 Deposit

#### 1.1 Service Objectives

All First-Class Mail receives expeditious handling and transportation. The USPS follows uniform guidelines for distributing and delivering mail but does not guarantee delivery within the specified time. Local postmasters can provide more information.

#### 1.2 Time and Location of Deposit

First-Class Mail paid at Presorted or any automation prices must be deposited at locations and times designated by the postmaster. Metered mail must be deposited in locations under the jurisdiction of the licensing Post Office except as permitted in [604.4.6.3](#). Permit imprint mail must be deposited under [604.5.0](#) or [705, Advanced Preparation and Special Postage Payment Systems](#).

#### 1.3 Approved Collections

The USPS may collect Presorted First-Class Mail and automation First-Class Mail at a mailer's facility if part of an approved collection service for other classes of mail; space is available on the transportation required for those classes; and:

- a. Acceptance and verification are done at the customer's facility; or
- b. Postage is paid with permit imprint under an optional procedure; or
- c. Postage is paid with meter or precanceled stamps.

#### 1.4 Permit Imprint Collection

The USPS does not collect presort mailings from a customer's facility if paid with a permit imprint and not covered by optional procedures.

### 2.0 Verification

#### 2.1 USPS Verification and Mailer Correction

Mailings are subject to USPS procedures to verify correct preparation and postage payment. The mailer is responsible for correcting irregularities found in the mailing. If, at the acceptance unit, a mailing is found not to qualify for a Presorted First-Class Mail price or an automation First-Class Mail price, the mailer must either take corrective action or pay the full single-piece price. The return of such mailings to the mailer's facility for any reworking is the mailer's responsibility.

#### 2.2 Timeframe for Corrective Action

If a mailer corrects the presort or preparation problems in a metered or precanceled stamped mailing that caused its disqualification when originally presented for acceptance, but cannot resubmit that mailing on the same day, the date shown in



236.2.3

the meter or mailer's precancel postmark must be corrected. The mailer may either reenvelope each piece and reapply postage and request a postage refund under [604.9.0, Exchanges and Refunds](#), or apply a legible “.00” meter impression that includes the correct mailing date.

### **2.3 Payment at Single-Piece Price Rather Than Correcting Errors**

A mailer who pays the single-piece First-Class Mail price rather than correcting errors in a mailing paid with meter or precanceled stamps must pay the difference in cash at the window and present the copy of the cash receipt to the acceptance point before the mail may be released for processing. A mailer who makes the same choice for a mailing paid with a permit imprint must correct the postage statement presented with the mailing to show that postage is to be paid at the higher price.

## **240      Commercial Letters and Cards Standard Mail**

243 Prices and Eligibility

244 Postage Payment and Documentation

245 Mail Preparation

246 Enter and Deposit





## 243 Prices and Eligibility

### Overview

- [1.0 Prices and Fees for Standard Mail](#)
- [2.0 Content Standards for Standard Mail Letters](#)
- [3.0 Basic Standards for Standard Mail Letters](#)
- [4.0 Price Eligibility for Standard Mail](#)
- [5.0 Additional Eligibility Standards for Nonautomation Standard Mail Letters](#)
- [6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Letters](#)
- [7.0 Eligibility Standards for Automation Standard Mail](#)

### 1.0 Prices and Fees for Standard Mail

#### 1.1 Price Application

Postage is based on the price that applies to the weight (postage) increment of each addressed piece.

#### 1.2 Standard Mail Price Application

Standard Mail prices are based on the weight of the pieces as follows:

- a. The appropriate minimum per piece price applies to any Standard Mail piece that weighs 3.3 ounces (0.2063 pound) or less.
- b. A price determined by adding the per piece charge and the corresponding per pound charge applies to any Standard Mail piece that weighs more than 3.3 ounces.

#### 1.3 Regular Standard Mail—ECR, Automation, and Nonautomation Prices

For prices see [Notice 123—Price List](#).

#### 1.4 Nonprofit Standard Mail—ECR, Automation, and Nonautomation Prices

For prices see [Notice 123—Price List](#).

#### 1.5 Fees

##### 1.5.1 Presort Mailing Fee

A mailing fee must be paid each 12-month period for each permit used to mail Standard Mail and/or Parcel Select Lightweight pieces, except for qualifying full-service automation mailings under [3.4](#) and [705.24.0](#); (see [Notice 123—Price List](#)).

##### 1.5.2 Weighted Fee

For return of pieces bearing the ancillary service markings “Address Service Requested” and “Forwarding Service Requested.” Weighted fee equals single-piece First-Class Mail or Priority Mail price (plus the nonmachinable surcharge, if applicable) multiplied by 2.472.

#### 1.6 Computing Postage for Standard Mail

##### 1.6.1 Weight

To compute the total weight of the addressed pieces in a mailing or mailing segment for:



### 243.1.6.2

- a. Identical-weight pieces, multiply the computed average weight of a single piece by the corresponding number of pieces; do not round the product.
- b. Nonidentical-weight pieces, add the actual weight of the individual pieces or weigh the entire mailing in bulk; do not round either result.

#### **1.6.2 Determining Single-Piece Weight**

To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. To determine single-piece weight in a mailing of nonidentical-weight pieces, weigh each piece individually. Express all single-piece weights in decimal pounds, rounded off to four decimal places.

#### **1.6.3 Net Postage**

Postage is computed at the applicable prices on the entire mailing to be mailed at one time. The net postage price is either the applicable minimum per piece price or the piece/pound price, as adjusted for any discounts and surcharges.

#### **1.6.4 Per Piece and Per Pound Charges**

The per piece charge is computed based on the total number of addressed pieces for each price category claimed. The minimum price may apply to each piece as detailed in [1.2, Standard Mail Price Application](#). Otherwise, the per piece charge must be added to the per pound charge to determine total postage. Where applicable, the per pound charge is computed based on the total weight of the addressed pieces for each price category claimed, and is added to the per piece charge to determine total postage. For example, a quantity of pieces weighing 100.25 pounds is charged 100.25 times the applicable price per pound, based on the price claimed, plus one unit of the applicable per piece charge for each addressed piece.

#### **1.6.5 Computing Affixed Postage**

To compute postage to be affixed to each piece, multiply the weight of the piece (in pounds) by the applicable price per pound; add the applicable per piece charge and any surcharge; and round the sum up to the next tenth of a cent. The applicable minimum per piece charge must be affixed if it is more than the total computed per piece postage.

#### **1.6.6 Computing Affixed Postage—Heavy Letters**

To compute postage to be affixed to each piece, multiply the weight of the piece (in pounds) by the applicable price per pound; add the applicable per piece charge, subtract the heavy letter discount (see [1.6.8](#) through [1.6.9](#)); and round the sum up to the next tenth of a cent.

#### **1.6.7 Permit Imprint**

In any permit imprint mailing:

- a. For each price or price category, multiply the number of addressed pieces by the corresponding price per piece and (if applicable) multiply the *unrounded* total weight of the pieces by the corresponding price per pound; round off each product to four decimal places.
- b. Add the per piece and per pound charges and round off the total postage to the nearest whole cent.



**1.6.8 Discount for Heavy Automation Letters**

Automation letters that weigh more than 3.3 ounces but not more than 3.5 ounces are charged postage equal to the automation piece/pound price for that piece and receive a discount equal to the corresponding automation flat-size piece price (3.3 ounces or less) minus the corresponding automation letter-size piece price (3.3 ounces or less). If a destination entry price is claimed, the discount is calculated using the corresponding prices.

**1.6.9 Discount for Heavy ECR Letters**

Pieces that otherwise qualify for the high density or saturation letter price and weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the piece/pound price and receive a discount equal to the flat-size piece price (3.3 ounces or less) minus the letter-size piece price (3.3 ounces or less). If a destination entry price is claimed, the discount is calculated using the corresponding prices.

**2.0 Content Standards for Standard Mail Letters****2.1 Definition and Weight**

Standard Mail consists of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (unless permitted or required by standard) and that weighs less than 16 ounces.

**2.2 Personal Information**

Personal information may not be included in a Standard Mail mailpiece unless all of the following conditions are met:

- a. The mailpiece contains explicit advertising for a product or service for sale or lease or an explicit solicitation for a donation.
- b. All of the personal information is directly related to the advertising or solicitation.
- c. The exclusive reason for inclusion of all of the personal information is to support the advertising or solicitation in the mailpiece.

**2.3 Bills and Statements of Account**

Mail containing bills or statements of account as defined in [233.2.2](#) may not be entered as Standard Mail except under the conditions described in [2.5.2](#).

**2.4 Handwritten and Typewritten Matter**

Mail containing handwritten or typewritten matter may not be entered as Standard Mail except under the conditions described in [2.6](#).

**2.5 Attachments and Enclosures****2.5.1 Invoice**

An invoice, whether it also serves as a bill, may be placed either inside a Standard Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.



- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

#### **2.5.2 Incidental First-Class Mail Attachments and Enclosures**

Incidental First-Class Mail matter may be enclosed in or attached to Standard Mail merchandise (including books but excluding merchandise samples) without payment of First-Class Mail postage. Incidental First-Class Mail matter may not be enclosed in or attached to matter mailed as Customized MarketMail under [705.1.0](#). An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared not to encumber postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Standard Mail or Package Services price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

#### **2.5.3 Nonincidental First-Class Mail Enclosures**

Letters or other pieces of nonincidental First-Class Mail, subject to postage at First-Class Mail prices, may be enclosed with Standard Mail pieces (except matter mailed as Customized MarketMail under [705.1.0](#)). Postage for the First-Class Mail enclosure must be placed on the outside of the piece. It may be affixed separately or added to the postage for the host piece. The endorsement "First-Class Mail Enclosed" must be placed on the piece, below the postage and above the address.

#### **2.5.4 Nonincidental First-Class Mail Attachments**

Letters or other pieces of nonincidental First-Class Mail may be placed in an envelope and securely attached to the address side of a Standard Mail piece (except matter mailed as Customized MarketMail under [705.1.0](#)), or of the principal piece, as applicable. Combination envelopes or containers with separate parts for the two classes of mail may be used. The names and addresses of the sender and addressee must be placed on both the principal piece and the attachment. Alternatively, the sender's name and address must be placed on one part and the addressee's name and address on the other. If the piece is a combination container with inseparable parts or compartments, the names and addresses may appear on only one part. The applicable Standard Mail postage for the Standard Mail matter must be prepaid and placed in the upper right corner of the address space. Postage at the applicable First-Class Mail price must be paid for and affixed to the First-Class Mail attachment, unless other payment methods are permitted by standard.

#### **2.5.5 Attachment of Other Standard Mail Matter**

Standard Mail letters may bear one repositionable note per mailpiece under [705.23.0](#). A Standard Mail letter may bear a label, a sticker, or a release card eligible as Standard Mail matter, when affixed under [2.5.5](#) and [2.5.6](#). Standard Mail letters also may bear other attachments eligible as Standard Mail matter if these additional conditions are met:



- a. The piece bearing the attachment is claimed as Customized MarketMail (CMM) under [705.1.0](#) or as Enhanced Carrier Route letters under [6.0](#), except as allowed for labels, stickers and release cards under [2.5.6](#). The face of the attachment may bear only the price markings and endorsements permitted for the price claimed for the host piece.
- b. At the time of mailing, the piece shows only one complete delivery address. If the attachment is a reply card, the address for returning the piece is not visible.
- c. CMM host pieces are any size permitted under [705.1.1.3, Physical Standards](#). Enhanced Carrier Route letters are larger than 6 by 11 inches, except as allowed under [2.5.6](#).
- d. The attachment is not larger than the host piece and does not extend beyond the host piece. An attachment affixed to a CMM piece may not be greater than 1/4 inch thick at its thickest point.
- e. Each piece in the mailing bears the attachment, and the attachment is of identical size, weight, and positioning on the host piece. Different wording or designs may be used.
- f. The attachment does not interfere with processing or delivery. Folded or multipage attachments must be secured to prevent opening during handling.
- g. Letters, with attachments that have been approved in writing by the Pricing and Classification Service Center, are eligible for mailing under the conditions specified in the approval letter.

### **2.5.6 Letter-Size Pieces with Labels, Stickers, or Release Cards**

Automation letters and Enhanced Carrier Route letters with an attached label, sticker, or release card eligible as Standard Mail matter must meet the standards in [201.3.13](#).

## **2.6 Written Additions**

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.



- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

### 3.0 Basic Standards for Standard Mail Letters

#### 3.1 Description of Service

##### 3.1.1 Service Objectives

Standard Mail may receive deferred handling. Service objectives for delivery are 2 to 9 days; however, delivery time is not guaranteed.

##### 3.1.2 Minimum Quantity

Standard Mail provides economical prices for mailings of 200 or more pieces or 50 or more pounds of mail.

#### 3.2 Defining Characteristics

##### 3.2.1 Mailpiece Weight

All Standard Mail pieces must weigh less than 16 ounces. The following weight limits also apply to pieces mailed at Standard Mail letter prices:

- a. Pieces mailed at machinable letter prices may weigh up to 3.3 ounces. Letter-size pieces weighing more than 3.3 ounces are mailable at nonmachinable letter prices, unless they are barcoded and eligible to be mailed as automation letters. For saturation and high density letters over 3.5 ounces, see [3.2.1b](#).
- b. Pieces mailed at automation letter prices may weigh up to 3.5 ounces. Saturation and high density letters weighing more than 3.5 ounces are mailable at applicable saturation or high density nonautomation letter prices.

##### 3.2.2 Preparation Requirements

Standard Mail is subject to specific volume, marking, and preparation requirements.

##### 3.2.3 Inspection of Contents

Standard Mail is not sealed against postal inspection.

##### 3.2.4 Forwarding Service

The price of Standard Mail typically does not include forwarding service. Forwarding service is available under [507.1.5](#).

##### 3.2.5 Return Service

The price of Standard Mail does not include return service. Return service is available under [507.1.5](#) for an additional fee.



### 3.2.6 Extra Services

Extra services available with Standard Mail are insured mail service (bulk insurance only), certificate of mailing service (bulk certificate of mailing only), return receipt for merchandise service, and USPS Tracking service (parcels only). See information regarding extra services in [503](#).

### 3.2.7 Periodicals

Authorized Periodicals may not be entered as Standard Mail unless permitted by standard.

### 3.2.8 Identical Pieces

The contents of printed matter in a Standard Mail mailing must be identical to a piece sent to at least one other addressee. Standard Mail may include the addressee's name and address but may not transmit personal information except as permitted under [2.2](#).

## 3.3 Additional Basic Standards for Standard Mail

**[1-27-13]** Each Standard Mail mailing is subject to these general standards:

- a. All pieces in a mailing must be of the same processing category.
- b. Each mailing must contain at least 200 pieces or 50 pounds of pieces. See [3.6](#), *Residual Volume Requirement*, for volume requirement eligibility unique to Presorted Standard price mailings. Other volume standards also can apply, based on the price claimed.
- c. All pieces in an automation mailing must be eligible for an automation price.
- d. All pieces in a mailing must be sorted together and marked under the standards for the price claimed.
- e. Each piece must bear the addressee's name and delivery address, including the correct ZIP Code or ZIP+4 code (see [602.6.1](#)), unless an alternative addressing format is used subject to [602.3.0](#). Detached address labels may be used subject to [602.4.0](#).
- f. Postage must be paid under [244.1.0](#) through [244.3.0](#) with precanceled stamps, meter stamps, or permit imprint.
- g. A postage statement, completed and signed by the mailer, using the correct USPS form or an approved facsimile, must be submitted with each mailing. In addition, mailings must be documented under [244.4.2](#), *Basic Documentation Standards*, and the standards for the price claimed.
- h. Each piece must meet the standards for any other price or discount claimed.
- i. Any Intelligent Mail barcode on a mailpiece must be correct for the delivery address and meet the standards in [202.5.0](#), [708.3.0](#) and [708.4.0](#).
- j. Mailings must be deposited at a business mail entry unit of the Post Office where the postage permit or license is held and the annual mailing fee paid, unless deposit elsewhere is permitted by standard.



### 3.4 Presort Mailing Fees

An annual mailing fee must be paid once each 12-month period at each Post Office of mailing. Effective February 12, 2012, payment of this fee is waived for mailers who present only full-service automation mailings (under [705.24.0](#)) containing 90% or more pieces qualifying for full-service prices. A mailer paying this fee may enter clients' mail as well as the mailer's own. The mailer whose permit imprint appears on pieces in a mailing paid with a permit imprint must show that permit number on the postage statement and must pay the annual mailing fee for that permit; this fee is in addition to the one-time fee for an application to use permit imprints. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

### 3.5 Merging Similar Standard Mailings

Mailings are subject to the general definitions and conditions in [245.1.0, General Information for Mail Preparation](#). Generally, mailers may merge similar Standard Mail matter into a single mailing. Differences in text, address labels, and address lists or list key numbers do not prohibit the mailer from merging and sorting pieces together. Pieces with different methods of postage payment may be combined in the same mailing only if authorized by Business Mailer Support (BMS). Pieces of nonidentical weight, if merged in the same mailing, must bear the correct postage when mailed, unless otherwise authorized by BMS.

### 3.6 Residual Volume Requirement

Pieces in an Enhanced Carrier Route mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted mailing, provided that the Enhanced Carrier Route mailing and the Presorted mailing are part of the same mailing job. Likewise, pieces in an automation mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted mailing, provided that the automation mailing and the Presorted mailing are part of the same mailing job. Pieces mailed at Presorted Standard Mail prices must not be counted toward the minimum volume requirements for an Enhanced Carrier Route or an automation mailing.

### 3.7 Residual Mail Subject to First-Class Mail or Priority Mail Prices

Pieces prepared as Standard Mail (i.e., that bear Standard Mail markings, ACS codes, etc.) that do not qualify for Enhanced Carrier Route, automation, or Presorted Standard Mail prices are subject to the single-piece First-Class Mail or Priority Mail prices as applicable for the weight of the mailpiece. Metered pieces weighing over 13 ounces but less than 16 ounces that do not qualify for Standard Mail prices and any pieces that do not qualify for Standard Mail prices for which First-Class Mail or Priority Mail service is desired must be re-enveloped or otherwise prepared so that they do not bear Standard Mail markings, endorsements, and ACS codes and must bear the proper First-Class Mail or Priority Mail markings and ACS codes. Mailers who have pieces (other than metered pieces weighing over 13 ounces but less than 16 ounces) that do not qualify for Standard Mail prices but that are prepared as Standard Mail and who do not desire to receive First-Class Mail or Priority Mail service for those pieces may enter their mailpieces "as is" (i.e.,



bearing the Standard Mail markings and endorsements), provided the requirements in [244.5.1, \*Residual Standard Mail Subject to First-Class Mail Prices\*](#), and [244.5.2, \*Residual Standard Mail Subject to Priority Mail Prices\*](#), are met.

### 3.8 ZIP Code Accuracy

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Each address in a mailing at Standard Mail letter prices must meet the ZIP Code accuracy requirements in [602.6.0](#).

### 3.9 Move Update Standard

#### 3.9.1 Basic Standards

The Move Update standard requires the periodic matching of a mailer's address records with customer-filed change-of-address orders maintained by the USPS. For this standard, *address* is a specific address associated with a specific occupant name. Each address in a mailing at Standard Mail letter prices must meet the requirements in [602.5.0](#).

#### 3.9.2 Basis for Move Update Assessment Charges

Mailings are subject to a Move Update assessment charge if more than 30 percent of addresses with a change-of-address (COA) are not updated, based on the error rate found in USPS sampling at acceptance during Performance-Based Verification. Specifically, mailings for which the sample contains greater than 30 percent failed COAs out of the total COAs in the sample are subject to additional postage charges as follows:

- a. The percentage of the mailing paying the charge is based on the percentage of failed pieces above 30 percent.
- b. Each of the assessed pieces is subject to the \$0.07 per piece charge.
- c. As an example, if 40% of COAs in the sample are not updated, then the charge is applied to 10% (=40% - 30%) of the total mailing.
- d. Mailings for which the sample has five or fewer pieces that were not updated for a COA are not subject to the assessment, regardless of the failure percentage.

## 4.0 Price Eligibility for Standard Mail

### 4.1 General Information

All Standard Mail prices are presorted prices (including all nonprofit prices). These prices apply to mailings meeting the basic standards in [2.0](#) through [4.0](#) and the corresponding standards for Presorted prices under [3.0](#) and [5.0](#), Enhanced Carrier Route prices under [6.0](#), automation prices under [7.0](#), or Customized MarketMail prices under [705.1.0](#). Except for Customized MarketMail pieces, destination entry discount prices are available under [246.2.0](#) through [246.5.0](#). Nonprofit prices may be used only by organizations authorized by the USPS. Not all processing



### 243.4.2

categories qualify for every price. Pieces are subject to either a single minimum per piece price or a combined piece/pound price, depending on the weight of the individual pieces in the mailing.

#### 4.2 Minimum Per Piece Prices

The minimum per piece prices (the minimum postage that must be paid for each piece) apply as follows:

- a. Basic Requirement. Pieces mailed at Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route prices are subject to minimum per piece prices when they weigh no more than 3.3 ounces (0.2063 pound).
- b. In applying the minimum per piece prices, a mailpiece is categorized as either a letter or a nonletter, based on whether the piece meets the letter-size standard in [201.1.1.1, \*Dimensional Standards for Letters\*](#), without regard to placement of the address on the piece, except under these conditions:
  1. If the piece meets both the definition of a letter in [201.1.1.1](#) and the definition of an automation flat in [301.3.0](#), the piece may be prepared and entered at an automation flat price.
  2. If the piece is prepared for automation letter prices, address placement is used to determine the length when applying the size standards and aspect ratio requirements to qualify for automation letter prices under [201.3.0, \*Physical Standards for Machinable and Automation Letters and Cards\*](#). For this purpose, the length is considered to be the dimension parallel to the address.
  3. Pieces mailed as Customized *MarketMail* under [705.1.0](#) must pay the prices in [705.1.2](#) and must not exceed 3.3 ounces.
- c. Individual Prices. There are separate minimum per piece prices for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) and within each subclass for the type of mailing and the level of presort within each mailing.

#### 4.3 Piece/Pound Prices

Pieces that exceed 3.3 ounces (0.2063 pound) are subject to a two-part piece/pound price that includes a fixed charge per piece and a variable pound charge based on weight. Pieces exceeding 3.3 ounces may not be mailed as Customized MarketMail. There are separate per piece prices for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) and within each subclass for the type of mailing and the level of presort within each mailing under [3.0](#) through [7.0](#). There are separate per pound prices for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) under [3.0](#) through [7.0](#). Discounted per pound prices also may be claimed for destination entry mailings (destination network distribution center (DNDC) and destination sectional center facility (DSCF)) under [246](#).





## 5.0 Additional Eligibility Standards for Nonautomation Standard Mail Letters

### 5.1 Basic Standards

All pieces in a Regular Standard Mail or Nonprofit Standard Mail nonautomation price mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0 in Prices and Eligibility](#).
- b. Except as provided in [3.6, Residual Volume Requirement](#), be part of a single mailing of at least 200 addressed pieces or 50 pounds of pieces qualifying for nonautomation Standard Mail. Regular and Nonprofit mailings must meet separate minimum volumes.
- c. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
  1. The ZIP Code accuracy standard in [3.8](#).
  2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- d. Be marked, sorted, and documented as specified in [245, Mail Preparation](#), or [705.8.0, Preparing Pallets](#).

### 5.2 Weight Standards for Machinable Pieces

Maximum weight limit for machinable nonautomation Standard mail is 3.3 ounces (0.2063 pound).

### 5.3 Price Application

Nonautomation prices for Regular and Nonprofit Standard Mail apply to letters that meet the eligibility standards in [2.0, Content Standards for Standard Mail Letters](#), and the preparation standards in [245, Mail Preparation](#), or [705.8.0, Preparing Pallets](#).

### 5.4 Machinable Price Application

Machinable letters are subject only to AADC and mixed AADC prices.

#### 5.4.1 AADC Price

The AADC price applies to qualifying letter-size machinable pieces (see [201.1.0, Physical Standards for Machinable Letters and Cards](#)) placed in origin/entry 3-digit trays, to quantities of 150 or more pieces prepared in AADC trays for a single AADC, and to pieces placed in mixed AADC trays in lieu of overflow AADC trays.

#### 5.4.2 Mixed AADC Price

The mixed AADC price applies to qualifying letter-size machinable pieces that the mailer prepares in mixed AADC trays, except for pieces placed in mixed AADC trays in lieu of overflow AADC trays (see [245.5.3.2](#)).

### 5.5 Nonmachinable Price Application

Nonmachinable prices in [1.0](#) apply only to Standard Mail letter-size pieces (including card-size pieces) that meet the criteria in [201.2.1](#) for nonmachinable letters.

Nonmachinable saturation or high density letter-size pieces are subject to the applicable saturation or high density nonautomation letter prices.



### 5.5.1 5-Digit Price

The 5-digit price applies to letter-size pieces subject to nonmachinable prices in quantities of 150 or more pieces for a 5-digit ZIP Code prepared in 5-digit trays (and overflow pieces in 3-digit or ADC trays) under [245.5.0](#).

### 5.5.2 3-Digit Price

The 3-digit price applies to letter-size pieces subject to nonmachinable prices in quantities of 150 or more pieces for a 3-digit ZIP Code prepared in 3-digit trays (and overflow pieces in ADC or MADC trays) under [245.5.0](#).

### 5.5.3 ADC Price

The ADC price applies to letter-size pieces subject to nonmachinable prices in 3-digit origin/entry trays and to pieces in quantities of 150 or more for an ADC prepared in ADC trays (and overflow pieces in MADC trays) under [245.5.0](#).

### 5.5.4 Mixed ADC Price

The mixed ADC price applies to letter-size pieces that are subject to the nonmachinable prices and prepared in mixed ADC trays.

## 6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Letters

### 6.1 General Enhanced Carrier Route Standards

#### 6.1.1 Optional Preparation

**[1-27-13]** Preparation to qualify for any Enhanced Carrier Route price is optional and need not be performed for all carrier routes in a 5-digit area. An Enhanced Carrier Route mailing may include pieces at basic, high density, high density plus, and saturation prices.

#### 6.1.2 Basic Eligibility Standards

**[1-27-13]** All pieces in an Enhanced Carrier Route or Nonprofit Enhanced Carrier Route Standard Mail mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0 in \*Prices and Eligibility\*](#).
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of Enhanced Carrier Route Standard Mail. ECR and Nonprofit ECR mailings must meet separate minimum volumes.
- c. Be sorted to carrier routes, marked, and documented under [245.6.0, \*Preparing Enhanced Carrier Route Letters\*](#), or [705.8.0, \*Preparing Pallets\*](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point routing code and that meets these address quality standards:
  1. The carrier route accuracy standard in [6.2](#).
  2. The address matching and coding standards in [7.5, \*Address Standards for Barcoded Pieces\*](#), and [708.3.0, \*Coding Accuracy Support System \(CASS\)\*](#).



3. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- e. Meet the applicable sequencing requirements in [6.3](#) through [6.5](#) and [245.6.8](#).
- f. Meet the applicable documentation and postage payment standards in [244](#), *Postage Payment and Documentation*, and [1.6](#), *Computing Postage for Standard Mail*.
- g. Meet the requirements for automation compatibility in [201.3.0](#) and bear an accurate Intelligent Mail barcode encoded with the correct delivery point routing code matching the delivery address and meeting the standards in [202.5.0](#) and [708.4.0](#), except as provided in [6.1.2h](#). Pieces prepared with a simplified address format are exempt from the automation-compatibility and barcode requirements. Letters entered under the full-service Intelligent Mail automation option also must meet the standards in [705.24.0](#).
- h. All saturation and high density letters over 3.5 ounces, and saturation (other than pieces with a simplified address) and high density letter-size pieces not meeting the standards [6.1.2g](#) must pay the applicable nonautomation saturation or high density prices. Basic carrier route letter prices are the same for barcoded automation-compatible pieces and nonautomation pieces.

## 6.2 Carrier Route Accuracy Standard

[\[10-7-13\]](#) Addresses used on pieces claiming any Enhanced Carrier Route prices must meet the carrier route accuracy standard in [602.7.0](#).

## 6.3 Basic Price Enhanced Carrier Route Standards

### 6.3.1 Sequencing

All pieces mailed at basic prices must be prepared in walk sequence or in line-of-travel (LOT) sequence according to LOT schemes prescribed by the USPS (see [245.6.8](#) through [245.6.9](#) in *Preparing Enhanced Carrier Route Letters*).

### 6.3.2 Basic Price Eligibility

Basic prices apply to each piece sorted under [245.6.0](#) or [705.8.0](#) in a full carrier route tray, in a carrier route bundle of 10 or more pieces, or in groups of 10 or more pieces placed in a 5-digit carrier routes or a 3-digit carrier routes tray.

## 6.4 High Density and High Density Plus (Enhanced Carrier Route) Standards

### 6.4.1 Additional Eligibility Standards for High Density and High Density Plus Prices

[\[1-27-13\]](#) In addition to the general eligibility standards in [6.1](#), high density and high density plus letter-size mailpieces must be in a full carrier route tray or in a carrier route bundle of 10 or more pieces placed in a 5-digit carrier routes or 3-digit carrier routes tray. High density and high density plus prices for barcoded letters apply to each piece that is automation-compatible according to [201.3.0](#), and has an accurate delivery point Intelligent Mail barcode (IMb) encoded with the correct delivery point routing code matching the delivery address and meeting the standards in [202.5.0](#) and [708.4.0](#). Pieces that are not automation-compatible or not barcoded with an IMb under [202.5.0](#) are mailable only at the applicable high density or high density plus nonautomation letter prices.



#### 6.4.2 High Density and High Density Plus Prices for Letters

[1-27-13] All pieces mailed at high density or high density plus prices must be prepared in walk sequence according to schemes prescribed by the USPS (see [245.6.8](#) through [245.6.9](#)). Multiple pieces per delivery address can count toward both density standards. Specific density requirements are as follows:

- a. Pieces mailed at high density prices must be sorted together in sequence in quantities of at least 125 pieces for each carrier route. .
- b. Pieces mailed at high density plus prices must be sorted together in sequence in quantities of at least 300 pieces for each carrier route.

#### 6.4.3 High Density and High Density Plus Discount for Heavy Letters

[1-27-13] High density and high density plus pieces that are automation-compatible under [201.3.0](#), accurately barcoded with a delivery point IMb, and weigh more than 3.3 ounces but not more than 3.5 ounces, require postage equal to the piece/pound price and receive a discount equal to the high density flat-size piece price (3.3 ounces or less) minus the high density letter piece price (3.3 ounces or less). The discount is calculated using nondestination entry prices only, regardless of entry level. This discount does not apply to pieces requiring payment of nonautomation high density or high density plus letter prices.

### 6.5 Saturation ECR Standards

#### 6.5.1 Additional Eligibility Standards for Saturation Prices

[1-27-13] In addition to the eligibility standards in [6.1](#), saturation letter-size mailpieces must be in a full carrier route tray or in a carrier route bundle of 10 or more pieces placed in a 5-digit (or 3-digit) carrier routes tray. Except for pieces with a simplified address, pieces that are not automation-compatible or not barcoded with an Intelligent Mail barcode under [202.5.0](#) are mailable only at nonautomation saturation letter prices.

#### 6.5.2 Saturation Prices for Letters

All pieces mailed at saturation prices must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [245.6.8](#) through [245.6.9](#) in *Preparing Enhanced Carrier Route Letters*).
- b. Meet the density requirement of at least 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses on each carrier route receiving this mail. Pieces bearing a simplified address must meet the coverage standards in [602.3.0](#), *Use of Alternative Addressing*. Multiple pieces per delivery address do not count toward this density standard.

#### 6.5.3 Saturation Discount for Heavy Letters

Saturation pieces that are automation-compatible under [201.3.0](#), are accurately barcoded with a delivery point barcode, and weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the piece/pound price and receive a discount equal to the saturation flat-size piece price (3.3 ounces or less) minus the saturation letter piece price (3.3 ounces or less). The discount is calculated using



nondestination entry prices only, regardless of entry level. This discount also applies to saturation pieces with simplified addresses. This discount does not apply to pieces paying nonautomation saturation letter prices.

## 7.0 Eligibility Standards for Automation Standard Mail

### 7.1 Basic Eligibility Standards for Automation Standard Mail

[1-27-13] All pieces in a Regular Standard Mail or Nonprofit Standard Mail automation mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0 in Prices and Eligibility](#).
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of automation price Standard Mail (Regular and Nonprofit mailings must meet separate minimum volumes).
- c. Be in the same processing category and meet the physical standards in [201.3.0, Physical Standards for Machinable and Automation Letters and Cards](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point routing code and that meets these address quality standards:
  1. The address matching and coding standards in [7.5, Address Standards for Barcoded Pieces](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).
  2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- e. Bear an accurate Intelligent Mail barcode encoded with the correct delivery point routing code, matching the delivery address and meeting the standards in [202.5.0](#) and [708.4.0](#).
- f. Be marked and sorted according to [245.7.0, Preparing Automation Letters](#).
- g. Meet the applicable documentation and postage payment standards in [1.6, Computing Postage for Standard Mail](#), and [244.1.0](#) through [244.3.0 in Postage Payment and Documentation](#).

### 7.2 Additional Eligibility Standards for Full-Service Automation Standard Mail Letters

All pieces entered under the full-service Intelligent Mail automation option must:

- a. Bear a unique Intelligent Mail barcode.
- b. Be part of a mailing that meets the standards in [705.24.0](#).
- c. Be scheduled for an appointment through the Facility Access and Shipment Tracking (FAST) system when deposited as a DNDC or DSCF drop-shipment.

### 7.3 Maximum Weight for Automation Letters

Maximum weight limit for automation price mail is 3.5 ounces (0.2188 pound). See [201.3.6, Heavy Letter Mail \(over 3 ounces\)](#), for pieces heavier than 3 ounces.



### 7.4 Price Application for Automation Letters

Automation prices apply to each piece that is sorted under [245.7.0, Preparing Automation Letters](#), into the corresponding qualifying groups:

- a. Groups of 150 or more pieces in 5-digit/scheme trays qualify for the 5-digit price. Preparation to qualify for that price is optional. Pieces placed in full 3-digit/scheme trays under [245.7.5](#) in lieu of 5-digit/scheme overflow trays are eligible for 5-digit prices (see [245.7.5](#)).
- b. Groups of 150 or more pieces in 3-digit/scheme trays qualify for the 3-digit price. Pieces placed in full AADC trays under [245.7.5](#) in lieu of 3-digit/scheme overflow trays are eligible for 3-digit prices (see [245.7.5](#)).
- c. Groups of fewer than 150 pieces in origin/entry 3-digit/scheme trays and groups of 150 or more pieces in AADC trays qualify for the AADC price. Pieces placed in mixed AADC trays under [245.7.5](#) in lieu of AADC overflow trays also are eligible for AADC prices (see [245.7.5](#)).
- d. Pieces in mixed AADC trays qualify for the mixed AADC price, except for pieces prepared under [7.4c](#).

### 7.5 Address Standards for Barcoded Pieces

#### 7.5.1 Basic Address Standards for Barcodes

[\[1-27-13\]](#) To qualify for automation prices, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Any barcode as defined in [202.5.0](#) and [708.4.0](#) that appears on a mailpiece claimed at an automation price must be the correct barcode for the corresponding delivery address on the piece.

#### 7.5.2 Numeric ZIP+4

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.

#### 7.5.3 Numeric Delivery Point Routing Code

[\[1-27-13\]](#) The numeric equivalent to the delivery point routing code is formed by adding two digits directly after the ZIP+4 code.

#### 7.5.4 Address Elements

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product.

#### 7.5.5 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

**7.5.6 Secondary Designator**

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

**7.5.7 Rural and Highway Contract Routes**

If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line.

**7.5.8 Post Office Box**

A Post Office box address must contain a Post Office box number that can be exactly matched with the USPS ZIP+4 Product in effect.

**7.6 Discount for Heavy Automation Letters**

Automation letters that weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the automation piece/pound price and receive a discount equal to the automation nonletter piece price (3.3 ounces or less) minus the automation letter piece price (3.3 ounces or less). If claiming a destination entry price, the discount is calculated using the corresponding prices.



243

**Commercial Letters:** Standard Mail Prices and Eligibility

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243.7.6





## 244 Postage Payment and Documentation

### Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Postage Payment for Presorted and Enhanced Carrier Route Letters](#)
- [3.0 Postage Payment for Automation Letters](#)
- [4.0 Mailing Documentation](#)
- [5.0 Residual Pieces](#)

### 1.0 Basic Standards for Postage Payment

#### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Postage for Standard Mail must be paid with postage evidencing system, permit imprint, or precanceled stamps as specified in [2.0](#). Postage-affixed pieces must bear the correct postage unless excepted by standard. Permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

### 2.0 Postage Payment for Presorted and Enhanced Carrier Route Letters

#### 2.1 Identical-Weight Pieces

Mailings of identical-weight pieces may have postage affixed to each piece at the exact price for which the piece qualifies, or each piece in the mailing may have postage affixed at the lowest price applicable to pieces in the mailing or mailing job. Alternatively, a USPS precanceled stamp (or stamps precanceled with a mailer's precancel postmark), under [604.3.0](#), may be affixed to every piece in the mailing or mailing job, or each piece may bear a permit imprint. If exact postage is not affixed, all additional postage and surcharges must be paid at the time of mailing with an advance deposit account or with a postage evidencing system indicia ([604.4](#)) affixed to the required postage statement. If exact postage is not affixed, documentation meeting the standards in [4.0](#) must be submitted to substantiate the additional postage unless the pieces are identical weight and separated by price when presented for acceptance.

#### 2.2 Nonidentical-Weight Pieces

Postage for nonidentical-weight pieces may be paid by precanceled stamps, subject to [4.0](#) and [604.3.0](#). Mailings of nonidentical-weight pieces may have postage paid by permit imprint (if authorized by Business Mailer Support) or by postage evidencing system indicia if each piece has the full numerical value of postage affixed. Alternatively, except for heavy automation and Enhanced Carrier Route letters, the mailer may affix the per piece price to each piece and pay the pound price for the mailing through an advance deposit account. Under this alternative, the mailer must provide a postage statement for each payment method and mark each piece "Pound Price Pd via Permit," in the postage evidencing system



indicium or ad plate or other means that ensures a legible endorsement. For mailings of nonidentical-weight pieces, "nonidentical" must be shown in place of the weight of a single piece on the applicable postage statement.

### **2.3 Combined Price**

Postage evidencing system indicia may be used for combined price mailings containing both pieces subject to pound prices and pieces subject to minimum per piece charges. Postage for such mailings may be paid with permit imprint only if authorized by Business Mailer Support.

## **3.0 Postage Payment for Automation Letters**

### **3.1 All Pieces**

Unless authorized by the USPS under [705.2.0](#) through [705.5.0](#), when precanceled postage stamps or postage evidencing system indicia are used, only one payment method may be used in a mailing, and each piece must bear the correct numerical value of postage at the price claimed based on its eligibility. For mailings of nonidentical-weight pieces subject to the piece/pound prices, the mailer may affix the applicable per piece price to each piece and pay the pound price for the mailing by a permit imprint advance deposit account. All pieces prepared this way in a mailing must be subject to the same pound price. A postage statement must be submitted for each payment method and each piece must be marked "Pound Price Pd via Permit" in the postage evidencing system indicium or ad plate or other means that ensure a legible endorsement. "Nonidentical" must be shown in place of the weight of a single piece on the postage statement.

### **3.2 Affixing Postage for Automation Standard Mail Letters**

In a mailing bearing postage evidencing system indicia or precanceled stamp postage, each piece must bear either:

- a. A precanceled stamp, under [604.3.0](#); postage documentation under [4.0](#) is required. Additional postage must be paid at the time of mailing with an advance deposit account or with a postage evidencing system indicium affixed to the postage statement.
- b. Exact numerical value of postage on pieces bearing postage evidencing system indicia, or at the lowest price applicable to the mailing job. Any additional postage must be paid at the time of mailing with an advance deposit account or with a postage evidencing system indicium affixed to the postage statement.

### **3.3 Mixed Price Mailing Documentation**

Where it is not practicable for the mailer to affix the exact postage to each piece or to affix the lowest postage price to all pieces in the mailing, the mailer may compute postage for the mailing as if the lowest price affixed to any piece in the mailing were affixed to all pieces. Additional postage is computed based on the difference between the lowest price affixed to any piece in the mailing and the price for each price level in the mailing. This computation must be documented to meet the basic standards in [4.0](#). No refund is paid for any piece where postage is affixed at a price



higher than the lowest price claimed for or affixed to any piece. The total additional postage must be paid either by advance deposit account or by a postage evidencing system indicium affixed to the postage statement.

## 4.0 Mailing Documentation

### 4.1 Completing Postage Statements

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

### 4.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by price when presented for acceptance. Unless full postage is affixed, documentation presented with the postage statement must show the computation of the additional postage due for pieces not bearing full postage at the applicable price. Documentation describes the preparation, price levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the price claimed or postage payment method used.

### 4.3 Documentation Standards for Automation Mailings

A complete postage statement must accompany each mailing. Each mailing also must be accompanied by presort and price documentation produced by PAVE-certified or MAC-certified software or by standardized documentation. *Exception:* For mailings of fewer than 10,000 pieces, presort and price documentation is not required if postage at the correct price is affixed to each piece or if each piece is of identical weight and the pieces are separated by price when presented for acceptance. Mailers may use a single postage statement and a single documentation report for all price levels in a single mailing. Standard Mail mailings prepared under the value added refund procedures or as combined mailings must meet additional standardized documentation requirements under [604.9.0, Exchanges and Refunds](#), and [705.5.0, First-Class Mail or Standard Mail Mailings With Different Payment Methods](#).

### 4.4 Documentation Submission—Full-Service Intelligent Mail Automation Option

Mailers entering Standard Mail pieces under the full-service Intelligent Mail automation option must electronically submit postage statements and mailing documentation to the *PostalOne!* system as described in [705.24.4.4](#).



### 4.5 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

### 4.6 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

### 4.7 Standard Format for Documentation

Documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and price claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the elements described in [708.1.0 in Standardized Documentation for First-Class Mail, Periodicals, Standard Mail, and Flat-Size Bound Printed Matter](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

### 4.8 Providing Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0, Rulings on Mailing Standards](#).

### 4.9 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job (e.g., an Enhanced Carrier Route Standard Mail price mailing, an automation price mailing, and a nonautomation price mailing) on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

### 4.10 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple parts on a single facsimile. For example: Part A, lines A5, A6, and total –



Part A from Form 3602-R, and Part F, lines F1, F2, and total – Part F from Form 3602-R, can be consolidated onto a single Form 3602-R (Facsimile). Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.

## 5.0 Residual Pieces

### 5.1 Residual Standard Mail Subject to First-Class Mail Prices

Mailers who have pieces weighing 13 ounces or less that do not qualify for Standard Mail prices but that are prepared as Standard Mail must pay single-piece First-Class Mail postage for such pieces. If mailers do not desire to receive First-Class Mail service for such pieces they may enter the mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.
- b. Mail bearing metered or precanceled stamp postage must pay the difference between the postage affixed at the Standard Mail prices and the single-piece First-Class Mail prices by means of an advance deposit account or by affixing a meter stamp for the appropriate amount to Form 3600-R. These pieces are reported in the appropriate part of Form 3600-R under the heading “From Standard Mail mailing.”
- c. Mail bearing permit imprints must pay the appropriate single-piece First-Class Mail prices by completing Form 3600-R. These pieces are reported in the appropriate part of Form 3600-R under the heading “From Standard Mail mailing.” For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail postage statement for the other pieces in the same mailing job.

### 5.2 Residual Standard Mail Subject to Priority Mail Prices

Mailers who have permit imprint pieces weighing over 13 ounces but less than 16 ounces that do not qualify for Standard Mail prices but that are prepared as Standard Mail must pay Priority Mail postage for such pieces. Mailpieces paid with meters or permit imprints must re-envelope or otherwise prepare the pieces so that when mailed they bear only the appropriate Priority Mail markings, ancillary service endorsements, and ACS codes and do not bear Standard Mail markings, endorsements, or ACS codes. Mailpieces paid with permit imprints for which mailers do not desire to receive Priority Mail service may enter the mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.



### 244.5.2

- b. The appropriate Priority Mail prices must be paid by completing the appropriate part of Form 3600-R on the line titled "Pieces From Standard Mail mailing" in the postage calculation section. For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail postage statement for the other pieces in the same mailing job.



## 245 Mail Preparation

### Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Letter Trays](#)
- [4.0 Tray Labels](#)
- [5.0 Preparing Nonautomation Letters](#)
- [6.0 Preparing Enhanced Carrier Route Letters](#)
- [7.0 Preparing Automation Letters](#)

### 1.0 General Information for Mail Preparation

#### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared.

#### 1.2 Definition of Mailings

Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation, enhanced carrier route) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Standard Mail. Except as provided in [243.3.6, Residual Volume Requirement](#), the types of Standard Mail listed below may not be part of the same mailing.
  1. Automation price and any other type of mail.
  2. Enhanced Carrier Route and any other type of mail.
  3. Enhanced Carrier Route letter price pieces and Enhanced Carrier Route nonletter price pieces.
  4. Presorted price mail and any other type of mail.
  5. Machinable and nonmachinable pieces.
  6. Except as provided by standard, Regular mail may not be in the same mailing as Nonprofit mail, and Enhanced Carrier Route mail may not be in the same mailing as Nonprofit Enhanced Carrier Route mail.
  7. Customized MarketMail and any other type of mail.



### 1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, Post Office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *5-digit scheme (trays) for automation letters*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in the USPS City State Product.
- d. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- e. *3-digit scheme*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in [L003](#).
- f. *Origin/entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Separation is optional for each such 3-digit area.
- g. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see [L005](#)), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- h. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see [L002](#), Column C, or [L005](#)) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.
- i. *ADC/AADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) or automated area distribution center (AADC) (see [L004](#) or [L801](#)).
- j. *ASF/NDC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or network distribution center (NDC) (see [L601](#), [L602](#), or [L605](#)).
- k. *Mixed [ADC or AADC]*: the pieces are for delivery in the service area of more than one ADC or AADC.
- l. *Residual pieces/bundles*: contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow preparation to a particular destination, and usually does not qualify for a presort price.

### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces.





- b. A *full letter tray* is one in which faced, upright pieces fill the length of the tray between 85% and 100% full.
- c. A *less-than-full* letter tray is one that contains mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full trays may be prepared only if permitted by the standards for the price claimed.
- d. An *overflow* letter tray is a less-than-full tray that contains all pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if permitted by the standards for the price claimed.
- e. A *5-digit scheme sort* for automation letters yields 5-digit scheme trays for those 5-digit ZIP Codes identified in the USPS City State Product and 5-digit trays for other areas. Mail prepared using 5-digit scheme sort must be entered no later than 90 days after the release date of the City State Product used to obtain the scheme information (see [708.3.0, Coding Accuracy Support System \(CASS\)](#)). The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 5-digit ZIP Code required. Trays prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme trays, then prepare all possible 5-digit trays.
- f. A *3-digit scheme sort* yields 3-digit scheme trays for those 3-digit ZIP Code prefixes listed in [L003](#) and 3-digit trays for other areas. The 3-digit ZIP Code prefixes in each scheme are treated as a single presort destination subject to a single minimum tray volume, with no further separation by 3-digit prefix required. Trays prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit areas are still considered 3-digit scheme sorted and are labeled accordingly. When standards require 3-digit/scheme sort, mailers must prepare all possible 3-digit scheme trays, then prepare all possible 3-digit trays.
- g. An *origin 3-digit* (or *origin 3-digit scheme*) tray contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. A separate tray may be prepared for each 3-digit ZIP Code (or 3-digit scheme) area.
- h. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- i. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size.



### 245.2.1

Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.

- j. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry NDC”) that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the Post Office of entry determines the *entry* facility. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry NDC* includes subordinate ASFs unless otherwise specified.
- k. The *group pieces* instruction means the pieces are to be sorted together but not secured into a bundle.
- l. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [2.0](#).
- m. A “*logical*” *presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (tray or pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Standard Mail “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable restrictions on bundles.

## 2.0 Bundles

### 2.1 General

A *bundle* is a group of addressed pieces, for a presort destination, secured together as a unit. See [601.2.0](#) for bundling standards.

## 3.0 Letter Trays

### 3.1 Standard Containers

Mailings must be prepared in letter trays with sleeves. Containers for Customized MarketMail are specified in [705.1.4](#). The following additional standards apply:

- a. Palletized mail is also subject to [705.8.0](#).
- b. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

### 3.2 Tray Sizes

These approximate measurements define the letter tray sizes that apply to all Standard Mail preparation standards:



- a. 2-foot managed mail (MM) trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- b. 1-foot MM trays: 10-1/4 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- c. 2-foot extended MM (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high.

### 3.3 Letter Tray Preparation

[12-6-10] Letter trays are prepared as follows:

- a. Subject to availability of equipment, standard managed mail (MM) trays must be used for all letter-size mail, except that extended managed mail (EMM) trays must be used when available for letter-size mail that exceeds the inside dimensions of MM trays defined in 3.2. When EMM trays are not available for those larger pieces, they must be placed in MM trays, angled back, or placed upright perpendicular to the length of the tray in row(s) to preserve their orientation.
- b. Pieces must be “faced” (oriented with all addresses in the same direction with the postage area in the upper right).
- c. Each tray prepared must be filled before filling the next tray, with the contents in multiple trays relatively balanced. 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. As an alternative, if there is mail remaining, mailers may move those pieces to the next higher presort level when the minimum piece quantity has been reached at the next tray level (e.g., 150 pieces) and the standards in 7.5 are met.
- d. For presort destinations that do not require full trays, pieces are placed in a less-than-full tray.
- e. Mailers must use as few trays as possible without jeopardizing price eligibility. For instance, a mailer will never have two 1-foot trays to a single destination; instead, that mail must be placed in a single 2-foot tray. A 1-foot tray is prepared only if it is a full tray with no overflow; or if there is less than 1 foot of mail for that destination; or if the overflow from a full 2-foot tray is less than 1 foot of mail.
- f. Each tray must bear the correct tray label.
- g. Each tray must be sleeved and strapped under 3.4 and 3.5.
- h. If a mailing is prepared using an MLOCR/barcode sorter and is submitted with standardized documentation, then pieces do *not* have to be grouped by 3-digit ZIP Code prefix (or by 3-digit scheme, if applicable) in AADC trays, or by AADC in mixed AADC trays.

### 3.4 Tray Sleevling and Strapping

Each letter tray must be sleeved using USPS-provided sleeves. Except under 3.5, each sleeved letter tray must then be secured with one plastic strap placed tightly around the length of the tray without crushing the tray or sleeve.



### 3.5 Strapping Exception

Strapping is not required for any letter tray placed on a 5-digit, 3-digit, or SCF pallet secured with stretchwrap. In addition, if the processing and distribution manager gives a written waiver, strapping is not required for any letter tray that originates and destines in the same SCF (mail processing plant) service area.

### 3.6 Origin/Entry 3-Digit/Scheme Trays

After all finer sort levels are prepared, an origin/entry 3-digit tray (or, if applicable, origin/entry 3-digit scheme tray) must be prepared to contain any remaining mail for each 3-digit (or 3-digit scheme) area serviced by the SCF serving the Post Office where the mail is verified (origin), and may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the Post Office where the mail is verified—e.g., a PVDS deposit site). In all cases, only one less-than-full tray may be prepared for each 3-digit (or 3-digit scheme) area.

## 4.0 Tray Labels

### 4.1 Basic Standards

Tray labels are subject to these basic standards:

- a. Use 2-inch labels.
- b. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.
- c. Tray labels for automation price mailings are subject to [4.9.1, Basic Standards for Barcoded Tray Labels](#), and [708.6.0](#).
- d. Intelligent Mail tray labels are subject to the standards in [708.6.5, Intelligent Mail Tray Labels](#), and to the specifications posted at <http://ribbs.usps.gov>.

### 4.2 Physical Characteristics of Tray Labels

A tray label must meet these specifications:

- a. Color: white or manila.
- b. Weight: minimum 70-pound stock (500 sheets, 24 by 36 inches).
- c. Height (perpendicular to printing): 1.860 inches minimum; 2.015 inches maximum.
- d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- e. Thickness: 0.005 inch minimum.

### 4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.



- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the tray.

#### 4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the tray and other information as specified by standards.
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of tray and pallet labels.

CONTENT TYPE	CODE
Barcoded	BC
Barcoded and Nonbarcoded	BC/NBC
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
General Delivery Unit	G
Highway Contract Route	H
Letters	LTR or LTRS
Machinable	MACH
Mixed	MXD
Nonmachinable	MAN or MANUAL
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under <a href="#">705.9.0</a> )
Post Office Box Section	B
Rural Route	R
Standard Mail	STD
Working	WKG

#### 4.5 Line 3 (Office of Mailing or Mailer Information Line)

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry Post Office or the mailer’s name and the city and state of the mailer’s location. It is recommended that the mailer’s name also appear with the city and state of the entry Post Office.



### 4.6 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

### 4.7 Placement of Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on Line 3.

### 4.8 Placement of Tray Label

A tray label must be securely placed in an adhesive-backed label holder that is affixed to the specific location designated on the tray. Where no specific location is indicated the label must be securely placed in an adhesive-backed label holder that is affixed horizontally to the top left corner of one end of the tray. Do not use tape. Insert labels completely into the label holder to ensure that they do not fall out during processing. Do not insert labels upside down.

### 4.9 Barcoded Tray Labels

#### 4.9.1 Basic Standards for Barcoded Tray Labels

[Exhibit 4.9.1](#) shows the types of mail requiring barcoded tray labels. Barcoded labels must meet these general standards:

- a. Use 2-inch labels.
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray to prevent their loss during transport and processing.
- e. Intelligent Mail tray labels must be used with mailings entered under the full-service Intelligent Mail automation option (see [705.24.0](#)).

**Exhibit 4.9.1 Required Barcoded Container Labels**

PRICE OR TYPE	PROCESSING CATEGORY
<b>Standard Mail</b>	
Automation price	Letter-size
Enhanced Carrier Route	Letter-size (barcoded labels not required for letter-size pieces with simplified addresses or paid at nonletter prices)

## 5.0 Preparing Nonautomation Letters

### 5.1 Basic Standards

All mailings and all pieces in each mailing at Regular Standard Mail and Nonprofit Standard Mail nonautomation prices are subject to specific preparation standards in [5.0](#) and to these general standards (automation price mailings must be prepared under [7.0](#)):

- All pieces must meet the eligibility standards in [243.2.0](#) through [243.5.0](#). Nonprofit Standard Mail must meet the additional eligibility standards in [703.1.0](#).
- All pieces in each mailing must be in the letter-size processing category. Unless excepted by standard, letter-size pieces must be prepared in letter trays.
- All pieces must meet the applicable general preparation standards in [202](#), *Elements on the Face of a Mailpiece*.
- All pieces in the mailing must meet the specific sortation and preparation standards in [5.0](#).
- Sortation determines price eligibility as specified in [243.5.0](#), *Additional Eligibility Standards for Nonautomation Standard Mail Letters*.

### 5.2 Marking

All regular and Nonprofit Standard Mail pieces must be marked under [202.3.0](#), *Placement and Content of Mail Markings*. Regular and Nonprofit Standard Mail pieces must not be marked “ECRLOT,” “ECRWSH,” “ECRWSS,” “AUTO,” or “Single-Piece” (or “SNGLP”).

### 5.3 Machinable Preparation

#### 5.3.1 Machinable Bundling

Machinable pieces are not bundled, except for the following (see [601.2.0](#)):

- Card-size pieces.
- All pieces in a less-than-full mixed AADC tray.

#### 5.3.2 Traying and Labeling

Instead of preparing overflow AADC trays with fewer than 150 pieces, mailers may include these pieces in mixed AADC trays when a tray of 150 or more pieces can be made. Mailers must note these trays on standardized documentation (see [708.1.2](#)). Pieces that are placed in the next tray level must be grouped by destination and placed in the front or back of that tray. Preparation sequence, tray size, and labeling:



- a. Origin/entry 3-digit (optional, no minimum); labeling:
  1. Line 1: [L002](#), Column A.
  2. Line 2: "STD LTR 3D MACH."
- b. AADC (optional, but required for AADC price); 150-piece minimum (overflow allowed); group pieces by AADC when overflow pieces from AADC trays are placed in mixed AADC trays; labeling:
  1. Line 1: [L801](#), Column B.
  2. Line 2: "STD LTR AADC MACH."
- c. Mixed AADC (required); no minimum; labeling:
  1. Line 1: [L011](#), Column B. Use [L010](#), Column B, if entered at an ASF or NDC or for mail placed on an ASF, NDC, or SCF pallet under the option in [705.8.10.3](#).
  2. Line 2: "STD LTR MACH WKG."

### 5.4 Nonmachinable Preparation

#### 5.4.1 Nonmachinable Bundling

Except as provided in [601.2.4](#), bundling is required before traying. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. Preparation sequence, bundle size, and labeling:

- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL); labeling not required for pieces in full 5-digit trays.
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

#### 5.4.2 Traying and Labeling

When all full trays for a destination have been prepared, mailers may include a group of 10 or more overflow pieces for that destination in a qualified tray at either of the next two tray levels. For example, overflow pieces for a 5-digit destination may be placed into an existing correct 3-digit tray; if a 3-digit tray that includes the 5-digit destination does not exist, the overflow pieces may be placed into the correct existing ADC tray. Bundle the overflow pieces separately with the correct presort bundle label or OEL; the pieces will still qualify for the 5-digit price. Mailers must note these trays on standardized documentation (see [708.1.2](#)). Preparation sequence, tray size, and labeling:

- a. 5-digit (required); 150-piece minimum; labeling
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0, Tray Labels](#), for overseas military mail).
  2. Line 2: "STD LTR 5D MANUAL."
- b. 3-digit (required); 150-piece minimum (mailers may prepare 3-digit origin/entry trays with as few as 10 pieces per tray); labeling:





1. Line 1: [L002](#), Column A.
2. Line 2: “STD LTR 3D MANUAL.”
- c. ADC (required); 150-piece minimum; labeling:
  1. Line 1: [L004](#), Column B.
  2. Line 2: “STD LTR ADC MANUAL.”
- d. Mixed ADC (required); no minimum; labeling:
  1. Line 1: [L011](#), Column B. Use [L010](#), Column B, if entered at an ASF or NDC or for mail placed on an ASF, NDC, or SCF pallet under the option in [705.8.10.3](#).
  2. Line 2: “STD LTR MANUAL WKG.”

## 5.5 Residual Pieces

**[1-27-13]** Mailers entering Standard Mail residual pieces that do not qualify for Standard Mail prices, and paying the First-Class Mail prices (but prepared “as is” under [244.5.0](#)), must prepare these pieces in separate trays from the automation and presort pieces. Mailers must label the trays under [708.6.0](#) using CIN code 560 on residual trays. Label trays as follows:

- a. Line 1: Use [L011](#), Column B.
- b. Line 2: Use the human-readable content line corresponding to content identifier number 560 (see [Exhibit 708.6.2.4](#)).
- c. Line 3: Office of mailing or mailer information.

## 6.0 Preparing Enhanced Carrier Route Letters

### 6.1 Basic Standards

All mailings and all pieces in each mailing at Enhanced Carrier Route Standard Mail and Nonprofit Enhanced Carrier Route Standard Mail nonautomation prices are subject to specific preparation standards in [6.0](#) and to these general standards:

- a. All pieces must meet the standards for basic eligibility in [243.2.0](#) through [243.4.0](#) and specific eligibility in [243.6.0](#), *Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Letters*. Nonprofit Enhanced Carrier Route Standard Mail must meet the additional eligibility standards in [703.1.0](#).
- b. All pieces in each mailing must be in the letter-size processing category. Unless excepted by standard, letter-size pieces must be prepared in letter trays.
- c. All pieces must meet the applicable general preparation standards in [2.0](#) through [4.0](#) and [202](#), *Elements on the Face of a Mailpiece*, and the following:
  1. Pieces must be sequenced according to [6.8](#), *Delivery Sequence Standards*.
  2. Pieces with a simplified address format must meet the standards in [602.3.0](#), *Use of Alternative Addressing*.



- d. All pieces in the mailing must meet the specific sortation and preparation standards in [6.0](#) or the palletization standards in [705.8.0](#).
- e. Sortation determines price eligibility as specified in [243.6.0](#), *Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Letters*.

### 6.2 Marking

**[1-27-13]** All regular and Nonprofit Standard Mail Enhanced Carrier Route pieces must be marked under [202.3.0](#). All pieces must also be marked “ECRLOT” for basic price, “ECRWSH” for high density or high density plus price, or “ECRWSS” for saturation price. Pieces in carrier route mailings under [6.7](#) must bear carrier route information lines under [708.8.0](#).

### 6.3 Residual Pieces

Pieces not sorted as a carrier route mailing must be prepared as a separate mailing at Standard Mail automation or Presorted prices or at single-piece First-Class Mail or Priority Mail prices.

### 6.4 Carrier Route Bundle Preparation

Prepare carrier route bundles of letter-size mail as follows:

- a. Mailers must prepare only carrier route bundles, except under [6.7](#). Carrier route bundles are not permitted in full carrier route trays, except for card-size pieces.
- b. Except under [601.2.12](#) or [6.5](#), carrier route bundles must contain at least 10 pieces.
- c. The method of labeling a carrier route bundle is based on the following tray levels:
  - 1. Carrier route tray: No bundle labeling is required.
  - 2. 5-digit or 3-digit carrier routes tray: Bundles must have a facing slip unless the pieces in the bundle have a carrier information line or an optional endorsement line (OEL).

### 6.5 Bundles and Trays With Fewer Than the Minimum Number of Pieces Required

As a general exception to [6.4](#), a mailer may prepare a bundle with fewer than 10 pieces and a less-than-full carrier route tray when they are claiming the saturation price for the contents and the applicable density standard is met.

### 6.6 General Traying and Labeling

**[1-27-13]** For all ECR letters over 3 ounces and all ECR letters that are not automation-compatible or delivery-point barcoded, prepare trays as explained below. Also prepare trays as explained below when a mailing contains some pieces over 3 ounces and some pieces up to 3 ounces. Pieces with simplified addresses must be prepared in separate trays from pieces with other forms of addressing. For ECR automation-compatible letters that are delivery-point barcoded and weigh up to 3 ounces, prepare trays under [6.7](#). Preparation sequence, tray size, and labeling:

- a. Carrier route: required; full trays only, no overflow.
  - 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0](#), *Tray Labels*, for overseas military mail).



2. Line 2: for saturation, “STD LTR MACH WSS,” followed by route type and number; for high-density or high density plus, “STD LTR MACH WSH,” followed by route type and number; for basic, “STD LTR MACH LOT,” followed by route type and number.
- b. 5-digit carrier routes: required if full tray, optional with minimum one 10-piece bundle.
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0, Tray Labels](#), for overseas military mail).
  2. Line 2: “STD LTR 5D CR-RT MACH.”
- c. 3-digit carrier routes: optional with minimum one 10-piece bundle for each of two or more 5-digit areas.
  1. Line 1: city, state, and 3-digit ZIP Code prefix shown in [L002](#), Column A, that corresponds to 3-digit ZIP Code prefix on mail.
  2. Line 2: “STD LTR 3D CR-RT MACH.”
- d. For trays containing barcoded automation-compatible letter-size pieces over 3 ounces or nonmachinable letter-size pieces, use these Line 2 label designations in place of “MACH”:
  1. Trays containing barcoded, automation-compatible pieces over 3 ounces: “BC.”
  2. Trays containing nonmachinable pieces: “MAN.”
  3. Trays containing simplified address pieces: “MAN.”

## 6.7 Traying and Labeling for Automation-Compatible ECR Letters

**[1-27-13]** Mailers must make full carrier route and 5-digit carrier routes trays, when possible, for automation-compatible, delivery-point barcoded ECR letters that weigh up to 3 ounces. Except for card-size pieces, pieces must not be bundled. Group pieces together by carrier route in 5-digit and 3-digit carrier routes trays. If pieces for one carrier route do not result in a full tray, mailers must combine pieces from at least two routes to make full 5-digit carrier routes trays, grouping pieces together by carrier route. If pieces for multiple carrier routes do not result in a full 5-digit tray, mailers must combine pieces from at least two 5-digit ZIP Codes to make 3-digit carrier routes trays, grouping pieces together by carrier route. If pieces fill more than one tray but do not fill an additional tray, mailers must place excess pieces in a tray at the next sortation level. Preparation sequence, tray size, and labeling:

- a. Carrier route: required; full trays only, no overflow.
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0](#) for overseas military mail).
  2. Line 2: for saturation, “STD LTR BC WSS,” followed by route type and number; for high-density, “STD LTR BC WSH,” followed by route type and number; for basic, “STD LTR BC LOT,” followed by route type and number.
- b. 5-digit carrier routes: required; no overflow, no bundling.
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0](#) for overseas military mail).



2. Line 2: "STD LTR 5D CR-RT BC."
- c. 3-digit carrier routes: required; bundling required in less-than-full trays.
  1. Line 1: city, state, and 3-digit ZIP Code prefix shown in [L002](#), Column A, that corresponds to 3-digit ZIP Code prefix on mail.
  2. Line 2: "STD LTR 3D CR-RT BC."

## 6.8 Delivery Sequence Standards

### 6.8.1 Basic Standards

Mailpieces for which a walk-sequence discount is claimed must be organized in the delivery sequence determined by the USPS and prepared as a carrier route mailing under [6.1](#) through [6.7](#) in *Preparing Enhanced Carrier Route Letters* and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards.

### 6.8.2 Missing Addresses

Some mailpieces cannot be sequenced because an exact match for a name or address cannot be obtained. These pieces may be included in a sequenced mailing only if they are placed behind or after the sequenced mail. Arrange these pieces:

- a. Alphabetically by complete street name, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.
- b. Numerically for numbered streets, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

### 6.8.3 Updating Walk Sequence Information—General

Walk-sequence price pieces prepared with other than a simplified address format under [6.8.4](#) must be sequenced using USPS data from one of the following sources, issued within 90 days before the mailing date:

- a. The Computerized Delivery Sequence (CDS) file.
- b. The Delivery Sequence File (DSF) or Delivery Sequence File, Second Generation (DSF<sup>2</sup>).
- c. Delivery sequence information from USPS address sequencing services, as requested by the customer.

### 6.8.4 Updating Delivery Statistics Information for Simplified Addressing

Mailpieces prepared with a simplified address must be based on delivery stop information obtained within 90 days before the mailing date, either from the Delivery Statistics File, in accordance with [509.1.1](#), or from the postmaster of the destination office (when authorized under [509.1.5](#)).

### 6.8.5 Out-of-Date Walk Sequence Information

Mailings prepared with out-of-date walk-sequencing or delivery statistics information are not eligible for prices requiring walk-sequence preparation.



### 6.8.6 Updating Line-of-Travel Sequence Information

Unless the mail is prepared in carrier walk sequence, line-of-travel (LOT) sequence is required for mailings at Standard Mail Enhanced Carrier Route basic prices. LOT sequence is not an exact walk sequence but a sequence of ZIP+4 codes arranged in the order that the route is served by a carrier. (First the ZIP+4 groups are sequenced, then the addresses within each are identified as being in ascending or descending order.) The USPS eLOT product provides a list of the ZIP+4 codes each carrier route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses that share the same ZIP+4 code must be sorted in ascending or descending order. When a range of ZIP+4 codes on the same carrier route are assigned the same sequence number, the addresses bearing those ZIP+4 codes must be arranged in ascending ZIP+4 code order before the sequence number is assigned. LOT information must be updated within 90 days before the date of mailing.

## 6.9 Delivery Sequence Documentation

### 6.9.1 Basic Standards

The postage statement must be annotated in the “Carrier Route Sequencing Date” block on page 1. The mailer must annotate the postage statement to show the earliest (oldest) date of the method used to obtain sequencing information for the mailing. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The mailer must maintain documentation to substantiate compliance with the standards for carrier route sequencing. Unless submitted with each corresponding mailing, the mailer must be able to provide the USPS with documentation (if requested) of accurate sequencing or delivery statistics for each carrier route to which pieces are mailed. Acceptable forms of documentation are:

- a. The invoice showing that the addresses came from CDS.
- b. DSF<sup>2</sup> invoice or documentation.
- c. Copies of the delivery unit summaries that served as the mailer’s bills for address sequencing service charges.
- d. Evidence of receipt of information from postmasters for simplified address mailings (see [509.1.0, Address Information System Services](#)).
- e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software.

### 6.9.2 High Density and High Density Plus

**[1-27-13]** For each carrier route to which high density or high density plus mail is addressed, the mailer must document the total number of addressed pieces to the route.

### 6.9.3 Saturation Density—Simplified Address Mail

For each carrier route to which mail with a simplified address is sent at the saturation price, the mailer must be able to document that the mailing meets the applicable density standard. This documentation must show the total number of active



possible deliveries and the total number to which mailpieces in the mailing are being addressed, by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

### 6.9.4 Saturation Density—Other Mail

For each carrier route to which mail without a simplified address is sent at the saturation price, the mailer must be able to document that the mailing meets the applicable density standards. This documentation must show either the total number of active possible *residential* deliveries and the number and percentage to which mailpieces are addressed, or the total number of *all* active possible deliveries and the number and percentage to which mailpieces are addressed, depending on whether qualification is based on the 90% or 75% criterion, respectively. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

### 6.9.5 Both Prices

[1-27-13] If a mailing contains pieces qualifying for more than one walk-sequence price, the documentation required by 6.9.2, 6.9.3, or 6.9.4 may be combined. Entries for pieces at the high density or high density plus prices must be so annotated on the documentation. For the entire mailing, a summary of the total number of pieces at each price must be provided. This documentation must be submitted with each mailing.

### 6.9.6 Carrier Route Price

[1-27-13] If a mailing includes walk-sequence price and basic carrier route price pieces, in addition to the information required by 6.9.2 through 6.9.5, the documentation for the basic carrier route price mail must show, by 5-digit ZIP Code and, within each, by carrier route, the total number of addressed pieces at each price for each carrier route to which pieces are addressed. Pieces qualifying for the basic carrier route price must be so annotated. For the entire mailing, a summary by 5-digit ZIP Code of the total number of pieces at each price must be provided. This documentation must be submitted with each mailing.

## 7.0 Preparing Automation Letters

### 7.1 Basic Standards

Letter-size automation price Standard Mail must be prepared under 7.0 and the eligibility standards for the price claimed. Trays must bear barcoded tray labels under 4.9.

### 7.2 Mailings

All pieces in a mailing must meet the standards in 201.1.0, *Physical Standards for Machinable Letters and Cards*, and 201.3.0, *Physical Standards for Machinable and Automation Letters and Cards*, and must be sorted together to the finest extent required for the price claimed. The definitions of a mailing and permissible combinations are in 1.0, *General Information for Mail Preparation*.



### 7.3 Marking

All Standard Mail automation price pieces must be marked under [202.3.0, Placement and Content of Mail Markings](#). Pieces claimed at an automation price must bear the appropriate class marking and “AUTO,” except as provided in [202.3.0](#). Pieces not claimed at an automation price must not bear “AUTO” unless First-Class Mail single-piece price postage is affixed or a corrective single-piece price marking (“Single-Piece” or “SNGLP”) is applied.

### 7.4 General Preparation

Grouping, bundling, and labeling are not generally required or permitted, except bundling is required in any mailing consisting entirely of card-size pieces and for pieces in overflow and less-than-full trays, and grouping is required under [7.5](#).

### 7.5 Tray Preparation

[\[4-1-13\]](#) Instead of preparing overflow trays with fewer than 150 pieces, mailers may include these pieces in an existing qualified tray of at least 150 or more pieces at the next tray level. (For example, if a mailer has 30 overflow 5-digit pieces for ZIP Code 20260, these pieces may be added to an existing qualified 3-digit tray for the correct destination (ZIP Code prefix 202) and the overflow 5-digit pieces will still qualify for the 5-digit price). Mailers must note these trays on standardized documentation (see [708.1.2](#)). Pieces that are placed in the next tray level must be grouped by destination and placed in the front or back of that tray. Mailers may use this option selectively for 3-digit and AADC ZIP Codes. This option does not apply to origin/entry 3-digit/scheme trays. Preparation sequence, tray size, and Line 1 labeling:

- a. 5-digit/scheme: optional, but required for 5-digit price (150-piece minimum); overflow allowed. Make 5-digit scheme trays first, then 5-digit trays; see [1.4e](#). For Line 1, label as follows:
  1. For 5-digit scheme trays, use destination shown in the current USPS City State Product.
  2. For 5-digit trays, use city, state, and 5-digit ZIP Code destination on pieces (see [4.0](#) for overseas military mail).
- b. 3-digit/scheme: optional, but required for 3-digit price (150-piece minimum except no minimum for origin or entry 3-digit/scheme); overflow allowed. Make 3-digit scheme trays first, then 3-digit trays; see [1.4f](#). For Line 1, use [L002](#), Column B.
- c. AADC: optional, but required for AADC price (150-piece minimum); overflow allowed; group pieces by 3-digit (or 3-digit scheme) ZIP Code prefix when overflow pieces from 3-digit/scheme trays are placed in AADC trays. For Line 1, use [L801](#), Column B.
- d. Mixed AADC: required (no minimum); group pieces by AADC when overflow pieces from AADC trays are placed in mixed AADC trays. For Line 1 labeling: use [L011](#), Column B. Use [L010](#), Column B if entered at an ASF or NDC or for mail placed on an ASF, NDC, or SCF pallet under the option in [705.8.10.3](#).

### 7.6 Tray Line 2

Line 2: “STD LTR” and:



### 245.7.7

- a. 5-digit scheme: "BC 5D SCHEME."
- b. 5-digit: "5D BC."
- c. 3-digit scheme: "BC 3D SCHEME" and, if applicable, as shown in [L002](#), Column B, followed by the letter "A," "B," or "C."
- d. 3-digit: "3D BC."
- e. AADC: "AADC BC."
- f. Mixed AADC: "BC WKG."

#### **7.7 Presentation**

Upon presentation of letter-size automation price Standard Mail mailings to USPS for verification, mailers must present all mixed AADC trays together, and such trays must either be adjacent to one another or side by side, and must be placed as the top layer(s) on any given container.





## 246 Enter and Deposit

### Overview

- [1.0 Presenting a Mailing](#)
- [2.0 Destination Entry](#)
- [3.0 Destination Network Distribution Center \(DNDC\) Entry](#)
- [4.0 Destination Sectional Center Facility \(DSCF\) Entry](#)
- [5.0 Destination Delivery Unit \(DDU\) Entry](#)

## 1.0 Presenting a Mailing

### 1.1 Basic Standards for Standard Mail Deposit

All Standard Mail must be presented at the Post Office where the permit or license is held and the presort mailing fee is paid, at the locations and times specified by the postmaster, except as follows:

- a. Plant-verified drop shipment (PVDS) mailings must be presented under [705.17.0](#).
- b. Plant-loaded mailings must be presented as specified by the plant load agreement.
- c. Metered mailings may be deposited at other than the licensing Post Office only as permitted under [705.20.0](#).
- d. Nonprofit Standard Mail must be presented only at Post Offices where the organization producing the mailing has an approved nonprofit authorization ([703.1.0](#)).

### 1.2 Separation of Mailings

Pieces at different prices may be combined in the same mailing as provided in [245.1.0](#). Separate mailings may be reported on the same postage statement if the pieces in the mailings are in the same letter-size processing category, are part of the same mailing job, and are presented for verification at the same time.

## 2.0 Destination Entry

### 2.1 General

Except for Customized MarketMail pieces defined in [705.1.0](#), all Standard Mail pieces meeting the basic standards in [243.2.0](#) through [243.4.0](#) may qualify for destination entry prices, if deposited at the correct destination postal facility, subject to the standards below and in [3.0](#), [4.0](#), and [5.0](#). Only one destination entry price may be claimed for each piece. A pallet may contain mail claimed at different destination entry prices.

### 2.2 Minimum Volume

A destination entry price Standard Mail mailing is subject to these minimum volume requirements:



### 246.2.3

- a. Each mailing must contain at least 200 addressed pieces or 50 pounds of addressed pieces.
- b. Except as provided in [2.2d](#), each group of pieces prepared for deposit at different destination entry facilities must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by a postage statement.
- c. If a facility is authorized to accept mail at more than one entry level, all pieces claimed at the different entry prices may be in one mailing and may be recorded on the same postage statement.
- d. When pieces from different price Standard Mail mailings are presented together under plant-verified drop shipment (PVDS) procedures in [705.17.0](#), a mailer may use the total piece count from one presort file (i.e., mailing job) reported on one Form 3602 and accompanied by Form 3602-C (or a postage statement register) to meet the minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 200 pieces or 50 pounds at a single destination entry facility if there is at least 200 pieces or 50 pounds of Presorted price mail, 200 pieces or 50 pounds of automation price mail, and/or 200 pieces or 50 pounds of Enhanced Carrier Route mail for all entry points combined for the single presort file.

### **2.3 Postage Payment and Documentation**

Postage payment for destination entry mailings is subject to the same standards that apply generally to Standard Mail. No documentation for destination entry discounts is required.

### **2.4 Plant Loads**

Plant load mailings are not eligible for destination entry discounts.

### **2.5 Verification**

#### **2.5.1 Mail Separation and Presentation**

Destination entry mail must be presented and verified under a PVDS system ([705.17.0](#)), presented for acceptance at a BMEU located at a destination postal facility; or presented for acceptance at an origin DMU or BMEU, and then prepared under Priority Mail Express Open and Distribute or Priority Mail Open and Distribute standards ([705.18.0](#)). Only PVDS mailings may be deposited at a destination facility not co-located with a postal facility having a business mail entry unit. Destination entry mailings must meet the following requirements:

- a. The mailer must present each mailing separately for verification. For PVDS, each mailing for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow reconciliation with each required accompanying Form 8125, 8125-C, or 8125-CD.
- b. Mail must be separated from freight transported on the same vehicle.
- c. If Periodicals mail is on the same vehicle as Standard Mail, the mailer should load the Periodicals mail toward the tail of the vehicle so that Periodicals mail can be offloaded first.

**2.5.2 Form 8125**

When mailings are verified and paid for at a postal facility different from the one at which they are deposited as mail, the mailer must ensure that they are accompanied by a completed Form 8125 (or 8125-C or 8125-CD), except for mailings prepared under Priority Mail Express Open and Distribute or Priority Mail Open and Distribute standards in [705.18.0](#).

**2.5.3 At NDC**

For a mailing verified at a NDC, the Post Office where the mailer's account or license is held must be within the service area of that NDC. The Post Office must authorize the NDC to act as its agent by sending Form 4410 to the NDC.

**2.5.4 Mailer Transport**

The mailer must transport the PVDS mailing from the place where it was verified to the appropriate destination postal facility.

**2.5.5 Volume Standards**

Except as permitted for a local mailer under [2.6.13](#), destination entry mailings are subject to these volume standards:

- a. The pieces for which a destination price is claimed must represent more than 50% of the mail (by weight or pieces, whichever is greater) presented by the same mailer within any 24-hour period. For this standard, *mailer* is the party presenting the mail to the USPS.
- b. The same mailer (or agent) may not in a 24-hour period present for verification and acceptance more than four destination price mailings at the same destination postal facility, unless the mailer or agent has received a waiver when scheduling the deposit of the mailings. There is no maximum for PVDS mailings.

**2.6 Deposit****2.6.1 Time and Location of Deposit**

Each mailing claimed at a destination price must be deposited at the time and location specified by the USPS.

**2.6.2 Freight**

Drop shipments are freight until deposited and accepted as mail at the destination facility.

**2.6.3 Appointments**

Appointments must be made for destination entry price mail as follows:

- a. Except for a local mailer under [2.6.13](#) and mailings of perishable commodities, appointments for deposit of destination entry price mail at NDCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one business day in advance. Same-day appointments may be granted by a control center only through a telephone request. All appointments for NDC loads must be scheduled by the appropriate NDC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to 30 calendar days before a desired appointment date. The mailer must adhere to the scheduled mail deposit time



### 246.2.6.4

and location. The mailer must cancel any appointment by notifying the appropriate control center at least 24 hours in advance of a scheduled appointment.

- b. Electronic appointments may be made by a mailer or agent using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours before the desired time and date. All information required by the USPS appointment system regarding a mailing must be provided.
- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, the mailer must notify the DDU at least one business day in advance of a scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.
- d. When Periodicals are transported together with Standard Mail or Package Services as a mixed load ([707.29.0, Destination Entry](#)), an appointment must be obtained for deposit at a destination entry facility.

#### **2.6.4 Advance Scheduling**

Mailers must schedule appointments for deposit of destination entry price mail under [2.6.3](#) and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

#### **2.6.5 Adherence to Schedule**

The mailer must follow the scheduled deposit time or cancel the appointment by notifying the designated control center. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, NDCs, or SCFs or more than 20 minutes at delivery units.

#### **2.6.6 Redirection by USPS**

A mailer may be directed to transport destination entry price mailings to a facility other than the designated DDU, SCF, or NDC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints.

**2.6.7 Redirection at Mailer's Request**

For service reasons, a mailer may ask to transport destination SCF price mail to a facility other than the designated SCF. This exception may be approved only by the district control center serving the destination facility. To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

**2.6.8 Recurring Appointments**

*Recurring* refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

**2.6.9 Vehicle Unloading**

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at NDCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. At NDCs, ASFs, and SCFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At destination delivery units (DDUs), drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:
  1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
  2. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.



246.2.6.10

- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area.

### **2.6.10 Drop and Pick**

Drop and pick service is not available for destination entry Standard Mail.

### **2.6.11 Demurrage**

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry price mailings.

### **2.6.12 Appeals**

Mailers who believe they are denied equitable treatment may appeal to the manager, customer service (district), responsible for the destination postal facility.

### **2.6.13 Exception for Local Mailer**

The restrictions in [2.5.5, Volume Standards](#), and [2.6.4, Advance Scheduling](#), do not apply when a mailer deposits mailings for verification and acceptance at the local Post Office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment authorization. Under this exception, the mailer may claim the destination entry prices for mailings or portions of mailings deposited at the local Post Office that meet the standards in [3.0](#) through [5.0](#) in *Enter and Deposit*.

## **3.0 Destination Network Distribution Center (DNDC) Entry**

### **3.1 Definition**

For this standard, *destination network distribution center (DNDC)* includes all network distribution centers (NDCs) and auxiliary service facilities (ASFs) with terms and exceptions as shown and described in labeling lists [L601](#) and [L602](#).

### **3.2 Eligibility**

Pieces in a mailing that meets the standards [2.0](#) and [3.0](#) are eligible for DNDC prices when they are deposited at an NDC or ASF (or an SCF under [3.4](#)) and meet all of the following conditions:

- a. The pieces are addressed for delivery to one of the 3-digit ZIP Codes served by the NDC or ASF where deposited (see labeling lists [L601](#) and [L602](#)).
- b. The pieces are properly placed in a tray or pallet that is labeled to the NDC or ASF where deposited, or labeled to a postal facility within the service area of that NDC or ASF.
- c. Mail addressed to ZIP Codes served by an ASF must be entered at the appropriate ASF per [L602](#), and not entered at an NDC.

**3.3 Eligibility for ADC or AADC Mailpieces**

All pieces in an ADC or AADC tray are eligible for the DNDC discount if the ADC or AADC facility ZIP Code (as shown on the corresponding container label) is within the service area of the NDC or ASF at which the sack or tray is deposited as described in labeling lists [L601](#) and [L602](#). All pieces in an AADC tray properly placed on an SCF pallet under [705.8.10.3](#) are eligible for DNDC prices when the 3-digit ZIP Code on the tray label is within that SCF service area according to labeling list [L005](#).

**3.4 Eligibility for Mixed ADC Bundles, Trays, or Mixed AADC Trays**

Mailpieces in a mixed ADC or a mixed AADC tray can qualify for DNDC prices when entered at a NDC/ASF or SCF facility responsible for the processing of those trays (see [705.8.10.3e](#)), if the following standards are met:

- a. All pieces in the bundle or tray must destinate within the ASF or NDC service area as described in labeling lists [L601](#) and [L602](#).
- b. Use labeling list [L010](#) when labeling bundles or trays of such pieces.
- c. Prepare pieces claiming DNDC prices in separate bundles or trays from any pieces not claiming DNDC prices.

**3.5 Vehicles**

Mailings deposited at a DNDC must be presented in vehicles compatible with NDC dock and yard operations.

**3.6 Form 4410**

Mailings may be deposited at the DNDC only if that facility is authorized (by Form 4410) to act as acceptance agent for the entry Post Office (where the meter license, precanceled stamp permit, or permit imprint authorization is held). Form 4410 is not required for plant-verified drop shipments.

**4.0 Destination Sectional Center Facility (DSCF) Entry****4.1 Definition**

For this standard, *destination sectional center facility (DSCF)* refers to the facilities listed in [L002](#), Column C.

**4.2 Eligibility**

Pieces in a mailing that meet the standards in [2.0](#) and [4.0](#) are eligible for DSCF prices under either [4.2a](#) or [4.2b](#) below:

- a. When deposited at a DSCF or USPS-designated facility, addressed for delivery within that SCF's service area, and:
  1. Placed in a tray labeled to that DSCF.
  2. Placed in a tray labeled to a destination within the DSCF's service area. This includes trays labeled to an ADC or an AADC facility with the exact same service area as the DSCF.
- b. When entered and deposited at a DDU, addressed for delivery within that facility's service area, placed in a tray labeled to that DDU, and either:
  1. The pieces are prepared with simplified addresses under [602.3.2](#).



246.4.3

2. The mailer holds a mailing permit at the DDU entry office and deposits only one mailing of fewer than 2,500 pieces per day.

### 4.3 Vehicles

Mailings deposited at a DSCF must be presented in vehicles that are compatible with SCF dock and yard operations.

## 5.0 Destination Delivery Unit (DDU) Entry

### 5.1 Definition

For this standard, *destination delivery unit (DDU)* refers to the facility designated by the USPS district drop shipment coordinator (for automation price Standard Mail) or the facility (Post Office, branch, station, etc.) where the carrier cases mail for delivery to the addresses on pieces in the mailing (for other Standard Mail).

### 5.2 Eligibility

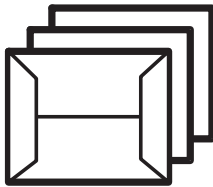
Letter-size mailpieces are not eligible for a destination delivery unit (DDU) discount. Mailers may not pay ECR flat-size prices and claim the DDU discount for letter-size pieces. Mailers may deposit letter-size pieces that meet the standards in [2.0](#) and [5.0](#) at a DDU when:

- a. Those pieces are addressed for delivery within that facility's service area (enhanced carrier route only).
- b. The pieces are placed in properly prepared and labeled carrier route trays or 5-digit carrier routes trays, or on pallets under [705.8.0](#).
- c. The pieces are eligible for and claimed at a carrier route price.



# 300

## Commercial Mail Flats



### Design Standards

- 301 Physical Standards
- 302 Elements on the Face of a Mailpiece

### 310 Priority Mail Express

- 313 Prices and Eligibility
- 314 Postage Payment and Documentation
- 315 Mail Preparation
- 316 Enter and Deposit

### 320 Priority Mail

- 323 Prices and Eligibility
- 324 Postage Payment and Documentation
- 325 Mail Preparation
- 326 Enter and Deposit

### 330 First-Class Mail

- 333 Prices and Eligibility
- 334 Postage Payment and Documentation
- 335 Mail Preparation
- 336 Enter and Deposit

### 340 Standard Mail

- 343 Prices and Eligibility
- 344 Postage Payment and Documentation
- 345 Mail Preparation
- 346 Enter and Deposit

### 360 Bound Printed Matter

- 363 Prices and Eligibility
- 364 Postage Payment and Documentation
- 365 Mail Preparation
- 366 Enter and Deposit

### 370 Media Mail and Library Mail

- 373 Prices and Eligibility
- 374 Postage Payment and Documentation
- 375 Mail Preparation
- 376 Enter and Deposit



## Design Standards

### TOPICS

301 Physical Standards  
302 Elements on the Face  
of a Mailpiece



## 301

### Physical Standards

#### 1.0 Physical Standards for Flats

- 1.1 General Definition of Flat Size Mail
- 1.2 Length and Height of Flats
- 1.3 Minimum Flexibility for Flat-Size Pieces
- 1.4 Uniform Thickness
- 1.5 Polywrap Coverings
- 1.6 Maximum Deflection for Flat-Size Mailpieces
- 1.7 Flat-Size Pieces Not Eligible for Flat-Size Prices
- 1.8 Labels, Stickers, and Release Cards
- 1.9 Catalogs

#### 2.0 Physical Standards for Nonautomation Flats

- 2.1 First-Class Mail
- 2.2 Standard Mail
- 2.3 Bound Printed Matter
- 2.4 Media Mail
- 2.5 Library Mail
- 2.6 Priority Mail Express, Priority Mail, and Critical Mail Flats

#### 3.0 Physical Standards for Automation Flats

- 3.1 Basic Standards for Automation Flats
- 3.2 Additional Criteria for Automation Flats
- 3.3 Prohibitions
- 3.4 Tabs, Wafer Seals, Tape, and Glue
- 3.5 Uniformity and Exterior Format

## 302

### Elements on the Face of a Mailpiece

#### 1.0 All Mailpieces

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

#### 2.0 Address Placement

- 2.1 Basic Standards
- 2.2 Address Placement on Enveloped or Polywrapped Pieces
- 2.3 Address Placement on Bound or Folded Pieces
- 2.4 Type Size and Line Spacing

#### 3.0 Placement and Content of Mail Markings

- 3.1 Priority Mail Express, Priority Mail, and Critical Mail Markings
- 3.2 First-Class Mail and Standard Mail Markings
- 3.3 Bound Printed Matter, Media Mail, and Library Mail Markings
- 3.4 Enclosures
- 3.5 Printing and Designs
- 3.6 Marking Hazardous Materials

#### 4.0 Placement and Physical Standards for Endorsements

- 4.1 Endorsements for Delivery Instructions and Ancillary Services
- 4.2 Return Address
- 4.3 Placement of Endorsements
- 4.4 Physical Standards for Endorsements

#### 5.0 Barcode Placement

- 5.1 Barcode Placement for Flats
- 5.2 Delivery Point Routing Code Numeric Equivalent
- 5.3 Barcode in Address Block
- 5.4 Window Cover

## 310 Priority Mail Express Flats

### TOPICS

- 313 Prices and Eligibility
- 314 Postage Payment and Documentation
- 315 Mail Preparation
- 316 Enter and Deposit



## 313 Prices and Eligibility

### 1.0 Prices and Fees

- 1.1 Prices Charged Per Piece
- 1.2 Determining Single-Piece Weight
- 1.3 Commercial Base Prices
- 1.4 Commercial Plus Prices
- 1.5 Flat Rate Envelopes
- 1.6 Sunday and Holiday Premium
- 1.7 Pickup on Demand
- 1.8 Delivery Stop

### 2.0 Content Standards for Priority Mail Express

- 2.1 General
- 2.2 Matter Required to be Mailed as First-Class Mail

### 3.0 Basic Standards for Priority Mail Express

- 3.1 Definition
- 3.2 IMpb Standards
- 3.3 Matter Closed Against Postal Inspection

### 4.0 Service Features of Priority Mail Express

- 4.1 General
- 4.2 Priority Mail Express Next Day Delivery
- 4.3 Priority Mail Express Second Day Delivery
- 4.4 Priority Mail Express Custom Designed
- 4.5 Priority Mail Express Military Service (PMEMS)
- 4.6 Open and Distribute

## 314 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment Options

- 1.1 Commercial Base Pricing
- 1.2 Commercial Plus Pricing

### 2.0 Corporate Accounts

- 2.1 Availability
- 2.2 Account
- 2.3 Postage Liability
- 2.4 Payment Method
- 2.5 USPS Report

## 2.6 Closing Account

## 315 Mail Preparation

### 1.0 General Information for Mail Preparation

- 1.1 Priority Mail Express Packaging Provided by the USPS
- 1.2 Price Marking

### 2.0 Priority Mail Express Next Day and Second Day

- 2.1 Mailing Label
- 2.2 Waiver of Signature
- 2.3 Signature Required
- 2.4 ZIP Code Determination

### 3.0 Priority Mail Express Custom Designed

- 3.1 Forms
- 3.2 Signature Required
- 3.3 Pouches

### 4.0 Firm Mailing Book

## 316 Enter and Deposit

### 1.0 Priority Mail Express Next Day and Second Day Delivery

### 2.0 Priority Mail Express Custom Designed

### 3.0 Priority Mail Express Military Service

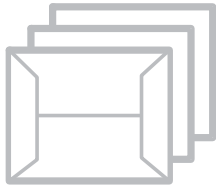
### 4.0 Pickup on Demand Service

- 4.1 Availability
- 4.2 Pickup on Demand Fee

## 320 Priority Mail Flats

### TOPICS

- 323 Prices and Eligibility
- 324 Postage Payment and Documentation
- 325 Mail Preparation
- 326 Enter and Deposit



## 323 Prices and Eligibility

### 1.0 Prices and Fees

- 1.1 Price Application
- 1.2 Commercial Base Prices
- 1.3 Commercial Plus Prices
- 1.4 Critical Mail Prices
- 1.5 Flat Rate Envelopes-Basic Standards
- 1.6 Hold For Pickup
- 1.7 Pickup on Demand Fee
- 1.8 Determining Single-Piece Weight
- 1.9 Computing Postage

### 2.0 Content Standards for Priority Mail

- 2.1 General
- 2.2 Matter Required to be Mailed as First-Class Mail

### 3.0 Basic Standards for Priority Mail

- 3.1 Definition
- 3.2 Additional Standards for Critical Mail Flats
- 3.3 IMpb Standards
- 3.4 Service Objectives
- 3.5 Matter Closed Against Postal Inspection

## 324 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Affixing Postage—Single-Piece Mailings

### 2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

## 325 Mail Preparation

### 1.0 General Information for Mail Preparation

- 1.1 Priority Mail Packaging Provided by the USPS
- 1.2 Required Use of Return Address

## 2.0 Markings

### 3.0 Preparation of Permit Imprint Mailings

- 3.1 Identical Weight Pieces
- 3.2 Nonidentical Weight Pieces

### 4.0 Additional Standards for Preparing Critical Mail Flats

- 4.1 Preparing Critical Mail Flats in Trays
- 4.2 Postage for Critical Mail and Priority Mail

## 326 Enter and Deposit

### 1.0 Deposit

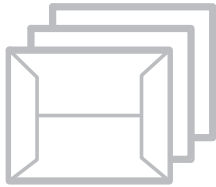
- 1.1 General
- 1.2 Stamped Pieces

### 2.0 Pickup on Demand Service

## 330 First-Class Mail Flats

### TOPICS

- 333 Prices and Eligibility
- 334 Postage Payment and Documentation
- 335 Mail Preparation
- 336 Enter and Deposit



## 333 Prices and Eligibility

### 1.0 Prices and Fees for First-Class Mail

- 1.1 Price Application
- 1.2 Price Computation for First-Class Mail Flats
- 1.3 Presorted and Automation Prices for Flats
- 1.4 Presort Mailing Fee
- 1.5 Computing Postage for First-Class Mail
- 1.6 Determining Single-Piece Weight

### 2.0 Content Standards for First-Class Mail Flats

- 2.1 General
- 2.2 Bills and Statements of Account
- 2.3 Personal Information
- 2.4 Handwritten and Typewritten Material
- 2.5 Matter Not Required to be Mailed as First-Class Mail
- 2.6 Prohibited Air Transportation
- 2.7 Round-Trip Mailings with One Optical Disc

### 3.0 Eligibility Standards for First-Class Mail Flats

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for First-Class Mail
- 3.4 Presort Mailing Fee
- 3.5 Move Update Standards
- 3.6 ZIP Code Accuracy

### 4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Flats

- 4.1 Basic Standards for Nonautomation First-Class Mail
- 4.2 Barcodes on Nonautomation First-Class Mail
- 4.3 Nonmachinable Flat-Size Pieces

### 5.0 Additional Eligibility Standards for Automation First-Class Mail Flats

- 5.1 Basic Standards for Automation First-Class Mail
- 5.2 Eligibility Standards for Full-Service Automation First-Class Mail Flats
- 5.3 Price Application—Bundle-Based Flats

- 5.4 Price Application—Tray-Based Flats
- 5.5 Address Standards for Barcoded Pieces

## 334 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Postage Payment for Presorted and Automation Flats

- 2.1 Payment Methods
- 2.2 Affixing Postage for Presorted and Automation First-Class Mail
- 2.3 Postage Affixed at Lowest Price to All Pieces

### 3.0 Mailing Documentation

- 3.1 Completing Postage Statements
- 3.2 Basic Documentation Standards
- 3.3 Documentation Standards for Automation Mailings
- 3.4 Documentation Submission—Full-Service Automation Option
- 3.5 Preparing Documentation
- 3.6 Multiple Standards
- 3.7 Standard Format for Documentation
- 3.8 Providing Additional Information
- 3.9 Reporting Multiple Mailings on One Statement
- 3.10 Facsimile Postage Statements

## 335 Mail Preparation

### 1.0 General Definition of Terms

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

### 2.0 Bundles

- 2.1 General

### 3.0 Flat Trays

- 3.1 Presort
- 3.2 Standard Containers
- 3.3 Flat Tray and Letter Tray Sizes
- 3.4 Preparation for Flats in Flat Trays

## **330 First-Class Mail Flats**

- 3.5 Preparation for Flats in EMM Letter Trays
- 3.6 Origin/Entry 3-Digit/Scheme Trays

### **4.0 Tray Labels**

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Tray Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information
- 4.8 Placement of a Tray Label
- 4.9 Barcoded Tray Labels

### **5.0 Preparation of Nonautomation Flats**

- 5.1 Basic Standards
- 5.2 Single-Piece Price Pieces Presented With Presort Mailings
- 5.3 Nonautomation Pieces
- 5.4 Bundling and Labeling
- 5.5 Traying and Labeling
- 5.6 Cotraying and Cobundling With Automation Price Mail

### **6.0 Preparation of Automation Flats**

- 6.1 Basic Standards
- 6.2 Mailings
- 6.3 Marking
- 6.4 General Preparation
- 6.5 First-Class Mail Required Bundle-Based Preparation
- 6.6 First-Class Mail Optional Tray-Based Preparation
- 6.7 5-Digit Scheme Bundle Preparation
- 6.8 Cotraying and Cobundling With Presorted Price Mail

### **2.0 Verification**

- 2.1 USPS Verification and Mailer Correction
- 2.2 Timeframe for Corrective Action
- 2.3 Payment at Single-Piece Price Rather than Correcting Errors

## **336 Enter and Deposit**

### **1.0 Deposit**

- 1.1 Service Objectives
- 1.2 Time and Location of Deposit
- 1.3 Approved Collections
- 1.4 Permit Imprint Collection

## 340 Standard Mail Flats

### TOPICS

- 343 Prices and Eligibility
- 344 Postage Payment and Documentation
- 345 Mail Preparation
- 346 Enter and Deposit



## 343 Prices and Eligibility

### 1.0 Prices and Fees for Standard Mail

- 1.1 Price Application
- 1.2 Standard Mail Price Application
- 1.3 Regular and Nonprofit Standard Mail—Presorted, Enhanced Carrier Route, and Automation Prices
- 1.4 Fees
- 1.5 Computing Postage — Standard Mail

### 2.0 Content Standards for Standard Mail Flats

- 2.1 Definition and Weight
- 2.2 Personal Information
- 2.3 Bills and Statements of Account
- 2.4 Handwritten and Typewritten Matter
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

### 3.0 Basic Standards for Standard Mail Flats

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for Standard Mail
- 3.4 Presort Mailing Fees
- 3.5 Merging Similar Standard Mailings
- 3.6 Residual Volume Requirement
- 3.7 Residual Mail Subject to First-Class Mail or Priority Mail Prices
- 3.8 ZIP Code Accuracy
- 3.9 Move Update Standard

### 4.0 Price Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Prices
- 4.3 Piece/Pound Prices
- 4.4 Shape, Flexibility, and Uniform Thickness

### 5.0 Additional Eligibility Standards for Nonautomation Standard Mail Flats

- 5.1 Basic Standards
- 5.2 Price Application
- 5.3 5-Digit Prices for Flats
- 5.4 3-Digit Prices for Flats
- 5.5 ADC Prices for Flats
- 5.6 Mixed ADC Prices for Flats

## 6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats

- 6.1 General Enhanced Carrier Route Standards
- 6.2 Carrier Route Accuracy Standard
- 6.3 Basic Price Enhanced Carrier Route Standards
- 6.4 High Density and High Density Plus (Enhanced Carrier Route) Standards
- 6.5 Saturation Enhanced Carrier Route Standards

## 7.0 Additional Eligibility Standards for Automation Standard Mail Flats

- 7.1 Basic Eligibility Standards for Automation Standard Mail
- 7.2 Eligibility Standards for Full-Service Automation Standard Mail Flats
- 7.3 Price Application
- 7.4 Address Standards for Barcoded Pieces

## 344 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Postage Payment for Presorted and Enhanced Carrier Route Flats

- 2.1 Identical-Weight Pieces
- 2.2 Nonidentical-Weight Pieces
- 2.3 Combined Price

### 3.0 Postage Payment for Automation Flats

- 3.1 All Pieces
- 3.2 Affixing Postage for Automation Standard Mail Flats
- 3.3 Mixed Price Mailing Documentation

### 4.0 Mailing Documentation

- 4.1 Completing Postage Statements
- 4.2 Basic Documentation Standards
- 4.3 Documentation Standards for Automation Mailings
- 4.4 Documentation Submission—Full-Service Automation Option
- 4.5 Preparing Documentation
- 4.6 Multiple Standards
- 4.7 Standard Format for Documentation



## **340 Standard Mail Flats**

- 4.8 Providing Additional Information
- 4.9 Reporting Multiple Mailings on One Statement
- 4.10 Facsimile Postage Statements

### **5.0 Residual Pieces**

- 5.1 Residual Standard Mail Subject to First-Class Mail Prices
- 5.2 Residual Standard Mail Subject to Priority Mail Prices

## **345 Mail Preparation**

### **1.0 General Information for Mail Preparation**

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions
- 1.5 Optional Containerization

### **2.0 Bundles**

- 2.1 General

### **3.0 Sacks and Trays**

- 3.1 Standard Containers
- 3.2 Sack Preparation
- 3.3 Tray Sizes
- 3.4 Preparing Flats in Letter Trays
- 3.5 Tray Sleeveing and Strapping
- 3.6 Strapping Exception
- 3.7 Origin/Entry 3-Digit Sacks

### **4.0 Sack and Tray Labels**

- 4.1 Basic Standards
- 4.2 Line 1 (Destination Line)
- 4.3 Line 2 (Content Line)
- 4.4 Line 3 (Office of Mailing or Mailer Information Line)
- 4.5 Abbreviations for Lines 1 and 3
- 4.6 Placement of Extraneous Information
- 4.7 Sack Label
- 4.8 Tray Labels
- 4.9 Use of Barcoded Sack and Tray Labels

### **5.0 Preparing Nonautomation Flats**

- 5.1 Basic Standards
- 5.2 Required Bundling
- 5.3 Bundling and Labeling
- 5.4 Loose Packing

- 5.5 Required Sacking or Traying
- 5.6 Drop Shipment
- 5.7 Sacking and Labeling
- 5.8 Cotraying and Cobundling Flats With Automation Mail
- 5.9 Merged Containerization of Carrier Route, Automation, and Nonautomation Flats
- 5.10 Residual Pieces

### **6.0 Preparing Enhanced Carrier Route Flats**

- 6.1 Basic Standards
- 6.2 Residual Pieces
- 6.3 Carrier Route Bundle Preparation
- 6.4 Bundles, Trays, and Sacks With Fewer Than the Minimum Number of Pieces Required
- 6.5 Multi Carrier Routes Bundle
- 6.6 Required Sack Minimums
- 6.7 Sack Preparation
- 6.8 Merged Containerization of Carrier Route, Automation, and Presorted Price Flats
- 6.9 Delivery Sequence Standards
- 6.10 Delivery Sequence Documentation

### **7.0 Preparing Automation Flats**

- 7.1 Basic Standards
- 7.2 Mailings
- 7.3 Marking
- 7.4 Standard Mail Bundle and Sack Preparation

## **346 Enter and Deposit**

### **1.0 Presenting a Mailing**

- 1.1 Basic Standards for Standard Mail Deposit
- 1.2 Separation of Mailing

### **2.0 Destination Entry**

- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment and Documentation
- 2.4 Plant Loads
- 2.5 Verification
- 2.6 Deposit

### **3.0 Destination Network Distribution Center (DNDC) Entry**

- 3.1 Definition

**340**  
**Standard Mail**  
**Flats**

- 3.2 Eligibility
- 3.3 Eligibility for ADC Mailpieces
- 3.4 Eligibility for Mixed ADC Bundles,  
Sacks or Trays
- 3.5 Vehicles
- 3.6 Form 4410

**4.0 Destination Sectional Center  
Facility (DSCF) Entry**

- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles

**5.0 Destination Delivery Unit  
(DDU) Entry**

- 5.1 Definition
- 5.2 Eligibility

## 360 Bound Printed Matter Flats

### TOPICS

363 Prices and Eligibility  
364 Postage Payment and  
Documentation  
365 Mail Preparation  
366 Enter and Deposit



## 363 Prices and Eligibility

### 1.0 Prices and Fees for Bound Printed Matter

- 1.1 Nonpresorted Bound Printed Matter
- 1.2 Commercial Bound Printed Matter

### 2.0 Basic Eligibility Standards for Bound Printed Matter

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses

### 3.0 Content Standards for Bound Printed Matter Flats

- 3.1 Basic Content Standards
- 3.2 Attachments or Enclosures of Periodicals Sample Copies
- 3.3 Attachments and Enclosures
- 3.4 Written Additions

### 4.0 Price Eligibility for Bound Printed Matter Flats

- 4.1 Price Eligibility
- 4.2 Nonidentical Weight Pieces
- 4.3 ZIP Code Accuracy

### 5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Flats

- 5.1 Basic Standards
- 5.2 Additional Standards for Carrier Route Bound Printed Matter
- 5.3 Full-Service Intelligent Mail Eligibility Standards for Carrier Route Flats
- 5.4 Carrier Route Accuracy Standard

### 6.0 Additional Eligibility Standards for Barcoded Bound Printed Matter Flats

- 6.1 Basic Eligibility Standards for Barcoded Bound Printed Matter
- 6.2 Eligibility Standards for Full-Service Automation Bound Printed Matter Flats
- 6.3 Weight Standard
- 6.4 Address Standards for Barcode Discount

## 364 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Minimum Volume Requirements

### 2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Documentation for Nonpresorted, Nonidentical-Weight Mailpieces
- 2.4 Documentation Submission—Full-Service Automation Option
- 2.5 Preparing Documentation
- 2.6 Multiple Standards
- 2.7 Standard Format for Documentation
- 2.8 Providing Additional Information
- 2.9 Reporting Multiple Mailings on One Statement
- 2.10 Facsimile Postage Statements

## 365 Mail Preparation

### 1.0 General Information for Mail Preparation

- 1.1 Basic Preparation—Nonpresorted
- 1.2 Definition of Presort Process
- 1.3 Definition of Mailings
- 1.4 Terms for Presort Levels
- 1.5 Preparation Definitions and Instructions

### 2.0 Bundles

- 2.1 General
- 2.2 Preparing Bundles
- 2.3 Bundle Sizes

### 3.0 Sacks

- 3.1 Preparation

### 4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Additional Standards for Barcoded Sack Labels
- 4.4 Line 1 (Destination Line)
- 4.5 Line 2 (Content Line)
- 4.6 Line 3 (Office of Mailing or Mailer Information Line)

## **360 Bound Printed Matter Flats**

- 4.7 Abbreviations for Lines 1 and 3
- 4.8 Placement of Extraneous Information
- 4.9 Basic Standards for Barcoded Sack Labels

### **5.0 Preparing Presorted Flats**

- 5.1 Basic Standards
- 5.2 Bundling
- 5.3 Sacking

### **6.0 Preparing Carrier Route Flats**

- 6.1 Basic Standards
- 6.2 Required Bundling
- 6.3 Sacking

### **7.0 Preparing Barcoded Flats**

- 7.1 Basic Standards
- 7.2 Mailings
- 7.3 Bundling
- 7.4 Sacking
- 7.5 Mixed Price Preparation

### **4.0 Destination Network Distribution Center (DNDC) Entry**

- 4.1 Eligibility
- 4.2 Presorted and Carrier Route Flats

### **5.0 Destination Sectional Center Facility (DSCF) Entry**

- 5.1 Eligibility
- 5.2 Presorted Flats
- 5.3 Carrier Route Flats

### **6.0 Destination Delivery Unit (DDU) Entry**

- 6.1 Eligibility
- 6.2 Presorted Flats
- 6.3 Carrier Route Flats

366

## **Enter and Deposit**

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### **1.0 Deposit of Nonpresorted Bound Printed Matter**

- 1.1 Nonpresorted Mailings

### **2.0 Presenting a Mailing**

- 2.1 Verification and Entry—Presorted, Carrier Route, Destination Entry, and Barcoded Mailings
- 2.2 Verification and Entry—Nonpresorted Mailings
- 2.3 Office of Mailing
- 2.4 Redirected Mailings
- 2.5 NDC Acceptance
- 2.6 Drop Shipment Information

### **3.0 Destination Entry**

- 3.1 General
- 3.2 Minimum Volume
- 3.3 Postage Payment
- 3.4 Mailing Fee
- 3.5 Documentation
- 3.6 Plant Loads
- 3.7 Mailings of Unsacked Bundles
- 3.8 Verification
- 3.9 Deposit

## 370 Media Mail and Library Mail Flats

### TOPICS

373 Prices and Eligibility  
374 Postage Payment and  
Documentation  
375 Mail Preparation  
376 Enter and Deposit



## 373 Prices and Eligibility

### 1.0 Prices and Fees for Media Mail and Library Mail

- 1.1 Price Application
- 1.2 Shape, Flexibility, and Thickness
- 1.3 Media Mail Prices and Library Mail  
Presorted Prices
- 1.4 Mailing Fees for Presorted Prices
- 1.5 Computing Postage

### 2.0 General Content Standards for Media Mail and Library Mail Flats

- 2.1 General
- 2.2 Delivery and Return Addresses
- 2.3 Postal Inspection
- 2.4 Enclosures

### 3.0 Content Standards for Media Mail Flats

- 3.1 Content Standards
- 3.2 Enclosures in Books

### 4.0 Content Standards for Library Mail Flats

- 4.1 Sender and Recipient Qualifications
- 4.2 Content Standards for Mailings  
Between Entities
- 4.3 Qualified Mailings “To” or “From”
- 4.4 Enclosures in Books and Sound  
Recordings

### 5.0 Enclosures and Attachments

- 5.1 Invoice
- 5.2 Incidental First-Class Mail  
Attachments and Enclosures
- 5.3 Loose Enclosures
- 5.4 Written Additions

### 6.0 Price Eligibility for Media Mail and Library Mail Flats

- 6.1 Basic Weight Standards
- 6.2 Price Eligibility Standards
- 6.3 Price Categories for Media Mail and  
Library Mail

## 374 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

## 2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Reporting Multiple Mailings on One  
Statement
- 2.4 Facsimile Postage Statements

## 375 Mail Preparation

### 1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and  
Instructions

### 2.0 Bundles

- 2.1 General

### 3.0 Sacks and Sack Labels

- 3.1 Maximum Weight of Sacks
- 3.2 Basic Standards for Sack Labels
- 3.3 Physical Characteristics of a Sack  
Label
- 3.4 Line 1 (Destination Line)
- 3.5 Line 2 (Content Line)
- 3.6 Line 3 (Office of Mailing or Mailer  
Information Line)
- 3.7 Abbreviations for Lines 1 and 3
- 3.8 Placement of Extraneous  
Information

### 4.0 Preparing Presorted Flats

- 4.1 Basic Standards
- 4.2 Bundling
- 4.3 Sacking

## 376 Enter and Deposit

### 1.0 Verification and Deposit



# **Commercial Flats Design Standards**

301 Physical Standards

302 Elements on the Face of a Mailpiece







## 301 Physical Standards

### Overview

- [1.0 Physical Standards for Flats](#)
- [2.0 Physical Standards for Nonautomation Flats](#)
- [3.0 Physical Standards for Automation Flats](#)

## 1.0 Physical Standards for Flats

### 1.1 General Definition of Flat Size Mail

Flat-size mail must have the following characteristics:

- a. Be more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4 inch thick, other than automation flats under [3.0](#) or as allowed for Standard Mail pieces with simplified addresses under [2.2.2](#).
- b. Be not more than 15 inches long or more than 12 inches high or more than 3/4 inch thick, except for:
  1. Periodicals flats mailed under [707.26.0](#).
  2. Polywrapped flats, with selvage that extends beyond the contents, up to a maximum length of 15-3/4 inches. The enclosed contents must not be longer than 15 inches. Also see [1.5.3](#).
- c. Be rectangular with four square corners or with finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 1.1c](#).

#### Exhibit 1.1c Maximum Corner Radius for Flat-Size Mailpieces

Corner Radius Maximum 1/8"



Graphic at 100%  
Place mailpiece against  
template to test accuracy

- d. Be categorized as a catalog, if meeting the standards in [1.9](#).
- e. Other size or weight standards may apply to mail addressed to certain APOs and FPOs, and mail sent by the Department of State to U.S. government personnel abroad.



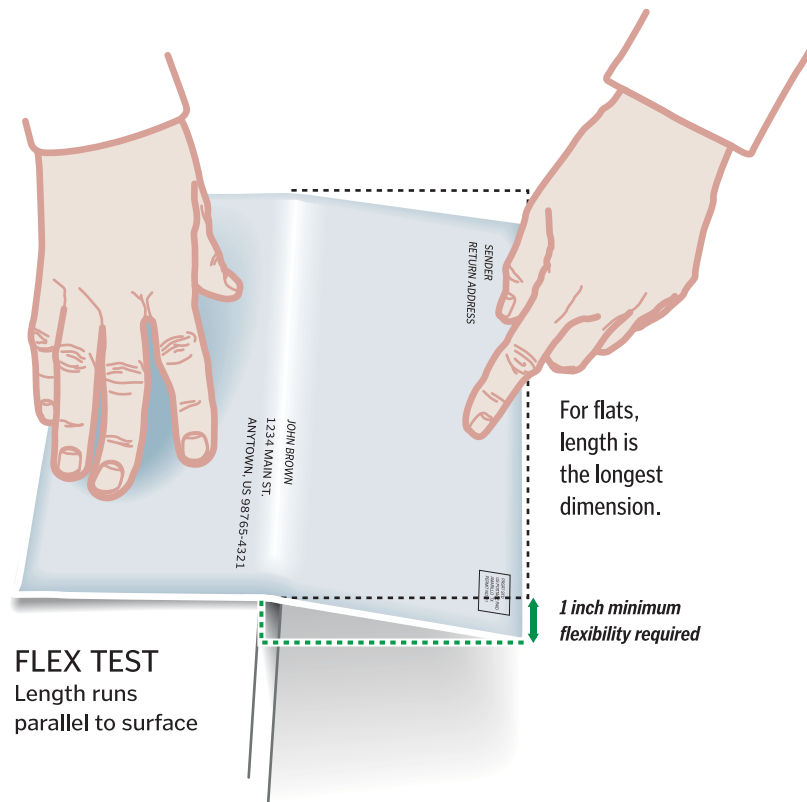
### 1.2 Length and Height of Flats

The *length* of a flat-size mailpiece is the longest dimension. The *height* is the dimension perpendicular to the length. When determining the *maximum* height or length of a flat, include any selvage of polywrap material that may enclose the piece. When determining the *minimum* height or length of a flat, do not include the selvage of any polywrap material that may enclose the piece. Also see [1.5.3](#).

### 1.3 Minimum Flexibility for Flat-Size Pieces

Flat-size pieces must be flexible. Boxes—with or without hinges, gaps, or breaks that allow the piece to bend—are not flats. Tight envelopes or wrappers that contain one or more boxes are not flats. At the customer's option, customers may perform the following test on their own mailpieces. When a postal employee observes a customer demonstrating that a flat-size piece is flexible according to these standards, the employee should not perform the test. Test flats as follows:

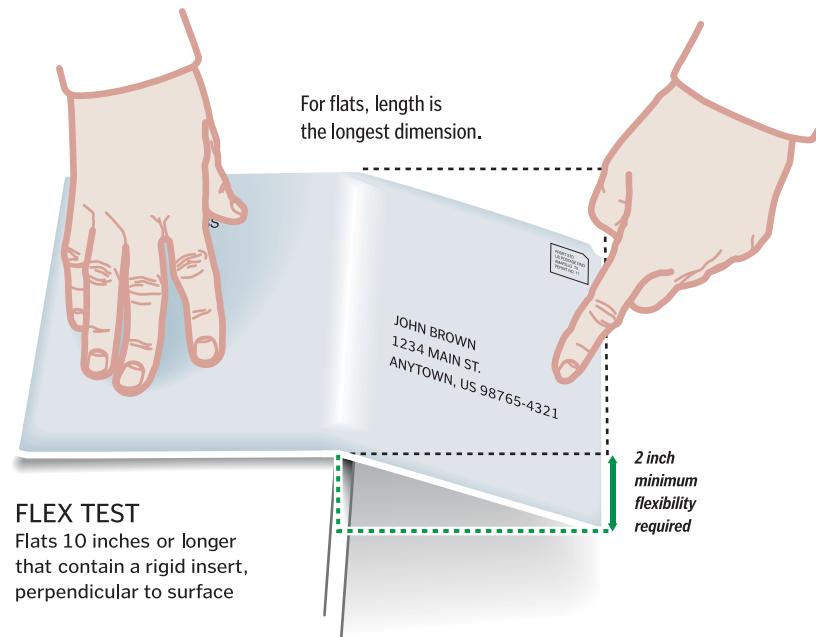
- a. All flats (see [Exhibit 1.3a](#)):
  1. Place the piece with the length parallel to the edge of a flat surface and extend the piece halfway off the surface.
  2. Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's length, exerting steady pressure.
  3. The piece is *not* flexible if it cannot bend at least 1 inch vertically without being damaged.
  4. The piece *is* flexible if it can bend at least 1 inch vertically without being damaged and it does not contain a rigid insert. No further testing is necessary.
  5. Test the piece according to [1.3b](#) or [1.3c](#) below if it can bend at least 1 inch vertically without being damaged and it contains a rigid insert.

**Exhibit 1.3a Flexibility Test—All Flats**

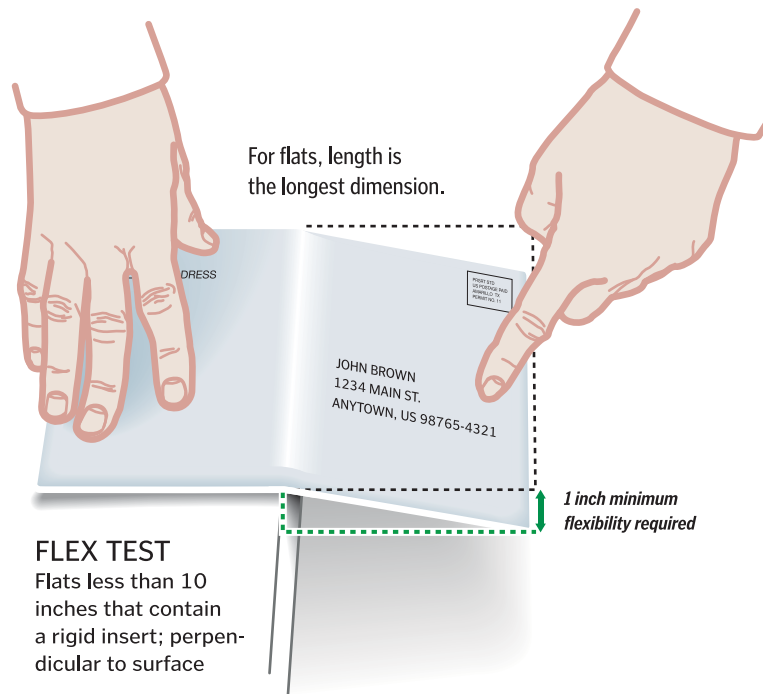
- b. Flats 10 inches or longer that pass the test in [1.3a](#) and contain a rigid insert (see [Exhibit 1.3b](#)):
1. Place the piece with the length perpendicular to the edge of a flat surface and extend the piece 5 inches off the surface.
  2. Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's width, exerting steady pressure.
  3. Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 2 inches vertically without being damaged.



### Exhibit 1.3b Flexibility Test—Flats 10 Inches or Longer



- c. Flats less than 10 inches long that pass the test in [1.3a](#) and contain a rigid insert ( see [Exhibit 1.3c](#)):
  1. Place the piece with the length perpendicular to the edge of a flat surface and extend the piece one-half of its length off the surface.
  2. Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's width, exerting steady pressure.
  3. Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 1 inch vertically without being damaged.

**Exhibit 1.3c Flexibility Test—Flats Less Than 10 Inches Long****FLEX TEST**

Flats less than 10 inches that contain a rigid insert; perpendicular to surface

**1.4 Uniform Thickness**

Flat-size mailpieces must be uniformly thick so that any bumps, protrusions, or other irregularities do not cause more than 1/4-inch variance in thickness. When determining thickness, exclude the outside edges (1 inch from each edge) when the contents do not extend into those edges. Also, exclude the selvage of any polywrap covering (see 1.5) from this determination. Mailers must secure nonpaper contents to prevent shifting of more than 2 inches within the mailpiece if shifting would cause the piece to be nonuniformly thick or result in the contents bursting out of the mailpiece. (see 601.3.3).

**1.5 Polywrap Coverings****1.5.1 Polywrap Films and Similar Coverings**

[1-27-13] Mailers using polywrap film or similar material on flat-size mailpieces (except pieces mailed at high density, high density plus, or saturation prices) must use a product meeting the standards in 1.5. Film approved for use under 1.5.4 must meet the specifications in Exhibit 1.5.1 as follows:

- a. If the address label is affixed to the outside of the polywrap, the haze property (property 2) does not apply.
- b. Only products listed as approved on the USPS RIBBS Web site (<http://ribbs.usps.gov>) may be used on flat-size mailpieces.



#### Exhibit 1.5.1 Polywrap Specifications

Mailers who polywrap flats, except for saturation and high density pieces, must use polywrap that meets all of the properties in this exhibit, except under [1.5.1b](#).

PROPERTY	REQUIREMENT	TEST METHODS IN USPS T-3204	COMMENT
<b>1. Kinetic Coefficient of Friction, MD</b>			
a. Film on Stainless Steel with No. 8 (Mirror) Finish	<0.45	USPS-T-3204 Section 4.5.2	
b. Film on Film	0.20 to 0.55	USPS-T-3204 Section 4.5.1	
<b>2. Haze</b>	<70	USPS-T-3204 Section 4.5.3	Affixing address labels to outside of polywrap is an alternative to meeting this requirement.
<b>3. Secant Modulus, 1% elongation</b>			
a. TD	>50,000 psi	USPS-T-3204 Section 4.5.4	
b. MD	>40,000 psi	USPS-T-3204 Section 4.5.4	
<b>4. Nominal Gauge</b>	>0.001 in	USPS-T-3204 Section 4.5.5	
<b>5. Static Charge</b>	<2.0 kV	USPS-T-3204 Section 4.5.7	
<b>6. Blocking</b>	<15 g	USPS-T-3204 Section 4.5.6	To be conducted at 140 (±3.6°) degrees Fahrenheit.

#### 1.5.2 Wrap Direction and Seam Placement

Wrap direction, seam direction, and seam placement must follow these standards:

- The wrap direction must be around the longer axis (parallel to the length) of the mailpiece, with the seam parallel to that axis.
- The polywrap over the address area must be a smooth surface to avoid interference with address and barcode readability. The preferred seam placement is on the nonaddressed side of the mailpiece. If the seam is placed on the addressed side, the seam must not cover any part of the address and barcode, postage area, or any required markings or endorsements.

#### 1.5.3 Overhang

For purposes of the polywrap standards for overhang (selvage) only, the *top* edge of the mailpiece is one of the two longer edges of the piece. Any polywrap selvage must meet these standards:

- When the mailpiece contents are totally positioned at the bottom of the polywrap, the overhang must not be more than 0.5 inch at the top of the mailpiece.



- b. When the mailpiece contents are totally positioned to the left or to the right side of the polywrap, the overhang must not be more than 1.5 inches on the opposite side.
- c. The polywrap covering must not be so tight that it bends the mailpiece.

#### 1.5.4 Polywrap Certification Process for Manufacturers

Specification USPS-T-3204, *Test Procedures for Polywrap Films* describes exact test procedures and acceptable values for polywrap film characteristics. Independent testing laboratories may certify products for manufacturers who do not have the facilities or experience to conduct each of the test procedures. The specification includes a list of laboratories experienced in conducting these tests. Customers may obtain the test procedures by contacting USPS Engineering (see 608.8.1 for address) or on the USPS RIBBS Web site (<http://ribbs.usps.gov>). Manufacturers must submit a letter, on their letterhead, indicating the value for each of the specifications in 1.5.1 for each polywrap film, to USPS Mailing Standards (see 608.8.1 for address). When the USPS receives the letter or certificate of conformance from an approved lab, films that meet the standards will be listed on <http://ribbs.usps.gov>. Manufacturers should follow this process before submitting the certification letter:

- a. Test each film according to procedures listed in USPS-T-3204, *Test Procedures for Polywrap Films*.
- b. Test each surface treatment separately. Manufacturers or approved labs may test the thinnest film of one product with identical surface treatment and characteristics. If the thinnest film meets the characteristics after being tested, the USPS will list the product as approved for all gauges of that product that also meet the gauge test.

### 1.6 Maximum Deflection for Flat-Size Mailpieces

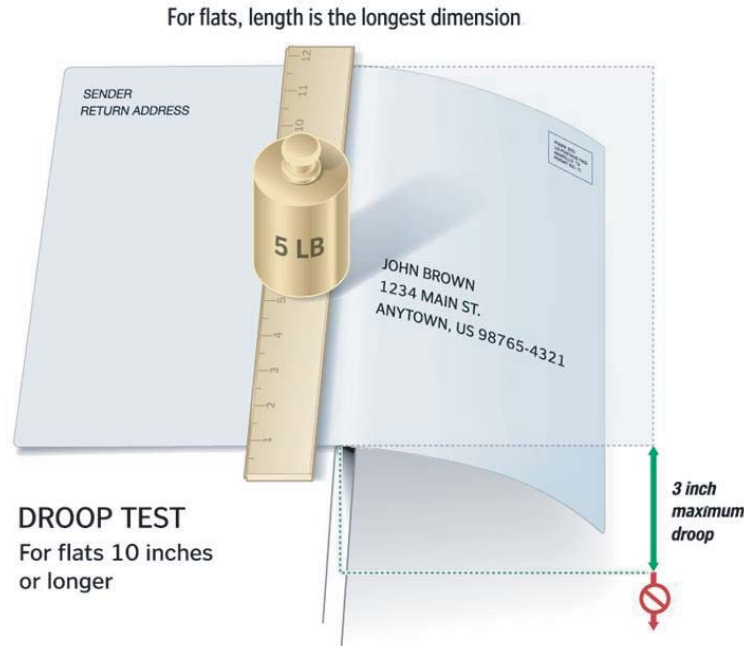
[1-27-13] Flat-size mailpieces must meet maximum deflection standards. Flat-size pieces mailed at high density, high density plus, or saturation prices, and flats mailed at basic carrier route prices entered by the mailer at destination delivery units (DDUs), are not required to meet these deflection standards. Test deflection as follows:

- a. For pieces 10 inches or longer (see Exhibit 1.6a):
  - 1. Place the piece on a flat, straight-edge surface with the length perpendicular to the edge of the surface and extend the piece 5 inches off the edge of the surface. Test square-shaped bound flats by placing the bound edge parallel to the edge.
  - 2. Place a flat 12-inch ruler (or other similar flat object 12 inches or longer) on top of the mailpiece with the length of the ruler parallel to the edge of the surface and as close to the edge as possible so that the 5-pound weight (see 1.6a3) does not extend past the edge.
  - 3. Place a certified 5-pound weight on the center of the ruler to hold the piece in place.
  - 4. Determine the vertical deflection in inches.
  - 5. Turn the piece around 180 degrees and repeat the process.



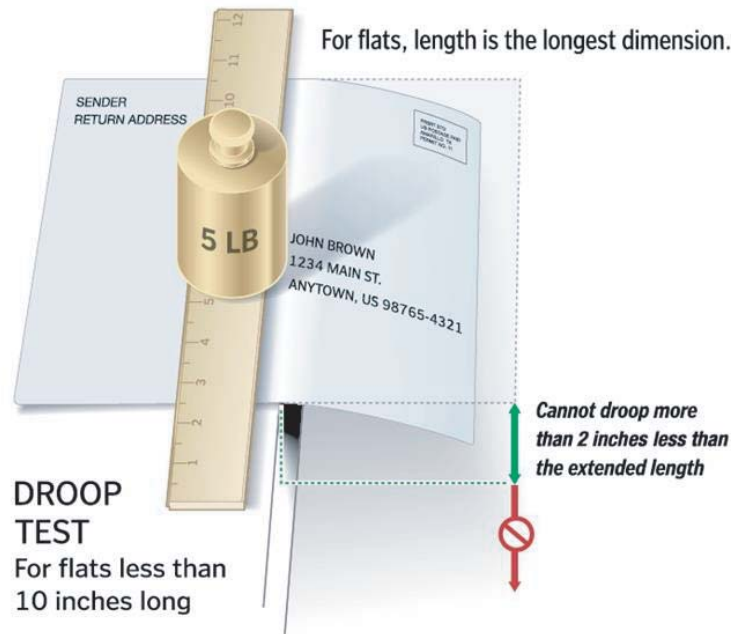
6. The piece is mailable as a flat if it does not droop more than 3 inches vertically at either end.

### Exhibit 1.6a Deflection Test—Pieces 10 Inches or Longer



- b. For pieces less than 10 inches long (see [Exhibit 1.6b](#)):
  1. Place the piece on a flat, straight-edge surface with the length perpendicular to the edge of the surface and extend the piece one-half of its length off the edge of the surface. Test square-shaped bound flats by placing the bound edge parallel to the edge.
  2. Place a flat 12-inch ruler (or other similar flat object 12 inches or longer) on top of the mailpiece with the length of the ruler parallel to the edge of the surface and as close to the edge as possible so that the 5-pound weight (see [1.6b3](#)) does not extend past the edge.
  3. Place a certified 5-pound weight on the center of the ruler to hold the piece in place.
  4. Determine the vertical deflection in inches.
  5. Turn the piece around 180 degrees and repeat the process.
  6. The piece is mailable as a flat if it does not droop more than 2 inches less than the extended length at either end. For example, a piece 8 inches long would be extended 4 inches horizontally off a flat surface. It must not droop more than 2 inches vertically at either end.



**Exhibit 1.6b Deflection Test—For Pieces Less Than 10 Inches Long****1.7 Flat-Size Pieces Not Eligible for Flat-Size Prices**

Flat-size mailpieces that do not meet the standards in 1.3 through 1.6 must pay applicable higher prices as noted in either 1.7a or 1.7b below.

- a. Flat-size pieces that do not meet flexibility, uniform thickness, or polywrap standards in 1.3 through 1.5 must pay these applicable prices:
  1. First-Class Mail—parcel prices.
  2. Periodicals—parcel prices.
  3. Standard Mail—parcel prices.
  4. Bound Printed Matter—parcel prices.
- b. Flats that do not meet deflection standards in 1.6 must pay the applicable prices as noted in Exhibit 1.7b. Under the column heading “eligibility as presented,” flats will be considered to be presented as automation flats only if they meet all other eligibility standards for automation flats.



### Exhibit 1.7b Pricing for Flats Exceeding Maximum Deflection (see 1.6)

FIRST-CLASS MAIL AUTOMATION	
<i>Eligibility as presented</i>	<i>Eligibility with failed deflection</i>
Automation 5-digit flat	Presorted flat
Automation 3-digit	Presorted flat
Automation ADC	Presorted flat
Automation MADC	Presorted flat
FIRST-CLASS MAIL PRESORTED (nonautomation)	
<i>Eligibility as presented</i>	<i>Eligibility with failed deflection</i>
Presorted flat	Single-piece flat or presorted parcel
PERIODICALS OUTSIDE COUNTY	
<i>Piece price eligibility as presented</i>	<i>Piece price eligibility with failed deflection</i>
Basic Carrier Route flat, if not entered at a DDU	Machinable 5-digit flat
Machinable barcoded 5-digit flat	Nonmachinable barcoded 5-digit flat
Machinable barcoded 3-digit flat	Nonmachinable barcoded 3-digit flat
Machinable barcoded ADC flat	Nonmachinable barcoded ADC flat
Machinable barcoded MADC flat	Nonmachinable barcoded MADC flat
Machinable nonbarcoded 5-digit flat	Nonmachinable nonbarcoded 5-digit flat
Machinable nonbarcoded 3-digit flat	Nonmachinable nonbarcoded 3-digit flat
Machinable nonbarcoded ADC flat	Nonmachinable nonbarcoded ADC flat
Machinable nonbarcoded MADC flat	Nonmachinable nonbarcoded MADC flat
Nonmachinable barcoded or nonbarcoded flat	Price claimed, if otherwise eligible
PERIODICALS IN-COUNTY	
<i>Piece price eligibility as presented</i>	<i>Piece price eligibility with failed deflection</i>
Basic Carrier Route flat, if not entered at a DDU	Nonautomation (or automation, if barcoded) 5-digit flat
Automation 5-digit flat	Nonautomation 5-digit flat
Automation 3-digit flat	Nonautomation 3-digit flat
Automation basic flat	Nonautomation basic flat

**STANDARD MAIL**

<i>Eligibility as presented</i>	<i>Eligibility with failed deflection</i>
Basic Carrier Route flat, if not entered at a DDU	Nonautomation 5-digit flat
Automation 5-digit flat	Nonautomation 5-digit flat
Automation 3-digit flat	Nonautomation 3-digit flat
Automation ADC flat	Nonautomation ADC flat
Automation MADC flat	Nonautomation MADC flat
Nonautomation flat (all sort levels)	Nonautomation MADC flat

**BOUND PRINTED MATTER**

<i>Eligibility as presented</i>	<i>Eligibility with failed deflection</i>
Carrier Route flat, if not entered at a DDU	Carrier Route parcel
Barcoded presorted flat	Presorted parcel
Nonbarcoded presorted flat	Presorted parcel
Nonbarcoded nonpresorted flat	Price as claimed, if otherwise eligible

**1.8 Labels, Stickers, and Release Cards****1.8.1 Use**

A label, sticker, or release card may be placed on a flat-sized mailpiece. Standard Mail flats with a label, a sticker, or a release card must meet additional standards in [343.2.5](#). These attachments may be:

- a. A label or sticker less than 0.007 inch thick, other than repositionable notes affixed under [705.23.0](#), as follows:
  1. A permanent label or sticker (designed not to be removed or relocated) affixed directly to the outside of the mailpiece with permanent adhesive.
  2. A relocatable label, to be placed on the outside of, or on the contents of, a reply mailpiece. Labels must be affixed under [1.8.2](#) or [1.8.3](#).
- b. Up to two release cards, each at least 0.007 inch thick and no more than 0.012 inch thick, when affixed according to [1.8.4](#) and [1.8.5](#).
- c. On pieces mailed at First-Class Mail, Periodicals, Standard Mail, or Package Services prices, only if permitted by the applicable content and eligibility standards.

**1.8.2 Pressure-Sensitive Label**

Any pressure-sensitive label or sticker affixed directly to a mailpiece before mailing must have a minimum peel adhesion to stainless steel of 8 ounces/inch. This standard does not apply to pressure-sensitive labels provided by the USPS to mailers to label bundles for sortation levels.



#### 1.8.3 “Sandwich” Label

A face stock/liner label (“sandwich” label) is a two-part unit with a face stock (top label) attached to a liner (bottom label) affixed to the mailpiece. The face stock must have a peel adhesion value of at least 2 ounces/inch with respect to the liner label and at least 8 ounces/inch when reapplied to stainless steel.

#### 1.8.4 Flats with Attached Release Cards

Mailings of flat-size mailpieces with a release card attached to the outside of each piece must include 8 pieces, as part of the mailing, addressed to “USPS Engineering—Flat Mail Technology” with the attention line: “Release Card Sample”, using the street address in [608.8.1](#). Flat-size mailpieces, with up to two attached release cards, must be between 6 and 12 inches (inclusive) high, between 8 and 15 inches (inclusive) long, between 0.02 and 0.75 inch (inclusive) thick as mailed, and meet the following conditions:

- a. All flats must be at least 6 inches high, at least 8 inches long, and at least 0.02 inch thick. In addition, nonautomation and carrier route flats must have at least one dimension larger than one maximum letter-size dimension. A flat with two attached release cards must have a minimum cover thickness of 0.003 inch.
- b. Enveloped flats must be made of paper with a minimum 60-pound book grade paper.
- c. Window envelopes must have only one closed panel address window.
- d. Bound flats must have a cover with a minimum thickness of 0.003 inches.
- e. Release cards must meet the standards in [1.8.5](#).

#### 1.8.5 Standards for Release Cards

One or two release cards, each at least 0.007 inch thick and no more than 0.012 inch thick, may be attached to the same side of a flat-size mailpiece, and also must:

- a. Be rectangular, but allowed with finished corners having a radius of at least 1/8 inch up to 1/2 inch.
- b. Be between 2 and 2-1/2 inches high, and between 3 and 3-1/2 inches long. A card may be affixed with either edge parallel to the length of the mailpiece.
- c. Be affixed by machine to ensure adequate adhesion. Manually affixed attachments are not allowed.
- d. Be affixed, on the address side of the mailpiece, a minimum of 4 inches from the bottom of an enveloped or card-type mailpiece or from the binding of a bound flat and must not interfere with the readability of the address, barcode, or postage information. Maintain a clear space of at least 1/4 inch from all other edges when a release card is on the address side. Maintain a clear space of at least 1/4 inch from all edges when a release card is on the nonaddress side of a mailpiece.
- e. Be affixed to a liner (backing) and meet the following adhesion standards:
  1. Adhesive used to affix the backing to the mailpiece must have a peel adhesion of at least 2 pounds/inch to stainless steel with a 20 minute dwell time at 300"/minute at 90 degrees per ASTM test D3330F.



2. Adhesive used to attach the release card to the backing must have a peel adhesion of at least 1.5 ounces/inch to stainless steel with a 30 minute conditioning time, at 300"/minute at 90 degrees per ASTM test D3330F.

## 1.9 Catalogs

1. A catalog is a bound flat-sized mailpiece with at least 16 pages, meeting the criteria in 1.0. Catalogs provide a listing of products offered for sale arranged systematically and includes images, photographs or illustrations of the products, descriptive details, and prices. Catalogs must contain an order form, a phone number, or a web address to place orders and provides shipping options for the products offered for sale.

## 2.0 Physical Standards for Nonautomation Flats

### 2.1 First-Class Mail

These additional standards apply to First-Class Mail flat-size pieces:

- a. First-Class Mail flats cannot exceed 13 ounces. First-Class Mail flats weighing more than 13 ounces are Priority Mail.
- b. Flat-size pieces that do not meet the standards in 1.1 through 1.4 must be prepared as parcels and pay the applicable parcel price.

### 2.2 Standard Mail

#### 2.2.1 Basic Physical Standards

These additional standards apply to Standard Mail flat-size pieces:

- a. Each piece must weigh less than 16 ounces.
- b. Flat-size pieces that do not meet the standards in 1.3 through 1.5 must be prepared as parcels and pay the parcel prices.

#### 2.2.2 Dimensions for Standard Mail Flats with Simplified Addresses

[1-27-13] Standard Mail flats with simplified addresses for which saturation flats prices are paid and EDDM-Retail flats (see 140) must have at least one dimension that is greater than a letter-size maximum dimension as noted in 1.1a. The minimum thickness must be at least 0.007 inch up to a maximum of 0.75 inch. As an exception to the minimum length, flats with simplified addresses may have a length shorter than a letter-size maximum length, under all of the following conditions:

- a. The length must be greater than 10.5 inches up to a maximum 15 inches.
- b. The height must be at least 3.5 inches up to a maximum height of 12 inches, but the height must be no greater than the length.
- c. If the piece is also entirely within letter-size dimensions under 201; the piece must bear an "EDDM" marking directly after the "ECRWSS" marking required in 302.3.2.1c.
- d. When the piece is mailed as part of a saturation flats mailing under applicable conditions in 602.3.2.



- e. Letter-size pieces that meet the size standards in [2.2a](#) and [2.2b](#) and that are addressed to rural routes may be mailed as letters or flats with simplified addresses at the mailer's option.

#### **2.2.3 Cover Page and Protective Cover**

If the piece is not completely enclosed in a mailing wrapper, then any protective cover or cover page must cover both the front and back of the host publication and extend to within at least 3/4 inch of the edge opposite the fold or binding.

*Exception:* Flat-size pieces may have short covers as provided in [3.4.2](#).

### **2.3 Bound Printed Matter**

#### **2.3.1 General Standards**

These additional standards apply to Bound Printed Matter:

- a. Flat-size pieces that do not meet the standards in [1.3](#) through [1.4](#) must be prepared as parcels and pay the applicable parcel prices.
- b. Bound Printed Matter may not weigh more than 15 pounds.
- c. Two or more flats may be mailed as a single piece if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.

### **2.4 Media Mail**

#### **2.4.1 General Standards**

These additional standards apply to Media Mail:

- a. Flat-size pieces that do not meet the standards in [1.3](#) through [1.4](#) must be prepared as parcels.
- b. No piece may weigh more than 70 pounds.
- c. Two or more flats may be mailed as a single piece if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.

### **2.5 Library Mail**

#### **2.5.1 General Standards**

These additional standards apply to Library Mail:

- a. Flat-size pieces that do not meet the standards in [1.3](#) through [1.4](#) must be prepared as parcels.
- b. No piece may weigh more than 70 pounds.
- c. Two or more flats may be mailed as a single piece if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.

### **2.6 Priority Mail Express, Priority Mail, and Critical Mail Flats**

Mailers are encouraged, but not required to design and produce Priority Mail Express and Priority Mail flat-size pieces under the general standards in [1.0](#) and the automation standards in [3.0](#). Critical Mail flat-size pieces (see [323](#)) that do not meet



the standards for flats in [1.0](#) and [3.0](#) are not eligible for Critical Mail flats prices, but are eligible for Priority Mail Commercial Plus Flat Rate Envelope prices (volume thresholds apply).

## 3.0 Physical Standards for Automation Flats

### 3.1 Basic Standards for Automation Flats

Flat-size pieces claimed at automation prices must meet the standards in [1.0](#) and in [3.0](#), and the eligibility standards for the class of mail and price claimed. For automation flats, the size standards in [3.2](#) supersede the size standards in [1.1](#).

### 3.2 Additional Criteria for Automation Flats

#### 3.2.1 Shape and Size

Each flat-size piece must be rectangular, except that flat-size mailpieces may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 1.1c](#). The following minimum and maximum dimensions apply to First-Class Mail, Standard Mail, Periodicals (except under [707.26.0](#)), and Bound Printed Matter pieces:

- a. Minimum height is 5 inches. Maximum height is 12 inches.
- b. Minimum length is 6 inches. Maximum length is 15 inches, except for polywrapped flats as allowed in [1.1](#).
- c. For bound or folded pieces, the edge perpendicular to the bound or folded edge may not exceed 12 inches.
- d. Minimum thickness is 0.009 inch. Maximum thickness is 0.75 inch.

#### 3.2.2 Maximum Weight

Maximum weight limits are as follows:

- a. For Critical Mail, 13 ounces.
- b. For First-Class Mail, 13 ounces.
- c. For Periodicals, 20 ounces.
- d. For Standard Mail, less than 16 ounces.
- e. For Bound Printed Matter, 20 ounces.

### 3.3 Prohibitions

#### 3.3.1 Protrusions

Clasps, strings, buttons, or like materials, or other protrusions that impede or damage mail processing equipment are prohibited.

#### 3.3.2 Staples

Staples must not be substituted for tabs or wafer seals on pieces in automation price mailings. As a binding method, staples may be placed in the fold or spine of a magazine or booklet-type or similar mailpiece if parallel with the bound edge, tightly and securely inserted, and not protruding to damage or interfere with mail processing equipment.



### **3.4 Tabs, Wafer Seals, Tape, and Glue**

#### **3.4.1 General**

Although not required, mailpieces may be prepared with tabs, wafer seals, cellophane tape, or permanent glue (continuous or spot) if these sealing devices do not interfere with the recognition of the barcode, price marking, postage information, and delivery and return addresses. Cellophane tape may not be placed over the barcode or where any part of the barcode will be printed. Tabs or seals placed in the area on which any part of the barcode is printed must contain a paper face meeting the standards for background reflectance. Tabs, wafer seals, and tape must have a peel adhesion (shear strength) value of at least 15 ounces/inch at a speed of 12 inches/minute after application to a stainless steel plate; the test is to be conducted 10 minutes after the material is applied to the plate.

#### **3.4.2 Short Covers**

Flats may be prepared with a cover page or protective cover that is more than 3/4 inch from each edge if the cover page is secured with at least two tabs, wafer seals, or glue spots placed within 1 inch of the top and bottom edges of the cover page or protective cover.

### **3.5 Uniformity and Exterior Format**

#### **3.5.1 General**

A flat-size mailpiece prepared and claimed at automation prices must be uniformly thick (see 1.4). Each flat-size mailpiece must have a smooth and regular shape and be free of creases, folds, tears, or other irregularities not compatible with automation equipment. The exterior surface must not have protuberances caused by prohibited closures; attachments (except as provided below); irregularly shaped or distributed contents; or untrimmed excess material from the envelope, wrapper, or sleeve.

#### **3.5.2 Outside Attachment**

Except as allowed under 1.8, an attachment to a flat-size mailpiece must be a single sheet, the same size as the cover. The attachment must be permanently, securely, and uniformly affixed to the front or back cover along a bound, folded, or otherwise closed edge, except as allowed under 1.8. Pieces claimed at a Periodicals price may bear attachments only if permitted by the applicable standards.

#### **3.5.3 Booklet-Type Piece or Magazine**

The contents of flat-size mailpieces 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 address 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.





## 302 Elements on the Face of a Mailpiece

### Overview

- [1.0 All Mailpieces](#)
- [2.0 Address Placement](#)
- [3.0 Placement and Content of Mail Markings](#)
- [4.0 Placement and Physical Standards for Endorsements](#)
- [5.0 Barcode Placement](#)

### 1.0 All Mailpieces

#### 1.1 Clear Space

A clear space must be available on all mail for the address, postage (permit imprint, postage stamp, or meter stamp), postmarks, and postal endorsements.

#### 1.2 Delivery and Return Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under 602.4.0, the mailpiece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage (Periodicals do not display postage and the address may appear on either side). Use at least 8-point type (each character must be at least 0.080 inch high). A sans-serif font is preferred. Addresses printed in all capital letters are also preferred. See additional standards in 2.0. A return address is required in specific circumstances (see [4.2](#) and [602.1.5](#) for more information about return addresses).

#### 1.3 Postage Payment

The mailer is responsible for proper payment of postage. Standards for postage payment are specified for each shape and class of mail.

### 2.0 Address Placement

#### 2.1 Basic Standards

On all Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flats mailed at presorted, automation, or carrier route prices, mailers must place the delivery address at least 1/8 inch from any edge of the mailpiece. For the purposes of these standards, the “delivery address” is the recipient’s name or other identification; the company information line; the street and number, and any necessary secondary information; and the city, state, and ZIP Code. The delivery address may appear on the front or the back of the mailpiece (but must be on the side bearing postage, except for Periodicals), parallel or perpendicular to the top edge, but it cannot be upside down as read in relation to the top edge. See [2.2](#) for additional standards for enveloped or polywrapped pieces, and card-style pieces; and [2.3](#) for bound or folded pieces not in envelopes or polywrap. See [601.6.4](#) for addressing standards when a window envelope is used.



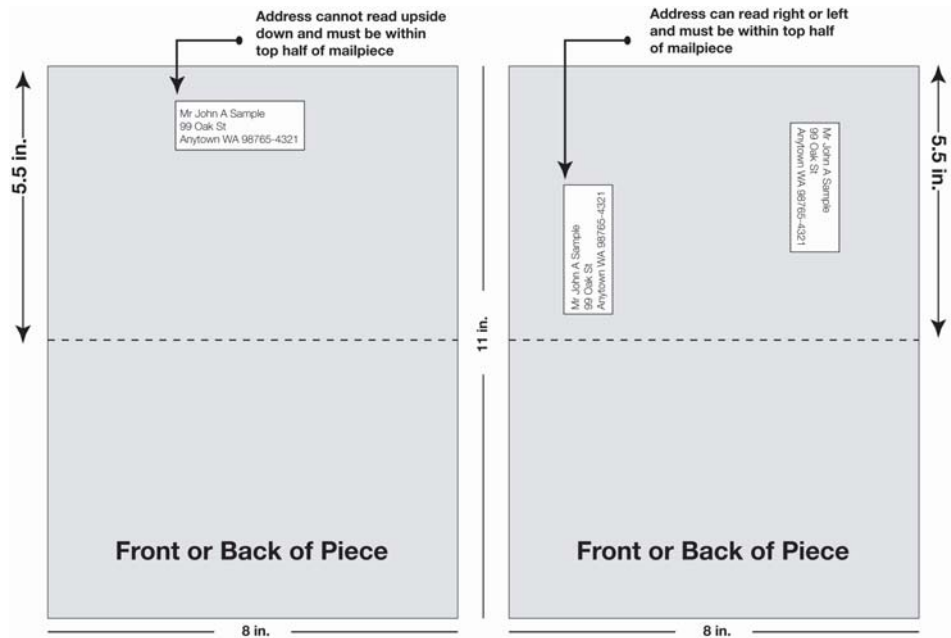
#### 2.2 Address Placement on Enveloped or Polywrapped Pieces

The following standards apply to enveloped, polywrapped, or card-style Periodicals (including shrinkwrapped Firm bundles), Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flats mailed at presorted, automation, or carrier route prices:

- a. The “top” of the mailpiece is either of the shorter edges.
- b. The entire delivery address must be within the top half of the mailpiece (see [Exhibit 2.2](#)), except under [2.2c](#) or [2.2d](#). Optimal placement is at the top edge (while maintaining the 1/8-inch clearance requirement).
- c. If a vertical address will not fit entirely within the top half, the address may cross the midpoint if it is placed within 1 inch of the top edge.
- d. If the delivery address is placed on an insert polywrapped with the host piece:
  1. The address must not appear on a component that rotates within the bag.
  2. The address must remain visible throughout the addressed component's range of motion.
  3. The insert must be affixed to maintain the address entirely in the top half throughout processing and delivery or, if not affixed, the insert must maintain at least the beginning 0.5 inch of the address in the top half. The “beginning 0.5 inch” means the first half-inch of the recipient, delivery address, and city/state/ZIP Code lines, and not the end of each line.



### Exhibit 2.2 Delivery Address on Enveloped, Polywrapped, and Card-Style Pieces



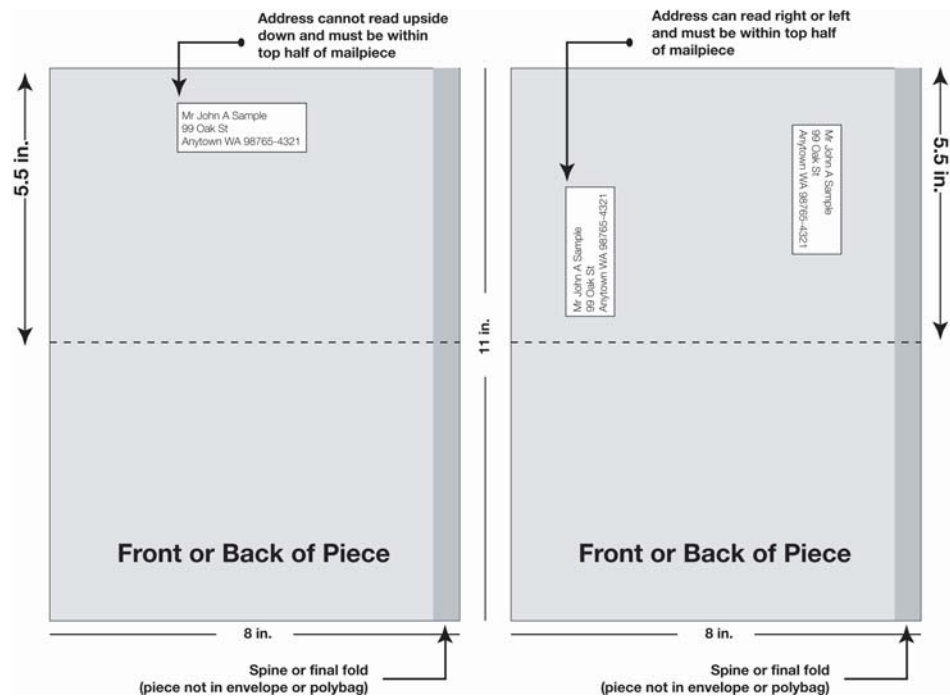
## 2.3 Address Placement on Bound or Folded Pieces

The following standards apply to bound or folded Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flats mailed at presorted, automation, or carrier route prices not in envelopes or polywrap (see 2.2 for all card-style pieces):

- a. The “top” is the upper edge of the mailpiece when the bound or final folded edge is vertical and on the right side of the piece. Exception: For Carrier Route (or Enhanced Carrier Route) saturation pieces, the “top” of the mailpiece is either of the shorter edges.
- b. The entire delivery address must be within the top half of the mailpiece (see Exhibit 2.3), except under 2.3c. Optimal placement is at the top edge (while maintaining the 1/8-inch clearance requirement).
- c. If a vertical address will not fit entirely within the top half, the address may cross the midpoint if it is placed within 1 inch of the top edge.



### Exhibit 2.3 Delivery Address on Bound or Folded Pieces



#### 2.4 Type Size and Line Spacing

**[1-27-13]** On all First-Class Mail, Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flats mailed at presorted, automation, or carrier route prices, mailers must print the delivery address using at least 8-point type (each character must be at least 0.080 inch high). A sans serif font is preferred. Addresses printed in all capital letters are also preferred. These additional standards apply to automation pieces:

- The individual characters in the address cannot overlap. The individual lines in the address cannot touch or overlap. A minimum 0.028-inch clear space between lines is preferred.
- Each element on each line of the address may be separated by no more than five blank character spaces. One or two blank spaces is preferred. For example, “ANYTOWN US 12345,” *not* “ANYTOWN US     12345.” A “blank” character space can equal the width of the widest character in the address.
- For pieces that bear an Intelligent Mail barcode with a delivery point routing code under [708.4.3](#), mailers may print the delivery address in a minimum of 6-point type (each character must be at least 0.065 inch high) if all capital letters are used.



## 3.0 Placement and Content of Mail Markings

### 3.1 Priority Mail Express, Priority Mail, and Critical Mail Markings

Priority Mail Express pieces must be marked “Priority Mail Express,” by using a mailing label according to [315.2.1](#). Priority Mail pieces must have the basic price marking of “Priority Mail” printed prominently on the address side; see more options in [102.3.1](#). Critical Mail flats (see [323](#)) have the marking “Critical Mail” preprinted on the USPS-produced packaging. Critical Mail flats with permit imprint postage must have “Critical Mail” in the indicia when a class of mail is printed. In addition, except for pieces paid using a USPS Corporate Account or permit imprint, Priority Mail Express and Priority Mail pieces claiming the Commercial Base or Commercial Plus price must bear the appropriate commercial price marking, printed on the piece or produced as part of the meter imprint or PC Postage indicia. Place the commercial price marking directly above, directly below, or to the left of the postage. Markings are as follows:

- a. “Commercial Base Price” “Commercial Base Pricing” or “ComBasPrice”
- b. “Commercial Plus Price” “Commercial Plus Pricing” or “ComPlsPrice”

### 3.2 First-Class Mail and Standard Mail Markings

#### 3.2.1 Placement

**[1-27-13]** Mailpieces must be marked under the corresponding standards to show the class of service and/or price paid:

- a. Basic Marking. The basic required marking that indicates the class or subclass which must be printed or produced as part of; directly below; or to the left of the permit imprint, meter imprint, or stamp as follows:
  1. “First-Class Mail”
  2. “Standard,” “STD,” “Presorted Standard,” or “PRSRT STD”
  3. “Nonprofit Organization,” “Nonprofit Org.,” or “Nonprofit”
  4. For Standard Mail flats mailed at saturation flats prices under EDDM- Retail standards in 140 and [602.3.0](#), add “EDDM-Retail” as the last line in the permit imprint indicia. See Exhibit 144.1.3 for an example.
- b. Other Markings. Mailers may place price-specific markings as follows:
  1. In the location specified in [3.2.1a](#).
  2. In the address area on the line directly above or two lines above the address if the marking appears alone or if no other information appears on the line with the marking except optional endorsement line information under [708.7.0](#) or carrier route information under [708.8.0](#).
  3. If preceded by two asterisks (\*\*), the “AUTO,” “PRESORTED” (or “PRSRT”), “CUSTOMIZED MARKETMAIL” (or “CUST MKTMAIL” or “CMM”), or “Single-Piece” (or “SNGLP”) markings also may be placed on the line directly above or two lines above the address in a mailer keyline or a manifest keyline, or it may be placed above the address and below the postage in an MLOCR ink-jet printed date correction/meter drop shipment line.



- c. Additional Requirements for Carrier Route. “ECRLOT,” “ECRWSH,” and “ECRWSS” (Standard Mail only) must appear in their entirety wherever placed, except “ECR” may be placed in the postage area if “LOT,” “WSH,” or “WSS,” as applicable, is placed in the line above or two lines above the address. Pieces not mailed at ECR prices must not bear these markings.

#### 3.2.2 Exceptions to Markings

Exceptions are as follows:

- a. Automation Flats. First-Class Mail and Standard Mail flats do not require an “AUTO” marking. First-Class Mail flats not marked “AUTO” must bear both the “Presorted” or “PRSRT” and “First-Class” markings. Standard Mail flats not marked “AUTO” must bear the appropriate basic marking in [3.2.1a](#).
- b. Manifest Mailings. The basic marking must appear in the postage area on each piece. The two-letter price category code, printed in the keyline on manifest mailing system pieces using batch processing under [705.2.0, Manifest Mailing System](#), meets the requirement for other price markings when those pieces are part of a manifest mailing or another automation mailing. If a single-piece marking (“SP”) has been applied to pieces that subsequently become part of a presorted or automation mailing, the “SP” marking must be marked out and replaced with a “Presorted” or “PRSRT” marking.
- c. MLOCR Prepared Automation Mailings. The basic marking must appear in the postage area on each piece. The other “AUTO” marking must be replaced by the appropriate identifier/price code marking described in [705.5.3.2, Price and Postage Marking](#), on those pieces that have the marking applied by an MLOCR. This seven-character marking provides a description of the Product Month Designator, NCOALinkMPE system identifier, postage payment method, and the price of affixed postage or other postage information for permit imprint mail.

### 3.3 Bound Printed Matter, Media Mail, and Library Mail Markings

#### 3.3.1 Basic Markings

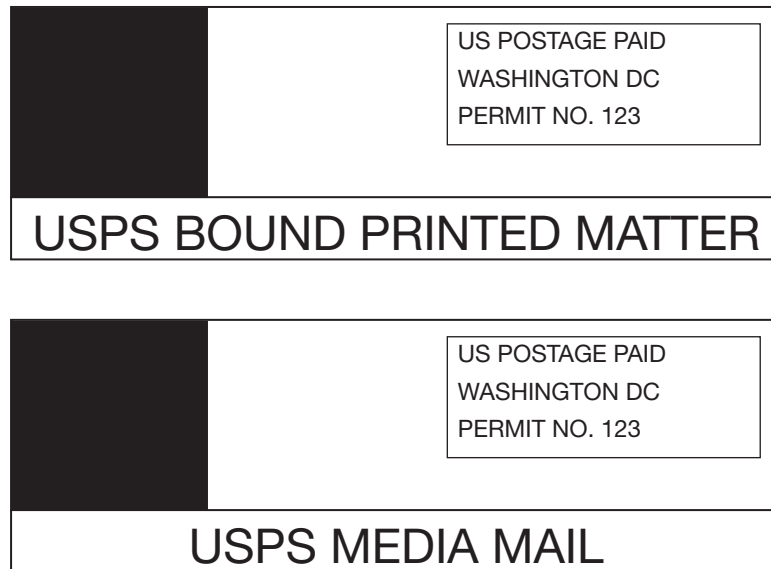
The basic required Package Services subclass marking — “Bound Printed Matter” or “BPM,” “Media Mail,” or “Library Mail” — must be printed on each piece claimed at the respective price. The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see [Exhibit 3.3.1, Package Services Indicator Examples](#)):

- a. The service icon that will identify all Package Services subclasses will be a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.
- b. The service banner must appear directly below the postage payment area and the service icon, and it must extend across the shipping label. If the service banner is used, the appropriate subclass marking (e.g., “BOUND PRINTED MATTER,” “MEDIA MAIL”) must be preceded by the text “USPS” and must be



printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.

### Exhibit 3.3.1 Package Services Indicator Examples



### 3.3.2 Bound Printed Matter Markings

In addition to the basic marking “Bound Printed Matter” or “BPM,” each piece of Bound Printed Matter mailed at a presorted or carrier route price must bear additional price markings. The additional markings may be placed in the postage area as specified in [3.3.1, Basic Markings](#). Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking except postal optional endorsement line information under [708.7.0](#) or postal carrier route bundle information under [708.6.0](#). The additional price markings are:

- a. For Presorted price mail, the additional required marking is “Presorted” (or “PRSRT”). For presorted flats claiming the barcode discount prepared under [365.7.0](#), the optional marking “AUTO” may be used in place of “Presorted” (or “PRSRT”). If the “AUTO” marking is not used, the automation price flats must bear the “Presorted” (or “PRSRT”) price marking.
- b. For carrier route price mail, the additional required marking is “Carrier Route Presort” (or “CAR-RT SORT”).

### 3.3.3 Media Mail Markings

Each piece of Media Mail mailed at a presorted price must bear the required marking “Presorted” or “PRSRT” in addition to the basic marking “Media Mail.” This additional marking may be placed in the postage area as specified in [3.3.1, Basic Markings](#). Alternatively, these markings may be placed in the address area on the



line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking except postal optional endorsement line information under [708.7.0](#).

#### **3.3.4 Library Mail Markings**

Each piece of Library Mail mailed at a presorted price must bear the required marking “Presorted” or “PRSRT” in addition to the basic marking “Library Mail.” This additional marking may be placed in the postage area as specified in [3.3.1, Basic Markings](#). Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking except postal optional endorsement line information under [708.7.0](#).

#### **3.4 Enclosures**

Enclosures, attachments, and mixed price mailpieces must be marked under the applicable standards in [703.9.0, Mixed Classes](#), and [705.18.0, Priority Mail Express Open and Distribute and Priority Mail Open and Distribute](#).

#### **3.5 Printing and Designs**

Required markings may be printed by a postage meter or other means that ensures a legible marking. A marking may not include or be part of a decorative design or advertisement.

#### **3.6 Marking Hazardous Materials**

All mailable hazardous materials must be labeled and/or marked as required in [601.10.0, Hazardous Materials](#).

### **4.0 Placement and Physical Standards for Endorsements**

#### **4.1 Endorsements for Delivery Instructions and Ancillary Services**

The mailer must place the correct endorsement on each mailpiece to provide delivery instructions (retention period under [507.4.3.4](#), or carrier release under [508.1.2](#)) or to request an ancillary service (forwarding, return, or address correction under [507.1.0](#)), subject to the corresponding standards for use and availability.

#### **4.2 Return Address**

When a printed ancillary service endorsement is used, or a request is embedded within an Intelligent Mail barcode, a domestic return address must be placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If the return address is a multiple delivery address, it must show a unit designator (e.g., an apartment number).

#### **4.3 Placement of Endorsements**

Placement of the endorsement on the mailpiece is determined as follows:

- a. A retention period specified by the mailer must be placed directly above the return address.
- b. Any ancillary service endorsement (e.g., Address Service Requested, Forwarding Service Requested, Return Service Requested, Change Service Requested) must be placed in one of these four positions:





1. Directly below the return address.
2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
3. Directly to the left of the postage area and below or to the left of any price marking.
4. Directly below the postage area and below any price marking.

#### 4.4 Physical Standards for Endorsements

The endorsement, or, if combined, endorsements, must meet these physical standards:

- a. The type size of the endorsement must be at least 8 points.
- b. The read direction of the endorsement and return address must be the same as the read direction of the delivery address.
- c. The color contrast between the endorsement and the mailpiece background must be kept at a reasonable degree. A brilliant colored background or reverse printing is not permitted.
- d. A clear space of at least 1/4 inch around (above, below, and both sides) the total area containing the endorsement(s) is required. This 1/4-inch clear space is not required for an endorsement that is applied with a multiline optical character reader (MLOCR) inkjet and placed in the location directly below the postage area and any price marking if the endorsement is clear and legible.

## 5.0 Barcode Placement

### 5.1 Barcode Placement for Flats

**[1-27-13]** On any flat-size piece claimed at automation prices, the piece must bear an Intelligent Mail barcode with a delivery point routing code. The barcode may be anywhere on the address side as long as it is at least 1/8 inch from any edge of the piece. The portion of the surface of the piece on which the barcode is printed must meet the barcode dimensions and spacing requirements in [708.4.2.5](#), and the reflectance standards in [708.4.4](#). Intelligent Mail barcodes are subject to standards in [708.4.3.2](#). A POSTNET barcode or an additional Intelligent Mail barcode may also appear in the address block of an automation flat, when the qualifying Intelligent Mail barcode is not in the address block. Other non-USPS barcodes may appear on the address side of a flat if the barcode format is not discernable to automated postal flat-sorting equipment.

### 5.2 Delivery Point Routing Code Numeric Equivalent

**[7-28-13] [1-27-13]** In automation mailings only, the numbers corresponding to the delivery point routing code may appear in the delivery address. If read from left to right: a correct numeric equivalent consists of five digits, a hyphen, and six digits.

### 5.3 Barcode in Address Block

**[7-28-13] [1-27-13]** When the barcode is included as part of the address block:



- a. The barcode must be placed in one of these positions:
  1. Above the address line containing the recipient's name.
  2. Below the city, state, and ZIP Code line.
  3. Above or below the keyline information.
  4. Above or below the optional endorsement line.
- b. The printing of the barcode is prohibited anywhere between the address line containing the recipient's name and the city, state, and ZIP Code line.
- c. The minimum clearance between the barcode and any information line above or below it within the address block must be at least 0.028 inch, and the separation between the barcode and top line or bottom line of the address block must not exceed 0.625 (5/8) inch. The clearance between the leftmost and rightmost bars and any adjacent printing must be at least 0.125 (1/8) inch.
- d. If a window envelope is used, the clearance between the leftmost and rightmost bars and any printing or window edge must be at least 0.125 (1/8) inch, and the clearance between the barcode and the top and bottom window edges must be at least 0.028 inch. These clearances must be maintained during the insert's range of movement in the envelope. Covers for address block windows are subject to [5.4](#). Window envelopes also must meet the specifications in [601.6.3](#).
- e. If an address label is used, a clear space of at least 0.125 (1/8) inch must be left between the barcode and the left and right edges of the address label, and the clearance between the barcode and the top and bottom edges of the address label must be at least 0.028 inch.

#### 5.4 Window Cover

[\[7-28-13\]](#) The window cover must be of a nontinted clear or transparent material (e.g., cellophane or polystyrene) that permits the barcode and its background, as viewed through the window material, to meet the reflectance standards in [708.4.4](#). The edges of the window cover must be securely glued to the envelope.





## **310 Commercial Flats Priority Mail Express**

313 Prices and Eligibility

314 Postage Payment and Documentation

315 Mail Preparation

316 Enter and Deposit



## 313 Prices and Eligibility

### Overview

- [1.0 Prices and Fees](#)
- [2.0 Content Standards for Priority Mail Express](#)
- [3.0 Basic Standards for Priority Mail Express](#)
- [4.0 Service Features of Priority Mail Express](#)

### 1.0 Prices and Fees

#### 1.1 Prices Charged Per Piece

**[7-28-13]** Except for Flat Rate Envelopes (see [1.5](#)), Priority Mail Express postage is charged for each addressed piece according to its weight and zone. The 0.5-pound price is charged for items up to 0.5 pound and items over 0.50 pound are rounded up to the next whole pound. For example, if a piece weighs 0.25 pound, the weight (postage) increment is 0.50 pound; if a piece weighs 0.75 pound, the weight increment is 1 pound. Priority Mail Express items mailed under a specific customer agreement are charged according to the individual agreement. For shipments presented in Priority Mail Express containers under a Priority Mail Express Custom Designed agreement, each container is considered an addressed piece.

#### 1.2 Determining Single-Piece Weight

**[7-28-13]** When determining single-piece weight, express all weights in decimal pounds rounded off to two decimal places (except mailers using eVS). Mailers using eVS may round off to two or four decimals, because eVS will automatically round to the appropriate decimal place. When using a manifest mailing system, the manifest weight field must be properly completed by adhering to the rules relative to the specific manifest.

#### 1.3 Commercial Base Prices

**[7-28-13]** Priority Mail Express Commercial Base prices are less than Priority Mail Express retail prices (see [Notice 123—Price List](#)). These prices apply to:

- a. Customers who use a USPS Corporate Account (USPSCA), including Federal Agency Accounts.

#### 1.4 Commercial Plus Prices

Priority Mail Express Commercial Plus prices are less than Priority Mail Express retail prices (see [Notice 123—Price List](#)).

##### 1.4.1 Eligibility

**[7-28-13]** Commercial Plus prices are available for customers whose cumulative account volume exceeds 5,000 pieces in the previous four quarters or who have a customer commitment agreement with the USPS (see [1.4.2](#)) and who are:

- a. USPS Corporate Account (USPSCA) customers, including Federal Agency Accounts.
- b. Registered end-users of USPS-approved PC Postage products when using a qualifying shipping label managed by the PC Postage system used.



- c. Permit imprint customers using the eVS program to document and pay postage under [705.2.9](#).
- d. Customers using USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [302.3.1](#)) and who electronically transmit transactional data daily to USPS for all mailpieces and mail categories and use an approved Priority Mail Express shipping label.

#### **1.4.2 New Priority Mail Express Customers**

Commercial Plus prices are available for new Priority Mail Express customers who have a customer commitment agreement with the USPS. Shippers must contact their account manager or the manager, Shipping Support, Shipping Services (see [608.8.0](#) for address) for additional information.

#### **1.5 Flat Rate Envelopes**

Only USPS-produced or approved Flat Rate Envelopes are eligible for the Flat Rate Envelope price and are charged a flat price, regardless of the actual weight (up to 70 pounds) of the piece or its domestic destination. When sealing a Flat Rate Envelope, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container provided the design of the container is not enlarged by opening the sides and the container is not reconstructed in any way. See [Notice 123—Price List](#).

#### **1.6 Sunday and Holiday Premium**

When delivery is guaranteed for a Sunday or holiday, there is a premium (see [Notice 123—Price List](#)), unless paying via a Priority Mail Express Manifesting Agreement. Customers not desiring delivery on a Sunday or a holiday may avoid the premium by opting for guaranteed delivery on the subsequent delivery day.

#### **1.7 Pickup on Demand**

[\[7-28-13\]](#) The Pickup on Demand fee is charged every time pickup service is provided, regardless of the number of pieces picked up. This service may be combined with Priority Mail, Standard Post and Package Services pickups (see [507.7.0](#)). See [Notice 123—Price List](#).

#### **1.8 Delivery Stop**

Priority Mail Express Custom Designed items are subject to an additional fee for each delivery stop for items presented for delivery to addressee. See [Notice 123—Price List](#).

### **2.0 Content Standards for Priority Mail Express**

#### **2.1 General**

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

#### **2.2 Matter Required to be Mailed as First-Class Mail**

Mailers have the option to use Priority Mail Express or Priority Mail for mailpieces required to be mailed as First-Class Mail (see [133.3.0](#)).



## 3.0 Basic Standards for Priority Mail Express

### 3.1 Definition

[7-28-13] Priority Mail Express is an expedited service for shipping any mailable matter, with a money-back guarantee, subject to the standards below. Refunds standards for domestic Priority Mail Express are provided in 604.9.5. Priority Mail Express International is available between the United States and most foreign countries (see the International Mail Manual).

### 3.2 IMpb Standards

All commercial Priority Mail Express pieces (except for pieces paying postage through USPSA) must bear an IMpb prepared under 708.5.0.

### 3.3 Matter Closed Against Postal Inspection

[7-28-13] Priority Mail Express matter is closed against postal inspection.

## 4.0 Service Features of Priority Mail Express

### 4.1 General

[7-28-13] A mailing receipt showing the time and date of mailing must be provided to the mailer on retail acceptance of Priority Mail Express by the USPS. This receipt is a copy of the multipart Priority Mail Express label affixed to the mailpiece and serves as evidence of mailing. Mailers authorized to present Priority Mail Express under Priority Mail Express Manifesting (PMEM) procedures in 705.2.0 must use a one-ply label and retain the verification manifest as the mailing receipt. Mailers using an online application to create their Priority Mail Express label must retain the customer online record or shipping history as evidence of mailing. A delivery record, including the addressee's signature (see 315.2.2 and 315.2.3), will be faxed or mailed upon request. Customers may access proof of delivery information for Priority Mail Express as follows:

- a. Individual requests by article number can be retrieved at [www.usps.com](http://www.usps.com) or by calling 1-800-222-1811 and providing the article number. A proof of delivery letter (signature data) is provided electronically via email or signature extract file as provided in 4.1b.
- b. Bulk proof of delivery (503.5.0) is available only to mailers using Priority Mail Express Manifesting service and is obtained in a signature extract file format.

### 4.2 Priority Mail Express Next Day Delivery

#### 4.2.1 Availability

Priority Mail Express Next Day Delivery is available via designated USPS facilities, designated Priority Mail Express collection boxes, or Pickup on Demand service, for overnight service to designated destination 3-digit ZIP Code delivery areas. Except for items endorsed "Guaranteed by End of Day" with an approved customer agreement, items are delivered to an addressee within the delivery area of the destination facility by noon or 3 p.m. on the next day. If delivery is not made, the addressee is notified, a second notice is left on the third day, and a second delivery is attempted upon customer request. For additional options, see 4.2.4, and 4.4.



### 313.4.2.2

#### **4.2.2 Where Not Available**

Next Day Delivery may not be available at or between all Post Offices or at all times of deposit. A Priority Mail Express Next Day Delivery directory is available at Post Offices.

#### **4.2.3 Acceptance Times**

Priority Mail Express Next Day Delivery mail must be presented by the times authorized by the postmaster. Priority Mail Express Next Day Delivery items mailed after the time authorized by the postmaster are accepted for delivery on the second day after mailing, subject to [4.3](#).

#### **4.2.4 Hold for Pickup**

Under Hold for Pickup service, items presented under [4.2.1](#) are available for claim by the addressee at the destination facility by 10 a.m., 12 p.m., or 3 p.m. of the next day the destination office is open for retail business.

### **4.3 Priority Mail Express Second Day Delivery**

#### **4.3.1 Availability**

Priority Mail Express Second Day Delivery is available to any destination not listed in the Next Day Delivery directory mentioned in [4.2.2](#). Except for items endorsed “Guaranteed by End of Day” per an approved customer agreement, items are delivered to an addressee within the delivery area of the destination facility by noon or 3 p.m. on the second delivery day. If delivery is not made, the addressee is notified, a second notice is left on the third day, and a second delivery is attempted upon customer request. For additional options, see [4.2.4](#) and [4.4](#).

#### **4.3.2 Acceptance**

Priority Mail Express Second Day Delivery is accepted at designated USPS facilities, at Priority Mail Express collection boxes, and through Pickup on Demand service.

#### **4.3.3 Acceptance Times**

Priority Mail Express Second Day Delivery shipments must be presented by 5 p.m., or such time authorized by the postmaster.

#### **4.3.4 Hold for Pickup Service**

Under Hold for Pickup service, items presented under [4.3.3](#) are available for pick up by the addressee at the destination facility by 10 a.m., 12 p.m., or 3 p.m. of the second delivery day that the destination office is open for retail business.

### **4.4 Priority Mail Express Custom Designed**

#### **4.4.1 Availability**

A service agreement is required for Custom Designed mailings. Custom Designed items are not eligible for Flat Rate pricing. Priority Mail Express Custom Designed is available only on a scheduled basis between designated USPS facilities or other designated locations for mailable matter presented under the service agreement between the USPS and the mailer.

#### **4.4.2 Additional Fee**

Priority Mail Express Custom Designed items are subject to an additional fee for each delivery stop for items presented for delivery to addressee.

**4.4.3 Service Agreement Information**

Each Priority Mail Express Custom Designed Agreement must specify the scheduled:

- a. Place, time, and day or date of origin for each shipment presented for service to each specific destination.
- b. Place, time, and day or date for claim or delivery at destination for each scheduled shipment.

**4.4.4 Service Commencement**

Service provided under a service agreement must begin not more than 10 days after the signed service agreement is presented to the USPS.

**4.4.5 Changes in Destination Address**

At least 30 days' advance notice is required to change the Priority Mail Express destination address for origin caller service mail (accelerated reply mail).

**4.4.6 Termination by USPS**

Priority Mail Express Custom Designed provided under a service agreement may be terminated by the USPS on 10 days' written notice to the mailer, if service cannot be provided for reasons beyond the control of the USPS or because of changes in USPS facilities or operations, or if the mailer fails to adhere to the terms of the service agreement or these standards.

**4.4.7 Termination by Mailer**

A service agreement may be terminated by the mailer for any reason by notice to the USPS.

**4.5 Priority Mail Express Military Service (PMEMS)****4.5.1 Objectives**

[7-28-13] For Priority Mail Express Military Service (PMEMS), items presented at APO/FPO and DPO facilities before the published cut-off time are delivered the second day after acceptance. Items presented after the published cut-off time are delivered the third day after acceptance. For PMEMS, the USPS refunds standards are provided in [604.9.5](#).

**4.5.2 Availability**

[7-28-13] PMEMS (under [703.2.6](#)) is available between the United States and designated APO/FPO and DPOs to provide Department of Defense personnel stationed overseas, and others entitled to APO and FPO mailing privileges, an expedited delivery service to or from the United States. PMEMS Custom Designed Service and PMEMS Open and Distribute service are available to authorized APO/FPO destinations.

**4.6 Open and Distribute**

[7-28-13] Priority Mail Express Custom Designed, Priority Mail Express Next Day Delivery, and Priority Mail Priority Mail Express Day Delivery may be used to expedite movement of any other class of mail from one domestic USPS facility to another by Priority Mail Express Open and Distribute subject to the standards in [705.18.0](#).



# 313

## **Commercial Flats:** Prices and Eligibility

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313.4.6

## 314 Postage Payment and Documentation

### Overview

[1.0 Basic Standards for Postage Payment Options](#)

[2.0 Corporate Accounts](#)

### 1.0 Basic Standards for Postage Payment Options

Federal agency and USPS official Priority Mail Express may use the appropriate indicia, subject to [703.7.0](#). The mailer is responsible for proper payment of postage. Customers may pay postage with a permit imprint via the electronic verification system (eVS) program to manifest Priority Mail Express items, according to [705.2.9.9](#).

#### 1.1 Commercial Base Pricing

Commercial Base Priority Mail Express postage may be paid with:

- a. A USPS Corporate Account (see [2.0](#)), including federal agency accounts.
- b. Click-N-Ship.
- c. USPS-approved PC Postage products by registered end-users in conjunction with a qualifying shipping label managed by the PC Postage system used.
- d. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [302.3.1](#)) and transactional data is electronically transmitted to USPS with an approved Priority Mail Express shipping label.
- e. Permit imprint through the Electronic Verification System (eVS) under [705.2.9](#).

#### 1.2 Commercial Plus Pricing

Commercial Plus Priority Mail Express postage may be paid with:

- a. A USPS Corporate Account (see [2.0](#)), including federal agency accounts.
- b. USPS-approved PC Postage products by registered end-users in conjunction with a qualifying shipping label managed by the PC Postage system used.
- c. Permit imprint through the Electronic Verification System (eVS) under [705.2.9](#).
- d. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [402.2.1](#)) and transactional data is electronically transmitted daily to USPS for all mailpieces and mail categories with an approved Priority Mail Express shipping label.

### 2.0 Corporate Accounts

#### 2.1 Availability

A USPS Corporate Account (USPSCA) is available to any mailer, subject to [2.3](#) through [2.6](#) and the terms on Form 5639. The address provided by the mailer on Form 5639 must be valid as a condition of an account being opened.



#### **2.2 Account**

Written application is required to mail with a USPS Corporate Account. Mailers must pay postage through a USPS Corporate Account for all Priority Mail Express items accepted under the terms of a Priority Mail Express Manifesting agreement in [705.2.6](#).

#### **2.3 Postage Liability**

The mailer must pay all postage and fees resulting from shipments presented bearing the assigned account number while the account is active and up to 30 days after the account is closed. After that, any shipment bearing the account number is refused and returned to the mailer.

#### **2.4 Payment Method**

For opening and maintaining an account, the mailer may do any of the following:

- a. Use a personal or business credit card.
- b. Authorize the USPS to originate an Automated Clearing House (ACH) debit from a specified bank account.
- c. Participate in the Centralized Account Processing System (CAPS) debit only if combined with other PostalOne! accounts such as permit imprint, Periodicals, and Business Reply Mail.
- d. Existing USPSCA customers who deposit cash and checks in local trust accounts must maintain a minimum balance in the account equal to an average week's postage and fees, or \$100, whichever is higher.

#### **2.5 USPS Report**

By the 10th of the month, the account holder receives a mailing activity report for the previous month. This report includes beginning and ending balances; deposits made; and postage and fees deducted. Accounts with activity have an itemized page included in the report. This itemization lists each piece mailed, the mailing date, label number, origin and destination ZIP Codes, and postage and fees. Deposits, withdrawals, and adjustments also are itemized.

#### **2.6 Closing Account**

The USPS may close an account with 10 days' written advance notice to the account holder, (and reserves the right to refer closed corporate accounts with negative balances or unpaid mailings to a collection agency), for any of the following reasons:

- a. The ending balance on the mailing activity report is below the minimum balance required for two consecutive months.
- b. The account remains inactive for one year, unless circumstances warrant otherwise (e.g., a seasonal mailer, positive balance, etc.).
- c. For any unpaid mailings.
- d. There are repetitive unpaid mailings due to rejection of payment by the account holders' credit card company or ACH institution. The closing of an account due to repetitive unpaid mailings caused by the rejection of the payment by the banking institution is subject to review by the manager, Business Mail Entry.







## 315 Mail Preparation

### Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Priority Mail Express Next Day and Second Day](#)
- [3.0 Priority Mail Express Custom Designed](#)
- [4.0 Firm Mailing Book](#)

### 1.0 General Information for Mail Preparation

#### 1.1 **Priority Mail Express Packaging Provided by the USPS**

Priority Mail Express packaging provided by the USPS must be used only for Priority Mail Express. Regardless of how the packaging is reconfigured or how markings may be obliterated, any material mailed in USPS-provided Priority Mail Express packaging is charged the appropriate Priority Mail Express price.

#### 1.2 **Price Marking**

See [302.3.1](#) for price markings.

### 2.0 Priority Mail Express Next Day and Second Day

#### 2.1 **Mailing Label**

For each Priority Mail Express item, the mailer must complete Label 11-B or Label 11-F for Post Office to Addressee Service, Label 11-HFPU for Hold for Pickup service, or a single-ply Priority Mail Express label generated through Click-N-Ship or an USPS-approved method. Mailers authorized to present Next Day or Second Day Priority Mail Express items using a Priority Mail Express Manifesting System must follow label preparation procedures in Publication 97, Priority Mail Express Manifesting Technical Guide.

#### 2.2 **Waiver of Signature**

For editions of Priority Mail Express Label 11-B or Label 11-F, Priority Mail Express *Post Office to Addressee*, printed before January 2012, a mailer sending a Priority Mail Express item may instruct the USPS to deliver a Priority Mail Express Next Day Delivery or Priority Mail Express Second Day Delivery item without obtaining the signature of the addressee or the addressee's agent by checking and signing the waiver of signature on Label 11-B or Label 11-F, or indicating waiver of signature is requested on single-ply commercial label. Completion of the waiver of signature authorizes the delivery employee to sign upon delivery. The item is delivered to the addressee's mail receptacle or other secure location. Mailers who request waiver of signature are provided only the delivery date and time, and not an image of a signature when accessing delivery information on the Internet or by phone.

#### 2.3 **Signature Required**

For editions of Priority Mail Express Label 11-B or Label 11-F printed on or after January, 2012, a mailer sending a Priority Mail Express item, *and requiring the addressee's signature*, must instruct USPS to obtain a signature from the addressee



upon delivery of the item by checking the “signature required” box on Label 11-B or Label 11-F or indicating signature is requested on single-ply commercial label. If the signature required box is selected, an image of the signature will be provided when accessing delivery information.

#### **2.4 ZIP Code Determination**

For Priority Mail Express Next Day Delivery, the mailer determines if the item is destined to a ZIP Code area to which Priority Mail Express Next Day Delivery is offered from the point of origin by accessing a Priority Mail Express Next Day Delivery directory, available at Post Offices. If the destination is not listed, only Priority Mail Express Second Day Delivery is available.

### **3.0 Priority Mail Express Custom Designed**

#### **3.1 Forms**

The mailer must complete Form 5625 and, when appropriate, Form 3877. The completed form is placed in an EP-13 envelope that is affixed to the Priority Mail Express pouch.

#### **3.2 Signature Required**

The addressee's (or agent's) signature is required for all Priority Mail Express Custom Designed service.

#### **3.3 Pouches**

Priority Mail Express Custom Designed items must be presented in sealed Priority Mail Express pouches.

### **4.0 Firm Mailing Book**

Form 3877 is available at no cost to any mailer who mails an average of three or more Priority Mail Express items at one time, following these instructions:

- a. The mailer must prepare Priority Mail Express Custom Designed and Priority Mail Express Next Day Delivery or Second Day Delivery items as described above and present the completed form with the items to be mailed.
- b. The mailer must enter on Form 3877 the full number of each Priority Mail Express item and the addressee's name and address.
- c. All entries must be made in duplicate by typewriter, ink, or ballpoint pen. One copy is kept by the accepting employee. The other is receipted and returned to the mailer.
- d. All unused parts of the address column in Form 3877 must be obliterated by drawing a diagonal line through the unused part. Any alteration must be initialed by the mailer and accepting employee.

- e. For Priority Mail Express Manifesting, a special manifest is used to present Priority Mail Express items for acceptance as described in Publication 97, Priority Mail Express Manifesting Technical Guide. Form 3877 may be used only to list items for which extra services have been requested. See [705.2.6](#) for more information.



## 316 Enter and Deposit

### Overview

- [1.0 Priority Mail Express Next Day and Second Day Delivery](#)
- [2.0 Priority Mail Express Custom Designed](#)
- [3.0 Priority Mail Express Military Service](#)
- [4.0 Pickup on Demand Service](#)

### 1.0 Priority Mail Express Next Day and Second Day Delivery

Commercial Priority Mail Express Next Day and Second Day Delivery items:

- a. May be deposited in Priority Mail Express collection boxes, handed to delivery and collection employees during their normal delivery and collection duties, or picked up by USPS Pickup on Demand service. The “time and date of mailing” for items deposited in these ways is the time and date the items are brought to the Priority Mail Express acceptance unit.
- b. If manifested, will be accepted at the locations specified in the Priority Mail Express Manifesting agreement.

### 2.0 Priority Mail Express Custom Designed

Priority Mail Express Custom Designed items must be deposited on a scheduled basis under the service agreement.

### 3.0 Priority Mail Express Military Service

Priority Mail Express Military Service items must be presented by the times authorized by the local postmaster.

### 4.0 Pickup on Demand Service

#### 4.1 Availability

Priority Mail Express Pickup on Demand service is available from designated Post Offices.

#### 4.2 Pickup on Demand Fee

The Pickup on Demand fee is assessed and paid as described in [507.7.0](#).



## **320      Commercial Flats Priority Mail**

323 Prices and Eligibility

324 Postage Payment and Documentation

325 Mail Preparation

326 Enter and Deposit





## 323 Prices and Eligibility

### Overview

- [1.0 Prices and Fees](#)
- [2.0 Content Standards for Priority Mail](#)
- [3.0 Basic Standards for Priority Mail](#)

### 1.0 Prices and Fees

#### 1.1 Price Application

The following price applications apply:

- a. Except Commercial Plus items weighing up to 0.50 pound (see [1.1c](#)) and Commercial Plus cubic items (see [423.1.1d.](#)), Priority Mail mailpieces are charged per pound; any fraction of a pound is rounded up to the next whole pound. For example, if a piece weighs 0.75 pound, the weight (postage) increment is 1 pound.
- b. Flat-rate prices are not based on weight and zone but are charged a flat rate regardless of actual weight (up to 70 pounds) of the mailpiece and domestic destination.
- c. The minimum postage amount per addressed piece is the 1-pound price except Commercial Plus items weighing up to 0.50 pound. Charge the 0.50-pound price for Commercial Plus items up to 0.50 pound. Items over 0.50 pound are rounded up to the next whole pound. For example, if a Commercial Plus piece weighs 0.10 pound, the weight (postage) increment is 0.50 pound; if a piece weighs 0.75 pound, the weight (postage) increment is 1 pound.
- d. Priority Mail items mailed under a specific customer agreement are charged according to the individual agreement.

#### 1.2 Commercial Base Prices

For prices, see [Notice 123—Price List](#). The Commercial Base prices are available for:

- a. Click-N-Ship customers.
- b. Registered end-users of USPS-approved PC Postage products when using a qualifying shipping label managed by the PC Postage system used.
- c. Customers using permit imprint.
- d. Priority Mail Open and Distribute customers; see [423.1.3](#) and [705.18.0](#).
- e. Priority Mail mailpieces returned to Merchandise Return Service (MRS) permit holders (see [505.3.0](#)).
- f. Customers using USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [302.3.1](#)) and electronically transmit transactional data to the USPS.



### 1.3 Commercial Plus Prices

#### 1.3.1 Basic Eligibility

For prices, see [Notice 123—Price List](#). Commercial Plus prices are available to Priority Mail (including Critical Mail) customers who qualify for Commercial Base prices and whose cumulative account volume exceeds a combined total of 5,000 letter-size and flat-size pieces (including Flat Rate Envelopes, but not the Padded Flat Rate Envelope) or 75,000 total pieces (see [423](#)) in the previous calendar year (except Priority Mail Open and Distribute) or who have a customer commitment agreement with USPS, and are:

- a. Registered end-users of USPS-approved PC Postage products.
- b. Permit imprint customers.
- c. Priority Mail Open and Distribute (PMOD) customers (see [423.1.3](#) and [705.18.0](#)).
- d. MRS permit holders (see [423.1.3](#) and [505.3.0](#)).
- e. Customers using USPS-approved IBI postage meters that print the IBI with the appropriate price marking for commercial price items (see [302.3.1](#)) and electronically transmit transactional data daily to USPS for all mailpieces and mail categories.

#### 1.3.2 New Priority Mail Customers

Commercial Plus prices are available for new Priority Mail customers who have a customer commitment agreement with the USPS. Shippers must contact their account manager or the manager, Shipping Support, Shipping Services (see [608.8.0](#) for address) for additional information.

### 1.4 Critical Mail Prices

#### 1.4.1 Prices

[\[1-27-13\]](#) Critical Mail flats has two price options, Critical Mail flats and Critical Mail flats with signature. For prices, see [Notice 123—Price List](#).

#### 1.4.2 Basic Eligibility

Critical Mail flat-size pieces are charged a flat rate regardless of domestic destination or weight for barcoded, automation flats up to 13 ounces. Critical Mail flat-size pieces that exceed 13 ounces in weight or exceed 3/4 inch thickness, or are not barcoded according to [3.2](#), will be charged the Priority Mail Commercial Plus Flat Rate Envelope price (volume thresholds apply). Critical Mail prices for flats are available to Critical Mail customers whose Priority Mail and Critical Mail volume exceeds a combined total of 5,000 letter-size and flat-size pieces (including Flat Rate Envelopes, but not the Padded Flat Rate Envelope), in the previous calendar year or who have a customer commitment agreement (see [1.4.3](#)) with USPS, and that are:

- a. Registered end-users of USPS-approved PC Postage products when using a qualifying shipping label managed by the PC Postage system used.
- b. Permit imprint customers.



### 1.4.3 New Critical Mail Customers

The following requirements must be met for new Critical Mail customers:

- a. All customers using Critical Mail service must have a customer commitment agreement with USPS. Customers must contact their account manager or the Manager, Shipping Support, Shipping Services (see [608.8.1](#) for address) for agreement requirements.
- b. USPS-produced Critical Mail flat-size envelopes must be used and mailpieces must be authorized by the Manager, Integrated Business Solutions, Shipping Services (see [608.8.1](#) for address). Prior to the first mailing of Critical Mail items, the mailer must provide 10 preproduction mailpiece samples to the Manager, Integrated Business Solutions or designee for review and approval. Sample pieces must be packaged in USPS-produced Critical Mail flat-size envelopes; mailpieces must include the full range of the proposed contents that will be shipped; and mailpieces must bear applicable labels and barcodes (i.e. Intelligent Mail barcodes and USPS Tracking labels or Signature Confirmation labels).

## 1.5 Flat Rate Envelopes-Basic Standards

Any amount of material may be mailed in a USPS-produced Priority Mail Flat Rate Envelope. For information about Priority Mail Flat-Rate Boxes, see [423](#).

### 1.5.1 Sealing Flat Rate Envelopes

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

### 1.5.2 Flat Rate Envelopes-Price and Eligibility

There are two types of USPS-produced Priority Mail Flat Rate Envelopes: A paper envelope and a padded envelope. Each type of USPS-produced Priority Mail Flat Rate Envelope is priced at a flat rate regardless of the actual weight (up to 70 pounds) of the mailpiece or domestic destination. See the [Notice 123—Price List](#) for applicable prices.

## 1.6 Hold For Pickup

Under Hold For Pickup service, Priority Mail items are held at a designated Post Office location for pick up by a specified addressee or designee. Hold For Pickup service is not available for Critical Mail.

## 1.7 Pickup on Demand Fee

The Pickup on Demand fee is charged per occurrence. This service may be combined with Priority Mail Express, Package Services, and international mail pickups (see 507.6.0). See [Notice 123—Price List](#).

## 1.8 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Except for Critical Mail and mailers using eVS, express all single-piece weights in decimal



323.1.9

pounds rounded off to two decimal places. For Critical Mail, express single-piece weights in decimal pounds rounded off to four decimal places. Mailers using eVS may round off to four decimals, and eVS will automatically round to the appropriate decimal place. If a customer is using a manifest mailing system, the manifest weight field must be properly completed by adhering to the rules relative to the specific manifest.

### 1.9 Computing Postage

Determine weight increment for each piece and pay postage under [324.1.0](#). For permit imprint mailings, multiply the number of addressed pieces at each weight increment by the corresponding postage price.

## 2.0 Content Standards for Priority Mail

### 2.1 General

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

### 2.2 Matter Required to be Mailed as First-Class Mail

Unless Priority Mail Express is used, Priority Mail prices are required for a mailpiece that weighs more than 13 ounces when the mailpiece contains matter that must be mailed as First-Class Mail (see [133.3.0](#)).

## 3.0 Basic Standards for Priority Mail

### 3.1 Definition

Priority Mail is an expedited service and may contain any mailable matter weighing no more than 70 pounds. Lower weight limits apply to some commercial parcels under [423.1.0](#); Critical Mail letters and flats under [223.1.4](#) and [1.4](#); APO/FPO mail subject to [703.2.0](#) and [703.4.0](#) and Department of State mail subject to [703.3.0](#).

### 3.2 Additional Standards for Critical Mail Flats

**[1-27-13]** Critical Mail, a category of Priority Mail, is available for barcoded, automation-compatible letters and barcoded, automation flats, using IMbs under [708.4.3](#). With the exception of restricted mail as described in [601.8.0](#), any mailable matter may be mailed via Critical Mail. USPS-produced Critical Mail flat-size envelopes must be used for all Critical Mail flats. Flats may not exceed 13 ounces in weight or 3/4 inch in thickness. Critical Mail flats also must:

- a. Bear an Intelligent Mail barcode with the correct routing code that represents the finest depth of sort achieved in the address matching process, and barcodes must be placed according to [302.4.0](#).
- b. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point routing code and that meets address quality standards in [333.5.5](#) and [708.3.0](#).

**3.3 IMpb Standards**

Priority Mail pieces (except Critical Mail pieces without an extra service) with postage paid through a PC Postage system must bear an Intelligent Mail package barcode prepared under [708.5.0](#).

**3.4 Service Objectives**

All Priority Mail receives expeditious handling and transportation, but the USPS does not guarantee delivery within a specified time.

**3.5 Matter Closed Against Postal Inspection**

Matter closed against postal inspection includes First-Class Mail, Priority Mail (including Critical Mail), and Priority Mail Express. The USPS may open mail other than First-Class Mail, Priority Mail (including Critical Mail), or Priority Mail Express to determine whether the proper postage is paid. Material wrapped or packaged so that it cannot be examined easily or examined without destruction or serious damage is closed against postal inspection and is charged the appropriate First-Class Mail or Priority Mail price.



## 324 Postage Payment and Documentation

### Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Postage Paid With Permit Imprint](#)

## 1.0 Basic Standards for Postage Payment

### 1.1 Postage Payment Options

#### 1.1.1 Commercial Base Pricing

Commercial Base Priority Mail postage may be paid with:

- a. Click-N-Ship.
- b. USPS-approved PC Postage products when registered end-users use a qualifying shipping label.
- c. Permit imprint.
- d. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [302.3.1](#)) and electronically transmit transactional data to the USPS.

#### 1.1.2 Commercial Plus Pricing

Commercial Plus Priority Mail postage may be paid with:

- a. USPS-approved PC-Postage products when registered end-users use a qualifying shipping label.
- b. Permit imprint.
- c. Permit holders using MRS for Priority Mail items who qualify for Commercial Base prices and whose account volumes exceed 100,000 pieces in the previous calendar year or who have a customer commitment agreement with the USPS (see [323.1.3.2](#)).
- d. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [302.3.1](#)) and electronically transmit transactional data daily to USPS for all mailpieces and mail categories.

#### 1.1.3 Critical Mail Pricing

Critical Mail pieces must bear an Intelligent Mail barcode and postage may be paid with:

- a. USPS-approved PC-Postage products when registered end-users use a qualifying shipping label.
- b. Permit imprint.

### 1.2 Affixing Postage—Single-Piece Mailings

In a postage-affixed Priority Mail mailing, the mailer must affix to each piece a value equal to at least the postage required (including any surcharges).



324.2.1

## 2.0 Postage Paid With Permit Imprint

### 2.1 **Advance Deposit Account**

A mailer may be authorized to mail items without affixing postage when a permit imprint indicia (see [604.5.0](#)) is used and payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees.

### 2.2 **Minimum Quantity**

Permit imprint mailings must contain at least 200 pieces or 50 pounds submitted under the terms of an approved manifest mailing system agreement with exceptions allowed under a minimum volume reduction provision.

### 2.3 **Postage Statement**

A completed postage statement must accompany each mailing paid with a permit imprint.





## 325 Mail Preparation

### Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Markings](#)
- [3.0 Preparation of Permit Imprint Mailings](#)
- [4.0 Additional Standards for Preparing Critical Mail Flats](#)

### 1.0 General Information for Mail Preparation

#### 1.1 **Priority Mail Packaging Provided by the USPS**

Priority Mail packaging provided by the USPS must be used only for Priority Mail. Regardless of how the packaging is reconfigured or how markings may be obliterated, any matter mailed in USPS-produced Priority Mail packaging is charged the appropriate Priority Mail price. Any matter mailed in USPS-produced Critical Mail flat-size packaging will be charged Critical Mail flats prices only if all applicable standards in [323](#) are met; otherwise such matter will be charged the Priority Mail Commercial Plus Flat Rate Envelope price.

#### 1.2 **Required Use of Return Address**

The sender's domestic return address must appear legibly on Priority Mail and Critical Mail pieces.

### 2.0 Markings

The marking "Priority Mail" must be placed prominently on the address side of each piece of Priority Mail. USPS-produced Critical Mail envelopes for flats bear the marking "Critical Mail" and must be used for Critical Mail flats. See [302.3.1](#).

### 3.0 Preparation of Permit Imprint Mailings

#### 3.1 **Identical Weight Pieces**

To use a permit imprint, the pieces must be of identical weight and, unless all the pieces are in a weight category for which the price does not vary by zone, the pieces must be separated by zone when presented to the Post Office, except under [3.2](#).

#### 3.2 **Nonidentical Weight Pieces**

A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.



### 4.0 Additional Standards for Preparing Critical Mail Flats

#### 4.1 **Preparing Critical Mail Flats in Trays**

When mailing 200 or more Critical Mail flats in one mailing, prepare Critical Mail flats in USPS-provided flats trays with green lids, place the mail with addresses facing upward in the same direction. Place pieces in trays to maintain their orientation. The weight of a tray and its contents must not exceed 70 pounds. Cover each tray with the green side of the lid facing up and secure the lid with two straps placed tightly around the width of the tray. Label trays under the applicable flat tray label standards in [335.4.0](#) and as follows:

- a. Line 1: Use [L201](#); for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).
- b. Line 2: “CRITICAL MAIL FLTS WKG.”
- c. Line 3: Office of mailing or mailer information.

#### 4.2 **Postage for Critical Mail and Priority Mail**

When a manifest mailing system is used, Critical Mail and Priority Mail may be entered on the same postage statement, but mailpieces must be presented separately and may not be combined or commingled in the same container.

## 326 Enter and Deposit

### Overview

- [1.0 Deposit](#)
- [2.0 Pickup on Demand Service](#)

### 1.0 Deposit

#### 1.1 General

Mailpieces bearing postage evidencing indicia must be deposited in a collection box (except for mailings of 200 or more Critical Mail flats) or at a postal facility within the ZIP Code shown in the indicia, except as permitted under [2.0](#) or [604.4.6.3](#). Permit imprint mail must be presented at a Post Office or USPS acceptance site under [604.5.0](#), or [705](#).

#### 1.2 Stamped Pieces

Priority Mail bearing postage stamps is retail mail. See [126](#) for more information.

### 2.0 Pickup on Demand Service

Pickup on Demand service (see [507.7.0](#)) is available from designated Post Office locations for Priority Mail and Critical Mail flats.



## **330      Commercial Flats First-Class Mail**

333 Prices and Eligibility

334 Postage Payment and Documentation

335 Mail Preparation

336 Enter and Deposit



## 333 Prices and Eligibility

### Overview

- [1.0 Prices and Fees for First-Class Mail](#)
- [2.0 Content Standards for First-Class Mail Flats](#)
- [3.0 Eligibility Standards for First-Class Mail Flats](#)
- [4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Flats](#)
- [5.0 Additional Eligibility Standards for Automation First-Class Mail Flats](#)

### 1.0 Prices and Fees for First-Class Mail

#### 1.1 Price Application

Postage is based on the flat-size price that applies to the weight of each addressed piece.

#### 1.2 Price Computation for First-Class Mail Flats

First-Class Mail prices are charged per ounce or fraction thereof; any fraction of an ounce is considered a whole ounce. For example, if a piece weighs 1.2 ounces, the weight (postage) increment is 2 ounces.

#### 1.3 Presorted and Automation Prices for Flats

For prices, see [Notice 123–Price List](#).

#### 1.4 Presort Mailing Fee

Presort mailing fee, per 12-month period, per office of mailing.

#### 1.5 Computing Postage for First-Class Mail

Determine single-piece weight and weight (postage) increment for each addressed piece as prescribed in [1.6](#) and [1.2](#). For First-Class Mail, affix postage to each piece under [334.2.2](#), or, for permit imprint mailings, multiply the number of addressed pieces at each price increment (and in each price category, if applicable) by the corresponding postage price, add the *unrounded* products, and round off the total postage to the nearest whole cent.

#### 1.6 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

### 2.0 Content Standards for First-Class Mail Flats

#### 2.1 General

With the exception of restricted material as described in [601.8.0](#), any mailable item may be mailed as First-Class Mail.



### 2.2 Bills and Statements of Account

Bills and statements of account must be mailed as First-Class Mail (or Priority Mail Express) and are defined as follows:

- a. Bills and statements of account assert a debt in a definite amount owed by the addressee to the sender or a third party. In addition, bills include a demand for payment; statements of account do not include a demand for payment. The debt does not have to be due immediately but may become due at a later time or on demand. The debt asserted need not be legally collectible or owed.
- b. Bills and statements of account do not need to state the precise amount due if they contain information that would enable the debtor to determine that amount.

### 2.3 Personal Information

Mail containing personal information must be mailed as First-Class Mail (or Priority Mail Express). Personal information is any information specific to the addressee.

### 2.4 Handwritten and Typewritten Material

Mail containing handwritten or typewritten material must be mailed as First-Class Mail or Priority Mail Express.

### 2.5 Matter Not Required to be Mailed as First-Class Mail

Matter eligible for Standard Mail or Package Services prices or authorized as Periodicals is not required to be mailed as First-Class Mail or Priority Mail Express.

### 2.6 Prohibited Air Transportation

All First-Class Mail is subject to limitations for air transportation. Generally, all mailable matter may be transported by aircraft, unless restricted in [601.10.0, Hazardous Materials](#).

### 2.7 Round-Trip Mailings with One Optical Disc

**[10-7-13]** When a flat-size mailpiece weighing no more than 2 ounces in round-trip mailings includes one standard optical disc no larger than 12 centimeters in diameter, the mailpiece will be subject to the applicable price for a 1-ounce First-Class Mail letter if the disc is not in a rigid container and the envelope itself is not rigid and all other standards in [2.7](#) are met. The disc is not considered to be rigid for purposes of the flexibility test in [301.1.3](#). BRM or PRM pieces that meet the standards will be charged the applicable 1-ounce First-Class Mail letter price for pieces that weigh no more than 2 ounces. For the purpose of this standard, round-trip mailings are mailings entered as follows:

- a. The mailing is presented at a BMEU or other acceptance facility as a single-piece mailing using a permit imprint or as a presort mailing at presort or automation First-Class Mail flats prices.
- b. The mailpieces are addressed to subscribers and include either a BRM (under [505.1.0](#)) or PRM (under [505.2.0](#)) envelope designed for return of the disc to the permit holder.
- c. A sample of the return envelope is provided to the acceptance employee at the time of mailing for verification that the mailing is designed for round-trip purposes.
- d. BRM or PRM pieces must be picked up by the mailer at designated postal facilities, upon payment of all applicable postage and fees.



## 3.0 Eligibility Standards for First-Class Mail Flats

### 3.1 Description of Service

#### 3.1.1 Service Objectives

First-Class Mail receives expeditious handling and transportation. Service objectives for delivery are 1 to 3 days; however, delivery time is not guaranteed.

#### 3.1.2 Price Options

First-Class Mail offers the flexibility of single-piece prices ([133.1.0](#)), and commercial prices ([1.0](#)) for presorted mailings of 500 or more pieces that weigh 13 ounces or less.

### 3.2 Defining Characteristics

#### 3.2.1 Inspection of Contents

First-Class Mail is closed against postal inspection. Federal law and USPS regulations restrict both opening and reviewing the contents of First-Class Mail by anyone other than the addressee.

#### 3.2.2 Forwarding Service

The price of First-Class Mail includes forwarding service to a new address for up to 12 months.

#### 3.2.3 Return Service

The price of First-Class Mail includes return service if the mailpiece is undeliverable.

#### 3.2.4 Extra Services Exclusive to First-Class Mail

First-Class Mail is the only class of mail eligible to receive the following extra services: Registered Mail service and Certified Mail service.

#### 3.2.5 Additional Extra Services

Additional extra services available with First-Class Mail are certificate of mailing service, COD service, USPS Tracking service (parcels only), insured mail service (merchandise only), return receipt service, restricted delivery service, Signature Confirmation service (parcels only), and special handling. See information regarding extra services in [503](#).

### 3.3 Additional Basic Standards for First-Class Mail

All pieces of presorted First-Class Mail must:

- a. Meet the basic content standards for First-Class Mail in [2.0](#).
- b. Weigh 13 ounces or less.
- c. Meet the applicable standards in [333, Prices and Eligibility](#), [334, Postage Payment and Documentation](#), and [604.7.0, Computing Postage](#).
- d. Be part of a single mailing of at least 500 pieces of Presorted First-Class Mail.
- e. Meet the applicable physical standards in [301.2.0](#).
- f. Bear a delivery address formatted according to [302.2.4](#) that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
  1. The Move Update standard in [3.5](#).



333.3.4

2. The ZIP Code accuracy standard in [3.6](#).
3. If an alternative addressing format is used, the additional standards in [602.3.0](#).

### 3.4 Presort Mailing Fee

A First-Class Mail presort mailing fee must be paid once each 12-month period at each office of mailing by any person or organization entering mailings at automation or Presorted First-Class Mail prices. Effective February 12, 2012, payment of this fee is waived for mailers who present only full-service automation mailings (under [705.24.0](#)) containing 90% or more pieces qualifying for full-service prices. Payment of one fee allows a mailer to enter mail at all those prices. Persons or organizations paying this fee may enter mail of their clients as well as their own mail. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

### 3.5 Move Update Standards

#### 3.5.1 Basic Standards

The Move Update standard requires the periodic matching of a mailer's address records with customer-filed change-of-address orders maintained by the USPS. For this standard, *address* is a specific address associated with a specific occupant name. Each address in a mailing at commercial First-Class Mail flats prices must meet the requirements in [602.5.0](#).

#### 3.5.2 Basis for Move Update Assessment Charge

Mailings are subject to a Move Update assessment charge if more than 30 percent of addresses with a change-of-address (COA) are not updated, based on the error rate found in USPS sampling at acceptance during Performance-Based Verification. Specifically, mailings for which the sample contains greater than 30 percent failed COAs out of the total COAs in the sample are subject to additional postage charges as follows:

- a. The percentage of the mailing paying the charge is based on the percentage of failed pieces above 30 percent.
- b. Each of the assessed pieces is subject to the \$0.07 per piece charge.
- c. As an example, if 40% of COAs in the sample are not updated, then the charge is applied to 10% (=40% - 30%) of the total mailing.
- d. Mailings for which the sample has five or fewer pieces that were not updated for COA are not subject to the assessment, regardless of the failure percentage.

### 3.6 ZIP Code Accuracy

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Each address in a mailing at commercial First-Class Mail flats prices must meet the ZIP Code accuracy requirements in [602.6.0](#).

## 4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Flats

### 4.1 Basic Standards for Nonautomation First-Class Mail

In addition to the standards in [3.0, \*Eligibility Standards for First-Class Mail Flats\*](#), all pieces in a First-Class Mail Presorted price mailing must be marked, sorted, and documented as specified in [334.3.0, \*Mailing Documentation\*](#), and [335.5.0, \*Preparation of Nonautomation Flats\*](#), or, alternatively under [705.9.0, \*Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks\*](#).

### 4.2 Barcodes on Nonautomation First-Class Mail

**[1-27-13]** Any barcode on a mailpiece in a First-Class Mail nonautomation flats mailing must be correct for the delivery address and meet the standards in [708.3.0](#) and [708.4.0](#).

### 4.3 Nonmachinable Flat-Size Pieces

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

## 5.0 Additional Eligibility Standards for Automation First-Class Mail Flats

### 5.1 Basic Standards for Automation First-Class Mail

**[1-27-13]** All pieces in a First-Class Mail automation mailing must:

- a. Meet the basic standards for First-Class Mail in [3.0](#).
- b. Be part of a single mailing of at least 500 pieces of automation price First-Class Mail.
- c. Meet the physical standards in [301.3.0](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point routing code and that meets these address quality standards:
  1. The address matching and coding standards in [5.5](#) and [708.3.0](#).
  2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- e. Bear an accurate Intelligent Mail barcode encoded with the correct delivery point routing code, matching the delivery address and meeting the standards in [302.5.0](#) and [708.4.0](#), either on the piece or on an insert showing through a window.
- f. Be marked, sorted, and documented as specified in [335.6.0, \*Preparation of Automation Flats\*](#), or [705.9.0, \*Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks\*](#).

### 5.2 Eligibility Standards for Full-Service Automation First-Class Mail Flats

All pieces entered under the full-service Intelligent Mail automation option must:

- a. Bear a unique Intelligent Mail barcode.



- b. Be part of a mailing that meets the standards in [705.24.0](#).

### 5.3 Price Application—Bundle-Based Flats

Automation prices apply to each piece that is sorted under [335.6.0](#) or [705, Advanced Preparation and Special Postage Payment Systems](#):

- a. Pieces in 5-digit bundles of 10 or more pieces qualify for the 5-digit price. Preparation to qualify for the 5-digit price is optional and need not be done for all 5-digit destinations.
- b. Pieces in 3-digit bundles of 10 or more pieces qualify for the 3-digit price.
- c. Pieces in ADC bundles of 10 or more pieces qualify for the ADC price.
- d. Pieces in mixed ADC bundles qualify for the mixed ADC price.

### 5.4 Price Application—Tray-Based Flats

Automation prices apply to each piece that is sorted under [335.6.6, First-Class Mail Optional Tray-Based Preparation](#), into the corresponding qualifying groups:

- a. Groups of 90 or more pieces in 5-digit trays qualify for the 5-digit price. Preparation to qualify for the 5-digit price is optional and need not be done for all 5-digit destinations.
- b. Groups of 90 or more pieces in 3-digit trays qualify for the 3-digit price.
- c. Groups of fewer than 90 pieces in origin 3-digit trays and all pieces in ADC trays qualify for the ADC price.
- d. All pieces in mixed ADC trays qualify for the mixed ADC price.

### 5.5 Address Standards for Barcoded Pieces

#### 5.5.1 Basic Address Standards for Barcodes

To qualify for automation prices, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode that appears on a mailpiece claimed at an automation price must be the correct barcode for the corresponding delivery address on the piece.

#### 5.5.2 Numeric ZIP+4

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.

#### 5.5.3 Numeric Delivery Point Routing Code

**[1-27-13]** A numeric equivalent to the delivery point routing code is formed by adding two digits directly after the ZIP+4 code.

#### 5.5.4 Address Elements

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product.

#### 5.5.5 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the

USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

#### **5.5.6 Secondary Designator**

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

#### **5.5.7 Rural and Highway Contract Routes**

If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line.

#### **5.5.8 Post Office Box**

A Post Office box address must contain a Post Office box number that can be exactly matched with the USPS ZIP+4 Product in effect.



## 334 Postage Payment and Documentation

### Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Postage Payment for Presorted and Automation Flats](#)
- [3.0 Mailing Documentation](#)

### 1.0 Basic Standards for Postage Payment

#### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Postage for Presorted or automation First-Class Mail must be paid with affixed postage or permit imprint (604.5.0) as specified in 2.0. Permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

### 2.0 Postage Payment for Presorted and Automation Flats

#### 2.1 Payment Methods

First-Class Mail Presorted or automation postage must be paid with postage evidencing system indicia, permit imprints, or precanceled stamps. All pieces in a mailing must be paid with the same method unless otherwise permitted by standard or Business Mailer Support authorization. Permit imprints may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support.

#### 2.2 Affixing Postage for Presorted and Automation First-Class Mail

Unless permitted by other standards or authorized by Business Mailer Support, when precanceled postage stamps or postage evidencing system indicia are used, only one payment method may be used in a mailing and each piece must bear the numerical value of postage under one of these conditions:

- a. Each piece bearing postage evidencing system indicia and weighing more than 1 ounce must bear the correct numerical value of additional postage applicable to the additional ounce(s).
- b. Each piece must bear a precanceled stamp, under 604.3.0; postage documentation under 3.0 is required. Additional postage must be paid at the time of mailing with an advance deposit account or with a postage evidencing system indicium affixed to the postage statement.
- c. Each piece with postage evidencing system indicia must bear the full numerical value of postage in the exact amount or at the lowest price applicable to the mailing job plus any additional ounce(s). If exact postage is not affixed, additional postage must be paid at the time of mailing with an advance deposit account or with a postage evidencing system indicium affixed to the postage statement.



### **2.3 Postage Affixed at Lowest Price to All Pieces**

Where it is not practicable for the mailer to affix the exact postage to each piece or to affix the lowest postage price to all pieces in the mailing, the mailer may compute postage for the mailing as if the lowest price affixed to any piece in the mailing were affixed to all pieces. Additional postage is computed based on the difference between the lowest price affixed to any piece in the mailing and the price for each price level in the mailing. This computation must be documented to meet the basic standards in [3.0, Mailing Documentation](#). No refund is paid for any piece where postage is affixed at a price higher than the lowest price claimed for or affixed to any piece. The total additional postage must be paid either by advance deposit account or by a postage evidencing system indicium affixed to the postage statement.

## **3.0 Mailing Documentation**

### **3.1 Completing Postage Statements**

Any mailing claiming a commercial price, and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

### **3.2 Basic Documentation Standards**

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by price when presented for acceptance. Unless full postage is affixed, documentation presented with the postage statement must show the computation of the additional postage due for pieces not bearing full postage at the applicable price. Documentation describes the preparation, price levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the price claimed or postage payment method used.

### **3.3 Documentation Standards for Automation Mailings**

A complete postage statement must accompany each mailing, supported by documentation produced by PAVE-certified (or MAC-certified) software or standardized documentation. Mailers may use a single postage statement and a single documentation report for all price levels in a single mailing. Documentation of postage is not required if the correct price is affixed to each piece or if each piece is of identical weight and the pieces are separated by price when presented for acceptance.



**3.4 Documentation Submission—Full-Service Automation Option**

Mailers entering First-Class Mail flats under the full-service automation option must electronically submit postage statements and mailing documentation, including qualification and container reports, to the *PostalOne!* system as described in [705.24.4.4](#).

**3.5 Preparing Documentation**

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

**3.6 Multiple Standards**

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

**3.7 Standard Format for Documentation**

Documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and price claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the elements described in [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

**3.8 Providing Additional Information**

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0, \*Rulings on Mailing Standards\*](#).

**3.9 Reporting Multiple Mailings on One Statement**

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

**3.10 Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part,



### 334.3.10

must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.

## 335 Mail Preparation

### Overview

- [1.0 General Definition of Terms](#)
- [2.0 Bundles](#)
- [3.0 Flat Trays](#)
- [4.0 Tray Labels](#)
- [5.0 Preparation of Nonautomation Flats](#)
- [6.0 Preparation of Automation Flats](#)

### 1.0 General Definition of Terms

#### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations.

#### 1.2 Definition of Mailings

Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation and nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. The types of First-Class Mail listed below must not be part of the same mailing despite being in the same processing category (see [705.9.0, Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks](#), and [705.10.0, Merging Bundles of Flats Using the City State Product](#), for advanced preparation options for flat-size mail):
  1. Automation price and any other type of mail.
  2. Presorted price and any other type of mail.
  3. Single-piece price and any other type of mail.
  4. Machinable and nonmachinable pieces.

#### 1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).



- c. *Origin/optional entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Subject to standard, a separation is required for each such 3-digit area regardless of the volume of mail.
- d. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- e. *Mixed ADC*: the pieces are for delivery in the service area of more than one ADC.

#### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full flat tray* is one that is physically full. Although a specific minimum volume is required (at least a single stack of mail lying flat on the bottom of the tray and filling the tray to the bottom of the handholds) before a tray may or must be prepared to the corresponding presort destination, trays must be filled with additional available pieces (up to the reasonable capacity of the tray) when standards require preparation of *full* trays.
- c. A *less-than-full flat tray* is one that contains First-Class Mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full flat trays may be prepared only if permitted by the standards for the price claimed.
- d. An *overflow flat tray* is a less-than-full First-Class Mail tray that contains all pieces remaining after preparation of one or more full trays for the same destination. Overflow flat trays may be prepared only if permitted by the standards for the price claimed.
- e. A *5-digit scheme sort for automation flats* yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#). Presorting must be performed using [L007](#). Pieces prepared in scheme bundles must meet the automation-compatibility criteria in [301.3.0, Physical Standards for Automation Flats](#). The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 5-digit ZIP Code required. Bundles prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is optional. Bundles must be labeled using an optional endorsement line (OEL) under [708.7.0](#) or with a red “5 SCH” bundle label. Bundles are placed in appropriate containers using the OEL “label to” 5-digit ZIP Code or using [L007](#) column B.

- f. An *origin 3-digit* (or *origin 3-digit scheme*) tray contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as indicated in [L005](#), a separate tray must be prepared for each.
- g. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- h. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- i. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry SCF”) that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer’s location the Post Office of entry determines the *entry facility*. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs.
- j. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- k. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [2.0, Bundles](#).
- l. A “*logical*” *presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a First-Class Mail “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles.
- m. *Cobundling* is an alternate preparation method available under [705.11.0](#) for First-Class Mail that allows the combining of flat-size automation price and Presorted price pieces within the same bundle under the single minimum bundle size requirement. Regardless of the class of mail, pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under [705.2.0](#).



335.2.1

## 2.0 Bundles

### 2.1 General

A *bundle* is a group of addressed pieces, for a presort destination, secured together as a unit. See [601.2.0](#) for bundling standards.

## 3.0 Flat Trays

### 3.1 Presort

Presort, presort levels, and standard preparation terms are defined in [1.0, General Definition of Terms](#).

### 3.2 Standard Containers

Mailings must be prepared in flat trays with green lids under 3.4, unless prepared in extended managed mail (EMM) trays under 3.5. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

### 3.3 Flat Tray and Letter Tray Sizes

These approximate measurements define the USPS-provided tray sizes that apply to mail preparation standards in [3.4](#) and [3.5](#):

- a. Flat tray. Inside bottom dimensions: 14-3/4 inches long by 10-3/4 inches wide. Height: 8 inches to bottom of handhold, 11-1/4 inches to top of tray.
- b. Letter tray. 2-foot extended MM (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high.

### 3.4 Preparation for Flats in Flat Trays

All flat tray preparation is subject to these standards:

- a. Addresses on all pieces must face upward in the same direction.
- b. Pieces must be placed in trays to maintain their orientation. Once the required minimum volume is reached to allow or require preparation of a tray, additional pieces must be placed in the same tray up to its capacity to minimize the number of trays used. When possible, pieces must be placed in two or more stacks to optimize tray use, but mail must not overfill the tray to inhibit adequate closure or covering of the content.
- c. The weight of a tray and its content must not exceed 70 pounds.
- d. Each tray must bear the correct tray label.
- e. Each tray must be covered (with the green side of the lid facing up) and strapped under [3.4i, Preparation for Flats in Flat Trays](#).
- f. For automation price mailings prepared under the optional tray-based preparation rules in [6.0](#), one less-than-full overflow tray may be prepared for a presort destination when the total number of pieces for that destination meets the minimum for preparation of the tray level, and when one or more full trays for that destination are also prepared.



- g. For automation price mailings prepared under the optional tray-based preparation rules, if the total number of pieces for a presort destination meets or exceeds the minimum number of pieces required to prepare a tray for that destination, but the total volume does not physically fill a single tray, then the mail for that presort destination may be prepared in a less-than-full tray.
- h. Pieces prepared as automation flats under the tray-based preparation option do not have to be grouped by 3-digit ZIP Code prefix in ADC trays or by ADC in mixed ADC trays if the mailing is prepared using an MLOCR/barcode sorter and standardized documentation is submitted.
- i. Each flat tray must be covered with a lid. Each covered flat tray must then be secured with two straps placed tightly around the width of the tray (the shorter dimension).

### 3.5 Preparation for Flats in EMM Letter Trays

Mailers may prepare First-Class Mail flat-size pieces in EMM letter trays instead of flat trays if the following standards are met:

- a. The pieces must fit completely within the dimensions for height, length, and width specified in [3.3b](#) for an extended managed mail (EMM) letter tray. All pieces must be upright, faced toward the end of the tray (the short dimension), and perpendicular to the length of the tray.
- b. Trays must bear tray-size labels that meet all applicable physical and barcode standards under [4.9](#), with Line 1 and Line 2 information as required for flat-size mail in flat trays. Each label must contain a barcode as specified in [708.6.3.3](#) and the content identifier number required in [Exhibit 708.6.2.1](#) for the same type of flat-size mail prepared in flat trays.
- c. All mail must be prepared under [6.6, First-Class Mail Optional Tray-Based Preparation](#), and must not be prepared in bundles, except pieces in less-than-full trays must be bundled. Mailers using this option are not eligible to prepare their mail under [705.9.0](#).
- d. All other applicable standards in [6.0, Preparation of Automation Flats](#), must be met, including required preparation sequence and use of tray minimums.

### 3.6 Origin/Entry 3-Digit/Scheme Trays

After all finer sort levels are prepared, an origin/entry 3-digit tray (or, if applicable, origin/entry 3-digit scheme tray) must be prepared to contain any remaining mail for each 3-digit (or 3-digit scheme) area serviced by the SCF serving the Post Office where the mail is verified (origin), and may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the Post Office where the mail is verified). In all cases, only one less-than-full tray may be prepared for each 3-digit (or 3-digit scheme) area.



### 4.0 Tray Labels

#### 4.1 Basic Standards

Tray labels must contain all required elements applicable to the class and price category of the mailing. Labels must be legible (barcoded, machine printed labels recommended). Tray labels for automation mailings are subject to 4.9 and 708.6.2, *Specifications for Barcoded Tray and Sack Labels*. Intelligent Mail tray labels are subject to the standards in 708.6.5, *Intelligent Mail Tray Labels*, and to the specifications posted at <http://ribbs.usps.gov>.

#### 4.2 Physical Characteristics of a Tray Label

A tray label must meet these specifications:

- a. Color: white or manila.
- b. Weight: minimum 70-pound stock (500 sheets, 24 by 36 inches).
- c. Height (perpendicular to printing): 1.860 inches minimum; 2.015 inches maximum.
- d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- e. Thickness: 0.005 inch minimum.

#### 4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement*. Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information*. Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., "ADC"). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail*. On 5-digit trays for overseas military destinations, Line 1 shows, from left to right, "APO" or "FPO," followed by "AE" (for ZIP Codes within the ZIP Code prefix range 090-098), "AA" (for ZIP Codes within the 3-digit ZIP Code prefix 340), or "AP" (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the tray.

#### 4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement*: Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the tray and other information as specified by standards.





- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of tray labels.

CONTENT TYPE	CODE
Barcoded	BC
Barcoded and Nonbarcoded	BC/NBC
Digit	D
First-Class Mail	FCM
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Mixed	MXD
Nonbarcoded	NON BC
Post Office Box Section	B
Rural Route	R
Working	WKG

#### 4.5 **Line 3 (Office of Mailing or Mailer Information Line)**

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

#### 4.6 **Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

#### 4.7 **Placement of Extraneous Information**

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It may appear below Line 3.
- A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.

#### 4.8 **Placement of a Tray Label**

A tray label must be securely placed in an adhesive-backed label holder that is affixed to the specific location designated on the tray. Where no specific location is indicated the label must be securely placed in an adhesive-backed label holder that



is affixed horizontally to the top left corner of one end of the tray. Do not use tape. Insert labels completely into the label holder to ensure that they do not fall out during processing. Do not insert labels upside down.

### 4.9 Barcoded Tray Labels

#### 4.9.1 Basic Standards for Barcoded Tray Labels

[Exhibit 4.9.1](#) shows the types of mail requiring barcoded tray labels. Barcoded labels must meet these general standards:

- a. Use 2-inch labels.
- b. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- c. Barcoded labels must be inserted completely into the label holder on the tray to prevent their loss during transport and processing.
- d. Mailer-produced barcoded labels must meet the standards in [708.6.0, Standards for Barcoded Tray Labels, Sack Labels, and Container Placards](#).
- e. Intelligent Mail Tray labels must be used with mailings entered under the full-service automation option (see [705.24.0](#)).

#### Exhibit 4.9.1 Required Barcoded Container Labels

PRICE OR TYPE	PROCESSING CATEGORY
<b>First-Class Mail</b>	
Automation price	Flat-size
Cobundled and cotrayed under <a href="#">705.9.0</a> through <a href="#">705.13.0</a>	Flat-size

## 5.0 Preparation of Nonautomation Flats

### 5.1 Basic Standards

Each Presorted First-Class Mail mailing must be prepared under [5.0](#) and [333.3.0, Eligibility Standards for First-Class Mail Flats](#). All pieces must be in the flat-size processing category. Flat-size pieces must be prepared in flat trays. All pieces must be marked “Presorted” and “First-Class.”

### 5.2 Single-Piece Price Pieces Presented With Presort Mailings

**[1-27-13]** Regardless of the method of postage payment, pieces of single-piece price First-Class Mail may be presented with and reported on the same postage statement as pieces claimed at automation or presort prices if the single-piece price pieces are physically separated from other pieces; bear no price marking, or are marked only “First-Class,” or (if not affixed with full single-piece price postage) are marked “Single-Piece” or “SGLP” under [202.3.0, Placement and Content of Mail Markings](#), in addition to any other marking; and either have additional postage affixed to yield the correct amount on each piece or (if prepared with a corrective price marking) have all additional postage paid at the time of mailing. Mailers must label the trays under [708.6.0](#) using CIN code 282 on single-piece trays. Label the trays as follows:

- a. Line 1: Use [L201](#); for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).
- b. Line 2: Use the human-readable content line corresponding to content identifier number 282 (see [Exhibit 708.6.2.4](#)).
- c. Line 3: Office of mailing or mailer information.

### 5.3 Nonautomation Pieces

Nonautomation flats must use the preparation sequence and tray labeling in [5.4](#) and [5.5](#).

### 5.4 Bundling and Labeling

Except under [601.2.14](#), bundling is required before traying. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except under [601.2.12](#) and for mixed ADC bundles. Preparation sequence, bundle size (except allowed under [601.2.12](#)), and labeling:

- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

### 5.5 Traying and Labeling

Preparation sequence, tray size, and labeling:

- a. 5-digit (required); full trays (no overflow); labeling:
  - 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.3c](#) for overseas military mail).
  - 2. Line 2: “FCM FLTS 5D NON BC.”
- b. 3-digit (required); full trays (no overflow), except for one less-than-full tray for each origin 3-digit(s); labeling:
  - 1. Line 1: [L002](#), Column A.
  - 2. Line 2: “FCM FLTS 3D NON BC.”
- c. ADC (required); full trays (no overflow); labeling:
  - 1. Line 1: [L004](#), Column B.
  - 2. Line 2: “FCM FLTS ADC NON BC.”
- d. Mixed ADC (required); no minimum; labeling:
  - 1. Line 1: Use [L201](#); for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).
  - 2. Line 2: “FCM FLTS NON BC WKG.”



### 5.6 **Cotraying and Cobundling With Automation Price Mail**

Except for automation price mailings prepared under the tray-based preparation option in [6.6](#), if a single mailing job contains an automation price mailing and a Presorted price mailing and both mailings are reported on the same postage statement, then the mailing job must be presorted under the cotraying standards in [705.9.0](#). Flat-size Presorted price pieces may be cobundled with flat-size automation price pieces under the standards in [705.11.0](#).

## 6.0 Preparation of Automation Flats

### 6.1 **Basic Standards**

Automation First-Class Mail must be prepared under [6.0](#) and meet the eligibility standards for the price claimed; trays must bear the appropriate barcoded container labels under [708.6.0, Standards for Barcoded Tray Labels, Sack Labels, and Container Placards](#). Flat-size pieces must be prepared in flat trays.

### 6.2 **Mailings**

#### 6.2.1 **Automation Pieces**

All pieces in a mailing must be sorted together to the finest extent required. First-Class Mail mailings may include pieces prepared at automation 5-digit, 3-digit, ADC, and mixed ADC prices. The definitions of a mailing and permissible combinations are in [1.2](#).

#### 6.2.2 **Single-Piece**

Regardless of the method of postage payment, single-piece First-Class Mail may be presented with and reported on the same postage statement as pieces claimed at automation or presort prices if the single pieces are physically separated from other pieces; bear no price marking, or are marked only “First-Class,” or (if not affixed with full single-piece postage) are marked “Single-Piece” or “SNGLP” under [202.3.0, Placement and Content of Mail Markings](#), in addition to any other marking; and either have additional postage affixed to yield the correct amount on each piece or (if prepared with a corrective price marking) have all additional postage paid at the time of mailing.

### 6.3 **Marking**

All automation pieces must be marked under [302](#). Pieces claimed at an automation price must bear the appropriate class marking. Pieces not claimed at an automation price must not bear “AUTO” unless single-piece postage is affixed or a corrective single-piece marking (“single-piece” or “SNGLP”) is applied.

### 6.4 **General Preparation**

Except for First-Class Mail prepared under [6.6, First-Class Mail Optional Tray-Based Preparation](#), all pieces must be prepared in bundles. Bundles may contain fewer pieces than the bundle minimum, depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Price eligibility is not affected when a physical bundle contains fewer pieces than the minimum bundle size for the above reasons.

## 6.5 First-Class Mail Required Bundle-Based Preparation

### 6.5.1 Bundling and Labeling

Preparation sequence, bundle size (except as allowed under [601.2.12](#)), and labeling:

- a. 5-digit scheme (optional, as described in [6.7](#)); 10-piece minimum; red Label 5 SCH or optional endorsement line (OEL).
- b. 5-digit (optional, but required for 5-digit price eligibility); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- c. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- d. ADC (required); 10-piece minimum; pink Label A or OEL.
- e. Mixed ADC (required); no minimum; tan Label X or OEL.

### 6.5.2 Traying and Labeling

Preparation sequence, tray size, and labeling:

- a. 5-digit (optional, but required for 5-digit price eligibility); full trays (no overflow); labeling:
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see [708.6.0, Standards for Barcoded Tray Labels, Sack Labels, and Container Placards](#), for overseas military mail).
  2. Line 2: "FCM FLTS 5D BC."
- b. 3-digit (required); full trays (no overflow); labeling:
  1. Line 1: [L002](#), Column A.
  2. Line 2: "FCM FLTS 3D BC."
- c. Origin 3-digit(s) (required); no minimum; labeling:
  1. Line 1: [L002](#), Column A.
  2. Line 2: "FCM FLTS 3D BC."
- d. ADC (required); full trays (no overflow); labeling:
  1. Line 1: [L004](#), Column B.
  2. Line 2: "FCM FLTS ADC BC."
- e. Mixed ADC (required); no minimum; labeling:
  1. Line 1: Use [L201](#); for mail originating in ZIP Code areas in Column A, use "MXD" followed by city, state, and 3-digit ZIP Code prefix in Column C. (Use "MXD" instead of "OMX" in the destination line and ignore Column B).
  2. Line 2: "FCM FLTS BC WKG."

## 6.6 First-Class Mail Optional Tray-Based Preparation

Tray size, preparation sequence, and Line 1 labeling:



335.6.7

- a. 5-digit: optional, but 5-digit trays required for price eligibility (90-piece minimum); one less-than-full or overflow tray allowed; for Line 1, use city, state, and 5-digit ZIP Code destination of pieces (for military mail see [4.3c](#)). (Preparation to qualify for 5-digit price is optional and need not be done for all 5-digit destinations.)
- b. 3-digit: required (90-piece minimum); one less-than-full or overflow tray allowed; for Line 1, use [L002](#), Column A for 3-digit destinations.
- c. Origin 3-digit: required for each 3-digit ZIP Code served by the SCF of the origin (verification) office; no minimum; for Line 1, use [L002](#), Column A for 3-digit destinations.
- d. ADC: required (90-piece minimum); one less-than-full or overflow tray allowed; group pieces by 3-digit ZIP Code prefix; for Line 1, use [L004](#) (ZIP Code prefixes in Column A must be combined and labeled to the corresponding ADC destination shown in Column B). As an exception, pieces do *not* have to be grouped by 3-digit ZIP Code prefix in ADC trays if the mailing is prepared using a MLOCR/barcode sorter and standardized documentation is submitted.
- e. Mixed ADC (required); no minimum for price eligibility. Group pieces by ADC. For Line 1 use [L201](#); for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B). Mailers using a MLOCR/barcode sorter and submitting standardized documentation need not group pieces by ADC.

### 6.7 5-Digit Scheme Bundle Preparation

Pieces meeting the automation-compatibility criteria in [301.3.0, \*Physical Standards for Automation Flats\*](#), may be prepared in 5-digit scheme bundles for those 5-digit ZIP Code combinations identified in [L007](#). These bundles must meet the additional standards in [1.4e, \*Preparation Definitions and Instructions\*](#).

### 6.8 Cotraying and Cobundling With Presorted Price Mail

Except for mailings prepared under the tray-based preparation option in [6.6](#), if the mailing job contains an automation mailing and a Presorted mailing and both mailings are reported on the same postage statement, then the mailing job must be prepared under the cotraying standards in [705.9.0](#). Automation pieces may be cobundled with Presorted pieces under the standards in [705.11.0](#).

## 336 Enter and Deposit

### Overview

- [1.0 Deposit](#)
- [2.0 Verification](#)

### 1.0 Deposit

#### 1.1 Service Objectives

All First-Class Mail receives expeditious handling and transportation. The USPS follows uniform guidelines for distributing and delivering mail but does not guarantee delivery within the specified time. Local postmasters can provide more information.

#### 1.2 Time and Location of Deposit

First-Class Mail paid at the Presorted price or at any automation price must be deposited at locations and times designated by the postmaster. Metered mail must be deposited in locations under the jurisdiction of the licensing Post Office except as permitted in [604.4.6.3](#). Permit imprint mail must be deposited under [604.5.0](#) and [705, Advanced Preparation and Special Postage Payment Systems](#).

#### 1.3 Approved Collections

The USPS may collect Presorted First-Class Mail and automation price First-Class Mail at a mailer's facility if part of an approved collection service for other classes of mail; space is available on the transportation required for those classes; and:

- a. Acceptance and verification are done at the customer's facility; or
- b. Postage is paid with permit imprint under an optional procedure; or
- c. Postage is paid with meter or precanceled stamps.

#### 1.4 Permit Imprint Collection

The USPS does not collect presort mailings from a customer's facility if paid with a permit imprint and not covered by optional procedures.

### 2.0 Verification

#### 2.1 USPS Verification and Mailer Correction

Mailings are subject to USPS procedures to verify correct preparation and postage payment. The mailer is responsible for correcting irregularities found in the mailing. If, at the acceptance unit, a mailing is found not to qualify for a Presorted First-Class Mail price or an automation First-Class Mail price, the mailer must either take corrective action or pay the full single-piece price. The return of such mailings to the mailer's facility for any reworking is the mailer's responsibility.

#### 2.2 Timeframe for Corrective Action

If a mailer corrects the presort or preparation problems in a metered or precanceled stamped mailing that caused its disqualification when originally presented for acceptance, but cannot resubmit that mailing on the same day, the date shown in



336.2.3

the meter or mailer's precancel postmark must be corrected. The mailer may either reenvelope each piece and reapply postage and request a postage refund or apply a legible ".00" meter impression that includes the correct mailing date.

### **2.3 Payment at Single-Piece Price Rather than Correcting Errors**

A mailer who pays the single-piece First-Class Mail price rather than correcting errors in a mailing paid with meter or precanceled stamps must pay the difference in cash at the window and present the copy of the cash receipt to the acceptance point before the mail may be released for processing. A mailer who makes the same choice for a mailing paid with a permit imprint must correct the postage statement presented with the mailing to show that postage is to be paid at the higher price.



## **340      Commercial Flats Standard Mail**

343 Prices and Eligibility

344 Postage Payment and Documentation

345 Mail Preparation

346 Enter and Deposit



## 343 Prices and Eligibility

### Overview

- 1.0 Prices and Fees for Standard Mail
- 2.0 Content Standards for Standard Mail Flats
- 3.0 Basic Standards for Standard Mail Flats
- 4.0 Price Eligibility for Standard Mail
- 5.0 Additional Eligibility Standards for Nonautomation Standard Mail Flats
- 6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats
- 7.0 Additional Eligibility Standards for Automation Standard Mail Flats

### 1.0 Prices and Fees for Standard Mail

#### 1.1 Price Application

Postage is based on the price that applies to the weight (postage) increment of each addressed piece.

#### 1.2 Standard Mail Price Application

Standard Mail prices are based on the weight of the pieces as follows:

- a. The appropriate minimum per piece price applies to any Standard Mail piece that weighs 3.3 ounces (0.2063 pound) or less.
- b. A price determined by adding the per piece charge and the corresponding per pound charge applies to any Standard Mail piece that weighs more than 3.3 ounces.

#### 1.3 Regular and Nonprofit Standard Mail—Presorted, Enhanced Carrier Route, and Automation Prices

For prices, see [Notice 123—Price List](#).

#### 1.4 Fees

##### 1.4.1 Presort Mailing Fee

A mailing fee must be paid each 12-month period for each permit used to mail Standard Mail and/or Parcel Select Lightweight pieces, except for qualifying full-service automation mailings under [3.4](#) and [705.24.0](#) (see [Notice 123—Price List](#)).

##### 1.4.2 Weighted Fee

For return of pieces bearing the ancillary service markings “Address Service Requested” and “Forwarding Service Requested.” Weighted fee equals single-piece First-Class Mail or Priority Mail price multiplied by 2.472. See [Notice 123—Price List](#).

#### 1.5 Computing Postage — Standard Mail

##### 1.5.1 Weight

To compute the total weight of the addressed pieces in a mailing or mailing segment for:



### 343.1.5.2

- a. Identical-weight pieces, multiply the computed average weight of a single piece by the corresponding number of pieces; do not round the product.
- b. Nonidentical-weight pieces, add the actual weight of the individual pieces or weigh the entire mailing in bulk; do not round either result.

#### 1.5.2 Determining Single-Piece Weight

To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. To determine single-piece weight in a mailing of nonidentical-weight pieces, weigh each piece individually. Express all single-piece weights in decimal pounds, rounded off to four decimal places.

#### 1.5.3 Net Postage

Postage is computed at the applicable prices on the entire mailing to be mailed at one time. The net postage price is either the applicable minimum per piece price or the piece/pound price, as adjusted for any discounts and surcharges.

#### 1.5.4 Per Piece and Per Pound Charges

The per piece charge is computed based on the total number of addressed pieces for each price category claimed. The minimum price may apply to each piece as detailed in [1.2, Standard Mail Price Application](#). Otherwise, the per piece charge must be added to the per pound charge to determine total postage. Where applicable, the per pound charge is computed based on the total weight of the addressed pieces for each price category claimed, and is added to the per piece charge to determine total postage. For example, a quantity of pieces weighing 100.25 pounds is charged 100.25 times the applicable price per pound, based on the price claimed, plus one unit of the applicable per piece charge for each addressed piece.

#### 1.5.5 Computing Affixed Postage

To compute postage to be affixed to each piece, multiply the weight of the piece (in pounds) by the applicable price per pound; add the applicable per piece charge and any surcharge; and round the sum up to the next tenth of a cent. The applicable minimum per piece charge must be affixed if it is more than the total computed per piece postage.

#### 1.5.6 Permit Imprint

In any permit imprint mailing:

- a. For each price or price category, multiply the number of addressed pieces by the corresponding price per piece and (if applicable) multiply the *unrounded* total weight of the pieces by the corresponding price per pound; round off each product to four decimal places.
- b. Add the per piece and per pound charges and round off the total postage to the nearest whole cent.

## 2.0 Content Standards for Standard Mail Flats

### 2.1 Definition and Weight

Standard Mail consists of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (unless permitted or required by standard) and that weighs less than 16 ounces.

### 2.2 Personal Information

Personal information may not be included in a Standard Mail mailpiece unless all of the following conditions are met:

- a. The mailpiece contains explicit advertising for a product or service for sale or lease or an explicit solicitation for a donation.
- b. All of the personal information is directly related to the advertising or solicitation.
- c. The exclusive reason for inclusion of all of the personal information is to support the advertising or solicitation in the mailpiece.

### 2.3 Bills and Statements of Account

Mail containing bills or statements of account as defined in [333.2.2](#) may not be entered as Standard Mail except under the conditions described in [2.5.2](#).

### 2.4 Handwritten and Typewritten Matter

Mail containing handwritten or typewritten matter may not be entered as Standard Mail except under the conditions described in [2.6](#).

### 2.5 Attachments and Enclosures

#### 2.5.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Standard Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

#### 2.5.2 Incidental First-Class Mail Attachments and Enclosures

Incidental First-Class Mail matter may be enclosed in or attached to Standard Mail merchandise (including books but excluding merchandise samples) without payment of First-Class Mail postage. Incidental First-Class Mail matter may not be enclosed in or attached to matter mailed as Customized MarketMail under [705.1.0](#). An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared not to encumber postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel.



Postage at the Standard Mail or Package Services price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

#### **2.5.3 Nonincidental First-Class Mail Enclosures**

Letters or other pieces of nonincidental First-Class Mail, subject to postage at First-Class Mail prices, may be enclosed with Standard Mail pieces (except matter mailed as Customized MarketMail under [705.1.0](#)). Postage for the First-Class Mail enclosure must be placed on the outside of the piece. It may be affixed separately or added to the postage for the host piece. The endorsement "First-Class Mail Enclosed" must be placed on the piece, below the postage and above the address.

#### **2.5.4 Nonincidental First-Class Mail Attachments**

Letters or other pieces of nonincidental First-Class Mail may be placed in an envelope and securely attached to the address side of a Standard Mail piece (except matter mailed as Customized MarketMail under [705.1.0](#)), or of the principal piece, as applicable. Combination envelopes or containers with separate parts for the two classes of mail may be used. The names and addresses of the sender and addressee must be placed on both the principal piece and the attachment. Alternatively, the sender's name and address must be placed on one part and the addressee's name and address on the other. If the piece is a combination container with inseparable parts or compartments, the names and addresses may appear on only one part. The applicable Standard Mail postage for the Standard Mail matter must be prepaid and placed in the upper right corner of the address space. Postage at the applicable First-Class Mail price must be paid for and affixed to the First-Class Mail attachment, unless other payment methods are permitted by standard.

#### **2.5.5 Attachment of Other Standard Mail Matter**

A Standard Mail flat may bear a label, a sticker, or a release card eligible as Standard Mail matter, when affixed under [2.5.5](#) and [2.5.6](#). Standard Mail flats may bear repositionable notes under [705.23.0](#). Standard Mail flats also may bear other attachments eligible as Standard Mail matter if these additional conditions are met:

- a. The piece bearing the attachment is claimed as Customized MarketMail (CMM) under [705.1.0](#) or as Enhanced Carrier Route Standard Mail flats under [6.0](#), except as allowed under [2.5.6](#).
- b. The face of the attachment may bear only the price markings and endorsements permitted for the price claimed for the host piece.
- c. At the time of mailing, the piece shows only one complete delivery address. If the attachment is a reply card, the address for returning the piece is not visible.
- d. Enhanced Carrier Route host pieces are larger than 6 by 11 inches. CMM host pieces are any size permitted under [705.1.1.3](#), *Physical Standards*.
- e. The attachment is not larger than the host piece and does not extend beyond the host piece. An attachment affixed to a CMM piece may not be greater than 1/4 inch thick at its thickest point.

- f. Each piece in the mailing bears the attachment, and the attachment is of identical size, weight, and positioning on the host piece. Different wording or designs may be used.
- g. The attachment does not interfere with processing or delivery. Folded or multipage attachments must be secured to prevent opening during handling.
- h. Standard Mail flats with attachments that have been approved in writing by the Pricing and Classification Service Center are eligible for mailing under the conditions specified in the approval letter.

#### **2.5.6 Flat-Size Pieces with Labels, Stickers or Release Cards**

Flats with an attached label, sticker, or release card eligible as Standard Mail matter must meet the standards in [301.1.8.4](#).

### **2.6 Written Additions**

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

## **3.0 Basic Standards for Standard Mail Flats**

### **3.1 Description of Service**

#### **3.1.1 Service Objectives**

Standard Mail may receive deferred handling. Service objectives for delivery are 2 to 9 days; however, delivery time is not guaranteed.



#### **3.1.2 Minimum Quantity**

Standard Mail provides economical prices for mailings of 200 or more pieces or 50 or more pounds of mail.

### **3.2 Defining Characteristics**

#### **3.2.1 Weight, Shape, Flexibility, and Uniform Thickness**

All Standard Mail pieces must weigh less than 16 ounces. Flat-size pieces that do not meet the standards in [301.1.3](#) through [301.1.4](#) must be prepared as parcels and pay parcel prices.

#### **3.2.2 Preparation Requirements**

Standard Mail is subject to specific volume, marking, and preparation requirements.

#### **3.2.3 Inspection of Contents**

Standard Mail is not sealed against postal inspection.

#### **3.2.4 Forwarding Service**

The price of Standard Mail typically does not include forwarding service. Forwarding service is available under [507.1.5](#).

#### **3.2.5 Return Service**

The price of Standard Mail does not include return service. Return service is available under [507.1.5](#) for an additional fee.

#### **3.2.6 Extra Services**

Extra services available with Standard Mail are insured mail service (bulk insurance only), certificate of mailing service (bulk certificate of mailing only), return receipt for merchandise service, and USPS Tracking service (parcels only). See information regarding extra services in [503](#).

#### **3.2.7 Periodicals**

Authorized Periodicals may not be entered as Standard Mail unless permitted by standard.

#### **3.2.8 Identical Pieces**

The contents of printed matter in a Standard Mail mailing must be identical to a piece sent to at least one other addressee. Standard Mail may include the addressee's name and address but may not transmit personal information except as permitted under [2.2](#).

### **3.3 Additional Basic Standards for Standard Mail**

**[1-27-13]** Each Standard Mail mailing is subject to these general standards:

- a. All pieces in a mailing must be of the same processing category.
- b. Each mailing must contain at least 200 pieces or 50 pounds of pieces. See [3.6](#), *Residual Volume Requirement*, for volume requirement eligibility unique to Presorted Standard price mailings. Other volume standards also can apply, based on the price claimed.
- c. All pieces in an automation mailing must be eligible for an automation price. Separate automation and Presorted price mailings of flats that are reported on the same postage statement must be cosacked under [705.9.0](#), *Combining*





*Bundles of Automation and Nonautomation Flats in Trays and Sacks.* Separate automation, Presorted, and Enhanced Carrier Route mailings of flats may be co-containerized under [705](#).

- d. All pieces in a mailing must be sorted together and marked under the standards for the price claimed.
- e. Each mailpiece must bear the addressee's name and delivery address, including the correct ZIP Code or ZIP+4 code, except as allowed when using alternative addressing formats under [602.3.0](#) or detached address labels under [602.4.0](#). Format and position the delivery address according to [302.2.0](#).
- f. Postage must be paid under [344.1.0](#) through [344.3.0](#) in *Postage Payment and Documentation* with precanceled stamps, meter stamps, or permit imprint.
- g. A postage statement, completed and signed by the mailer, using the correct USPS form or an approved facsimile, must be submitted with each mailing. In addition, mailings must be documented under [344.4.2](#) and the standards for the price claimed.
- h. Each piece must meet the standards for any other price or discount claimed.
- i. Any barcode on a mailpiece must be correct for the delivery address and meet the standards in [302.5.0](#), [708.3.0](#), and [708.4.0](#).
- j. Mailings must be deposited at a business mail entry unit of the Post Office where the postage permit or license is held and the annual mailing fee paid, unless deposit elsewhere is permitted by standard.

### 3.4 Presort Mailing Fees

An annual mailing fee must be paid once each 12-month period at each Post Office of mailing. Effective February 12, 2012, payment of this fee is waived for mailers who present only full-service automation mailings (under [705.24.0](#)) containing 90% or more pieces qualifying for full-service prices. A mailer paying this fee may enter clients' mail as well as the mailer's own. The mailer whose permit imprint appears on pieces in a mailing paid with a permit imprint must show that permit number on the postage statement and must pay the annual mailing fee for that permit; this fee is in addition to the one-time fee for an application to use permit imprints. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

### 3.5 Merging Similar Standard Mailings

Mailings are subject to the general definitions and conditions in [345.1.0](#), *General Information for Mail Preparation*. Generally, mailers may merge similar Standard Mail matter into a single mailing. Differences in text, address labels, and address lists or list key numbers do not prohibit the mailer from merging and sorting pieces together. Pieces with different methods of postage payment may be combined in the same mailing only if authorized by Business Mailer Support (BMS). Pieces of nonidentical weight, if merged in the same mailing, must bear the correct postage when mailed, unless otherwise authorized by BMS.



### 3.6 Residual Volume Requirement

Pieces in an Enhanced Carrier Route price mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted price mailing, provided that the Enhanced Carrier Route price mailing and the Presorted price mailing are part of the same mailing job. Likewise, pieces in an automation price mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted price mailing, provided that the automation price mailing and the Presorted mailing are part of the same mailing job. Pieces mailed at Presorted Standard Mail prices must not be counted toward the minimum volume requirements for an Enhanced Carrier Route price or an automation price mailing.

### 3.7 Residual Mail Subject to First-Class Mail or Priority Mail Prices

Pieces prepared as Standard Mail (i.e., that bear Standard Mail price markings, ACS codes, etc.) that do not qualify for Enhanced Carrier Route, automation, or Presorted Standard Mail prices are subject to the single-piece First-Class Mail or Priority Mail prices as applicable for the weight of the mailpiece. Metered pieces weighing over 13 ounces but less than 16 ounces that do not qualify for Standard Mail prices and any pieces that do not qualify for Standard Mail prices for which First-Class Mail or Priority Mail service is desired must be re-enveloped or otherwise prepared so that they do not bear Standard Mail markings, endorsements, and ACS codes and must bear the proper First-Class Mail or Priority Mail price markings and ACS codes. Mailers who have pieces (other than metered pieces weighing over 13 ounces but less than 16 ounces) that do not qualify for Standard Mail prices but that are prepared as Standard Mail and who do not desire to receive First-Class Mail or Priority Mail service for those pieces may enter their mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), provided the requirements in [344.1.0, Basic Standards for Postage Payment](#), are met.

### 3.8 ZIP Code Accuracy

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Each address in a mailing at Standard Mail flats prices must meet the ZIP Code accuracy requirements in [602.6.0](#).

### 3.9 Move Update Standard

#### 3.9.1 Basic Standards

The Move Update standard requires the periodic matching of a mailer's address records with customer-filed change-of-address orders maintained by the USPS. For this standard, *address* is a specific address associated with a specific occupant name. Each address in a mailing at Standard Mail flats prices must meet the requirements in [602.5.0](#).

#### 3.9.2 Basis for Move Update Assessment Charges

Mailings are subject to a Move Update assessment charge if more than 30 percent of addresses with a change-of-address (COA) are not updated, based on the error rate found in USPS sampling at acceptance during Performance-Based Verification.



Specifically, mailings for which the sample contains greater than 30 percent failed COAs out of the total COAs in the sample are subject to additional postage charges as follows:

- a. The percentage of the mailing paying the charge is based on the percentage of failed pieces above 30 percent.
- b. Each of the assessed pieces is subject to the \$0.07 per piece charge.
- c. As an example, if 40% of COAs in the sample are not updated, then the charge is applied to 10% (=40% - 30%) of the total mailing.
- d. Mailings for which the sample has five or fewer pieces that were not updated for a COA are not subject to the assessment, regardless of the failure percentage.

## 4.0 Price Eligibility for Standard Mail

### 4.1 General Information

All Standard Mail prices are presorted prices (including all nonprofit prices). These prices apply to mailings meeting the basic standards in [2.0](#) through [4.0](#) and the corresponding standards for Presorted prices under [3.0](#) and [5.0](#), Enhanced Carrier Route prices under [6.0](#), automation prices under [7.0](#), or Customized MarketMail prices under [705.1.0](#). Except for Customized MarketMail pieces, destination entry discount prices are available under [346.2.0](#) through [346.5.0](#). Nonprofit prices may be used only by organizations authorized by the USPS. Not all processing categories qualify for every price. Pieces are subject to either a single minimum per piece price or a combined piece/pound price, depending on the weight of the individual pieces in the mailing.

### 4.2 Minimum Per Piece Prices

The minimum per piece prices (the minimum postage that must be paid for each piece) apply as follows:

- a. Basic Requirement. Pieces mailed at Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route prices are subject to minimum per piece prices when they weigh no more than 3.3 ounces (0.2063 pound).
- b. In applying the minimum per piece prices, if the piece meets both the definition of a letter in [201.1.1.1](#) and the definition of an automation flat in [301.3.0](#), the piece may be prepared and entered at an automation flat price. Pieces mailed as Customized MarketMail (CMM) under [705.1.0](#) must pay CMM prices.
- c. Individual prices. There are separate minimum per piece prices for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) and within each subclass for the type of mailing and the level of presort within each mailing. Except for Customized MarketMail pieces, discounted per piece prices also may be claimed for destination entry mailings (destination network distribution center (DNDC), destination sectional center facility (DSCF), and destination delivery unit (DDU)) under [346](#). DDU prices are available only for mail entered at Enhanced Carrier Route or Nonprofit Enhanced Carrier Route prices. See [1.0](#) for individual per piece prices.



343.4.3

### 4.3 Piece/Pound Prices

Pieces that exceed 3.3 ounces (0.2063 pound) are subject to a two-part piece/pound price that includes a fixed charge per piece and a variable pound charge based on weight. Pieces exceeding 3.3 ounces may not be mailed as Customized MarketMail. There are separate per piece prices for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) and within each subclass for the type of mailing and the level of presort within each mailing. There are separate per pound prices for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route). Discounted per pound prices also may be claimed for destination entry mailings (destination network distribution center (DNDC), destination sectional center facility (DSCF), and destination delivery unit (DDU)) under [346](#).

### 4.4 Shape, Flexibility, and Uniform Thickness

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

## 5.0 Additional Eligibility Standards for Nonautomation Standard Mail Flats

### 5.1 Basic Standards

All pieces in a Regular Standard Mail or Nonprofit Standard Mail Presorted price mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0](#) in *Prices and Eligibility*.
- b. Except as provided in [3.6](#), *Residual Volume Requirement*, be part of a single mailing of at least 200 addressed pieces or 50 pounds of pieces qualifying for Presorted Standard Mail. Regular and Nonprofit mailings must meet separate minimum volumes.
- c. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
  1. The ZIP Code accuracy standard in [3.8](#).
  2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- d. Be marked, sorted, and documented as specified in [345](#), *Mail Preparation*, or [705](#), *Advanced Preparation and Special Postage Payment Systems*.

### 5.2 Price Application

Presorted prices for Regular and Nonprofit Standard Mail apply to flats that meet the eligibility standards in [2.0](#) through [4.0](#) and the preparation standards in [705](#), *Advanced Preparation and Special Postage Payment Systems*.

### 5.3 5-Digit Prices for Flats

The 5-digit price applies to flat-size pieces:

- a. In a 5-digit/scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable; properly placed in a 5-digit/scheme sack containing at least 125 pieces or 15 pounds of pieces.
- b. When palletized under [705.8.0](#) and [705.10.0](#) through [705.13.0](#), in a 5-digit/scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable.
- c. In a 5-digit bundle of 10 or more pieces, or 15 or more pieces, as applicable; properly placed in a merged 5-digit/scheme or 5-digit sack under [705.10.0](#).

#### 5.4 3-Digit Prices for Flats

The 3-digit price applies to flat-size pieces:

- a. In a 5-digit/scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable, or in a 3-digit/scheme bundle of 10 or more pieces; properly placed in a 3-digit sack of at least 125 pieces or 15 pounds of pieces.
- b. When palletized under [705.8.0](#) and [705.10.0](#) through [705.13.0](#), in a 3-digit/scheme bundle of 10 or more pieces.

#### 5.5 ADC Prices for Flats

ADC prices apply to flat-size pieces:

- a. In a 5-digit/scheme, 3-digit/scheme, or ADC bundle of 10 or more pieces properly placed in an ADC sack of at least 125 pieces or 15 pounds of pieces.
- b. In an optional 3-digit/scheme origin/entry sack.
- c. When palletized under [705.8.0](#) and [705.10.0](#) through [705.13.0](#), in an ADC bundle of 10 or more pieces; properly placed on an ADC pallet.

#### 5.6 Mixed ADC Prices for Flats

Mixed ADC prices apply to flat-size pieces in bundles that do not qualify for 5-digit, 3-digit, or ADC prices; placed in mixed ADC sacks or on ASF, NDC, or mixed NDC pallets under [705.8.0](#).

### 6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats

#### 6.1 General Enhanced Carrier Route Standards

##### 6.1.1 Optional Preparation

**[1-27-13]** Preparation to qualify for any Enhanced Carrier Route price is optional and need not be performed for all carrier routes in a 5-digit area. An Enhanced Carrier Route mailing may include pieces at basic, high density, high density plus, and saturation Enhanced Carrier Route prices.

##### 6.1.2 Basic Eligibility Standards

All pieces in an Enhanced Carrier Route or Nonprofit Enhanced Carrier Route Standard Mail mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0 in Prices and Eligibility](#).



343.6.1.3

- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of Enhanced Carrier Route Standard Mail. Regular and Nonprofit mailings must meet separate minimum volumes.
- c. Be sorted to carrier routes, marked, and documented under [345.6.0](#), or [705.8.0](#); or for barcoded flats, prepared under [705.14.0](#), *Combining Bundles of Flats Within FSS Zones*.
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point routing code and that meets these address quality standards:
  - 1. The carrier route accuracy standard in [6.2](#).
  - 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
  - 3. If flat-size pieces are prepared with detached address labels, the additional standards in [602.4.0](#).
- e. Meet the applicable sequencing requirements in [6.3](#) through [6.5](#) in *Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats* and in [345.6.9](#), *Delivery Sequence Standards*, and [345.6.10](#), *Delivery Sequence Documentation*.
- f. Meet the applicable documentation and postage payment standards in [344](#), *Postage Payment and Documentation*, and [1.5](#), *Computing Postage — Standard Mail*.
- g. Enhanced Carrier Route price mail may not be more than 12 inches high, 15 inches long, or 3/4-inch thick. *Exception:* Merchandise samples with detached address labels (DALs) may exceed these dimensions if the labels meet the standards in [602.4.0](#).

### 6.1.3 Full-Service Intelligent Mail Eligibility Standards

**[1-27-13]** In addition to other requirements in 6.0, flats eligible for the full-service Intelligent Mail option must:

- a. Be flat-size under [301.1.0](#).
- b. Be part of a basic carrier route, high density, or high density plus carrier route mailing under [6.3](#) or [6.4](#).
- c. Bear an accurate Intelligent Mail barcode encoded with the correct delivery point routing code matching the delivery address and meeting the standards in [302.4.0](#), and [708.4.0](#). Flats with Intelligent Mail barcodes entered under the full-service automation option also must be part of mailings that meet the standards in [705.24.0](#).

### 6.2 Carrier Route Accuracy Standard

**[10-7-13]** Addresses used on pieces claiming any Enhanced Carrier Route prices must meet the carrier route accuracy standard in [602.7.0](#).

## 6.3 Basic Price Enhanced Carrier Route Standards

### 6.3.1 Sequencing

All pieces mailed at basic prices must be prepared in walk sequence or in line-of-travel (LOT) sequence according to LOT schemes prescribed by the USPS (see [345.6.9, Delivery Sequence Standards](#), and [345.6.10, Delivery Sequence Documentation](#)).

### 6.3.2 Basic Price Eligibility

Basic prices apply to each piece in a carrier route bundle of 10 or more pieces that is:

- a. Palletized under [705.8.0, Preparing Pallets](#), [705.10.0, Merging Bundles of Flats Using the City State Product](#), [705.12.0, Merging Bundles of Flats on Pallets Using a 5% Threshold](#), or [705.13.0, Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold](#).
- b. Placed in a carrier route sack containing at least 125 pieces or 15 pounds of pieces.
- c. Placed in a merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, or 5-digit carrier routes sack.
- d. Entered at a destination delivery unit as unsacked bundles, according to preparation standards in [345.2.0](#) and entry standards in [346.5.0](#).

## 6.4 High Density and High Density Plus (Enhanced Carrier Route) Standards

### 6.4.1 Basic Eligibility Standards for High Density and High Density Plus Prices

[1-27-13] All pieces mailed at high density prices must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [345.6.9](#)).
- b. Meet the density requirement of at least 125 pieces for each carrier route. For high density plus prices, the density requirement is at least 300 pieces for each carrier route. Multiple pieces per delivery address can count toward the density standards.

### 6.4.2 High Density and High Density Plus Prices for Flats

[1-27-13] High density or high density plus prices apply to each piece in a carrier route bundle of 10 or more pieces that is:

- a. Palletized under [705.8.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#).
- b. Placed in a merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, or 5-digit carrier routes sack.
- c. Placed in a carrier route sack containing at least 125 pieces or 15 pounds of pieces for high density prices.
- d. Placed in a carrier route sack containing at least 300 pieces for high density plus prices.



343.6.5

### 6.5 Saturation Enhanced Carrier Route Standards

#### 6.5.1 Basic Eligibility Standards for Saturation Prices

All pieces mailed at saturation prices must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [345.6.9](#)).
- b. Meet the density requirement of at least 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses on each carrier route receiving this mail. Pieces bearing a simplified address must meet the coverage standards in [602.3.0, Use of Alternative Addressing](#). Multiple pieces per delivery address do not count toward this density standard.

#### 6.5.2 Saturation Prices for Flats

Saturation prices apply to each piece in a carrier route bundle of 10 or more pieces that is:

- a. Palletized under [705.8.0, Preparing Pallets](#), [705.10.0, Merging Bundles of Flats Using the City State Product](#), [705.12.0, Merging Bundles of Flats on Pallets Using a 5% Threshold](#), or [705.13.0, Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold](#).
- b. Placed in a carrier route sack containing at least 125 pieces or 15 pounds of pieces.
- c. Placed in a merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, or 5-digit carrier routes sack.

## 7.0 Additional Eligibility Standards for Automation Standard Mail Flats

### 7.1 Basic Eligibility Standards for Automation Standard Mail

**[1-27-13]** All pieces in a Regular Standard Mail or Nonprofit Standard Mail automation mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0 in Prices and Eligibility](#).
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of automation price Standard Mail (Regular and Nonprofit mailings must meet separate minimum volumes).
- c. Be in the same processing category and meet the physical standards in [301.3.0](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point routing code and that meets these address quality standards:
  1. The address matching and coding standards in [7.4, Address Standards for Barcoded Pieces](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).



2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- e. Bear an accurate Intelligent Mail barcode encoded with the correct delivery point routing code, matching the delivery address and meeting the standards in [302.5.0](#) and [708.4.0](#).
- f. Be marked, sorted and documented as specified in [345.7.0](#), and [705.8.0](#) through [705.13.0](#); or prepared under [705.14.0](#), *Combining Bundles of Flats Within FSS Zones*.
- g. Meet the applicable documentation and postage payment standards in [344](#).

## 7.2 Eligibility Standards for Full-Service Automation Standard Mail Flats

All pieces entered under the full-service Intelligent Mail automation option must:

- a. Bear a unique Intelligent Mail barcode.
- b. Be part of a mailing that meets the standards in [705.24.0](#).
- c. Be scheduled for an appointment through the Facility Access and Shipment Tracking (FAST) system when deposited as a DNDC or DSCF drop shipment.

## 7.3 Price Application

Automation prices apply to each piece properly sorted into qualifying groups:

- a. The 5-digit price applies to flat-size pieces in a 5-digit/scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable.
- b. The 3-digit price applies to flat-size pieces in a 3-digit/scheme bundle of 10 or more pieces.
- c. The ADC price applies to flat-size pieces in an ADC bundle of 10 or more pieces.
- d. The mixed ADC price applies to flat-size pieces in mixed ADC bundles (no minimum).

## 7.4 Address Standards for Barcoded Pieces

### 7.4.1 Basic Address Standards for Barcodes

To qualify for automation prices, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode that appears on a mailpiece claimed at an automation price must be the correct barcode for the corresponding delivery address on the piece.

### 7.4.2 Numeric ZIP+4

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.

### 7.4.3 Numeric Delivery Point Routing Code

A numeric equivalent to the delivery point routing code is formed by adding two digits directly after the ZIP+4 code.



### 7.4.4 Address Elements

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product.

### 7.4.5 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

### 7.4.6 Secondary Designator

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

### 7.4.7 Rural and Highway Contract Routes

If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line.

### 7.4.8 Post Office Box

A Post Office box address must contain a Post Office box number that can be exactly matched with the USPS ZIP+4 Product in effect.





343

## **Commercial Flats:** Standard Mail Prices and Eligibility

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343.7.4.8





343

## **Commercial Flats:** Standard Mail Prices and Eligibility

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343.7.4.8



## 344 Postage Payment and Documentation

### Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Postage Payment for Presorted and Enhanced Carrier Route Flats](#)
- [3.0 Postage Payment for Automation Flats](#)
- [4.0 Mailing Documentation](#)
- [5.0 Residual Pieces](#)

### 1.0 Basic Standards for Postage Payment

#### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Postage for Standard Mail flats must be paid with postage evidencing systems, permit imprint, or precanceled stamps as specified in [2.0](#). Postage-affixed pieces must bear the correct numerical value of postage unless excepted by standard. Permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

### 2.0 Postage Payment for Presorted and Enhanced Carrier Route Flats

#### 2.1 Identical-Weight Pieces

Mailings of identical-weight pieces may have, affixed to each piece, the exact numerical value of postage for which the piece qualifies, or postage at the lowest price applicable to pieces in the mailing. Alternatively, a USPS precanceled stamp (or stamps precanceled with a mailer's precancel postmark), under [604.3.0](#), may be affixed to every piece in the mailing or mailing job, or each piece may bear a permit imprint. If exact postage is not affixed, all additional postage and surcharges must be paid at the time of mailing with an advance deposit account or with a postage evidencing system indicium bearing the correct numerical value of postage affixed to the postage statement. If exact postage is not affixed, documentation meeting the standards in [4.0](#) must be submitted to substantiate the additional postage unless the pieces are identical weight and separated by price when presented for acceptance.

#### 2.2 Nonidentical-Weight Pieces

Postage for nonidentical-weight pieces may be paid by precanceled stamps, subject to [4.0](#) and [604.3.0](#). Mailings of nonidentical-weight pieces subject to the piece/pound prices may have postage paid by permit imprint (if authorized by Business Mailer Support) or by postage evidencing system indicium (if each piece has the full numerical value of postage affixed). Alternatively, except for heavy letter mail over three ounces (see [201.3.6](#)), the mailer may affix the numerical per piece price to each piece and pay the pound price for the mailing through an advance deposit account. Under this alternative, the mailer must provide a postage statement for each payment method and mark each piece "Pound Rate Pd via



Permit," in the postage meter indicium or ad plate or other means that ensures a legible endorsement. For mailings of nonidentical-weight pieces, "nonidentical" must be shown as the weight of a single piece on the applicable postage statement; other entries must be completed as directed.

### **2.3 Combined Price**

Postage evidencing system indicia may be used for combined price mailings containing both pieces subject to pound prices and pieces subject to minimum per piece charges. Postage for such mailings may be paid with permit imprint only if authorized by Business Mailer Support.

## **3.0 Postage Payment for Automation Flats**

### **3.1 All Pieces**

Unless authorized by the USPS under [705.2.0](#) through [705.5.0](#), or [705.16.0](#), when precanceled postage or postage evidencing systems are used, only one payment method may be used in a mailing, and each piece must bear the correct numerical value of postage for which the piece qualifies. For mailings of nonidentical-weight pieces subject to the piece/pound prices, the mailer may affix the applicable numerical per piece price to each piece and pay the pound price for the mailing by a permit imprint advance deposit account. All pieces prepared this way in a mailing must be subject to the same pound price. A postage statement must be submitted for each payment method and each piece must be marked "Pound Price Pd via Permit" in the postage evidencing system indicium or ad plate or other means that ensures a legible endorsement. "Nonidentical" must be shown in place of the weight of a single piece on the postage statement.

### **3.2 Affixing Postage for Automation Standard Mail Flats**

In a postage evidencing system indicia or precanceled stamp mailing, each piece must bear either:

- a. A precanceled stamp, under [604.3.0](#); postage documentation under [4.0](#) is required. Additional postage must be paid at the time of mailing with an advance deposit account or with a postage evidencing system indicium affixed to the postage statement
- b. Exact postage on pieces bearing postage evidencing system indicia pieces or postage at the lowest price applicable to the mailing job. Additional postage must be paid at the time of mailing with an advance deposit account or with a postage evidencing system indicium affixed to the postage statement

### **3.3 Mixed Price Mailing Documentation**

Where it is not practicable for the mailer to affix either the exact numerical value of postage or the lowest postage price to each piece in the mailing, the mailer may compute postage for the mailing as if the lowest numerical price affixed to any piece in the mailing were affixed to all pieces. Additional postage is computed based on the difference between the lowest numerical price affixed to any piece in the mailing and the price for each price level in the mailing. This computation must be documented to meet the basic standards in [4.0](#). No refund is paid for any piece where postage is affixed at a price higher than the lowest price claimed for or affixed



to any piece. The total additional postage must be paid either by advance deposit account or by a postage evidencing system indicium affixed to the postage statement.

## 4.0 Mailing Documentation

### 4.1 Completing Postage Statements

Any mailing claiming a commercial price, and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

### 4.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by price when presented for acceptance. Unless full postage is affixed, documentation presented with the postage statement must show the computation of the additional postage due for pieces not bearing full postage at the applicable price. Documentation describes the preparation, price levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the price claimed or postage payment method used.

### 4.3 Documentation Standards for Automation Mailings

A complete postage statement must accompany each mailing, supported by documentation produced by PAVE-certified (or MAC-certified) software or standardized documentation. Mailers may use a single postage statement and a single documentation report for all price levels in a single mailing. Documentation of postage is not required if the correct price is affixed to each piece or if each piece is of identical weight and the pieces are separated by price when presented for acceptance.

### 4.4 Documentation Submission—Full-Service Automation Option

Mailers entering Standard Mail pieces under the full-service automation option must electronically submit postage statements and mailing documentation, including qualification and container reports, to the *PostalOne!* system as described in [705.24.4.4](#).

### 4.5 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.



### 4.6 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

### 4.7 Standard Format for Documentation

Standard Mail documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and price claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the elements described in [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

### 4.8 Providing Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0](#).

### 4.9 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

### 4.10 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. For example: Part A, lines A5, A6, and total – Part A from Form 3602-R, and Part F, lines F1, F2, and total – Part F from Form 3602-R, can be consolidated onto a single Form 3602 (Facsimile). Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.



## 5.0 Residual Pieces

### 5.1 Residual Standard Mail Subject to First-Class Mail Prices

Mailers who have pieces weighing 13 ounces or less that do not qualify for Standard Mail prices but that are prepared as Standard Mail must pay single-piece First-Class Mail postage for such pieces. If mailers do not desire to receive First-Class Mail service for such pieces they may enter the mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.
- b. Mail bearing metered or precanceled stamp postage must pay the difference between the postage affixed at the Standard Mail prices and the single-piece First-Class Mail prices by means of an advance deposit account or by affixing a meter stamp for the appropriate amount to Form 3600-R. These pieces are reported in Part C on Form 3600-R under the heading “From Standard Mail mailing.”
- c. Mail bearing permit imprints must pay the appropriate single-piece First-Class Mail prices by completing Form 3600-R. These pieces are reported in Part C on Form 3600-R under the heading “From Standard Mail mailing.” For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail postage statement for the other pieces in the same mailing job.

### 5.2 Residual Standard Mail Subject to Priority Mail Prices

Mailers who have permit imprint pieces weighing over 13 ounces but less than 16 ounces that do not qualify for Standard Mail prices but that are prepared as Standard Mail must pay Priority Mail postage for such pieces. Mailpieces paid with meters or permit imprints must re-envelope or otherwise prepare the pieces so that when mailed they bear only the appropriate Priority Mail markings, ancillary service endorsements, and ACS codes and do not bear Standard Mail markings, endorsements, or ACS codes. Mailpieces paid with permit imprints for which mailers do not desire to receive Priority Mail service may enter the mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.
- b. The appropriate Priority Mail prices must be paid by completing Part E of Form 3600-R on the line titled “Pieces From Standard Mail mailing” in the postage calculation section. For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail postage statement for the other pieces in the same mailing job.



## 345 Mail Preparation

### Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks and Trays](#)
- [4.0 Sack and Tray Labels](#)
- [5.0 Preparing Nonautomation Flats](#)
- [6.0 Preparing Enhanced Carrier Route Flats](#)
- [7.0 Preparing Automation Flats](#)

### 1.0 General Information for Mail Preparation

#### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Under standards for bundle reallocation for Standard Mail flats on pallets (see [705.8.0](#)), mail will not necessarily be placed on the lowest (finest) level pallets (bundle reallocation is optional, but, if performed, must be done for the complete mailing job). Not all presort levels are applicable in all situations.

#### 1.2 Definition of Mailings

Mailings are defined as:

- a. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Except as provided in [343.3.6, Residual Volume Requirement](#), the types of Standard Mail listed below may not be part of the same mailing.
  1. Automation Enhanced Carrier Route and any other type of mail.
  2. Automation price and any other type of mail.
  3. Enhanced Carrier Route and any other type of mail.
  4. Enhanced Carrier Route letter price pieces and Enhanced Carrier Route nonletter price pieces.
  5. Presorted price mail and any other type of mail.
  6. Machinable and nonmachinable pieces.



7. Except as provided by standard, Regular mail may not be in the same mailing as Nonprofit mail, and Enhanced Carrier Route mail may not be in the same mailing as Nonprofit Enhanced Carrier Route mail.
8. Customized MarketMail and any other type of mail.

### 1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, Post Office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *5-digit scheme (bundles and sacks) for flats meeting the automation-compatibility standards in 301.3.0*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in [L007](#).
- d. *5-digit scheme carrier routes (pallets and sacks) for Standard Mail flats*: the ZIP Code in the delivery address on all pieces in carrier route bundles is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L001](#).
- e. *Merged 5-digit sacks*: the carrier route bundles and/or automation price 5-digit bundles and/or Presorted price 5-digit bundles in a sack are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route price bundles with automation price 5-digit bundles and Presorted price 5-digit bundles in the same 5-digit container.
- f. *Merged 5-digit pallet*: contains carrier route bundles and noncarrier route 5-digit bundles (automation price 5-digit bundles and/or presorted price 5-digit bundles).
- g. *Merged 5-digit scheme sack*: the 5-digit ZIP Codes on pieces in carrier route bundles and/or automation price 5-digit bundles and/or Presorted price 5-digit bundles in a sack are all for 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#), and the automation price 5-digit bundles and/or the Presorted price 5-digit bundles also are for 5-digit ZIP Codes that have an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route bundles with automation price 5-digit bundles and Presorted price 5-digit bundles in the same 5-digit container.
- h. *Merged 5-digit scheme pallet*: contains carrier route bundles and noncarrier route 5-digit bundles (automation price 5-digit bundles and/or presorted price 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#).
- i. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).

- j. *3-digit scheme bundles for flats meeting the automation-compatibility standards in 301.3.0*: the ZIP Code in the delivery address begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in L008.
- k. *Origin/entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Separation is optional for each such 3-digit area.
- l. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see L005), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- m. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see L002, Column C, or L005) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.
- n. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see L004).
- o. *ASF/NDC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or network distribution center (NDC) (see L601, L602, or L605).
- p. *Mixed ADC*: the pieces are for delivery in the service area of more than one ADC.
- q. *Residual pieces/bundles/sacks*: contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow preparation to a particular destination, and usually does not qualify for a presort price.

#### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces.
- b. A *full* letter tray is one in which faced, upright pieces fill the length of the tray between 85% and 100% full.
- c. A *less-than-full* letter tray is one that contains mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full trays may be prepared only if permitted by the standards for the price claimed.
- d. An *overflow* letter tray is a less-than-full tray that contains all pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if permitted by the standards for the price claimed.
- e. A *full* sack is defined in the standards for the class and price claimed.



- f. *A 5-digit scheme sort for flats meeting the automation-compatibility standards in 301.3.0 yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in L007 and 5-digit bundles for other ZIP Codes. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme bundles and sacks of flats, then prepare all possible 5-digit bundles and sacks. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation required. Bundles prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. Bundles must be labeled using an optional endorsement line (OEL) under 708.7.0 or with a red “5 SCH” bundle label. Bundles are placed in appropriate containers using the OEL “label to” 5-digit ZIP Code or using L007 column B.*
- g. *A 5-digit scheme carrier routes sort for Enhanced Carrier Route price Standard Mail flats prepared in sacks or as bundles on pallets yields a 5-digit scheme carrier routes sack or pallet for those 5-digit ZIP Codes listed in L001 and 5-digit carrier routes sacks or pallets for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum sack or pallet volume, with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme carrier routes destination that contain carrier route bundles for only one of the schemed 5-digit areas are still considered to be sorted to 5-digit scheme carrier routes and are labeled accordingly. The 5-digit scheme carrier routes sort is required for carrier route bundles of Enhanced Carrier Route Standard Mail flats. Preparation of 5-digit scheme carrier routes sacks or pallets must be done for all 5-digit scheme destinations.*
- h. *A 5-digit scheme sort for Standard Mail flats prepared as bundles on pallets yields 5-digit scheme pallets containing automation price and nonautomation price 5-digit bundles for those 5-digit ZIP Codes listed in L001 and yields 5-digit pallets containing automation price and nonautomation price 5-digit bundles for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum pallet volume, with no further separation by 5-digit ZIP Code required. Pallets prepared for a 5-digit scheme destination that contain 5-digit bundles for only one of the schemed 5-digit areas are still considered to be sorted to the 5-digit scheme and are labeled accordingly. The 5-digit scheme sort is required for Standard Mail flats. The 5-digit scheme sort may not be used for other mail prepared on pallets, except for 5-digit bundles of Standard Mail irregular parcels that are part of a mailing job that is prepared in part as palletized flats at automation prices. Preparation of 5-digit scheme pallets must be done for all 5-digit scheme destinations.*
- i. *A merged 5-digit sort for Standard Mail flats prepared in sacks yields merged 5-digit sacks that contain carrier route bundles and/or automation price 5-digit bundles, and/or Presorted price 5-digit bundles that are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route bundles, automation price 5-digit bundles, and Presorted price 5-digit bundles in the same 5-digit*





sack or pallet. The merged 5-digit sort is optional for Standard Mail flats prepared in sacks. Sacks prepared for a merged 5-digit destination that contain only a single price level of bundle(s) (only carrier route bundle(s) or only automation price 5-digit bundle(s) or only Presorted price 5-digit bundle(s)) or that contain only two price levels of bundle(s) are still considered to be merged 5-digit sorted and are labeled accordingly. If preparation of merged 5-digit sacks is performed, it must be done for all 5-digit ZIP Code destinations with an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route bundles, automation price 5-digit bundles, and Presorted price 5-digit bundles in the same 5-digit container.

- j. *A merged 5-digit sort for Standard Mail flats prepared as bundles on pallets* yields merged 5-digit pallets that contain carrier route bundles and noncarrier route 5-digit bundles (automation price 5-digit bundles and/or Presorted price 5-digit bundles). The merged 5-digit sort is optional for Standard Mail flats prepared in sacks under [705.10.0](#). Sacks or pallets prepared for a merged 5-digit destination that contain only a single price level of bundle(s) (only carrier route bundle(s) or only automation price 5-digit bundle(s) or only Presorted price 5-digit bundle(s)) or only two price levels of bundle(s) are still considered to be merged 5-digit sorted and must be labeled accordingly.
- k. *A merged 5-digit scheme sort for Standard Mail flats prepared in sacks under [705.10.0](#)* yields merged 5-digit scheme sacks that contain carrier route bundles and noncarrier route 5-digit bundles (automation price 5-digit bundles and/or Presorted price 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#). Sacks prepared for a merged 5-digit scheme destination that contain only a single price level of bundle(s) (only carrier route bundle(s) or only automation price 5-digit bundle(s) or only presorted price 5-digit bundle(s)), or only two price levels of bundle(s), or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted and must be labeled accordingly. If preparation of merged 5-digit scheme sacks is performed, it must be done for all 5-digit scheme destinations in [L001](#).
- l. *A merged 5-digit scheme sort for Standard Mail flats prepared as bundles on pallets under [705.8.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#)* yields merged 5-digit scheme pallets that contain carrier route bundles and noncarrier route 5-digit bundles (automation price and/or Presorted price 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#). Pallets prepared for a merged 5-digit scheme destination that contain only a single price level of bundle(s) (only carrier route bundle(s) or only automation price 5-digit bundle(s) or only Presorted price 5-digit bundle(s)), or only two price levels of bundle(s), or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted and must be labeled accordingly. If preparation of merged 5-digit scheme pallets is performed, it must be done for all 5-digit scheme destinations in [L001](#).
- m. *A 3-digit scheme sort for flats meeting the automation-compatibility standards in [301.3.0](#)* yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). When standards require 3-digit/scheme sort, mailers must prepare all possible 3-digit scheme bundles of flats, then prepare all possible 3-digit



### 345.1.4

bundles. The 3-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 3-digit ZIP Code required. Bundles prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit ZIP Codes are still considered 3-digit scheme sorted and are labeled accordingly. Bundles must be labeled using an optional endorsement line (OEL) under [708.7.0](#) or with a green “3 SCH” bundle label. Bundles are placed in appropriate containers using the OEL “label to” 3-digit ZIP Code or using [L008](#) column B.

- n. An *origin 3-digit* (or *origin 3-digit scheme*) tray contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. A separate tray may be prepared for each 3-digit ZIP Code (or 3-digit scheme) area.
- o. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- p. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- q. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry NDC”) that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the Post Office of entry determines the *entry facility*. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry NDC* includes subordinate ASFs unless otherwise specified.
- r. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [2.0](#).
- s. A “*logical*” *presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Standard Mail “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. For pallets, 2,800 pounds of mail may be destined to an SCF



destination, and these would form the “logical” SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement.

- t. *Cobundling* is an alternate preparation method available under [705.11.0](#) for Standard Mail that allows the combining of flat-size automation price and Presorted price pieces within the same bundle under the single minimum bundle size requirement. Regardless of the class of mail, pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under [705.2.0](#).

### 1.5 Optional Containerization

Mailers may prepare pallets or other USPS-approved containers as described in [705.8.10.2](#) or according to local customer/supplier agreements.

## 2.0 Bundles

### 2.1 General

A *bundle* is a group of addressed pieces, for a presort destination, secured together as a unit. See [601.2.0](#) for bundling standards.

## 3.0 Sacks and Trays

### 3.1 Standard Containers

Mailings must be prepared in sacks except when permitted to be prepared in letter trays under [3.4](#) and under other applicable standards in this section. Containers for Customized MarketMail are specified in [705.1.0](#). The following additional standards apply:

- a. Palletized mail is also subject to [705.8.0](#).
- b. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

### 3.2 Sack Preparation

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds.

### 3.3 Tray Sizes

These approximate measurements define the letter tray sizes that apply to all Standard Mail preparation standards:

- a. 2-foot managed mail (MM) trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- b. 1-foot MM trays: 10-1/4 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.



- c. 2-foot extended MM (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high.

### 3.4 Preparing Flats in Letter Trays

Standard Mail flat-size pieces may be prepared in letter trays instead of sacks only if the following standards are met:

- a. At least 90% of the mailing job must be claimed at automation prices or Enhanced Carrier Route prices. No more than 10% of the mailing job may be claimed at Presorted prices. The following minimum volumes for Standard Mail must be met:
  - 1. For the portion claimed at automation nonletter prices, a separate 200-piece minimum must be met. For any portion of the job claimed at Presorted prices, no separate minimum is required.
  - 2. For any portion claimed at Enhanced Carrier Route nonletter prices, a separate 200-piece minimum must be met.
- b. Automation price pieces must meet the applicable flat-size dimensions in [301.3.0](#). Presorted and Enhanced Carrier Route pieces must meet the flat-size dimensions in [301.1.0](#).
- c. The pieces must fit completely within the dimensions for height and the bottom (floor) dimensions for length and width specified in [3.3, Tray Sizes](#), for a managed mail (MM) letter tray or an extended managed mail (EMM) letter tray. If a single row of pieces is placed in a tray, all pieces must be upright, faced toward the end of the tray (the short dimension), and perpendicular to the length of the tray. If two rows of pieces are placed in a tray, the rows must be parallel to each other and to the length of the tray and all pieces must be upright, faced toward the end of the tray, and perpendicular to the length of the tray. Other applicable standards in [245.3.3, Letter Tray Preparation](#), must also be met.
- d. Trays must bear tray-size labels that meet all applicable physical and barcode standards under [4.9](#), with Line 1 and Line 2 information as required for flat-size mail in sacks. Each label must contain a barcode as specified in [708.6.3.3](#) and the content identifier number required in [Exhibit 708.6.2](#) for the same type of flat-size mail prepared in sacks.
- e. All mail prepared under [5.0, Preparing Nonautomation Flats](#), [6.0, Preparing Enhanced Carrier Route Flats](#), or [7.0, Preparing Automation Flats](#), must be bundled except for full 5-digit trays and full carrier route trays. The exception to bundling in [601.2.4](#), may be used for other sort levels. All mail prepared under [705.9.0, Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks](#), must be bundled.
- f. All mail in the mailing job must be trayed. Sacking is not permitted except when the required minimum pallet load in [705.8.5.3](#) cannot be met.

- g. All trays must be palletized under [705.8.10.3](#), except for mail prepared in trays for Priority Mail or Priority Mail Express drop shipment or for mail prepared and claimed at Enhanced Carrier Route destination delivery unit prices. Trays of letter-size pieces must not be placed onto pallets with trays of flat-size pieces. Pallet labels must identify the mail as flat-size pieces.
- h. All other applicable standards in [5.0, Preparing Nonautomation Flats](#), [6.0, Preparing Enhanced Carrier Route Flats](#), [7.0, Preparing Automation Flats](#), or [705.9.0](#) must be met, including required preparation sequence and use of sack minimums as tray minimums.

### 3.5 Tray Sleevng and Strapping

Each letter tray must be sleeved using USPS-provided sleeves. Except under [3.6](#), each sleeved letter tray must then be secured with one plastic strap placed tightly around the length of the tray without crushing the tray or sleeve.

### 3.6 Strapping Exception

Strapping is not required for any letter tray placed on a 5-digit, 3-digit, or SCF pallet secured with stretchwrap. In addition, if the processing and distribution manager gives a written waiver, strapping is not required for any mixed ADC letter tray or for any letter tray that originates and destines in the same SCF (mail processing plant) service area.

### 3.7 Origin/Entry 3-Digit Sacks

After all finer sort levels are prepared, an origin/entry 3-digit sacks must be prepared to contain any remaining mail for each 3-digit area serviced by the SCF serving the Post Office where the mail is verified (origin), and may be prepared for each 3-digit area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the Post Office where the mail is verified—e.g., a PVDS deposit site). In all cases, only one less-than-full sack may be prepared for each 3-digit area.

## 4.0 Sack and Tray Labels

### 4.1 Basic Standards

Sack and tray labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Use 2-inch labels for trays.
- e. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.
- f. Container labels for automation price mailings are subject to [4.9](#) and [708.6.0](#).
- g. Intelligent Mail tray labels, used on sacks or trays, are subject to the standards in [708.6.5, Intelligent Mail Tray Labels](#), and to the specifications posted at <http://ribbs.usps.gov>.



#### 4.2 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- Placement.** Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- Information.** Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- Overseas Military Mail.** On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

#### 4.3 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- Placement:** Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards.
- Codes:** The codes shown below must be used as appropriate on Line 2 of sack and tray labels.

CONTENT TYPE	CODE
Barcoded	BC
Barcoded and Nonbarcoded	BC/NBC
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Mixed	MXD
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under <a href="#">705.9.0</a> )
Post Office Box Section	B
Rural Route	R
Scheme	SCH
Standard Mail	STD
Working	WKG

**4.4 Line 3 (Office of Mailing or Mailer Information Line)**

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

**4.5 Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

**4.6 Placement of Extraneous Information**

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.

**4.7 Sack Label****4.7.1 Physical Characteristics of a Sack Label**

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Weight: 70-pound or heavier stock (required for mailings of automation-compatible flats, optional for others).
- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- d. Height (perpendicular to printing):
  1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
  2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

**4.7.2 Additional Standards for Barcoded Sack Labels**

In addition to 4.7.1, barcoded sack labels must meet the standards in [4.9](#) and [708.6.3](#) (for 2-inch labels) or [345.6.3](#) (for 1-inch labels).

**4.8 Tray Labels****4.8.1 Physical Characteristics of a Tray Label**

A tray label must meet these specifications:

- a. Color: white or manila.
- b. Weight: minimum 70-pound stock (500 sheets, 24 by 36 inches).



345.4.8.2

- c. Height (perpendicular to printing): 1.860 inches minimum; 2.015 inches maximum.
- d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- e. Thickness: 0.005 inch minimum.

**4.8.2 Additional Standards for Barcoded Tray Labels**

In addition to [4.8.1](#), barcoded tray labels must meet the standards in [708.6.0](#).

**4.8.3 Placement of a Tray Label**

A tray label must be securely placed in an adhesive-backed label holder that is affixed to the specific location designated on the tray. Where no specific location is indicated the label must be securely placed in an adhesive-backed label holder that is affixed horizontally to the top left corner of one end of the tray. Do not use tape. Insert labels completely into the label holder to ensure that they do not fall out during processing. Do not insert labels upside down.

**4.9 Use of Barcoded Sack and Tray Labels**

[Exhibit 4.9](#) shows the types of mail requiring barcoded sack or tray labels. Barcoded labels must meet these general standards:

- a. Mailers must use the appropriate size label as described in 4.1.
- b. Mailer-produced barcoded labels must meet the standards in 708.6.0.
- c. All information on barcoded labels must be machine-printed. Do not make alterations (such as handwritten changes) to preprinted barcoded labels.
- d. Mailers must insert a barcoded label completely into the label holder on the sack or tray to prevent its loss during transport and processing.
- e. Intelligent Mail tray labels must be used on all trays and sacks for mailings entered under the full-service Intelligent Mail automation option.

**Exhibit 4.9 Required Barcoded Container Labels**

PRICE OR TYPE	PROCESSING CATEGORY
<b>Standard Mail</b>	
Automation price	Flat-size
Cobundled and cosacked under <a href="#">705.9.0</a> through <a href="#">705.13.0</a>	Flat-size
Automation, Presorted, and Enhanced Carrier Route in letter trays under <a href="#">345.3.0</a>	Flat-size
Automation and Presorted in letter trays cotrayed under <a href="#">705.9.0</a> using <a href="#">345.3.0</a> option	Flat-size

**5.0 Preparing Nonautomation Flats**

**5.1 Basic Standards**

All mailings and all pieces in each mailing at Regular Standard Mail and Nonprofit Standard Mail nonautomation prices are subject to specific preparation standards in [5.2](#) through [5.9](#) and to these general standards (automation price mailings must be prepared under [7.0](#)):





- a. All pieces must be in the flat-size processing category.
- b. All pieces must meet the applicable general preparation standards in [1.0](#) through [4.0](#) and the following:
  - 1. All regular and Nonprofit Standard Mail pieces must be marked under [302.3.0, Placement and Content of Mail Markings](#). Regular and Nonprofit Standard Mail pieces must not be marked “ECRL0T,” “ECRWSH,” “ECRWSS,” “AUTO,” or “Single-Piece” (or “SNGLP”).
  - 2. Unless excepted by standard, all pieces must be in the flat-size processing category and must be prepared in sacks or on pallets. Certain flat-size pieces may be prepared in letter trays under [3.0, Sacks and Trays](#).
- c. All pieces in the mailing must meet the specific sortation and preparation standards in [5.0](#) or the palletization standards in [705.8.0](#). Flat-size pieces may be prepared under [705.9.0](#) through [705.13.0 in Advanced Preparation and Special Postage Payment Systems](#).
- d. Sortation determines price eligibility as specified in [343.5.0](#).

## 5.2 Required Bundling

Except as provided in [5.4, Loose Packing](#), bundling is required before sacking. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches the required minimum bundle size in [5.3, Bundling and Labeling](#). Smaller volumes are not permitted except under [601.2.12](#) and for mixed ADC bundles.

## 5.3 Bundling and Labeling

Mailings consisting entirely of pieces meeting the automation-compatibility criteria in [301.3.0](#) must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). Preparation sequence, bundle size except as allowed under [601.2.12](#), and labeling:

- a. 5-digit scheme (required for flats meeting the automation-compatibility standards in [301.3.0](#)), see definition in [1.4f](#):
  - 1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 SCH, or OEL.
  - 2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 SCH, or OEL.
- b. 5-digit (required), see definition in [1.4f](#):
  - 1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 or OEL.
  - 2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 or OEL.
- c. 3-digit scheme (required for flats meeting the automation-compatibility standards in [301.3.0](#)), see definition in [1.4m](#); 10-piece minimum; green Label 3 SCH, or OEL.



- d. 3-digit (required), see definition in [1.4m](#); 10-piece minimum; green Label 3 or OEL.
- e. ADC (required); 10-piece minimum; pink Label A or OEL.
- f. Mixed ADC (required); no minimum; tan Label X or OEL.

### 5.4 Loose Packing

District managers may authorize loose packing of unbundled pieces to fill Number 3 sacks if no pieces in a sack would be more finely sorted if bundled. Pieces must be faced and packed to remain oriented in transit. The total weight of sacks containing such pieces may not exceed 70 pounds. Requests for loose packing must be made in advance through the Post Office of mailing.

### 5.5 Required Sacking or Traying

Except as provided in [5.6](#), a sack, or a letter tray under [3.0](#), must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, mailers must apply these methods:
  - 1. Pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum.
  - 2. Pieces weighing more than 1.92 ounces must be prepared using the 15-pound minimum.
- b. For nonidentical-weight pieces, mailers must apply either one of these methods:
  - 1. The minimum that applies to the average piece weight for the entire mailing is used. The net weight of the mailing is divided by the number of pieces, and the resulting average single-piece weight is used to determine whether the 125-piece or 15-pound minimum applies.
  - 2. The actual piece count or mail weight for each sack is used, if documentation can be provided with the mailing that shows for each sack the number of pieces and the total weight.

### 5.6 Drop Shipment

A mailer using Priority Mail or Priority Mail Express to drop ship Standard Mail flat-size pieces may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

### 5.7 Sacking and Labeling

[\[4-1-13\]](#) Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (required); scheme sort required (before 5-digit sort), only for pieces meeting the automation flats criteria in [301.3.0](#), see definition in [1.4f](#); 125-piece or 15-pound minimum; labeling:
  - 1. Line 1: For 5-digit scheme sacks use [L007](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces. (See [4.3](#) for overseas military mail).
  - 2. Line 2: For 5-digit scheme sacks, "STD FLT 5D SCH NON BC." For 5-digit sacks, "STD FLTS 5D NON BC."



- b. 3-digit (required); 125-piece or 15-pound minimum; labeling:
  - 1. Line 1: [L002](#), Column A.
  - 2. Line 2: "STD FLTS 3D NON BC."
- c. Origin/entry 3-digits(s) (optional); one-bundle minimum; labeling:
  - 1. Line 1: [L002](#), Column A.
  - 2. Line 2: "STD FLTS 3D NON BC."
- d. ADC (required); 125-piece or 15-pound minimum; labeling:
  - 1. Line 1: [L004](#), Column B.
  - 2. Line 2: "STD FLTS ADC NON BC."
- e. Mixed ADC (required); no minimum; labeling:
  - 1. Line 1: Use [L009](#), Column B.
  - 2. Line 2: "STD FLTS NON BC WKG."

## 5.8 Cotraying and Cobundling Flats With Automation Mail

The following standards apply:

- a. If the mailing job contains a carrier route mailing, an automation mailing, and a nonautomation mailing, then it must be prepared under one of the following options: 1) the carrier route mailing must be prepared under [6.0](#) and the automation and nonautomation mailings must be prepared under [705.9.0](#), *Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks*; or 2) all three mailings in the mailing job must be prepared under [705.10.0](#), *Merging Bundles of Flats Using the City State Product*.
- b. If the mailing job contains an automation mailing and a nonautomation mailing, then it must be prepared under the cosacking standards in [705.9.0](#).
- c. If the mailing job contains a carrier route mailing and a nonautomation mailing, then it must be separately sacked under [5.0](#) and [6.0](#) or prepared using the merged sacking option in [705.10.0](#).
- d. If the mailing job contains a carrier route mailing and an automation mailing, then it must be separately sacked under [6.0](#) and [7.0](#) or prepared using the merged sacking option in [705.10.0](#).
- e. Nonautomation pieces may be cobundled with automation pieces under the standards in [705.11.0](#).

## 5.9 Merged Containerization of Carrier Route, Automation, and Nonautomation Flats

Under the optional preparation in [705.10.0](#), nonautomation 5-digit bundles prepared under [5.2](#) through [5.8](#) are cosacked with carrier route bundles prepared under [6.0](#) and with automation 5-digit bundles prepared under [7.0](#) in merged 5-digit scheme sacks and merged 5-digit sacks. Under the optional preparation in [705.10.0](#), [705.12.0](#), or [705.13.0](#), nonautomation 5-digit bundles are copalletized with carrier route bundles prepared under [6.0](#) and with automation 5-digit bundles prepared under [7.0](#) on merged 5-digit scheme pallets and merged 5-digit pallets. See [5.8a](#) for information on when preparation under [705.10.0](#) may be required.



### 5.10 Residual Pieces

[1-27-13] Mailers entering Standard Mail residual pieces that do not qualify for Standard Mail prices, and paying the First-Class Mail prices (but prepared “as is” under [344.5.0](#)), must separately bundle and sack residual pieces from the automation and presort pieces. Mailers must label sacks under [708.6.0](#) using the CIN code 582 for use with residual sacks. Label sacks as follows:

- a. Line 1: Use [L009](#), Column B.
- b. Line 2: Use the human-readable content line corresponding to content identifier number 582 (see [Exhibit 708.6.2.4](#)).
- c. Line 3: Office of mailing or mailer information.

## 6.0 Preparing Enhanced Carrier Route Flats

### 6.1 Basic Standards

[1-27-13] All mailings and all pieces in each mailing at Enhanced Carrier Route Standard Mail and Nonprofit Enhanced Carrier Route Standard Mail nonautomation prices are subject to specific preparation standards in [6.2](#) through [6.7](#) and to these general standards:

- a. All pieces must meet the standards for basic eligibility in [343.2.0](#) through [343.4.0](#) and specific eligibility in [343.6.0](#). Nonprofit Enhanced Carrier Route Standard Mail must meet the additional eligibility standards in [703.1.0](#).
- b. All pieces must be in the flat-size processing category.
- c. All pieces must meet the applicable general preparation standards in [2.0](#) through [4.0](#) and [302](#), and the following:
  1. All regular and Nonprofit Standard Mail Enhanced Carrier Route pieces must be marked under [302.3.0](#). All pieces also must be marked “ECRLot” for basic price, “ECRWSH” for high density or high density plus prices, or “ECRWSS” for saturation price.
  2. Generally, flat-size pieces must be in sacks or in bundles on pallets. Certain flat-size pieces may be in letter trays under [3.4](#). When entering flat-size pieces at DDUs, mailers may prepare and transport unsacked, nonpalletized bundles according to standards in [601.2.10](#).
  3. Pieces must be sequenced according to [6.9](#).
  4. Pieces with a simplified address format must meet the standards in [602.3.0](#), *Use of Alternative Addressing*.
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [6.0](#) or the palletization standards in [705.8.0](#). Flat-size pieces may be prepared under [705.9.0](#) through [705.13.0](#) in *Advanced Preparation and Special Postage Payment Systems*.
- e. Sortation determines price eligibility as specified in [343.5.0](#).

**6.2 Residual Pieces**

Pieces not sorted as a carrier route mailing must be prepared as a separate mailing at Standard Mail automation or Presorted prices or at single-piece First-Class Mail or Priority Mail prices.

**6.3 Carrier Route Bundle Preparation**

Prepare carrier route bundles of flat-size mail as follows:

- a. Mailers must prepare only carrier route bundles. Carrier route bundles are not required in full carrier route trays.
- b. Except under 6.4, carrier route bundles must contain at least 10 pieces.
- c. The method of labeling a carrier route bundle is based on the following sack or tray levels:
  1. Carrier route tray or sack: No bundle labeling is required.
  2. 5-digit scheme or 5-digit carrier routes tray or sacks: Bundles must have a facing slip unless the pieces in the bundle have a carrier information line or an optional endorsement line (OEL).

**6.4 Bundles, Trays, and Sacks With Fewer Than the Minimum Number of Pieces Required**

As a general exception to 6.2 through 6.7, a mailer may prepare a bundle, tray, or sack with fewer than the minimum number of pieces required for a carrier route when they are claiming the saturation price for the contents and meet the applicable density standard.

**6.5 Multi Carrier Routes Bundle**

A mailer may combine individual eligible bundles of Standard Mail Enhanced Carrier Route basic price mail into a multi carrier routes bundle of the same 5-digit ZIP Code under these conditions:

- a. Individual carrier route bundles cannot exceed 1 inch (except for a multi carrier routes bundle under 6.5b) and must be secured with two bands, one around the length and one around the girth.
- b. A multi carrier routes bundle can contain one individual bundle that exceeds 1 inch to serve as an anchor.
- c. The multi carrier routes bundle must meet the standards in 601.2.0.
- d. The multi carrier routes bundle must be secured with at least two bands, one around the length and one around the girth; or with shrinkwrap; or with shrinkwrap plus one or more bands.
- e. The multi carrier routes bundle must be labeled with an optional endorsement line (OEL). The top bundle must contain the carrier route information for the individual bundle preceded by the endorsement "Multi" and two asterisks (e.g., \*\*\*\*\*Multi\*\*C-001).
- f. A multi carrier routes bundle that exceeds the maximum heights in 601.2.8 by less than the thickness of an individual carrier route bundle (e.g., 1 inch or less) meets the standards.



### 6.6 Required Sack Minimums

When sacking is required, mailers must prepare a sack when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first. The following conditions apply:

- a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; those that weigh more must be prepared using the 15-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Sacks with fewer than 125 pieces or less than 15 pounds of pieces may be prepared to a carrier route when the saturation price is claimed for the contents and the applicable density standard is met.

### 6.7 Sack Preparation

Preparation sequence, sack size, and labeling:

- a. Carrier route: required (minimum of 125 pieces/15 pounds).
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.2](#) for overseas military mail).
  2. Line 2: “STD FLTS ECRWSS” or “STD FLTS ECRWSH” or “STD FLTS ECRLOT” as applicable, followed by the route type and number.
- b. 5-digit scheme carrier routes: required (no minimum).
  1. Line 1: use [L001](#), column B.
  2. Line 2: “STD FLTS CR-RTS SCH.”
- c. 5-digit carrier routes: required (no minimum).
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.2](#) for overseas military mail).
  2. Line 2: “STD FLTS CR-RTS.”

### 6.8 Merged Containerization of Carrier Route, Automation, and Presorted Price Flats

Under the optional preparation in [705.10.0](#), carrier route price bundles are cosacked with Presorted price 5-digit bundles prepared under [5.0](#) and with automation price 5-digit bundles prepared under [7.0](#) in merged 5-digit scheme sacks and merged 5-digit sacks. Under the optional preparation in [705.10.0](#), [705.12.0](#), or [705.13.0](#), carrier route price bundles prepared under [6.3](#) and [6.3](#) are copalletized with Presorted price 5-digit bundles prepared under [5.0](#) and with

automation price 5-digit bundles prepared under 7.0 on merged 5-digit scheme pallets and merged 5-digit pallets. Presorted price pieces may be cobundled with automation price pieces under 705.11.0.

## 6.9 Delivery Sequence Standards

### 6.9.1 Basic Standards

Mailpieces for which a walk-sequence discount is claimed must be organized in the delivery sequence determined by the USPS and prepared as a carrier route mailing under 6.0 and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards.

### 6.9.2 Missing Addresses

Some mailpieces cannot be sequenced because an exact match for a name or address cannot be obtained. These pieces may be included in a sequenced mailing only if they are placed behind or after the sequenced mail. Arrange these pieces:

- a. Alphabetically by complete street name, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.
- b. Numerically for numbered streets, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

### 6.9.3 Updating Walk Sequence Information—General

Walk-sequence price pieces prepared with other than a simplified address format under 6.9.4 must be sequenced using USPS data from one of the following sources, issued within 90 days before the mailing date:

- a. The Computerized Delivery Sequence (CDS) file.
- b. The Delivery Sequence File, Second Generation (DSF<sup>2</sup>).
- c. Delivery sequence information from USPS address sequencing services, as requested by the customer.

### 6.9.4 Updating Delivery Statistics Information for Simplified Addressing

Mailpieces with a simplified address, prepared for distribution to rural or highway contract routes or to PO boxes in a Post Office without city delivery, must be based on delivery stop information obtained within 90 days before the mailing date, either from the Delivery Statistics File, in accordance with 509.1.1, or from the postmaster of the destination office. Mailpieces with a simplified address, prepared for distribution to city routes or to PO boxes in a Post Office with city delivery, must be based only on delivery stop information obtained from the Delivery Statistics File, in accordance with 509.1.1, within 90 days before the mailing date.

### 6.9.5 Out-of-Date Walk Sequence Information

Mailings prepared with out-of-date walk-sequencing or delivery statistics information are not eligible for prices requiring walk-sequence preparation.

### 6.9.6 Updating Line-of-Travel Sequence Information

Unless the mail is prepared in carrier walk sequence, line-of-travel (LOT) sequence is required for mailings at Standard Mail Enhanced Carrier Route basic prices. LOT sequence is not an exact walk sequence but a sequence of ZIP+4 codes arranged



in the order that the route is served by a carrier. (First the ZIP+4 groups are sequenced, then the addresses within each are identified as being in ascending or descending order.) The USPS eLOT product provides a list of the ZIP+4 codes each carrier route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses that share the same ZIP+4 code must be sorted in ascending or descending order. When a range of ZIP+4 codes on the same carrier route are assigned the same sequence number, the addresses bearing those ZIP+4 codes must be arranged in ascending ZIP+4 code order before the sequence number is assigned. LOT information must be updated within 90 days before the date of mailing.

### 6.10 Delivery Sequence Documentation

#### 6.10.1 Basic Standards

The postage statement must be annotated in the “Carrier Route Sequencing Date” block on page 1. The mailer must annotate the postage statement to show the earliest (oldest) date of the method used to obtain sequencing information for the mailing. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The mailer must maintain documentation to substantiate compliance with the standards for carrier route sequencing. Unless submitted with each corresponding mailing, the mailer must be able to provide the USPS with documentation (if requested) of accurate sequencing or delivery statistics for each carrier route to which pieces are mailed. Acceptable forms of documentation are:

- a. The invoice showing that the addresses came from CDS.
- b. DSF<sup>2</sup> invoice or documentation.
- c. Copies of the delivery unit summaries that served as the mailer’s bills for address sequencing service charges.
- d. Evidence of receipt of information from postmasters for simplified address mailings (see [509.1.0, Address Information System Services](#)).
- e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software.

#### 6.10.2 High Density and High Density Plus

**[1-27-13]** For each carrier route to which high density or high density plus mail is addressed, the mailer must document the total number of addressed pieces to the route.

#### 6.10.3 Saturation Density—Simplified Address Mail

For each carrier route to which mail with a simplified address is sent at the saturation price, the mailer must be able to document that the mailing meets the applicable density standard. This documentation must show the total number of active possible deliveries and the total number to which mailpieces in the mailing are being addressed, by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.





#### 6.10.4 Saturation Density—Other Mail

For each carrier route to which mail without a simplified address is sent at the saturation price, the mailer must be able to document that the mailing meets the applicable density standards. This documentation must show either the total number of active possible *residential* deliveries and the number and percentage to which mailpieces are addressed, or the total number of *all* active possible deliveries and the number and percentage to which mailpieces are addressed, depending on whether qualification is based on the 90% or 75% criterion, respectively. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

#### 6.10.5 Both Prices

[1-27-13] If a mailing contains pieces qualifying for more than one walk-sequence price, the documentation required by 6.10.2, 6.10.36, or 6.10.4 may be combined. Entries for pieces at the high density or high density plus prices must be so annotated on the documentation. For the entire mailing, a summary of the total number of pieces at each price must be provided. This documentation must be submitted with each mailing.

#### 6.10.6 Carrier Route Price

[1-27-13] If a mailing includes walk-sequence price and basic carrier route price pieces, in addition to the information required by 6.10.2 through 6.10.5, the documentation for the basic carrier route price mail must show, by 5-digit ZIP Code and, within each, by carrier route, the total number of addressed pieces at each price for each carrier route to which pieces are addressed. Pieces qualifying for the basic carrier route price must be so annotated. For the entire mailing, a summary by 5-digit ZIP Code of the total number of pieces at each price must be provided. This documentation must be submitted with each mailing.

## 7.0 Preparing Automation Flats

### 7.1 Basic Standards

Flat-size automation Standard Mail must be prepared under 7.0 and the eligibility standards for the price claimed. Trays and sacks must bear the appropriate barcoded container labels under 4.9.

### 7.2 Mailings

All pieces in a mailing must meet the standards in 301.3.0, *Physical Standards for Automation Flats*, and be sorted together to the finest extent required. Standard Mail mailings may include pieces prepared at automation 3/5 and basic prices. The definitions of a mailing and permissible combinations are in 1.2.

### 7.3 Marking

All Standard Mail automation pieces must be marked under 302. Pieces claimed at an automation price must bear the appropriate class marking and, except as provided in 302.3.0, “AUTO.” Pieces not claimed at an automation price must not bear “AUTO” unless single-piece postage is affixed or the corrective single-piece marking “Single-Piece” or “SNGLP” is applied.



### 7.4 Standard Mail Bundle and Sack Preparation

#### 7.4.1 Bundling and Labeling

[4-1-13] Preparation sequence, bundle size, except as allowed under 601.2.12, and labeling:

- a. 5-digit scheme (required); see definition in 1.4f:
  1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 SCH or OEL.
  2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 SCH or OEL.
- b. 5-digit presort (required); see definition in 1.4f:
  1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 or OEL.
  2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 or OEL.
- c. 3-digit scheme (required); see definition in 1.4m; 10-piece minimum; green Label 3 SCH or OEL.
- d. 3-digit presort (required); see definition in 1.4m; 10-piece minimum; green Label 3 or OEL.
- e. ADC (required); 10-piece minimum; pink Label A or OEL.
- f. Mixed ADC (required); no minimum; tan Label X or OEL.

#### 7.4.2 Required Sacking

A sack, or a letter tray under 3.0, must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; those that weigh more must be prepared using the 15-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

#### 7.4.3 Sacking and Labeling

[4-1-13] Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (required); scheme sort required before 5-digit sort; see definition in 1.4f.; 125-piece or 15-pound minimum, labeling:

1. 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 (see [4.3](#) for overseas military mail).
  2. Line 2: For 5-digit scheme sacks, “STD FLTS 5D SCH BC.” For 5-digit sacks, “STD FLTS 5D BC.”
- b. 3-digit (required); 125-piece/15-pound minimum; labeling:
1. Line 1: [L002](#), Column A.
  2. Line 2: “STD FLTS 3D BC.”
- c. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); one-bundle minimum (for origin and entry); labeling:
1. Line 1: [L002](#), Column A.
  2. Line 2: “STD FLTS 3D BC.”
- d. ADC (required); 125-piece/15-pound minimum; labeling:
1. Line 1: [L004](#), Column B.
  2. Line 2: “STD FLTS ADC BC.”
- e. Mixed ADC (required); no minimum; labeling:
1. Line 1: Use [L009](#), Column B.
  2. Line 2: “STD FLTS BC WKG.”





## 346 Enter and Deposit

### Overview

- [1.0 Presenting a Mailing](#)
- [2.0 Destination Entry](#)
- [3.0 Destination Network Distribution Center \(DNDC\) Entry](#)
- [4.0 Destination Sectional Center Facility \(DSCF\) Entry](#)
- [5.0 Destination Delivery Unit \(DDU\) Entry](#)

### 1.0 Presenting a Mailing

#### 1.1 Basic Standards for Standard Mail Deposit

All Standard Mail must be presented at the Post Office where the permit or license is held and the presort mailing fee is paid, at the locations and times specified by the postmaster, except as follows:

- a. Plant-verified drop shipment (PVDS) mailings must be presented under [705.17.0](#).
- b. Plant-loaded mailings must be presented as specified by the plant load agreement.
- c. Metered mailings may be deposited at other than the licensing Post Office only as permitted under [705.20.0](#).
- d. Nonprofit Standard Mail must be presented only at Post Offices where the organization producing the mailing has an approved nonprofit authorization ([703.1.0](#)).

#### 1.2 Separation of Mailing

Pieces at different prices may be combined in the same mailing as provided in [345.1.0](#). Separate mailings may be reported on the same postage statement if the pieces in the mailings are in the same flat-size processing category, are part of the same mailing job, and are presented for verification at the same time.

### 2.0 Destination Entry

#### 2.1 General

Except for Customized MarketMail pieces defined in [705.1.0](#), all Standard Mail pieces meeting the basic standards in [343.2.0](#) through [343.4.0](#) may qualify for destination entry prices, if deposited at the correct destination postal facility, subject to the standards below and in [3.0](#), [4.0](#), and [5.0](#). Only one destination entry price may be claimed for each piece. A pallet may contain mail claimed at different destination entry prices.

#### 2.2 Minimum Volume

A destination entry price Standard Mail mailing is subject to these minimum volume requirements:



### 346.2.3

- a. Each mailing must contain at least 200 addressed pieces or 50 pounds of addressed pieces.
- b. Except as provided in [2.2d](#), each group of pieces prepared for deposit at different destination entry facilities must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by a postage statement.
- c. If a facility is authorized to accept mail at more than one entry level, all pieces claimed at the different entry prices may be in one mailing and may be recorded on the same postage statement.
- d. When pieces from different price Standard Mail mailings are presented together under plant-verified drop shipment (PVDS) procedures in [705.17.0](#), a mailer may use the total piece count from one presort file (i.e., mailing job) reported on one Form 3602 and accompanied by Form 3602-C (or a postage statement register) to meet the minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 200 pieces or 50 pounds at a single destination entry facility if there is at least 200 pieces or 50 pounds of Presorted price mail, 200 pieces or 50 pounds of automation price mail, and/or 200 pieces or 50 pounds of Enhanced Carrier Route mail for all entry points combined for the single presort file.

### **2.3 Postage Payment and Documentation**

Postage payment for destination entry mailings is subject to the same standards that apply generally to Standard Mail. No documentation for destination entry discounts is required.

### **2.4 Plant Loads**

Plant load mailings are not eligible for destination entry discounts.

### **2.5 Verification**

#### **2.5.1 Mail Separation and Presentation**

Destination entry mail must be presented and verified under a PVDS system ([705.17.0](#)), presented for acceptance at a BMEU located at a destination postal facility; or presented for acceptance at an origin DMU or BMEU, and then prepared under Priority Mail Express Open and Distribute or Priority Mail Open and Distribute standards ([705.18.0](#)). Only PVDS mailings may be deposited at a destination facility not co-located with a postal facility having a business mail entry unit. Destination entry mailings must meet the following requirements:

- a. The mailer must present each mailing separately for verification. For PVDS, each mailing for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow reconciliation with each required accompanying Form 8125, 8125-C, or 8125-CD.
- b. Mail must be separated from freight transported on the same vehicle.
- c. If Periodicals mail is on the same vehicle as Standard Mail, the mailer should load the Periodicals mail toward the tail of the vehicle so that Periodicals mail can be offloaded first.

**2.5.2 Form 8125**

When mailings are verified and paid for at a postal facility different from the one at which they are deposited as mail, the mailer must ensure that they are accompanied by a completed Form 8125 (or 8125-C or 8125-CD), except for mailings prepared under Priority Mail Express Open and Distribute or Priority Mail Open and Distribute standards in [705.18.0](#).

**2.5.3 At NDC**

For a mailing verified at a NDC, the Post Office where the mailer's account or license is held must be within the service area of that NDC. The Post Office must authorize the NDC to act as its agent by sending Form 4410 to the NDC.

**2.5.4 Mailer Transport**

The mailer must transport the PVDS mailing from the place where it was verified to the appropriate destination postal facility.

**2.5.5 Volume Standards**

Except as permitted for a local mailer under [2.6.13](#), destination entry mailings are subject to these volume standards:

- a. The pieces for which a destination price is claimed must represent more than 50% of the mail (by weight or pieces, whichever is greater) presented by the same mailer within any 24-hour period. For this standard, *mailer* is the party presenting the mail to the USPS.
- b. The same mailer (or agent) may not in a 24-hour period present for verification and acceptance more than four destination price mailings at the same destination postal facility, unless the mailer or agent has received a waiver when scheduling the deposit of the mailings. There is no maximum for PVDS mailings.

**2.6 Deposit****2.6.1 Time and Location of Deposit**

Each mailing claimed at a destination price must be deposited at the time and location specified by the USPS.

**2.6.2 Freight**

Drop shipments are freight until deposited and accepted as mail at the destination facility.

**2.6.3 Appointments**

Appointments must be made for destination entry price mail as follows:

- a. Except for a local mailer under [2.6.13](#) and mailings of perishable commodities, appointments for deposit of destination entry price mail at NDCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one business day in advance. Same-day appointments may be granted by a control center only through a telephone request. All appointments for NDC loads must be scheduled by the appropriate NDC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to 30 calendar days before a desired appointment date. The mailer must adhere to the scheduled mail deposit time



### 346.2.6.4

and location. The mailer must cancel any appointment by notifying the appropriate control center at least 24 hours in advance of a scheduled appointment.

- b. Electronic appointments may be made by a mailer or agent using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours before the desired time and date. All information required by the USPS appointment system regarding a mailing must be provided.
- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, the mailer must notify the DDU at least one business day in advance of a scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.
- d. When Periodicals are transported together with Standard Mail or Package Services as a mixed load ([707.29.0, Destination Entry](#)), an appointment must be obtained for deposit at a destination entry facility.

#### **2.6.4 Advance Scheduling**

Mailers must schedule appointments for deposit of destination entry price mail under [2.6.3](#) and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

#### **2.6.5 Adherence to Schedule**

The mailer must follow the scheduled deposit time or cancel the appointment by notifying the designated control center. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, NDCs, or SCFs or more than 20 minutes at delivery units.

#### **2.6.6 Redirection by USPS**

A mailer may be directed to transport destination entry price mailings to a facility other than the designated DDU, SCF, or NDC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints.



**2.6.7 Redirection at Mailer's Request**

For service reasons, a mailer may ask to transport destination SCF price mail to a facility other than the designated SCF. This exception may be approved only by the district control center serving the destination facility. To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

**2.6.8 Recurring Appointments**

*Recurring* refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

**2.6.9 Vehicle Unloading**

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at NDCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. At NDCs, ASFs, and SCFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At destination delivery units (DDUs), drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:
  1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
  2. When drivers unload containerized mail, delivery unit employees may require drivers to place the containers together by 5-digit ZIP Codes or 5-digit schemes.



346.2.6.10

3. When mail is not containerized or on pallets, drivers must place the mail into containers as delivery unit employees specify. Delivery unit employees may require drivers to place mail into containers to separate mail by 5-digit ZIP Codes or 5-digit schemes.
4. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area.

### 2.6.10 Drop and Pick

Drop and pick service is not available for destination entry Standard Mail.

### 2.6.11 Demurrage

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry price mailings.

### 2.6.12 Appeals

Mailers who believe they are denied equitable treatment may appeal to the manager, customer service (district), responsible for the destination postal facility.

### 2.6.13 Exception for Local Mailer

The restrictions in [2.5.5, Volume Standards](#), and [2.6.4, Advance Scheduling](#), do not apply when a mailer deposits mailings for verification and acceptance at the local Post Office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment authorization. Under this exception, the mailer may claim the destination entry prices for mailings or portions of mailings deposited at the local Post Office that meet the standards in [3.0, Destination Network Distribution Center \(DNDC\) Entry](#), [4.0, Destination Sectional Center Facility \(DSCF\) Entry](#), and [5.0, Destination Delivery Unit \(DDU\) Entry](#).

## 3.0 Destination Network Distribution Center (DNDC) Entry

### 3.1 Definition

For this standard, *destination network distribution center (DNDC)* includes network distribution centers (NDCs) and auxiliary service facilities (ASFs) with terms and exceptions as shown and described in labeling lists [L601](#) and [L602](#).

### 3.2 Eligibility

Pieces in a mailing that meets the standards in [2.0](#) and [3.0](#) are eligible for DNDC prices when they are deposited at an NDC or ASF and meet all of the following conditions:

- a. The pieces are addressed for delivery to one of the 3-digit ZIP Codes served by the NDC or ASF where deposited (see labeling lists [L601](#) and [L602](#)).

- b. The pieces are in a tray or sack or on a pallet that is properly labeled to the NDC or ASF where deposited, or labeled to a postal facility within the service area of that NDC or ASF.
- c. Mail addressed to ZIP Codes served by an ASF must be entered at the appropriate ASF per [L602](#), and not entered at an NDC.
- d. If bundles of flats are reallocated from an ASF pallet to an NDC pallet under [705.8.14](#), mail for the ASF ZIP Codes that is on the NDC pallet is not eligible for DNDC prices.

### 3.3 Eligibility for ADC Mailpieces

All pieces in an ADC sack or tray are eligible for the DNDC discount if the ADC facility ZIP Code (as shown on Line 1 of the corresponding container label) is within the service area of the NDC or ASF at which the sack or tray is deposited, as described in labeling lists [L601](#) and [L602](#). All pieces in a palletized ADC bundle are eligible for DNDC prices if the ADC facility destination (determined by the “Label To” ZIP Code in Column B of labeling list [L004](#)) is within the service area of the NDC or ASF at which deposited according to [L601](#) and [L602](#).

### 3.4 Eligibility for Mixed ADC Bundles, Sacks or Trays

Mailpieces in a mixed ADC bundle, sack, or tray can qualify for DNDC prices if the following standards are met:

- a. All pieces in the bundle, sack, or tray must destinate within the ASF or NDC service area as described in labeling lists [L601](#) and [L602](#).
- b. Use labeling list [L009](#) when labeling bundles, sacks, or trays of such pieces.
- c. Prepare pieces claiming DNDC prices in separate bundles, sacks, or trays from any pieces not claiming DNDC prices.

### 3.5 Vehicles

Mailings deposited at a DNDC must be presented in vehicles compatible with NDC dock and yard operations.

### 3.6 Form 4410

Mailings may be deposited at the DNDC only if that facility is authorized (by Form 4410) to act as acceptance agent for the entry Post Office (where the meter license, precanceled stamp permit, or permit imprint authorization is held). Form 4410 is not required for plant-verified drop shipments.

## 4.0 Destination Sectional Center Facility (DSCF) Entry

### 4.1 Definition

For this standard, *destination sectional center facility (DSCF)* refers to the facilities listed in [L002](#), Column C.

### 4.2 Eligibility

[\[4-1-13\]](#) Pieces in a mailing that meets the standards in [2.0](#) and [4.0](#) are eligible for the DSCF price, as follows:



- a. When deposited at a DSCF or USPS-designated facility, addressed for delivery within the DSCF's service area, and placed in a sack or on a pallet labeled to the DSCF or to a destination within its service area. This includes sacks labeled to an ADC facility with the exact same service area as the DSCF.
- b. When prepared in 5-digit bundles and placed in or on a merged 5-digit scheme or merged 5-digit sack or pallet that is deposited at the destination delivery unit as defined in [5.1](#).
- c. When deposited at a USPS-designated FSS processing facility and placed in a sack, or on a pallet, labeled to a FSS sort plan processed by that facility.
- d. When deposited at a USPS-designated FSS processing facility and placed in a sack, or on a pallet, labeled to a 5-digit ZIP Code processed by that facility in accordance with labeling list [L006](#). All pieces must include a full delivery address, an IMb and meet the physical standards for FSS-machinability provided in DMM [705.14.0](#).

### 4.3 Vehicles

Mailings deposited at a DSCF must be presented in vehicles that are compatible with SCF dock and yard operations.

## 5.0 Destination Delivery Unit (DDU) Entry

### 5.1 Definition

For this standard, *destination delivery unit (DDU)* refers to the facility designated by the USPS district drop shipment coordinator (for automation price Standard Mail) or the facility (Post Office, branch, station, etc.) where the carrier cases mail for delivery to the addresses on pieces in the mailing (for other Standard Mail).

### 5.2 Eligibility

Properly prepared Enhanced Carrier Route (ECR) flat-size pieces entered according to standards in [2.0](#) and [5.0](#) are eligible for the DDU price when deposited at a DDU and addressed for delivery within that facility's service area. Mailers must unload mail at DDUs according to standards in [2.6.9](#). Only pieces eligible for and claimed at ECR prices are eligible for the DDU discount. No other prices or discounts are available for pieces receiving the DDU discount. When mailings contain pieces claimed at more than one destination entry price, mailers must separate mail according to standards in [2.5.1](#).

## **360      Commercial Flats             Bound Printed Matter**

363   Prices and Eligibility

364   Postage Payment and Documentation

365   Mail Preparation

366   Enter and Deposit



## 363 Prices and Eligibility

### Overview

- [1.0 Prices and Fees for Bound Printed Matter](#)
- [2.0 Basic Eligibility Standards for Bound Printed Matter](#)
- [3.0 Content Standards for Bound Printed Matter Flats](#)
- [4.0 Price Eligibility for Bound Printed Matter Flats](#)
- [5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Flats](#)
- [6.0 Additional Eligibility Standards for Barcoded Bound Printed Matter Flats](#)

### 1.0 Prices and Fees for Bound Printed Matter

#### 1.1 Nonpresorted Bound Printed Matter

Apply the prices and discounts for nonpresorted Bound Printed Matter as follows:

##### 1.1.1 Prices

Bound Printed Matter (BPM) prices are based on the weight of a single addressed piece or 1 pound, whichever is higher, and the zone to which the piece is addressed. The nonpresorted price applies to BPM not mailed at the Presorted or carrier route prices.

##### 1.1.2 Rigid Flat-Size Pieces

Rigid flat-size pieces (see [301.1.3](#)) must pay the applicable postage for a parcel size piece based on weight and zone.

##### 1.1.3 Price Application

The nonpresorted BPM price is charged per half-pound from 1 through 5 pounds, and per pound from more than 5 through 15 pounds. For pieces weighing 5 pounds or under, any fraction of a half-pound is considered a whole half-pound. For pieces weighing more than 5 but not more than 15 pounds, any fraction of a pound is considered a whole pound. For example, if a BPM item weighs 4.325 pounds, the weight (postage) increment is 4.5 pounds; if an item weighs 6.25 pounds, the weight (postage) increment is 7 pounds. The minimum postage price per piece is the 1-pound price.

##### 1.1.4 Barcoded Discount—Flats

[\[1-27-13\]](#) For discount, see Notice 123—Price List. See [4.1](#) and [6.1](#) for eligibility information.

##### 1.1.5 Bound Printed Matter—Nonpresorted

For prices, see [Notice 123—Price List](#).

##### 1.1.6 Computing Postage—Bound Printed Matter With Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable price per piece.

#### 1.2 Commercial Bound Printed Matter

Apply the prices, fees and discounts for commercial Bound Printed Matter as follows:



### 1.2.1 Prices

Postage is based on the price that applies to the weight (postage) increment of each addressed piece. For prices, see [Notice 123–Price List](#).

### 1.2.2 Rigid Flat-Size Pieces

Rigid flat-size pieces (see [301.1.3](#)) must pay the applicable postage for a parcel size piece based on weight and zone.

### 1.2.3 Price Application

The presorted Bound Printed Matter price has a per piece charge and a per pound charge. Postage is based on the price that applies to the weight (postage) increment of each addressed piece and on the zone to which the piece is addressed. The minimum postage price for an addressed piece is one unit of the per piece charge plus the per pound charge for an addressed piece weighing 1 pound.

### 1.2.4 Bound Printed Matter Presorted and Carrier Route Prices

Each piece is subject to both a piece price and a pound price. On Presorted flats, deduct the barcode discount per piece (automatable flats only). The barcode discount is not available for flats mailed at carrier route prices.

### 1.2.5 Bound Printed Matter Destination Entry Prices

Each piece is subject to both a piece price and a pound price. On Presorted flats, deduct the barcode discount per piece (automatable flats only). The barcode discount is not available for flats mailed at Presorted DDU prices. Presorted DDU prices are not available for flats that weigh 1 pound or less.

### 1.2.6 Destination Entry Mailing Fee

Destination entry mailing fee required for Bound Printed Matter, per 12-month period. Payment of this fee is waived for mailers who present only full-service automation mailings (under [705.24.0](#)) containing 90 percent or more pieces qualifying for full-service prices.

### 1.2.7 Determining Single-Piece Weight

To determine single-piece weight in a mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces. Express all single-piece weights in decimal pounds rounded off to two decimal places.

### 1.2.8 Computing Postage for Permit Imprint

Presorted and Carrier Route Bound Printed Matter mailings paid with permit imprint are charged a per pound price and a per piece price as follows:

- a. Per pound price:
  1. *For pieces weighing 1 pound or less*, compute the per pound price by multiplying the total number of addressed pieces by the 1-pound price for the price category and zone. Do not round this result.
  2. *For pieces weighing more than 1 pound*, compute the per pound price by multiplying the unrounded total weight of the addressed pieces by the pound price for the category and zone. Do not round this result.



- b. Per piece price. Multiply the total number of addressed pieces by the applicable piece price.
- c. Total Postage. Calculate total postage by adding the total per piece calculation to the total per pound calculation. Round off the total postage to the nearest whole cent.

## 2.0 Basic Eligibility Standards for Bound Printed Matter

### 2.1 Service Objectives

The USPS does not guarantee the delivery of BPM within a specified time. BPM might receive deferred service. The local Post Office can provide more information concerning delivery times within its area.

### 2.2 Postal Inspection

BPM is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at BPM prices constitutes consent by the mailer to postal inspection of the contents.

### 2.3 Delivery and Return Addresses

All BPM mail must bear a delivery address formatted and positioned according to [302.2.0](#). The delivery address must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Except for unendorsed BPM, each mailpiece must bear the sender's return address.

## 3.0 Content Standards for Bound Printed Matter Flats

### 3.1 Basic Content Standards

Bound Printed Matter (BPM) is a subclass of Package Services and must:

- a. Meet the basic standards in [2.0](#).
- b. Weigh no more than 15 pounds. Pieces might be subject to other minimum weights or dimensions based on the standards for specific prices.
- c. Consist of advertising, promotional, directory, or editorial material (or any combination of such material).
- d. Be securely bound by permanent fastenings such as staples, spiral binding, glue, or stitching. Loose-leaf binders and similar fastenings are not considered permanent.
- e. Consist of sheets of which at least 90% are imprinted by any process other than handwriting or typewriting with words, letters, characters, figures, or images (or any combination of them).
- f. Not have the nature of personal correspondence.
- g. Not be stationery, such as pads of blank printed forms.
- h. Consist of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (except as permitted under [3.2](#) or permitted or required under [707.7.9](#)).



#### **3.2 Attachments or Enclosures of Periodicals Sample Copies**

Sample copies of authorized and pending Periodicals publications may be enclosed or attached with merchandise sent at BPM prices. Postage at BPM prices is based on the combined weight of the host piece and the sample copies enclosed.

#### **3.3 Attachments and Enclosures**

##### **3.3.1 Invoice**

An invoice, whether it also serves as a bill, may be placed either inside a Bound Printed Matter piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

##### **3.3.2 Incidental First-Class Mail Attachments and Enclosures**

Incidental First-Class Mail matter may be enclosed in or attached to any Bound Printed Matter piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Bound Printed Matter price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

##### **3.3.3 Additional Enclosures**

Bound Printed Matter may have the following additions and enclosures:

- a. Any printed matter mailable as Standard Mail.
- b. Nonprint attachments and enclosures. The combined weight of all nonprint attachments and enclosures in the mailpiece must be less than or equal to 25% of the weight of the BPM in the mailpiece. The individual cost of each nonprint attachment or enclosure must be less than or equal to the cost of a "low cost" item as defined in [703.1.6.11, \*Products Mailable at Nonprofit Standard Mail Prices\*](#). In addition, the combined cost of all nonprint attachments and enclosures must not exceed two times the cost of a "low cost" item as defined in [703.1.6.11](#).

#### **3.4 Written Additions**

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.

- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as “Do Not Open Until Christmas” and “Happy Birthday, Mother.”
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

## 4.0 Price Eligibility for Bound Printed Matter Flats

### 4.1 Price Eligibility

**[1-27-13]** BPM prices are based on the weight of a single addressed piece or 1 pound, whichever is higher, and the zone (where applicable) to which the piece is addressed. Price categories are as follows:

- a. Nonpresorted Price. The nonpresorted price applies to mailings of fewer than 300 pieces and to BPM not mailed at the Presorted or carrier route prices.
- b. Presorted Price. The Presorted price applies to BPM prepared in a mailing of at least 300 pieces, prepared and presorted as specified in [705.8.0, \*Preparing Pallets\*](#), or [365.5.0, \*Preparing Presorted Flats\*](#).
- c. Carrier Route Price. The Carrier Route price applies to BPM prepared in a mailing of at least 300 pieces presorted to carrier routes, prepared and presorted as specified in [705.8.0, \*Preparing Pallets\*](#), or [365.5.0, \*Preparing Presorted Flats\*](#).
- d. Barcoded Discount—Flats. The barcoded discount applies to BPM flats that meet the requirements for automation flats in [301.3.0](#) and bear an accurate Intelligent Mail barcode encoded with the correct delivery point routing code. See [6.1](#) for more information.

### 4.2 Nonidentical Weight Pieces

Mailings may contain nonidentical-weight pieces only if Business Mailer Support (BMS) has authorized payment of postage by permit imprint under [705.2.0, \*Manifest Mailing System\*](#), [705.3.0, \*Optional Procedure Mailing System\*](#), or [705.4.0, \*Alternate Mailing System\*](#).



### 4.3 ZIP Code Accuracy

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Each address in a mailing at Bound Printed Matter presorted or carrier route prices must meet the ZIP Code accuracy requirements in [602.6.0](#).

## 5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Flats

### 5.1 Basic Standards

In addition to the standards in [2.0](#) and [3.0](#), all pieces in a Bound Printed Matter mailing must:

- a. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
  1. The ZIP Code accuracy standard in [3.3](#).
  2. If the barcode discount for flat-size pieces is claimed (see [3.1](#)), the additional address matching and coding standards in [6.4, Address Standards for Barcode Discount](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).
  3. If the carrier route discount is claimed, the carrier route accuracy standard in [5.4](#).
  4. If an alternative addressing format is used, the additional standards in [602.3.0](#).
  5. If pieces are prepared with detached address labels, the additional standards in [602.4.0](#).
- b. Meet the applicable preparation standards under [365.5.0, Preparing Presorted Flats](#), or [365.6.0, Preparing Carrier Route Flats](#), [365.7.0, Preparing Barcoded Flats](#), or [705.8.0, Preparing Pallets](#).

### 5.2 Additional Standards for Carrier Route Bound Printed Matter

In addition to the basic standards in [2.0](#), and [3.0](#), all pieces in a Bound Printed Matter carrier route price mailing must:

- a. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
  1. The carrier route accuracy standard in [5.4](#).
  2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
  3. If pieces are prepared with detached address labels, the additional standards in [602.4.0](#).
- b. Meet the preparation standards in [365.6.0](#), or [705.8.0](#); or for barcoded flats, prepared under [705.14.0, Combining Bundles of Flats Within FSS Zones](#).

**5.3 Full-Service Intelligent Mail Eligibility Standards for Carrier Route Flats**

In addition to other requirements in [5.0](#), BPM flats eligible for the full-service Intelligent Mail option under [705.24.0](#) must:

- a. Be flat-size under [301.1.0](#).
- b. Be part of a carrier route mailing that is not a saturation mailing.
- c. Bear an accurate Intelligent Mail barcode encoded with the correct delivery point routing code matching the delivery address and meeting the standards in [302.4.0](#), and [708.4.0](#). Flats with Intelligent Mail barcodes entered under the full-service automation option also must be part of mailings that meet the standards in [705.24.0](#).

**5.4 Carrier Route Accuracy Standard**

[\[10-7-13\]](#) Addresses used on pieces claiming any Carrier Route prices must meet the carrier route accuracy standard in [602.7.0](#).

**6.0 Additional Eligibility Standards for Barcoded Bound Printed Matter Flats****6.1 Basic Eligibility Standards for Barcoded Bound Printed Matter**

[\[1-27-13\]](#) The barcode discount applies only to BPM flat-size pieces that bear an Intelligent Mail barcode encoded with the correct delivery point routing code, matching the delivery address and meeting the standards in [302.5.0](#) and [708.4.0](#). The pieces must be part of a nonpresorted price mailing of 50 or more flat-size pieces or part of a presorted mailing of at least 300 BPM flats prepared under [365.7.0](#), [705.8.00](#), and [705.14.0](#). The barcode discount is not available for flats mailed at Presorted DDU prices or carrier route prices. To qualify for the barcode discount, the flat-size pieces must meet the standards in [301.3.0](#).

**6.2 Eligibility Standards for Full-Service Automation Bound Printed Matter Flats**

All pieces entered under the full-service Intelligent Mail automation option must:

- a. Bear a unique Intelligent Mail barcode.
- b. Be part of a mailing that meets the standards in [705.24.0](#).
- c. Be scheduled for an appointment through the Facility Access and Shipment Tracking (FAST) system when deposited as a DNDC or DSCF dropshipment.

**6.3 Weight Standard**

Maximum weight limit for barcoded Bound Printed Matter is 20 ounces.

**6.4 Address Standards for Barcode Discount****6.4.1 Basic Address Standards**

To qualify for barcode discounts, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode as defined in [708.2.0](#) that appears on a mailpiece claimed at an automation price must be the correct barcode for the corresponding delivery address on the piece.

**6.4.2 Numeric ZIP+4**

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.

**6.4.3 Numeric Delivery Point Routing Code**

[1-27-13] A numeric equivalent to the delivery point routing code is formed by adding two digits directly after the ZIP+4 code.

**6.4.4 Address Elements**

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product.

**6.4.5 Firm Name**

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

**6.4.6 Secondary Designator**

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

**6.4.7 Rural and Highway Contract Routes**

If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line.

**6.4.8 Post Office Box**

A Post Office box address must contain a Post Office box number that can be exactly matched with the USPS ZIP+4 Product in effect.









## 364 Postage Payment and Documentation

### Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

## 1.0 Basic Standards for Postage Payment

### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage and fees for Bound Printed Matter must be paid by permit imprint, as defined in [604.5.0](#). Mailings may contain nonidentical-weight pieces only when authorized by Business Mailer Support unless mailed under [2.3](#).

Identical-weight pieces must be separated at acceptance into groups that contain pieces all subject to the same zone and same combination of prices (e.g., all are zone 4), unless mailed under [705.2.0](#) through [705.4.0](#) in Advanced Preparation and Special Postage Payment Systems.

### 1.2 Minimum Volume Requirements

Bound Printed Matter mailings must meet the following minimum volume requirements:

- a. Presorted and Carrier Route. Must have at least 300 pieces
- b. Nonpresorted. No minimum volume required
- c. Nonpresorted Barcoded. Must have 50 or more pieces

## 2.0 Mailing Documentation

### 2.1 Completing Postage Statements

All mailings must be accompanied by a completed postage statement signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer to correct the postage statement accordingly and document the correction.

### 2.2 Basic Documentation Standards

Generally, when a mailing is presented to the USPS, supporting documentation is required from the mailer. Documentation describes the preparation, price levels, content of the mailing, and it details the volume and postage data. By comparison with the actual mailing, it describes and supports the claims contained on the postage statement, which accompanies the mailing. It allows the USPS to validate the accuracy of the mailing. Documentation must be submitted when specified for the price claimed. Mailers may use a single postage statement and a single documentation report for all price levels in a mailing. Documentation of postage is not required if each piece is of identical weight and the pieces are separated by zone and price when presented for acceptance.



### 2.3 Documentation for Nonpresorted, Nonidentical-Weight Mailpieces

Nonpresorted, nonidentical-weight pieces may be separated by weight, reported on separate postage statements and documented under [2.2](#) or must be documented or authorized as follows:

- a. A maximum of 299 nonpresorted, nonidentical-weight pieces may be individually numbered and listed by the mailer on PS Form 8042, *Bound Printed Matter Documentation*, and submitted with a properly completed postage statement.
- b. Mailings of 300 or more nonpresorted, nonidentical-weight pieces must be authorized by Business Mailer Support and mailed under [705.2.0](#) through [705.4.0](#).

### 2.4 Documentation Submission—Full-Service Automation Option

Mailers entering BPM pieces under the full-service Intelligent Mail automation option must electronically submit postage statements and mailing documentation to the *PostalOne!* system as described in [705.24.4.4](#).

### 2.5 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

### 2.6 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

### 2.7 Standard Format for Documentation

Documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and price claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the elements described in [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

### 2.8 Providing Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0](#).

### 2.9 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time

for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

#### **2.10 Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.



## 365 Mail Preparation

### Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparing Presorted Flats](#)
- [6.0 Preparing Carrier Route Flats](#)
- [7.0 Preparing Barcoded Flats](#)

## 1.0 General Information for Mail Preparation

### 1.1 Basic Preparation—Nonpresorted

There are no presort, sacking, or labeling standards for nonpresorted Bound Printed Matter.

### 1.2 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared.

### 1.3 Definition of Mailings

A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.

### 1.4 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, Post Office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *5-digit scheme (bundles and sacks) for flats meeting the automation-compatibility standards in 301.3.0*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in L007.



- d. *5-digit scheme carrier routes (sacks only) for Bound Printed Matter flats:* the ZIP Code in the delivery address on all pieces in carrier route bundles is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L001](#).
- e. *5-digit scheme (pallets) for Bound Printed Matter flats:* the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L001](#).
- f. *3-digit:* the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- g. *3-digit scheme bundles for flats meeting the automation-compatibility standards in 301.3.0:* the ZIP Code in the delivery address begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in [L008](#).
- h. *SCF:* the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see [L005](#)), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- i. *ADC:* all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- j. *ASF/NDC:* all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or network distribution center (NDC) (see [L601](#), [L602](#), or [L605](#)).
- k. *Mixed [NDC, ADC, etc.]:* the pieces are for delivery in the service area of more than one NDC, ADC, etc.

### 1.5 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and price claimed.
- c. A *5-digit scheme sort for flats meeting the automation-compatibility standards in 301.3.0* yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and 5-digit bundles for other ZIP Codes. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme bundles and sacks of flats before preparing 5-digit bundles and sacks. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation required. Bundles prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. Bundles may be labeled using an optional endorsement line (OEL) under [708.7.0](#) or with a red “5 SCH” bundle label. Bundles are placed in appropriate containers using the OEL “label to” 5-digit ZIP Code or using [L007](#) column B.

- d. A 5-digit scheme carrier routes sort for Carrier Route Bound Printed Matter flats prepared in sacks or as bundles on pallets yields a 5-digit scheme carrier routes sack or pallet for those 5-digit ZIP Codes listed in [L001](#) and 5-digit carrier routes sacks or pallets for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum sack or pallet volume, with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme carrier routes destination that contain carrier route bundles for only one of the schemed 5-digit areas are still considered to be sorted to 5-digit scheme carrier routes and are labeled accordingly. The 5-digit scheme carrier routes sort is required for Carrier Route Bound Printed Matter flats. Preparation of 5-digit scheme carrier routes sacks or pallets must be done for all 5-digit scheme destinations.
- e. A 5-digit scheme sort for Presorted Bound Printed Matter flats prepared as bundles on pallets yields 5-digit scheme pallets containing Presorted price 5-digit bundles for those 5-digit ZIP Codes listed in [L001](#) and yields 5-digit pallets containing Presorted price 5-digit bundles for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum pallet volume, with no further separation by 5-digit ZIP Code required. Pallets prepared for a 5-digit scheme destination that contain 5-digit bundles for only one of the schemed 5-digit areas are still considered to be sorted to the 5-digit scheme and are labeled accordingly. The 5-digit scheme sort is required for Presorted Bound Printed Matter flats. The 5-digit scheme sort may not be used for other mail prepared on pallets. Preparation of 5-digit scheme pallets must be done for all 5-digit scheme destinations.
- f. A 3-digit scheme sort for flats meeting the automation-compatibility standards in [301.3.0](#) yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). When standards require 3-digit/scheme sort, mailers must prepare all possible 3-digit scheme bundles of flats before preparing 3-digit bundles. The 3-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 3-digit ZIP Code required. Bundles prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit ZIP Codes are still considered 3-digit scheme sorted and are labeled accordingly. Bundles must be labeled using an optional endorsement line (OEL) under [708.7.0](#) or with a green “3 SCH” bundle label. Three-digit scheme bundles are placed in 3-digit through mixed ADC containers, as applicable, using the OEL “label to” 3-digit ZIP Code or using [L008](#) column B.
- g. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.



- h. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- i. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry NDC”) that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the Post Office of entry determines the *entry* facility. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry NDC* includes subordinate ASFs unless otherwise specified.
- j. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [2.0](#).
- k. A “logical” *presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Bound Printed Matter “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. For pallets, 2,800 pounds of mail may be destined to an SCF destination, and these would form the “logical” SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement.
- l. *Cobundling* is available for combining within the same bundle flat-size Bound Printed Matter Presorted price pieces qualifying for and claiming the barcode discount and Presorted price pieces not qualifying for the barcode discount. Pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under [705.2.0](#).

## 2.0 Bundles

### 2.1 General

A *bundle* is a group of addressed pieces, for a presort destination, secured together as a unit. See [2.2](#), [2.3](#), and [601.2.0](#) for bundling standards.

### 2.2 Preparing Bundles

Bundles of flat-size pieces must be secure and stable subject to the following:

- a. If placed on pallets, the specific weight limits in [705.8.9](#).



- b. If placed in sacks, the specific applicable weight limits in [5.0](#), [6.0](#), [7.0](#), and [601.2.0](#).
- c. If bundles are prepared for entry as unsacked, nonpalletized bundles under [366.6.2](#) or [366.6.3](#), the weight limits and other standards in [601.2.10](#).

### 2.3 Bundle Sizes

Each logical bundle (the total group of pieces for a bundle destination) of Bound Printed Matter (BPM) must meet the applicable bundle size standards in [5.0](#), [6.0](#), [7.0](#), or [705.8.0](#). Each physical bundle should be at least the minimum bundle size. The size of each physical bundle may, however, contain fewer pieces than the bundle minimum if the thickness of the piece is too large to create a stable bundle (see [601.2.12](#)). Unless otherwise noted, the maximum weight for bundles in sacks is 20 pounds. Except for mixed ADC bundles and for carrier route bundles in sacks, each physical bundle of BPM must contain at least two pieces. For carrier route BPM prepared in sacks, there may be one loose piece to a carrier route, provided that all other bundles to that carrier route destination contain at least two addressed pieces, and that the total group of pieces to that carrier route meets the carrier route price eligibility minimum in [363](#). Bundles prepared on pallets must meet the additional bundling requirements under [705.8.0](#).

## 3.0 Sacks

### 3.1 Preparation

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds.

## 4.0 Sack Labels

### 4.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.
- e. Container labels for automation price mailings are subject to [4.9](#) and [708.6.0](#).
- f. Intelligent Mail tray labels, used on sacks, are subject to the standards in [708.6.5](#), *Intelligent Mail Tray Labels*, and to the specifications posted at <http://ribbs.usps.gov>.

### 4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:



- a. Color: white or manila.
- b. Weight: 70-pound or heavier stock (required for mailings of automation-compatible flats, optional for others).
- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- d. Height (perpendicular to printing):
  1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
  2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

### 4.3 Additional Standards for Barcoded Sack Labels

In addition to 4.2, barcoded sack labels must meet the standards in 4.9 and 708.6.3 (for 2-inch labels) or 708.6.4 (for 1-inch labels).

### 4.4 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

### 4.5 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards.
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

CONTENT TYPE	CODE
Barcoded	BC
Barcoded and Nonbarcoded	BC/NBC
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
Flats	FLTS

CONTENT TYPE	CODE
General Delivery Unit	G
Highway Contract Route	H
Mixed	MXD
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under <a href="#">705.9.0</a> )
Package Services	PSVC
Post Office Box Section	B
Rural Route	R
Scheme	SCH
Working	WKG

**4.6 Line 3 (Office of Mailing or Mailer Information Line)**

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

**4.7 Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

**4.8 Placement of Extraneous Information**

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It may appear below Line 3.
- A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.

**4.9 Basic Standards for Barcoded Sack Labels**

Mailers must use barcoded sack labels for barcoded flat-size mailings. Barcoded labels must meet these general standards:

- Mailers must use the appropriate size label as described in [4.2](#).
- Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- All information on barcoded labels must be machine-printed. Do not make alterations (such as handwritten changes) to preprinted barcoded labels.



- d. Mailers must insert a barcoded label completely into the label holder on the sack to prevent its loss during transport and processing.
- e. Intelligent Mail tray labels (see [708.6.0](#)) must be used on sacks for mailings entered under the full-service Intelligent Mail automation option.

## 5.0 Preparing Presorted Flats

### 5.1 Basic Standards

All mailings of Presorted Bound Printed Matter (BPM) are subject to the standards in [5.2, Bundling](#), and [5.3, Sacking](#), and to these general standards:

- a. Each mailing must meet the applicable standards in [302.3.0, Placement and Content of Mail Markings](#), [363, Prices and Eligibility](#), [365, Mail Preparation](#), and [366, Enter and Deposit](#).
- b. All pieces must be sorted to the finest extent possible under [5.2, Bundling](#), and [5.3, Sacking](#), or palletized under [705.8.0](#).
- c. Subject to [302.3.3](#), pieces must be marked “Bound Printed Matter” (or “BPM”) and “Presorted” (or “PRSRT”).

### 5.2 Bundling

#### 5.2.1 Required Bundling

Mailers must bundle pieces before putting them in sacks. Mailers must prepare a bundle when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces or 10 pounds, whichever occurs first. Only mixed ADC bundles or bundles prepared under [2.3](#) may contain smaller volumes. Five-digit bundles placed in 5-digit sacks and unsacked 5-digit bundles prepared for DDU entry may weigh a maximum of 40 pounds. For all other bundles, the maximum weight for each bundle is 20 pounds.

#### 5.2.2 Bundling and Labeling

For mailings consisting entirely of pieces meeting the automation-compatibility criteria in [301.3.0](#), pieces must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). Preparation sequence and labeling:

- a. 5-digit scheme (required); red Label 5 SCH or OEL. See definition in [1.5e](#).
- b. 5-digit (required); red Label 5 or OEL. See definition in [1.5e](#).
- c. 3-digit scheme (required); green Label 3 SCH or OEL. See definition in [1.5f](#).
- d. 3-digit (required); green Label 3 or OEL. See definition [1.5f](#).
- e. ADC (required); pink Label A or OEL.
- f. Mixed ADC (required); tan Label X or OEL.

## 5.3 Sacking

### 5.3.1 Required Sacking

Mailers may prepare flats as unsacked bundles under [601.2.10](#) or in bundles on pallets. Otherwise, mailers must prepare a sack when the quantity of mail for a required presort destination reaches either 20 addressed pieces or 20 pounds, whichever occurs first. Only mixed ADC sacks may contain smaller volumes. Optional SCF sacks are subject to the same minimum piece or pound provision as required sacks. Sacking also is subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 20-piece minimum; those that weigh more than 1 pound must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 20-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

### 5.3.2 Separation by Zone

Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. Exception: Pieces for different zones may be sacked together, and the sacks do not have to be separated by zone for verification if the mailing is prepared under [705.2.0, Manifest Mailing System](#), [705.3.0, Optional Procedure Mailing System](#), [705.4.0, Alternate Mailing System](#), or [5.3.3, Commingling Zones](#).

### 5.3.3 Commingling Zones

Subject to this section, when zoned BPM is presented as individual pieces, the mailing must be separated by zone. Nonidentical-weight pieces may not be commingled unless authorized by the Business Mailer Support manager. The mail must be prepared and documented:

- a. Under [705.2.0, Manifest Mailing System](#), or [705.4.0, Alternate Mailing System](#); or
- b. Under all these conditions:
  1. A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).
  2. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the Post Office where the mail is to be entered (entry Post Office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the permit number, the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone in the entire



mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the pallet. Entries for pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

#### 5.3.4 Cosacking Presorted Mail With Barcoded Mail

The following standards apply:

- a. If the mailing job contains a carrier route mailing, a Presorted mailing qualifying for and claiming the barcode discount under [363](#), and a Presorted mailing (not claiming the barcode discount), then the carrier route mailing must be prepared under [6.0](#), and the Presorted mailing qualifying for and claiming the barcode discount and the Presorted mailing (not claiming the barcode discount) must be cosacked under [705.9.0](#). As an option, the Presorted pieces qualifying for and claiming the barcode discount may be cobundled with Presorted pieces (not claiming the barcode discount) under [705.11.0](#). Cobundled pieces must be cosacked under [705.9.0](#).
- b. If the mailing job contains only a Presorted mailing qualifying for and claiming the barcode discount and a Presorted mailing (not claiming the barcode discount), both mailings must be cosacked under [705.9.0](#). As an option, the Presorted pieces qualifying for and claiming the barcode discount may be cobundled with Presorted pieces (not claiming the barcode discount) under [705.11.0](#). Cobundled pieces must be cosacked under [705.9.0](#).

#### 5.3.5 Sacking and Labeling

[\[4-1-13\]](#) Preparation sequence and labeling:

- a. 5-digit/scheme (required); see [1.5c](#); scheme sort required (before 5-digit sort), only for pieces meeting the automation-compatibility criteria in [301.3.0](#); minimum 20 addressed pieces; labeling:
  1. 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 (see [4.5](#) for overseas military mail).
  2. Line 2: For 5-digit scheme sacks, "PSVC FLT 5D SCH NBC." For 5-digit sacks, "PSVC FLTS 5D NON BC."
- b. 3-digit (required); labeling:
  1. Line 1: [L002](#), Column A.
  2. Line 2: "PSVC FLTS 3D NON BC."
- c. SCF (optional); labeling:
  1. Line 1: [L005](#), Column B.
  2. Line 2: "PSVC FLTS SCF NON BC."

- d. ADC (required); labeling:
  - 1. Line 1: [L004](#), Column B.
  - 2. Line 2: "PSVC FLTS ADC NON BC."
- e. Mixed ADC (required); labeling:
  - 1. Line 1: Use [L009](#), Column B.
  - 2. Line 2: "PSVC FLTS NON BC WKG."

## 6.0 Preparing Carrier Route Flats

### 6.1 Basic Standards

All mailings of Carrier Route Bound Printed Matter (BPM) are subject to the standards in [6.2](#) and [6.3](#) and to these general standards:

- a. Each mailing must meet the applicable standards in [363, Prices and Eligibility](#), [365, Mail Preparation](#), [366, Enter and Deposit](#). The mailer is responsible for proper payment of postage. (Information regarding postage payment methods is specified by standards according to each shape and class of mail, e.g. [364](#) for Bound Printed Matter Flats.
- b. All pieces must be sorted to the finest extent possible under [6.2](#) and [6.3, Sacking](#), or palletized under [705.8.0](#).
- c. Subject to [302.3.3](#), pieces must be marked "Bound Printed Matter" (or "BPM") and "Carrier Route Presort" (or "CAR-RT SORT").

### 6.2 Required Bundling

A carrier route bundle (or bundles) must be prepared when there are 10 or more addressed pieces or 10 or more pounds, whichever occurs first, for an individual carrier route. Smaller volumes are not permitted. The maximum weight of each physical bundle is 40 pounds. Each bundle must contain at least two addressed pieces except for the last bundle for each carrier route destination under [2.0](#). Bundles must be labeled with a facing slip unless the bundle is labeled using a carrier route information line ([708.7.0](#)) or an optional endorsement line ([708.6.0](#)). Bundling also is subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies), or bundle by the actual piece count or mail weight for each bundle, if documentation can be provided with the mailing that shows the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count, weight, or both.



### 6.3 Sacking

#### 6.3.1 Required Sacking

Mailers may prepare flats as unsacked bundles under [601.2.10](#) or in bundles on pallets. Otherwise, mailers must prepare a direct carrier route sack when the quantity of mail for an individual carrier route reaches either 20 addressed pieces or 20 pounds, whichever occurs first; smaller volumes are not permitted. Mailers then must place remaining bundles in 5-digit scheme carrier routes sacks or 5-digit carrier routes sacks, which have no minimum sack size. Carrier route sacks also are subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 20-piece minimum; those that weigh more than 1 pound must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 20-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

#### 6.3.2 Separation by Zone

Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. Exception: Pieces for different zones may be sacked together, and the sacks do not have to be separated by zone for verification if the mailing is prepared under [705.2.0, Manifest Mailing System](#), [705.3.0, Optional Procedure Mailing System](#), [705.4.0, Alternate Mailing System](#), or [6.3.3, Commingling Zones](#).

#### 6.3.3 Commingling Zones

Subject to this section, when zoned BPM is presented as individual pieces, the mailing must be separated by zone. Nonidentical-weight pieces may not be commingled unless authorized by the Business Mailer Support manager. The mail must be prepared and documented:

- a. Under [705.2.0, Manifest Mailing System](#), or [705.4.0, Alternate Mailing System](#).
- b. Under all these conditions:
  1. A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).
  2. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the Post Office where the mail is to be entered (entry Post Office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the permit number (if applicable), the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone and in



the entire mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the pallet. Entries for pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

#### 6.3.4 Residual Pieces

Residual pieces not sorted under 6.0 may be prepared as a Presorted Bound Printed Matter mailing under 5.0 provided that they are part of the same mailing job and reported on the same postage statement. Residual pieces paid at the Presorted price do not need to meet a separate 300 piece minimum. These pieces must be separated from the Carrier Route portion when presented to the USPS for verification. Presorted flats weighing 1 pound or less are not eligible for DDU prices.

#### 6.3.5 Sack Preparation

Preparation sequence and Line 1 sack labeling:

- a. Carrier route: required; for Line 1, use city, state, and 5-digit ZIP Code on mail (see 4.4 for overseas military mail).
- b. 5-digit scheme carrier routes: required (no minimum); for Line 1, use L001, Column B.
- c. 5-digit carrier routes: required (no minimum); for Line 1, use city, state, and 5-digit ZIP Code destination of bundles (see 4.4 for overseas military mail).

#### 6.3.6 Sack Label Line 2

Line 2 information:

- a. Carrier route: "PSVC FLTS CR," followed by the route type and number.
- b. 5-digit scheme carrier routes: "PSVC FLTS CR-RTS SCH."
- c. 5-digit carrier routes: "PSVC FLTS CR-RTS."

#### 6.3.7 Exception to Sacking

Sacking is not required for bundles that are prepared for and entered at DDU prices; such bundles may be bedloaded and may weigh up to 40 pounds each.

## 7.0 Preparing Barcoded Flats

### 7.1 Basic Standards

Flat-size Bound Printed Matter pieces claiming the barcode discount must be prepared under 7.0 and the eligibility standards for the price claimed. Bundle and sack preparation are subject to 365. Sacks must bear the appropriate barcoded container labels under 4.9.



### 7.2 Mailings

All pieces in a mailing must meet the standards in [7.0](#) and be sorted together to the finest extent required. Bound Printed Matter mailings may include presorted pieces claiming the barcode discount.

### 7.3 Bundling

#### 7.3.1 Bundle Standards

All pieces must be prepared in bundles and meet the following requirements:

- a. Meet both the size dimensions and the turning ability and deflection standards under [301.3.2, Additional Criteria for Automation Flats](#).
- b. The physical size of each bundle for each specific presort destination may contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum, depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Price eligibility is not affected when a physical bundle contains fewer pieces than the minimum bundle size for the above reasons.

#### 7.3.2 Bundle Preparation

Bundles must be prepared and labeled in the following sequence:

- a. 5-digit scheme: (required); see definition in [1.5e](#); minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Red Label 5 SCH or OEL.
- b. 5-digit: (required); see definition in [1.5e](#); minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Red Label 5 or OEL.
- c. 3-digit scheme (required); see definition in [1.5f](#); minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Green Label 3 SCH or OEL.
- d. 3-digit (required); see definition in [1.5f](#); minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Green Label 3 or OEL.
- e. ADC: (minimum 10 pieces or 10 pounds, maximum weight 20 pounds); pink Label A or OEL.
- f. Mixed ADC: (no minimum, maximum weight 20 pounds); tan Label X or OEL.

#### 7.3.3 Scheme Bundle Preparation

See [1.5c](#) and [1.5f](#) for additional standards for pieces prepared in scheme bundles.

### 7.4 Sacking

#### 7.4.1 Sack Preparation and Labeling

[\[4-1-13\]](#) Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (required); see [1.5c](#), scheme sort required before 5-digit sort; minimum 20 addressed pieces; labeling:
  1. 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 (see [4.2](#) for overseas military mail).
  2. Line 2: For 5-digit scheme sacks, "PSVC FLTS 5D SCH BC." For 5-digit sacks, "PSVC FLTS 5D BC."

- b. 3-digit (required, except for optional bundles with 3-digit ZIP Code prefixes indicated by an “N” in [L002](#), when optional SCF sacks are prepared); minimum 20 addressed pieces; labeling:
  - 1. Line 1: [L002](#), Column A.
  - 2. Line 2: “PSVC FLTS 3D BC.”
- c. SCF (optional); minimum 20 addressed pieces; labeling:
  - 1. Line 1: [L005](#), Column B.
  - 2. Line 2: “PSVC FLTS SCF BC.”
- d. ADC (required); minimum 20 addressed pieces; labeling:
  - 1. Line 1: [L004](#), Column B.
  - 2. Line 2: “PSVC FLTS ADC BC.”
- e. Mixed ADC (required); no minimum; labeling:
  - 1. Line 1: [L009](#), Column B.
  - 2. Line 2: “PSVC FLTS BC WKG.”

## 7.5 Mixed Price Preparation

### 7.5.1 Cobundling and Cosacking Mixed Mail

The following standards apply to Bound Printed Matter:

- a. If the mailing job contains a carrier route mailing, a Presorted mailing qualifying for and claiming the barcode discount under [363.6.1](#), and a Presorted mailing (not claiming the barcode discount), then the carrier route mailing must be prepared under [6.0](#), and the Presorted mailing qualifying for and claiming the barcode discount and the Presorted mailing (not claiming the barcode discount) must be cosacked under [705.9.0](#). As an option, the Presorted pieces qualifying for and claiming the barcode discount may be cobundled with Presorted pieces (not claiming the barcode discount) under [705.11.0](#). Cobundled pieces must be cosacked under [705.9.0](#).
- b. If the mailing job contains only a Presorted mailing qualifying for and claiming the barcode discount and a Presorted mailing (not claiming the barcode discount), both mailings must be cosacked under [705.9.0](#). As an option, the Presorted pieces qualifying for and claiming the barcode discount may be cobundled with Presorted pieces (not claiming the barcode discount) under [705.11.0](#). Cobundled pieces must be cosacked under [705.9.0](#).
- c. If the mailing job contains only a carrier route mailing and a Presorted mailing qualifying for and claiming the barcode discount, each mailing must be prepared separately under the applicable standards in [6.0](#) and [7.0](#).

### 7.5.2 Merged Containerization

When the conditions and preparation standards in [705.10.0](#), [705.12.0](#), or [705.13.0](#) are met, 5-digit bundles of Presorted (barcoded and nonbarcoded pieces) and carrier route mail that are part of the same mailing job may be combined on merged



365.7.5.2

5-digit scheme sacks or pallets and merged 5-digit sacks or pallets. Bundles that are cosacked or copalletized must be part of the same mailing job and mail class. Barcode discount pieces may be cobundled with presorted pieces under [705.11.0](#)

## 366 Enter and Deposit

### Overview

- [1.0 Deposit of Nonpresorted Bound Printed Matter](#)
- [2.0 Presenting a Mailing](#)
- [3.0 Destination Entry](#)
- [4.0 Destination Network Distribution Center \(DNDC\) Entry](#)
- [5.0 Destination Sectional Center Facility \(DSCF\) Entry](#)
- [6.0 Destination Delivery Unit \(DDU\) Entry](#)

### 1.0 Deposit of Nonpresorted Bound Printed Matter

#### 1.1 Nonpresorted Mailings

Nonpresorted Bound Printed Matter postage must be paid via permit imprint and be deposited and accepted at the Post Office that issued the permit, at a time and place designated by the postmaster, except as otherwise provided for plant-verified drop shipments under [604.5.0](#).

### 2.0 Presenting a Mailing

#### 2.1 Verification and Entry—Presorted, Carrier Route, Destination Entry, and Barcoded Mailings

All presorted, carrier route, destination entry, and barcoded commercial mailings must be presented for verification and acceptance at the Post Office where the permit is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-verified drop shipment (PVDS) mailings must be presented for verification, acceptance, and entry under [705.17.0](#). Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement.

#### 2.2 Verification and Entry—Nonpresorted Mailings

Nonpresorted Bound Printed Matter is not accepted at retail counters, in collection boxes, or by carriers. Mailers must deposit nonpresorted Bound Printed Matter only at the Post Office where the permit is held at the time and place specified by the postmaster at the office of mailing (see [604.5.0](#)).

#### 2.3 Office of Mailing

Bound Printed Matter must be mailed at the Post Office from which the zone price postage was computed, except under [2.4, Redirected Mailings](#), and [2.5, NDC Acceptance](#).

#### 2.4 Redirected Mailings

A mailer who presents large mailings of zoned Package Services mail may be authorized or directed to deposit such mailings at another postal facility when processing or logistics make such an alternative desirable for the USPS, subject to these conditions:



### 366.2.5

- a. Zoned postage need not be recomputed if both the original Post Office of mailing and the alternative facility use the same zone chart for computing zoned postage, based on the 3-digit prefix of their ZIP Codes.
- b. Postage *must* be recomputed on pieces in mailings redirected to a postal facility that uses a different zone chart for computing zoned postage.

#### 2.5 **NDC Acceptance**

A mailer may present Bound Printed Matter at a NDC for acceptance if:

- a. Permit imprint postage is paid through an advance deposit account at the NDC parent Post Office or another Post Office in the NDC service area, unless otherwise permitted by standard.
- b. Zoned postage is computed from the NDC parent Post Office.
- c. The NDC is authorized by Form 4410 to act as acceptance agent for the entry Post Office.

#### 2.6 **Drop Shipment Information**

Essential information for entering drop shipment Bound Printed Matter mailings at specific postal facilities can be found in the Drop Shipment Product maintained by the National Customer Support Center (NCSC) ( see [608.8.1](#)).

### 3.0 Destination Entry

#### 3.1 **General**

Destination entry prices apply to Presorted and carrier route Bound Printed Matter (BPM) that is deposited at a destination network distribution center (DNDC), destination sectional center facility (DSCF), or destination delivery unit (DDU) as specified below. Eligibility for a destination entry price is determined by the sort level, processing category of the mail, and the type of container the mail is in (sack or pallet). Each piece can claim only one destination entry price; an individual pallet may contain pieces claimed at different destination entry prices.

#### 3.2 **Minimum Volume**

A destination entry price BPM mailing is subject to these minimum volume requirements:

- a. Each mailing must contain at least 300 presorted addressed pieces or 300 Carrier Route addressed pieces.
- b. Except as provided in [3.2e](#), each group of pieces prepared for deposit at different destination entry Post Offices must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by the appropriate Form 3605 postage statement.
- c. Separate presorted and Carrier Route mailings may be copalletized under [705.8.0](#).

- d. Pieces deposited at the same destination entry Post Office but claimed at different destination entry prices may be included in a single mailing and reported on the same postage statement (subject to one minimum volume requirement) if the destination entry Post Office is the proper facility for claiming each of the destination entry discounts.
- e. When Presorted or Carrier Route mailings are presented together under the plant-verified drop shipment (PVDS) procedures in [705.17.0](#), a mailer may use the total piece count from a single presort file (i.e., mailing job) for all line items to all destinations reported on a single Form 3605 and accompanied by a postage statement register to meet the separate 300-piece minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 300 pieces for a presorted or Carrier Route mailing entered at a single destination entry Post Office if there is a total of at least 300 Presorted price pieces and/or 300 Carrier Route pieces for all entry points combined for the single presort file listed on Form 3605 and the postage statement register.

### **3.3 Postage Payment**

Postage payment for destination entry mailings is subject to the same standards that apply generally to BPM. Postage and fees are paid to the Post Office that verifies the mailings.

### **3.4 Mailing Fee**

A destination entry mailing fee ([363.1.2.6](#)) must be paid once each 12-month period at each postal facility where the mailing(s) are verified. The fee may be paid in advance only for the next 12-month period and only during the last 60 days of the current service period. The fee charged is that in effect on the date of payment.

### **3.5 Documentation**

Each mailing must be accompanied by the appropriate Form 3605 and, if applicable, Form 8125. No additional documentation is required for destination entry prices.

### **3.6 Plant Loads**

Plant load mailings, including expedited plant load shipments, are not eligible for destination entry discounts.

### **3.7 Mailings of Unsacked Bundles**

Mailers may present unsacked, nonpalletized bundles of BPM flats that are properly prepared for and entered at DDU prices and unloaded according to standards in [3.9.9](#). Pieces in these bundles are not eligible for barcode discounts.

### **3.8 Verification**

#### **3.8.1 Mail Separation and Presentation**

Destination entry mail must be presented and verified under a PVDS system ([705.17.0](#)), presented for acceptance at a BMEU located at a destination postal facility; or presented for acceptance at an origin DMU or BMEU, and then prepared under Priority Mail Express Open and Distribute or Priority Mail Open and Distribute standards ([705.18.0](#)). Only plant-verified drop shipments may be deposited at a



### 366.3.8.2

destination delivery unit not co-located with a Post Office or other postal facility having a business mail entry unit. When presented to the USPS, destination entry mailings must meet the following requirements:

- a. Each mailing must be separated from other mailings for verification. For PVDS, destination entry price mailings for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow for reconciliation with each accompanying Form 8125, 8125-C, or 8125-CD.
- b. Mail must be separated from freight transported on the same vehicle.
- c. If Periodicals mail is on the same vehicle as BPM, then the Periodicals mail should be loaded toward the tail of the vehicle so that, for each destination entry, Periodicals mail can be offloaded first.
- d. Form 8125, 8125-C, or 8125-CD must accompany all PVDS mailings.

#### **3.8.2 Form 8125**

When mailings are verified and paid for at a postal facility different from the one at which they are deposited as mail, the mailer must ensure that they are accompanied by a completed Form 8125 (or 8125-C or 8125-CD), except for mailings prepared under Priority Mail Express Open and Distribute or Priority Mail Open and Distribute standards in [705.18.0](#).

#### **3.8.3 At NDC**

For a mailing to be verified at a NDC, the Post Office where the mailer's account or license is held must be within the service area of that NDC. The Post Office must authorize the NDC to act as its agent by sending Form 4410 to the NDC.

#### **3.8.4 PVDS Seal**

The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility.

#### **3.8.5 Mailer Transport**

The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility.

#### **3.8.6 Volume Standards**

Except as permitted for a local mailer under [3.9.12](#), destination entry mailings are subject to these volume standards:

- a. Regardless of total volume, the pieces for which a destination price is claimed must represent more than 50% of the mail (by weight or pieces, whichever is greater) presented by the same mailer within any 24-hour period. For this standard, mailer is the party presenting the material to the USPS (or for whom a transportation company has presented the material to the USPS).
- b. The same mailer may not in a 24-hour period present for verification and acceptance more than four destination price mailings at the same destination postal facility (or at another acting as its agent). The mailer may ask for a waiver of this limit when scheduling the deposit of the mailings. There is no maximum for plant-verified drop shipments.



## 3.9 Deposit

### 3.9.1 Time and Location of Deposit

Each mailing claimed at a destination price must be deposited at the time and location specified by the USPS. Mailings must be presented in vehicles that are compatible with dock, yard, and DDU operations, as applicable.

### 3.9.2 Freight

Drop shipments are freight until deposited and accepted as mail at the destination facility.

### 3.9.3 Appointments

Appointments must be made for destination entry price mail as follows:

- a. Except for a local mailer under [3.9.12](#) and mailings of perishable commodities, appointments for deposit of destination entry price mail at NDCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one business day in advance. Same-day appointments may be granted by a control center only through a telephone request. All appointments for NDC loads must be scheduled by the appropriate NDC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to 30 calendar days before a desired appointment date. The mailer must adhere to the scheduled mail deposit time and location. The mailer must cancel any appointment by notifying the appropriate control center at least 24 hours in advance of a scheduled appointment.
- b. Electronic appointments may be made through the Dropship Appointment System (DSAS) by a mailer or agent using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours before the desired time and date. All information required by the USPS appointment system regarding a mailing must be provided.
- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, the mailer must notify the DDU at least one business day in advance of a scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.
- d. When Periodicals are transported together with BPM as a mixed load ([707.29.0](#)), an appointment must be obtained for deposit at a destination entry facility.

### 3.9.4 Advance Scheduling

Mailers must schedule appointments for deposit of destination entry price mail under [3.9.3](#) and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.



### 366.3.9.5

- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

#### **3.9.5 Adherence to Schedule**

The mailer must follow the scheduled deposit time or cancel the appointment by notifying the designated control center. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, NDCs, or SCFs or more than 20 minutes at delivery units.

#### **3.9.6 Redirection by USPS**

A mailer may be directed to transport destination entry price mailings to a facility other than the designated DDU, SCF, or NDC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints.

#### **3.9.7 Redirection at Mailer's Request**

For service reasons, a mailer may ask to transport destination SCF price mail to a facility other than the designated SCF. This exception may be approved only by the district control center serving the destination facility. To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

#### **3.9.8 Recurring Appointments**

Recurring appointments refer to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.

- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

### 3.9.9 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at NDCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. At NDCs and ASFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At destination delivery units (DDUs), drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:
  - 1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
  - 2. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area.

### 3.9.10 Demurrage

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry price mailings.

### 3.9.11 Appeals

Mailers who believe they are denied equitable treatment may appeal to the manager, Customer Service (district), responsible for the destination postal facility.

### 3.9.12 Exception for Local Mailer

The restrictions in [3.8.6, Volume Standards](#), and [3.9.3, Appointments](#), do not apply when a mailer deposits mailings for verification and acceptance at the local Post Office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment authorization. Under this exception, the mailer may claim the destination entry prices for mailings or portions of mailings deposited at the local Post Office that meet the standards in [4.0, Destination Network Distribution Center \(DNDC\) Entry](#), [5.0, Destination Sectional Center Facility \(DSCF\) Entry](#), or [6.0, Destination Delivery Unit \(DDU\) Entry](#).



### 4.0 Destination Network Distribution Center (DNDC) Entry

#### 4.1 Eligibility

Pieces in a mailing meeting the standards in [3.0](#) and [4.0](#) that are deposited at a NDC or ASF are eligible for the DNDC price when they meet all of the following conditions:

- a. The pieces are properly prepared to qualify for Presorted or Carrier Route prices.
- b. The pieces are addressed for delivery to one of the 3-digit ZIP Codes served by the NDC or ASF where deposited that are listed, and according to the terms described, in labeling lists [L601](#) and [L602](#).
- c. The pieces are placed in a sack or on a pallet labeled to the NDC or ASF where deposited, or labeled to a postal facility within that NDCs or ASFs service area, as described in [L601](#) and [L602](#).
- d. Mail addressed to ZIP Codes served by an ASF must be entered at the appropriate ASF per [L602](#), and not entered at an NDC.

#### 4.2 Presorted and Carrier Route Flats

Presorted flats at all sort levels, and carrier route flats in sacks or on pallets, may claim DNDC prices, when the mail is entered at the appropriate facility under [4.1](#).

### 5.0 Destination Sectional Center Facility (DSCF) Entry

#### 5.1 Eligibility

[\[4-1-13\]](#) Bound Printed Matter pieces in a mailing meeting the standards in [3.0](#), [Destination Entry](#), are eligible for the DSCF price when they meet all of the following additional conditions:

- a. Are eligible for and prepared to qualify for Presorted or Carrier Route prices, subject to the corresponding standards for those prices.
- b. Are deposited at:
  1. a DSCF listed in [L005](#) or a USPS-designated facility, and are addressed for delivery within the DSCF's service area, or
  2. a USPS-designated FSS processing facility and placed in a sack, or on a pallet, labeled to a 5-digit ZIP Code processed by that facility in accordance with labeling list [L006](#). All pieces must include a full delivery address, an IMb and meet the physical standards for FSS-machinability provided in DMM [705.14.0](#).
- c. Are placed in a sack or on a pallet that is labeled to the DSCF or labeled to a destination within its service area. This includes sacks labeled to an ADC facility with the exact same service area as the DSCF.

#### 5.2 Presorted Flats

Presorted flats and automation flats in sacks for the 5-digit, 3-digit, and SCF sort levels or on pallets at the 5-digit scheme, 5-digit, 3-digit, SCF, and ASF sort levels may claim DSCF prices. Mail must be entered at the appropriate facility under [5.1](#).

**5.3 Carrier Route Flats**

Carrier route flats in sacks at all sort levels or on pallets at the 5-digit scheme carrier routes, 5-digit carrier routes, 3-digit, SCF, and ASF sort levels may claim DSCF prices. Mail must be entered at the appropriate facility under [5.1](#).

**6.0 Destination Delivery Unit (DDU) Entry****6.1 Eligibility**

Pieces in a mailing meeting the standards in [3.0](#), [Destination Entry](#), and [6.0](#) are eligible for the DDU price when they meet all of the following conditions:

- a. Are eligible for and prepared to qualify for Presorted or Carrier Route prices, subject to the corresponding standards for those prices.
- b. Are addressed for delivery within the ZIP Code(s) served by the destination delivery unit.
- c. Are deposited:
  1. For Carrier Route flats, at the DDU where the carrier cases the mail, as shown in the Drop Shipment Product.
  2. For Presorted flats, the Drop Shipment Product must be used to determine the correct destination entry facility for the 5-digit sorted flats entered at Presorted prices. If the Drop Shipment Product lists multiple facilities for a single 5-digit ZIP Code, then the mailer must inquire about the correct drop site when contacting the DDU to schedule an appointment.

**6.2 Presorted Flats**

Presorted flats that weigh more than 1 pound in 5-digit sacks, on 5-digit scheme or 5-digit pallets, or prepared as unsacked 5-digit bundles may claim DDU prices. Mailers must enter mail at the appropriate facility under [6.1](#). Presorted flats weighing 1 pound or less are not eligible for DDU prices.

**6.3 Carrier Route Flats**

Carrier route flats in sacks, on 5-digit carrier routes scheme and 5-digit carrier routes pallets, or prepared as unsacked carrier route bundles may claim DDU prices. Mailers must enter mail at the appropriate facility under [6.1](#).



366

**Commercial Flats:** Bound Printed Matter Enter and Deposit

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366.6.3







## **370      Commercial Flats Media Mail and Library Mail**

373 Prices and Eligibility

374 Postage Payment and Documentation

375 Mail Preparation

376 Enter and Deposit





## 373 Prices and Eligibility

### Overview

- [1.0 Prices and Fees for Media Mail and Library Mail](#)
- [2.0 General Content Standards for Media Mail and Library Mail Flats](#)
- [3.0 Content Standards for Media Mail Flats](#)
- [4.0 Content Standards for Library Mail Flats](#)
- [5.0 Enclosures and Attachments](#)
- [6.0 Price Eligibility for Media Mail and Library Mail Flats](#)

### 1.0 Prices and Fees for Media Mail and Library Mail

#### 1.1 Price Application

Media Mail prices and Library Mail prices are charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. The minimum postage price per piece is that for a piece weighing 1 pound.

#### 1.2 Shape, Flexibility, and Thickness

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

#### 1.3 Media Mail Prices and Library Mail Presorted Prices

For prices, see [Notice 123—Price List](#).

#### 1.4 Mailing Fees for Presorted Prices

Mailing fees must be paid once each 12-month period at each Post Office of mailing by or for any person who mails at the Presorted Media Mail or Presorted Library Mail prices. Mailers who mail both Presorted Media Mail and Presorted Library Mail must pay two separate annual fees. The fee may be paid in advance only for the next 12-month period and only during the last 60 days of the current service period. The fee charged is that in effect on the date of payment.

#### 1.5 Computing Postage

##### 1.5.1 Determining Single-Piece Weight

To determine single-piece weight in a mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a group of at least 10 randomly selected pieces and divide the total weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to two decimal places.

##### 1.5.2 Computing Postage for Affixed Postage

For each piece, affix the postage for the weight increment. To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece.



### 1.5.3 Computing Postage for Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable price per piece. Round each product off to four decimal places; add the products and round up the total postage to the nearest whole cent.

## 2.0 General Content Standards for Media Mail and Library Mail Flats

### 2.1 General

Mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (except as allowed in [4.2](#) for Library Mail), and that meets the eligibility standards in [3.0](#) for Media Mail or [4.0](#) for Library Mail, may be mailed as Media Mail or as Library Mail, as applicable.

### 2.2 Delivery and Return Addresses

Each Media Mail and Library Mail piece must bear a delivery address and the sender's return address formatted and placed according to [302.2.0](#) and [602.1.0](#). The delivery address must include the correct ZIP Code or ZIP+4 code.

### 2.3 Postal Inspection

Media Mail and Library Mail are not sealed against postal inspection. The mailing of articles at Media Mail or Library Mail prices constitutes consent by the mailer to postal inspection of the contents.

### 2.4 Enclosures

Material mailed at the Media Mail price or the Library Mail price other than books and sound recordings (see [3.2](#) and [4.4](#)) may contain only those additions and enclosures permitted under [5.0](#).

## 3.0 Content Standards for Media Mail Flats

### 3.1 Content Standards

Only these items may be mailed at the Media Mail prices:

- a. Books, including books issued to supplement other books, of at least eight printed pages, consisting wholly of reading matter or scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising matter other than incidental announcements of books. Advertising includes paid advertising and the publishers' own advertising in display, classified, or editorial style.
- b. 16-millimeter or narrower width films, which must be positive prints in final form for viewing, and catalogs of such films of 24 pages or more (at least 22 of which are printed). Films and film catalogs sent to or from commercial theaters do not qualify for the Media Mail price.
- c. Printed music, in bound or sheet form.



- d. Printed objective test materials and their accessories used by or on behalf of educational institutions to test ability, aptitude, achievement, interests, and other mental and personal qualities with or without answers, test scores, or identifying information recorded thereon in writing or by mark.
- e. Sound recordings, including incidental announcements of recordings and guides or scripts prepared solely for use with such recordings. Video recordings and player piano rolls are classified as sound recordings.
- f. Playscripts and manuscripts for books, periodicals, and music.
- g. Printed educational reference charts designed to instruct or train individuals for improving or developing their capabilities. Each chart must be a single printed sheet of information designed for educational reference. The information on the chart, which may be printed on one or both sides of the sheet, must be conveyed primarily by graphs, diagrams, tables, or other nonnarrative matter. An educational reference chart is normally but not necessarily devoted to one subject. A chart on which the information is conveyed primarily by textual matter in a narrative form does not qualify as a printed educational reference chart for mailing at the Media Mail prices even if it includes graphs, diagrams, or tables. Examples of qualifying charts include maps produced primarily for educational reference, tables of mathematical or scientific equations, noun declensions or verb conjugations used in the study of languages, periodic table of elements, botanical or zoological tables, and other tables used in the study of science.
- h. Loose-leaf pages and their binders consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students.
- i. Computer-readable media containing prerecorded information and guides or scripts prepared solely for use with such media.

### 3.2 Enclosures in Books

Enclosures in books mailed at Media Mail prices are subject to these additional standards:

- a. Either one envelope or one addressed postcard may be bound into the pages of a book. If also serving as an order form, the envelope or card may be in addition to the order form permitted by [3.2b](#).
- b. One order form may be bound into the pages of a book. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by [3.2a](#).
- c. Announcements of books may appear as book pages. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related or other materials or services. Announcements may fully describe the conditions and methods of ordering books and may contain ordering instructions for use with a separate order form. Up to three such announcements may contain as part of their format a single order form. The order forms permitted with these announcements are in addition to order forms that may be enclosed under [3.2a](#) or [3.2b](#).



### 4.0 Content Standards for Library Mail Flats

#### 4.1 Sender and Recipient Qualifications

Each piece must show in the address or return address the name of a school, college, university, public library, museum, or herbarium or the name of a nonprofit (as defined in [703.1.0](#)) religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organization or association.

#### 4.2 Content Standards for Mailings Between Entities

The items described in this section may be mailed at the Library Mail price when sent between: (1) schools, colleges, universities, public libraries, museums, and herbariums and nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, and fraternal organizations or associations; (2) any such institution, organization, or association and an individual who has no financial interest in the sale, promotion, or distribution of the materials; or (3) any such institution, organization, or association and a publisher, if such party has placed an order to buy such materials for delivery to itself:

- a. Books, consisting wholly of reading matter, scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising, except for incidental announcements of books.
- b. Printed music, whether in bound or sheet form.
- c. Bound volumes of academic theses, whether in typewritten or duplicated form.
- d. Periodicals, whether bound or unbound.
- e. Sound recordings.
- f. Other library materials in printed, duplicated, or photographic form or in the form of unpublished manuscripts.
- g. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials for informing and furthering the educational work and interests of museums and herbariums.

#### 4.3 Qualified Mailings “To” or “From”

The following specific items may be mailed at the Library Mail price when sent to or from schools, colleges, universities, public libraries, museums, and herbariums and to or from nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organizations:

- a. 16-millimeter or narrower width films, filmstrips, transparencies, slides, and microfilms. All must be positive prints in final form for viewing.
- b. Sound recordings.
- c. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials intended for informing and furthering the educational work and interests of museums and herbariums.
- d. Scientific or mathematical kits, instruments, or other devices.
- e. Catalogs of the materials in [4.3a](#) through [4.3d](#) and guides or scripts prepared solely for use with such materials.



#### 4.4 Enclosures in Books and Sound Recordings

Books and sound recordings mailed at the Library Mail price may contain these enclosures as well as the additions and enclosures permitted under [5.0](#):

- a. Either one envelope or one addressed postcard. If also serving as an order form, the envelope or card may be in addition to the order form permitted by [4.4b](#).
- b. One order form. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by [4.4a](#).
- c. With books, announcements of books in book pages or as loose enclosures. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related materials or services. Announcements may fully describe the conditions and methods of ordering books (such as by membership in book clubs) and may contain ordering instructions for use with the single order form.
- d. With sound recordings, announcements of sound recordings on title labels, on protective sleeves, on the carton or wrapper, or on loose enclosures. These announcements of sound recordings must be incidental and exclusively devoted to sound recordings, without extraneous advertising of recording-related materials or services. Announcements may fully describe the conditions and methods of ordering sound recordings (such as by membership in sound recording clubs) and may contain ordering instructions for use with the single order form.

### 5.0 Enclosures and Attachments

#### 5.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Media Mail or Library Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

#### 5.2 Incidental First-Class Mail Attachments and Enclosures

Incidental First-Class Mail matter may be enclosed in or attached to any Media Mail or any Library Mail piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared to not interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or



greeting included with a product, publication, or parcel. Postage at the applicable Media Mail or Library Mail price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

### **5.3 Loose Enclosures**

In addition to the enclosures and additions listed in [5.1](#), [5.2](#), and [5.4](#), any printed matter that is mailable as Standard Mail may be included loose with any qualifying material mailed at the Media Mail or Library Mail prices.

### **5.4 Written Additions**

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Hand-stamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

## **6.0 Price Eligibility for Media Mail and Library Mail Flats**

### **6.1 Basic Weight Standards**

There is no minimum weight for Media Mail or Library Mail. A single piece of Media Mail or Library Mail can weigh no more than 70 pounds.

### **6.2 Price Eligibility Standards**

A Presorted Media Mail mailing must contain a minimum of 300 pieces claimed at any combination of 5-digit and basic prices. A Presorted Library Mail mailing must contain a minimum of 300 pieces claimed at any combination of 5-digit and basic prices, and must be a separate mailing from any Media Mail mailing. Pieces that meet the 5-digit presort requirements are eligible for 5-digit presort prices and pieces that meet the basic presort requirements are eligible for basic prices, subject





to preparation standards in [375](#) or [705.8.0](#). If pieces are not identical in size and content, they may be presented as a single presorted mailing either with the correct postage affixed to each piece in the mailing or with postage paid with a permit imprint if authorized by Business Mailer Support, USPS headquarters.

### **6.3 Price Categories for Media Mail and Library Mail**

Media Mail and Library Mail prices are based on the weight of the piece without regard to zone. The price categories are as follows:

- a. 5-Digit Presort Price. To qualify for the 5-digit price, a piece must be sorted to 5-digit sacks under [375](#) or 5-digit pallets under [705.8.0](#). All logical 5-digit bundles on pallets must contain at least 10 pieces.
- b. Basic Presort Price. All pieces prepared and sorted under [375](#) or [705.8.0](#), that are not eligible for the 5-digit price qualify for the basic price.





## 374 Postage Payment and Documentation

### Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

## 1.0 Basic Standards for Postage Payment

### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Postage for Media Mail and Library Mail may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct numerical value of postage. Permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

## 2.0 Mailing Documentation

### 2.1 Completing Postage Statements

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer. The mailer may submit a computer-generated facsimile (see [2.4](#)). A change made to any postage statement requires the mailer (agent) to correct the postage statement and document the correction.

### 2.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a presorted mailing is presented to the USPS, unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by price when presented for acceptance. Documentation describes the preparation, price levels, and content of the mailing; details the volume and postage data; supports the postage statement, and allows the USPS to verify its accuracy. If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it meets all applicable standards. The postmaster of the office of mailing may require additional information if the documentation does not allow the mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0](#).

### 2.3 Reporting Multiple Mailings on One Statement

Each mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same class of mail and processing category, each mailing separately meets eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.



374.2.4

### 2.4 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information on the USPS form may be omitted. Facsimiles must include all other information pertaining to the mailing, including the class of mail, postage payment method, and four-digit form number. All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.



## 375 Mail Preparation

### Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks and Sack Labels](#)
- [4.0 Preparing Presorted Flats](#)

### 1.0 General Information for Mail Preparation

#### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed.

#### 1.2 Definition of Mailings

Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and the same processing category that are sorted together and/or presented under a single minimum volume mailing requirement. Generally, types of mail that follow different flows through the postal processing system and mail for each separate class and subclass must be prepared as separate mailings.
- b. Media Mail and Library Mail and any other type of mail may not be part of the same mailing even if in the same processing category.

#### 1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. 5-digit: the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. 5-digit scheme (bundles and sacks) for flats meeting the automation-compatibility standards in [301.3.0](#): the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code ranges shown in [L007](#). When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme bundles and sacks of flats before preparing 5-digit bundles and sacks. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume. Bundles prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are considered 5-digit scheme sorted.
- c. 3-digit: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- d. 3-digit scheme bundles for flats meeting the automation-compatibility standards in [301.3.0](#): the ZIP Code in the delivery address on all pieces begins with one of the 3-digit ZIP Code ranges shown in [L008](#). When standards require 3-digit/scheme sort, mailers must prepare all possible 3-digit scheme bundles of flats before preparing 3-digit bundles. The 3-digit ZIP Codes in each scheme



are treated as a single presort destination subject to a single minimum volume. Bundles prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit ZIP Codes are considered 3-digit scheme sorted.

- e. ADC: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- f. Mixed [NDC, ADC, etc.]: the pieces are for delivery in the service area of more than one NDC, ADC, etc.

### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. The term, *pieces*, refers to individually addressed mailpieces.
- b. A *full sack* is defined in the standards for the class and price claimed.
- c. The *required* at [quantity] instruction (e.g., “required at 10 pieces”) means that the particular unit must be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Smaller quantities may be prepared only if specifically permitted.
- d. The *optional* at [quantity] instruction means that the particular unit may be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Smaller quantities may be prepared only if specifically permitted.
- e. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [2.0](#).
- f. A “*logical*” presort destination represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to preparation requirements or the size of the individual pieces.

## 2.0 Bundles

### 2.1 General

A *bundle* is a group of addressed pieces, for a presort destination, secured together as a unit. See [601.2.0](#) for bundling standards.

## 3.0 Sacks and Sack Labels

### 3.1 Maximum Weight of Sacks

The maximum weight of any sack (mail plus sack tare) must not exceed 70 pounds.

### 3.2 Basic Standards for Sack Labels

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets and with dual plastic label holders/closures.



- c. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.

### 3.3 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Weight: 70-pound or heavier paper stock (required for mailings of automation-compatible flats, optional for others).
- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- d. Height (perpendicular to printing):
  - 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
  - 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

### 3.4 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first line on the label, completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label.
- b. *Information.* Line 1 must contain only the information specified by standard, including the destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

### 3.5 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards.
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

CONTENT TYPE	CODE
Barcoded	BC
Digit	D
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Mixed	MXD



CONTENT TYPE	CODE
Nonbarcoded	NON BC (sacks)
Package Services	PSVC
Post Office Box Section	B
Rural Route	R
Working	WKG

### 3.6 Line 3 (Office of Mailing or Mailer Information Line)

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the origin Post Office or the mailer's name and the city and state of the mailer's location. The ZIP Code of the mailer's location may be used instead of the city and state.

### 3.7 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are in the USPS City State Product.

### 3.8 Placement of Extraneous Information

Extraneous information is not permitted, except as allowed by these conditions:

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It may appear below Line 3.
- A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.

## 4.0 Preparing Presorted Flats

### 4.1 Basic Standards

All mailings of Presorted Media Mail and Presorted Library Mail are subject to these general requirements:

- All pieces must be sorted to the finest extent possible under [4.2](#) or palletized under [705.8.0](#).
- Each piece claimed at Media Mail prices must be marked "Presorted (or "PRSRT") Media Mail" under [302.3.0](#). Each piece claimed at Library Mail prices must be marked "Presorted (or "PRSRT") Library Mail" under [302.3.0](#).





## 4.2 Bundling

### 4.2.1 Required Bundling

A bundle must be prepared when the quantity of addressed pieces for a required presort level is a minimum of 10 pieces. Smaller volumes are permitted only under [601.2.12](#) for mixed ADC bundles. The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles in 5-digit sacks may weigh a maximum of 40 pounds. Each bundle must contain at least two addressed pieces.

### 4.2.2 Bundling and Labeling

For mailings consisting entirely of pieces meeting the automation-compatibility criteria in [301.3.0](#), pieces must be prepared in 5-digit scheme bundles for 5-digit ZIP Codes in [L007](#) and in 3-digit scheme bundles for 3-digit ZIP Codes in [L008](#).

Preparation sequence, bundle size, and labeling:

- a. 5-digit scheme (optional, but required for 5-digit price); red Label 5 SCH or OEL. See definition in [1.4c](#).
- b. 5-digit (optional, but required for 5-digit price); red Label 5 or OEL. See definition in [1.4c](#).
- c. 3-digit scheme (required); green Label 3 SCH or OEL. See definition in [1.4d](#).
- d. 3-digit; green (required) Label 3 or OEL. See definition [1.4d](#).
- e. ADC (required); pink Label A or OEL.
- f. Mixed ADC (required); tan Label X or OEL.

## 4.3 Sacking

### 4.3.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches the minimums specified in [4.3.2](#) or 1,000 cubic inches. Smaller volumes are not permitted (except in mixed ADC sacks).

### 4.3.2 Sacking and Labeling

[\[4-1-13\]](#) Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit price); see [1.3b](#); scheme sort required (before 5-digit sort), only for pieces meeting the automation-compatibility criteria in [301.3.0](#); minimum 10 addressed pieces; labeling:
  1. 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 (see [3.4](#) for overseas military mail).
  2. Line 2: For 5-digit scheme sacks, "PSVC FLT 5D SCH NBC." For 5-digit sacks, "PSVC FLT 5D NBC."
- b. 3-digit: required (20-piece minimum).
  1. Line 1: use [L002](#), Column A.
  2. Line 2: "PSVC FLTS 3D NON BC."
- c. ADC: required (20-piece minimum).



375.4.3.2

1. Line 1: use [L004](#), Column B.
  2. Line 2: "PSVC FLTS ADC NON BC."
- d. Mixed ADC: required (no minimum).
1. Line 1: Use [L009](#), Column B.
  2. Line 2: "PSVC FLTS NON BC WKG."



## 376 Enter and Deposit

### Overview

#### [1.0 Verification and Deposit](#)

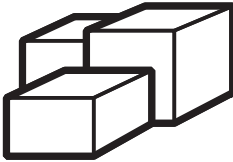
### 1.0 Verification and Deposit

All presorted mailings must be presented for verification and acceptance at the Post Office where the permit or license is held, at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement. Metered mail may be deposited at other than the licensing Post Office only under [705.20.0](#).



# 400

## Commercial Mail Parcels



### Design Standards

- 401 Physical Standards
- 402 Elements on the Face of a Mailpiece

### 410 Priority Mail Express

- 413 Prices and Eligibility
- 414 Postage Payment and Documentation
- 415 Mail Preparation
- 416 Enter and Deposit

### 420 Priority Mail

- 423 Prices and Eligibility
- 424 Postage Payment and Documentation
- 425 Mail Preparation
- 426 Enter and Deposit

### 430 First-Class Package Service

- 433 Prices and Eligibility
- 434 Postage Payment and Documentation
- 435 Mail Preparation
- 436 Enter and Deposit

### 440 Standard Mail

- 443 Prices and Eligibility
- 444 Postage Payment and Documentation
- 445 Mail Preparation
- 446 Enter and Deposit

### 450 Parcel Select

- 453 Prices and Eligibility
- 454 Postage Payment and Documentation
- 455 Mail Preparation
- 456 Enter and Deposit

### 460 Bound Printed Matter

- 463 Prices and Eligibility
- 464 Postage Payment and Documentation
- 465 Mail Preparation
- 466 Enter and Deposit

### 470 Media Mail and Library Mail

- 473 Prices and Eligibility
- 474 Postage Payment and Documentation
- 475 Mail Preparation
- 476 Enter and Deposit



## Design Standards

### TOPICS

401 Physical Standards  
402 Elements on the Face  
of a Mailpiece



## 401 Physical Standards

### 1.0 Physical Standards for Parcels

- 1.1 Processing Categories
- 1.2 Minimum Size
- 1.3 Maximum Weight and Size
- 1.4 Two or More Packages
- 1.5 Machinable Parcels
- 1.6 Irregular Parcel
- 1.7 Outside Parcel

### 2.0 Additional Physical Standards by Class of Mail

- 2.1 Priority Mail Express
- 2.2 Priority Mail
- 2.3 First-Class Package Service Parcels
- 2.4 Standard Mail Parcels
- 2.5 Parcel Select
- 2.6 Bound Printed Matter Parcels

## 402 Elements on the Face of a Mailpiece

### 1.0 All Mailpieces

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

### 2.0 Placement and Content of Markings

- 2.1 Priority Mail Express and Priority Mail Markings
- 2.2 Priority Mail Commercial Plus Cubic Markings
- 2.3 First-Class Package Service Markings
- 2.4 Standard Mail Markings
- 2.5 Parcel Select, Standard Post, Bound Printed Matter, Media Mail, and Library Mail Markings
- 2.6 Enclosures
- 2.7 Printing and Designs
- 2.8 Marking Hazardous Materials

### 3.0 Placement and Physical Standards for Endorsements

- 3.1 Endorsements for Delivery Instructions and Ancillary Services
- 3.2 Return Address
- 3.3 Placement of Endorsements

- 3.4 Physical Standards for Endorsements

### 4.0 General Barcode Placement for Parcels

- 4.1 GS1-128 Routing Barcode or Intelligent Mail Package Barcode Location
- 4.2 Clear Zone for GS1-128 Routing Barcode or Intelligent Mail Package Barcode
- 4.3 Intelligent Mail Barcodes and POSTNET Barcodes

## 410 Priority Mail Express Parcels

### TOPICS

- 413 Prices and Eligibility
- 414 Postage Payment and Documentation
- 415 Mail Preparation
- 416 Enter and Deposit



## 413 Prices and Eligibility

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### 1.0 Prices and Fees

- 1.1 Prices Charged Per Piece
- 1.2 Determining Single-Piece Weight
- 1.3 Commercial Base Prices
- 1.4 Commercial Plus Prices
- 1.5 Flat Rate Packaging
- 1.6 Sunday and Holiday Premium
- 1.7 Pickup on Demand
- 1.8 Delivery Stop
- 1.9 Determining Single-Piece Weight

### 2.0 Content Standards for Priority Mail Express

- 2.1 General
- 2.2 Matter Required to be Mailed as First-Class Mail

### 3.0 Basic Standards for Priority Mail Express

- 3.1 Definition
- 3.2 IMpb Standards
- 3.3 Matter Closed Against Postal Inspection

### 4.0 Service Features of Priority Mail Express

- 4.1 General
- 4.2 Priority Mail Express Next Day Delivery
- 4.3 Priority Mail Express Second Day Delivery
- 4.4 Priority Mail Express Custom Designed
- 4.5 Priority Mail Express Military Service (PMEMS)
- 4.6 Open and Distribute

## 414 Postage Payment and Documentation

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### 1.0 Basic Standards for Postage Payment Options

- 1.1 Commercial Base Pricing
- 1.2 Commercial Plus Pricing

### 2.0 Corporate Accounts

- 2.1 Availability
- 2.2 Account
- 2.3 Postage Liability
- 2.4 Payment Method

- 2.5 USPS Report
- 2.6 Closing Account

## 415 Mail Preparation

---

### 1.0 General Information for Mail Preparation

- 1.1 Priority Mail Express Packaging Provided by the USPS
- 1.2 Price Marking

### 2.0 Priority Mail Express Next Day and Second Day

- 2.1 Mailing Label
- 2.2 Waiver of Signature
- 2.3 Signature Required
- 2.4 ZIP Code Determination

### 3.0 Priority Mail Express Custom Designed

- 3.1 Forms
- 3.2 Signature Required
- 3.3 Pouches

### 4.0 Firm Mailing Book

## 416 Enter and Deposit

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### 1.0 Priority Mail Express Next Day and Second Day Delivery

### 2.0 Priority Mail Express Custom Designed

### 3.0 Priority Mail Express Military Service

### 4.0 Pickup on Demand Service

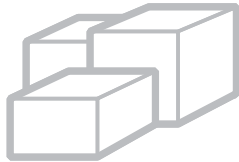
- 4.1 Availability
- 4.2 Pickup on Demand Fee



## 420 Priority Mail Parcels

### TOPICS

- 423 Prices and Eligibility
- 424 Postage Payment and Documentation
- 425 Mail Preparation
- 426 Enter and Deposit



## 423 Prices and Eligibility

### 1.0 Prices and Fees

- 1.1 Price Application
- 1.2 Commercial Base Prices
- 1.3 Commercial Plus Prices
- 1.4 Commercial Plus Cubic
- 1.5 Balloon Price
- 1.6 Dimensional Weight Price for Low-Density Parcels to Zones 5-8
- 1.7 Flat Rate Envelopes and Boxes
- 1.8 Pickup on Demand Fee
- 1.9 Hold For Pickup
- 1.10 Determining Single-Piece Weight
- 1.11 Computing Postage

### 2.0 Content Standards for Priority Mail

- 2.1 General
- 2.2 Matter Required to be Mailed as First-Class Mail

### 3.0 Basic Standards for Priority Mail

- 3.1 Definition
- 3.2 IMpb Standards
- 3.3 Service Objectives
- 3.4 Matter Closed Against Postal Inspection

## 424 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Affixing Postage—Single-Piece Mailings

### 2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

## 425 Mail Preparation

### 1.0 General Information for Mail Preparation

- 1.1 Priority Mail Packaging Provided by the USPS
- 1.2 Required Use

## 2.0 Marking

- 2.1 Product Marking
- 2.2 Price Marking
- 2.3 Price Marking for Commercial Plus Cubic Prices

### 3.0 Preparation

- 3.1 Preparing a Commercial Plus Cubic Mailing
- 3.2 Preparing a Permit Imprint Mailing
- 3.3 Payment Method

## 426 Enter and Deposit

### 1.0 Time and Location of Deposit

### 2.0 Pickup on Demand Service

## 430 First-Class Package Service Parcels

### TOPICS

433 Prices and Eligibility  
434 Postage Payment and  
Documentation  
435 Mail Preparation  
436 Enter and Deposit



## 433 Prices and Eligibility

### 1.0 Prices and Fees for First-Class Package Service

- 1.1 Price Application
- 1.2 Price Determination for First-Class  
Package Service Parcels
- 1.3 Commercial Base Prices
- 1.4 Commercial Plus Prices
- 1.5 Surcharge
- 1.6 Presort Mailing Fee
- 1.7 Computing Postage for First-Class  
Package Service
- 1.8 Determining Single-Piece Weight

### 2.0 Content Standards for First-Class Package Service Parcels

- 2.1 General
- 2.2 Matter Required to be Mailed as  
First-Class Mail
- 2.3 Restricted Air Transportation

### 3.0 Basic Standards for First-Class Package Service Parcels

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards
- 3.4 IMpb Standards
- 3.5 Move Update Standard
- 3.6 ZIP Code Accuracy

### 4.0 Price Eligibility for Presorted First-Class Package Service Parcels

- 4.1 5-Digit Price
- 4.2 3-Digit Price
- 4.3 ADC Price
- 4.4 Single-Piece Price

## 434 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

### 2.0 Postage Payment for Presorted First-Class Package Service Parcels

- 2.1 Permit Imprint Postage
- 2.2 Affixed Postage for First-Class  
Package Service Parcels

## 3.0 Mailing Documentation

- 3.1 Completing Postage Statements
- 3.2 Basic Documentation Standards
- 3.3 Preparing Documentation
- 3.4 Multiple Standards
- 3.5 Providing Additional Information
- 3.6 Reporting Multiple Mailings on One  
Statement
- 3.7 Facsimile Postage Statements

## 435 Mail Preparation

### 1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and  
Instructions

### 2.0 Sacks

- 2.1 Presort
- 2.2 Standard Containers
- 2.3 Sack Preparation

### 3.0 Sack Labels

- 3.1 Basic Standards
- 3.2 Line 1 (Destination Line)
- 3.3 Line 2 (Content Line)
- 3.4 Line 3 (Origin Line)
- 3.5 Electronic Verification System
- 3.6 Abbreviations for Lines 1 and 3
- 3.7 Placement of Extraneous  
Information

### 4.0 Preparing Parcels

- 4.1 Basic Standards
- 4.2 Single-Piece Mail
- 4.3 Bundling
- 4.4 Sacking and Labeling

## 436 Enter and Deposit

### 1.0 Deposit

- 1.1 Time and Location of Deposit
- 1.2 Approved Collections
- 1.3 Permit Imprint Collection

### 2.0 Verification

- 2.1 USPS Verification and  
Mailer Correction

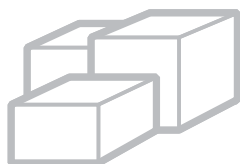
**430**  
**First-Class Mail**  
**Parcels**

- 2.2 Timeframe for Corrective Action
- 2.3 Payment at Single-Piece Price  
Rather than Correcting Errors

## 440 Standard Mail Parcels

### TOPICS

- 443 Prices and Eligibility
- 444 Postage Payment and Documentation
- 445 Mail Preparation
- 446 Enter and Deposit



## 443 Prices and Eligibility

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### 1.0 Prices and Fees for Standard Mail

- 1.1 Standard Mail Price Application
- 1.2 Regular and Nonprofit Standard Mail—Marketing Parcel and Product Sample Prices
- 1.3 Nonprofit Standard Mail—Machinable and Irregular Parcel Prices
- 1.4 Presort Mailing Fee
- 1.5 Computing Postage for Standard Mail

### 2.0 Content Standards for Standard Mail Parcels

- 2.1 Definition and Weight
- 2.2 Personal Information
- 2.3 Bills and Statements of Account
- 2.4 Handwritten and Typewritten Matter
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

### 3.0 Basic Standards for Standard Mail Parcels

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for Standard Mail
- 3.4 Presort Mailing Fees
- 3.5 Merging Similar Standard Mail Mailings
- 3.6 Residual Volume Requirement
- 3.7 Residual Mail Subject to First-Class Mail or Priority Mail Prices
- 3.8 ZIP Code Accuracy
- 3.9 Move Update Standard

### 4.0 Price Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Prices
- 4.3 Piece/Pound Prices
- 4.4 Surcharge
- 4.5 Extra Services for Standard Mail

### 5.0 Additional Eligibility Standards for Presorted Standard Mail Pieces

- 5.1 Basic Standards
- 5.2 Price Application
- 5.3 Prices for Machinable Parcels
- 5.4 Prices for Irregular Parcels and Marketing Parcels

## 6.0 Additional Eligibility Standards for Marketing Parcels Mailed as Product Samples

- 6.1 General Product Sample Standards
- 6.2 Carrier Route Accuracy Standard
- 6.3 Additional Standards for Targeted Product Samples
- 6.4 Additional Standards for Saturation (Every Door) Product Samples
- 6.5 Saturation Enhanced Carrier Route Standards

## 444 Postage Payment and Documentation

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### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Additional Postage Payment Standards

- 2.1 Identical-Weight Pieces
- 2.2 Nonidentical-Weight Pieces
- 2.3 Combined Price

### 3.0 Mailing Documentation

- 3.1 Completing Postage Statements
- 3.2 Basic Documentation Standards
- 3.3 Preparing Documentation
- 3.4 Multiple Standards
- 3.5 Standard Format for Documentation
- 3.6 Providing Additional Information
- 3.7 Reporting Multiple Mailings on One Statement
- 3.8 Facsimile Postage Statements

### 4.0 Residual Pieces

- 4.1 Postage Payment for Ineligible Standard Mail
- 4.2 Postage Payment for Barcoded Machinable Parcels

## 445 Mail Preparation

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### 1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

## **440 Standard Mail Parcels**

### **2.0 Bundles**

- 2.1 General
- 2.2 Facing Slips

### **3.0 Sacks**

- 3.1 Standard Containers
- 3.2 Sack Preparation

### **4.0 Sack Labels**

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Origin Line)
- 4.6 Electronic Verification System
- 4.7 Abbreviations for Lines 1 and 3
- 4.8 Placement of Extraneous Information

### **5.0 Preparing Presorted Parcels**

- 5.1 Basic Standards
- 5.2 Markings
- 5.3 Preparing Marketing Parcels (6 Ounces or More) and Machinable Parcels
- 5.4 Preparing Marketing Parcels (Less Than 6 Ounces) and Irregular Parcels

### **6.0 Preparing Enhanced Carrier Route Product Sample Parcels**

- 6.1 Basic Standards
- 6.2 Marking
- 6.3 Residual Pieces
- 6.4 Bundling
- 6.5 Preparing Product Samples
- 6.6 Delivery Sequence Documentation
- 6.7 Delivery Sequence Documentation

### **2.6 Deposit**

### **3.0 Destination Network Distribution Center (DNDC) Entry**

- 3.1 Definition
- 3.2 Eligibility
- 3.3 Additional Standards for Machinable Parcels
- 3.4 Vehicles
- 3.5 Form 4410

### **4.0 Destination Sectional Center Facility (DSCF) Entry**

- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles

### **5.0 Destination Delivery Unit (DDU) Entry**

- 5.1 Definition
- 5.2 Eligibility

## **446 Enter and Deposit**

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### **1.0 Presenting a Mailing**

- 1.1 Basic Standards for Standard Mail Deposit
- 1.2 Separation of Mailings

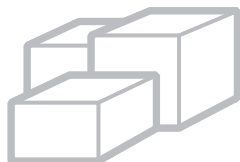
### **2.0 Destination Entry**

- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment and Documentation
- 2.4 Plant Loads
- 2.5 Verification

## 450 Parcel Select Parcels

### TOPICS

453 Prices and Eligibility  
454 Postage Payment and  
Documentation  
455 Mail Preparation  
456 Enter and Deposit



## 453 Prices and Eligibility

### 1.0 Prices and Fees

- 1.1 Price Application
- 1.2 Parcel Select Prices
- 1.3 Annual Mailing Fee
- 1.4 Computing Postage

### 2.0 Content Standards

- 2.1 Definition of Parcel Select
- 2.2 Basic Content Standards
- 2.3 Attachments or Enclosures of Periodicals Sample Copies
- 2.4 Postal Inspection
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

### 3.0 Price Eligibility for Parcel Select and Parcel Select Lightweight

- 3.1 Destination Entry Price Eligibility
- 3.2 Parcel Select NDC and ONDC Presort Price Eligibility
- 3.3 Parcel Select Nonpresort Price Eligibility
- 3.4 Parcel Select Lightweight
- 3.5 Oversized Price
- 3.6 Balloon Price
- 3.7 Delivery and Return Addresses
- 3.8 Hold For Pickup

## 454 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 NDC as Agent
- 1.3 Completing Postage Statements
- 1.4 Documentation
- 1.5 Basic Documentation Standards
- 1.6 Preparing Documentation
- 1.7 Multiple Standards
- 1.8 Providing Additional Information
- 1.9 Reporting Multiple Mailings on One Statement
- 1.10 Facsimile Postage Statements

## 455 Mail Preparation

### 1.0 General Information for Mail Preparation

- 1.1 Basic Standards
- 1.2 Definition of Presort Process
- 1.3 Definition of Mailings
- 1.4 Terms for Presort Level
- 1.5 Preparation Definitions and Instructions
- 1.6 Separation
- 1.7 Commingled Zones
- 1.8 Parcel Select Markings

### 2.0 Sacks

- 2.1 Maximum Weight

### 3.0 Sack Labels

- 3.1 Basic Standards
- 3.2 Physical Characteristics of a Sack Label
- 3.3 Line 1 (Destination Line)
- 3.4 Line 2 (Content Line)
- 3.5 Line 3 (Origin Line)
- 3.6 Electronic Verification System
- 3.7 Abbreviations for Lines 1 and 3
- 3.8 Placement of Extraneous Information

### 4.0 Preparing Destination Entry Parcel Select

- 4.1 Preparing Destination Delivery Unit (DDU) Parcel Select
- 4.2 Preparing Destination SCF (DSCF) Parcel Select
- 4.3 Preparing Destination NDC (DNDC) Parcel Select

### 5.0 Preparing NDC Presort and ONDC Presort Parcel Select

- 5.1 Definitions
- 5.2 Basic Standards

### 6.0 Preparing Machinable Parcels

- 6.1 Definition
- 6.2 Basic Standards
- 6.3 Sacking and Labeling

### 7.0 Preparing Parcel Select Lightweight

- 7.1 Basic Standards
- 7.2 Preparing Machinable Parcels
- 7.3 Preparing Irregular Parcels

**450**  
**Parcel Post**  
**Parcels**

456  
Enter and Deposit

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**1.0 Verification**

- 1.1 Verification and Entry
- 1.2 Office of Mailing
- 1.3 Redirected Mailings
- 1.4 NDC Acceptance
- 1.5 Drop Shipment Information

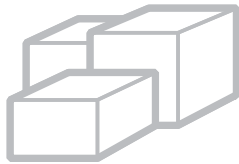
**2.0 Deposit**

- 2.1 Bedloaded Parcels
- 2.2 Mailer Transport
- 2.3 Freight
- 2.4 Mail Separation and Presentation of  
Destination Entry Mailings
- 2.5 NDC as Agent
- 2.6 Appointments
- 2.7 Exception to Scheduling Standard
- 2.8 Redirection by USPS
- 2.9 Advance Scheduling
- 2.10 Deposit Conditions
- 2.11 Recurring Appointments
- 2.12 Vehicle Unloading
- 2.13 Demurrage
- 2.14 Appeals
- 2.15 Documentation
- 2.16 DNDC Parcel Select—Acceptance  
at Designated SCF-USPS Benefit
- 2.17 DNDC Parcel Select—Acceptance  
at Designated SCF

## 460 Bound Printed Matter Parcels

### TOPICS

463 Prices and Eligibility  
464 Postage Payment and  
Documentation  
465 Mail Preparation  
466 Enter and Deposit



## 463 Prices and Eligibility

### 1.0 Prices and Fees for Bound Printed Matter

- 1.1 Nonpresorted Bound Printed Matter
- 1.2 Commercial Bound Printed Matter

### 2.0 Basic Eligibility Standards for Bound Printed Matter

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses

### 3.0 Content Standards for Bound Printed Matter Parcels

- 3.1 Basic Content Standards
- 3.2 Attachments or Enclosures of Periodicals Sample Copies
- 3.3 Attachments and Enclosures
- 3.4 Written Additions

### 4.0 Price Eligibility for Bound Printed Matter Parcels

- 4.1 Price Eligibility
- 4.2 Nonidentical Weight Pieces
- 4.3 ZIP Code Accuracy

### 5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Parcels

- 5.1 Basic Standards
- 5.2 Carrier Route Accuracy Standard

## 464 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Minimum Volume Requirements

### 2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Documentation for Nonpresorted, Nonidentical-Weight Mailpieces
- 2.4 Preparing Documentation
- 2.5 Multiple Standards
- 2.6 Providing Additional Information
- 2.7 Reporting Multiple Mailings on One Statement
- 2.8 Facsimile Postage Statements

## 465 Mail Preparation

### 1.0 General Information for Mail Preparation

- 1.1 Basic Preparation—Nonpresorted
- 1.2 Definition of Presort Process
- 1.3 Definition of Mailings
- 1.4 Terms for Presort Levels
- 1.5 Preparation Definitions and Instructions

### 2.0 Bundles

- 2.1 General
- 2.2 Bundle Sizes for Irregular Parcels

### 3.0 Sacks

- 3.1 Preparation

### 4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Origin Line)
- 4.6 Electronic Verification System
- 4.7 Abbreviations for Lines 1 and 3
- 4.8 Placement of Extraneous Information

### 5.0 Preparing Presorted Parcels

- 5.1 Basic Standards
- 5.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds
- 5.3 Preparing Irregular Parcels Weighing 10 Pounds or More
- 5.4 Preparing Machinable Parcels Not Claiming DNDC Prices
- 5.5 Preparing Machinable Parcels Claiming DNDC Prices

### 6.0 Preparing Carrier Route Parcels

- 6.1 Basic Standards
- 6.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds
- 6.3 Preparing Irregular Parcels Weighing 10 Pounds or More
- 6.4 Preparing Machinable Parcels



**460**  
**Bound**  
**Printed Matter**  
**Parcels**

466  
Enter and Deposit

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**1.0 Deposit of Nonpresorted Bound Printed Matter**

1.1 Nonpresorted Mailings

**2.0 Presenting a Mailing**

2.1 Verification and Entry—Presorted, Carrier Route, Destination Entry, and Barcoded Mailings

2.2 Verification and Entry—Nonpresorted Mailings

2.3 Office of Mailing

2.4 Redirected Mailings

2.5 NDC Acceptance

2.6 Drop Shipment Information

**3.0 Destination Entry**

3.1 General

3.2 Minimum Volume

3.3 Postage Payment

3.4 Mailing Fee

3.5 Documentation

3.6 Plant Loads

3.7 Mailings of Unsacked Bundles

3.8 Verification

3.9 Deposit

**4.0 Destination Network Distribution Center (DNDC) Entry**

4.1 Eligibility

4.2 Acceptance at Designated SCF—Mailer Benefit

4.3 Presorted Machinable Parcels

4.4 Presorted Irregular Parcels

4.5 Carrier Route Machinable Parcels

4.6 Carrier Route Irregular Parcels

**5.0 Destination Sectional Center Facility (DSCF) Entry**

5.1 Eligibility

5.2 Presorted Machinable Parcels

5.3 Presorted Irregular Parcels

5.4 Carrier Route Machinable Parcels

5.5 Carrier Route Irregular Parcels

**6.0 Destination Delivery Unit (DDU) Entry**

6.1 Eligibility

6.2 Presorted Machinable Parcels

6.3 Presorted Irregular Parcels

6.4 Carrier Route Machinable Parcels

6.5 Carrier Route Irregular Parcels

## 470 Media Mail and Library Mail Parcels

### TOPICS

473 Prices and Eligibility  
474 Postage Payment and  
Documentation  
475 Mail Preparation  
476 Enter and Deposit



## 473 Prices and Eligibility

### 1.0 Media Mail and Library Mail Prices and Fees

- 1.1 Price Application
- 1.2 Prices for Media Mail and Library Mail Parcels
- 1.3 Mailing Fees
- 1.4 Computing Postage

### 2.0 General Content Standards for Media Mail and Library Mail Parcels

- 2.1 General
- 2.2 Delivery and Return Addresses
- 2.3 Postal Inspection
- 2.4 Enclosures

### 3.0 Content Standards for Media Mail Parcels

- 3.1 Basic Content Standards
- 3.2 Enclosures in Books

### 4.0 Content Standards for Library Mail Parcels

- 4.1 Sender and Recipient Qualifications
- 4.2 Content Standards for Mailings Between Entities
- 4.3 Qualified Mailings “To” or “From”
- 4.4 Enclosures in Books and Sound Recordings

### 5.0 Enclosures and Attachments

- 5.1 Invoice
- 5.2 Incidental First-Class Mail Attachments and Enclosures
- 5.3 Loose Enclosures
- 5.4 Written Additions

### 6.0 Price Eligibility for Media Mail and Library Mail Parcels

- 6.1 Basic Weight Standards
- 6.2 Price Eligibility Standards
- 6.3 Price Categories for Media Mail and Library Mail Parcels

## 474 Postage Payment and Documentation

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

## 2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

## 475 Mail Preparation

### 1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

### 2.0 Bundles

- 2.1 General
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counter-stacking”)
- 2.5 Securing Bundles
- 2.6 Bundle Sizes
- 2.7 Exception to Bundle Sizes
- 2.8 Labeling Bundles

### 3.0 Sacks

- 3.1 Sack Preparation

### 4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Origin Line)
- 4.6 Electronic Verification System
- 4.7 Abbreviations for Lines 1 and 3
- 4.8 Placement of Extraneous Information

### 5.0 Preparing Media Mail and Library Mail Parcels

- 5.1 Basic Standards
- 5.2 Preparing Machinable Parcels

**470**  
**Media Mail**  
**Parcels**

5.3 Preparing Irregular Parcels

476

Enter and Deposit

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**1.0 Verification and Deposit**

1.1 Verification and Entry



# **Commercial Parcels**

## **Design Standards**

401 Physical Standards

402 Elements on the Face of a Mailpiece





# 401 Physical Standards

## Overview

- [1.0 Physical Standards for Parcels](#)
- [2.0 Additional Physical Standards by Class of Mail](#)

## 1.0 Physical Standards for Parcels

### 1.1 Processing Categories

USPS categorizes parcels into one of three mail processing categories: machinable, irregular, or outside parcel. These categories are based on the physical dimensions of the piece, regardless of the placement (orientation) of the delivery address on the piece.

### 1.2 Minimum Size

Pieces are subject to the minimum standards in [601.1.0, General Standards](#), and may be subject to other minimum dimensions, based on the standards for specific prices.

### 1.3 Maximum Weight and Size

**[1-27-13]** No mailpiece may weigh more than 70 pounds. Lower weight limits apply to parcels mailed at Priority Mail commercial plus cubic, Regional Rate Box, First-Class Package Service, Standard Mail, and Bound Printed Matter prices. Pieces may not measure more than 108 inches in length and girth combined, except Parcel Select. Standard Mail Marketing parcels (see [2.4](#)) may not be larger than 12 inches long, 9 inches high, and 2 inches thick. Parcel Select parcels may not measure more than 130 inches in length and girth combined. For parcels, length is the distance of the longest dimension and girth is the distance around the thickest part. Lower size or weight standards apply to mail addressed to some APOs and FPOs subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail, subject to [703.3.0](#).

### 1.4 Two or More Packages

Two or more packages may be mailed as a single parcel if they are about the same size or shape, are securely wrapped or fastened together, and do not exceed the weight or size limits.

### 1.5 Machinable Parcels

#### 1.5.1 Criteria

A machinable parcel is any piece that is not a letter or a flat and that is (see [Exhibit 1.5.1](#)):

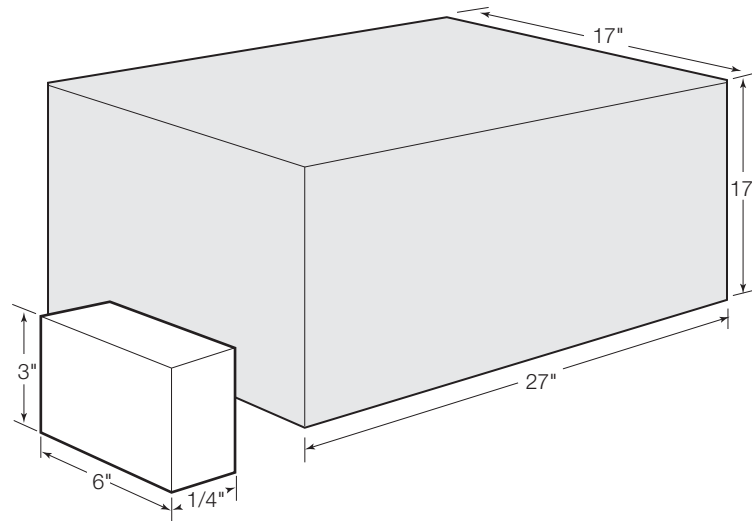
- Not less than 6 inches long, 3 inches high, 1/4 inch thick, and 6 ounces in weight, except under [1.5.2](#). A mailpiece exactly 1/4 inch thick is subject to the 3 1/2-inch height minimum under [601.1.0](#).



### 401.1.5.2

- b. Not more than 27 inches long, or 17 inches high, or 17 inches thick. Parcels cannot weigh more than 25 pounds, except Parcel Select and Parcel Return parcels which have a maximum weight of 35 pounds, except for those containing books or other printed matter (25 pound maximum).

#### Exhibit 1.5.1 Machinable Parcel Dimensions



#### 1.5.2 Criteria for Lightweight Machinable Parcels

A parcel that weighs less than 6 ounces (but not less than 3.5 ounces) is machinable if it meets all of the following conditions:

- a. The mailpiece is rectangular and able to maintain its integrity during mail processing (see [601.4.0](#)).
- b. The mailpiece bears a parcel barcode, printed and placed according to [708.5.0](#).
- c. Mailpieces weighing at least 3.5 ounces but less than 5 ounces must be a paperboard or fiberboard box within the following dimensions:
  - 1. At least 1.5 inches thick and no more than 3 inches thick.
  - 2. At least 6 inches long and no more than 7 inches long.
  - 3. At least 3.5 inches high and no more than 5 inches high.
- d. Mailpieces weighing at least 5 ounces but less than 6 ounces must be within the following dimensions:
  - 1. More than 3/4 inch thick and no more than 6 inches thick.
  - 2. At least 6 inches long and no more than 12 inches long.





3. At least 3-1/2 inches high and no more than 9 inches high.

### 1.5.3 Soft Goods and Enveloped Printed Matter

Soft goods wrapped in paper or plastic bags and enveloped printed matter are machinable only if all packaging standards in [601](#) are met.

### 1.5.4 Exception

Mailers of parcels that do not conform to the machinability criteria in [1.5.1](#) or [1.5.2](#) may request authorization to mail such parcels as machinable parcels by contacting the manager, Pricing and Classification Service Center (PCSC; see [608.8.1](#) for address). The manager, PCSC, in conjunction with the manager, Operations Integration and Support, may authorize such parcels as machinable if the parcels are tested on NDC parcel sorters and prove to be machinable. Mailers requesting testing of parcels for machinability must:

- a. Submit a written request and two sample parcels to the PCSC. The request must list the mailpiece characteristics for every shape, weight, construction, and size to be considered. If the request describes a mailpiece that falls within the specifications of pieces that were tested previously, the mailpiece may not require testing.
- b. State the estimated number of parcels to be mailed in the next 12 months, and the anticipated preparation level (e.g., destination NDC pallets).
- c. Upon acknowledgement from the manager, Operations Integration and Support, the mailer may be required to send 100 mailpiece samples to the designated test facility at least 6 weeks prior to the first mailing date. The USPS may recommend changes to physical characteristics of the mailpieces, and additional testing of the redesigned pieces, before authorizing parcels as machinable.

## 1.6 Irregular Parcel

An irregular parcel is a parcel not meeting the dimensional criteria in [1.5.1](#) or [1.5.2](#). This processing category also includes parcels that cannot be processed by NDC parcel sorters, including rolls and tubes up to 26 inches long; merchandise samples that are not individually addressed and are not letter-size or flat-size; unwrapped, paper-wrapped, or sleeve-wrapped articles that are not letter-size or flat-size; and articles enclosed in envelopes that are not letter-size, flat-size, or machinable parcels.

## 1.7 Outside Parcel

An outside parcel is a parcel that exceeds any of the maximum dimensions for a machinable parcel. This processing category also includes high-density parcels (other than books and printed matter) weighing more than 15 pounds and exerting more than 60 pounds per square foot (0.4167 pound per square inch) pressure on their smallest side; cartons containing more than 24 ounces of liquid in one or more glass containers; cartons containing 1 gallon or more of liquid in metal or plastic containers; cans, paints; rolls and tubes longer than 26 inches; metal-band strapped boxes, metal boxes, and wood boxes; articles not mailed in boxes or other containers; harmful matter; hazardous materials except ORM-D materials; and containers with all dimensions exceeding the minimum dimensions for a machinable



### 401.2.1

(regular) parcel, if their coefficient of friction or ability to slide on a smooth, hard surface is not similar to that of a domestic-class fiberboard box of the same approximate size and weight.

## 2.0 Additional Physical Standards by Class of Mail

### 2.1 Priority Mail Express

#### 2.1.1 Physical Standards of Mailpieces

Each piece of Priority Mail Express may not weigh more than 70 pounds. The combined length and girth of a piece (the length of its longest side plus the distance around its thickest part) may not exceed 108 inches. Lower size or weight standards apply to Priority Mail Express addressed to certain APO/FPO and DPOs. Priority Mail Express items must be large enough to hold the required mailing labels and indicia on a single optical plane without bending or folding.

#### 2.1.2 Two or More Packages

With the exception of USPS-produced Priority Mail Express Flat Rate Envelopes, two or more packages may be mailed as a single parcel if they are about the same size or shape, are securely wrapped or fastened together, and when packaged as a single parcel do not exceed the weight or size limits.

### 2.2 Priority Mail

#### 2.2.1 Physical Standards of Mailpieces

The maximum weight is 70 pounds, except for Commercial Plus Cubic (20 pounds); Regional Rate “Box A” (15 pounds); and Regional Rate “Box B” (20 pounds) parcels. The combined length and girth of a piece (the length of its longest side plus the distance around its thickest part) may not exceed 108 inches. Lower size and weight standards apply for some APO/FPO and DPO mail subject to [703.2.0](#), [Overseas Military Mail](#), and [703.4.0, Mail Sent by U.S. Armed Forces](#), and for Department of State mail subject to [703.3.0](#).

#### 2.2.2 Two or More Packages

With the exception of USPS-produced Priority Mail Flat Rate Envelopes or boxes, two or more packages may be mailed as a single parcel if they are about the same size or shape, are securely wrapped or fastened together, and when packaged as a single parcel do not exceed the weight or size limits.

#### 2.2.3 Balloon Price

Pieces addressed for delivery to zones 1-4 (including local) and weighing less than 20 pounds but measuring more than 84 inches in combined length and girth are charged the price for a 20-pound parcel for the zone to which it is addressed. See [423.1.5](#).

#### 2.2.4 Dimensional Weight Price

Postage for parcels addressed for delivery to zones 5-8 and exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight (see [423.1.6](#)), whichever is greater.



## 2.3 First-Class Package Service Parcels

### 2.3.1 Weight

First-Class Package Service parcels cannot exceed 13 ounces, except for commercial plus parcels, which may exceed 13 ounces but must weigh less than 16 ounces.

### 2.3.2 Additional Physical Standards

The address side of the parcel must be large enough to contain all delivery and return address, endorsement, postage, and label elements. First-Class Package Service parcels are eligible for USPS Tracking and Signature Confirmation services. A First-Class Package Service parcel is:

- a. A mailpiece that exceeds any one of the maximum dimensions for a flat (large envelope). See [101.2.1](#).
- b. A flat-size mailpiece, regardless of thickness, that is rigid or nonrectangular.
- c. A flat-size mailpiece that is not uniformly thick (has bumps, protrusions, or other irregularities that cause the thickness to vary more than 1/4 inch).

## 2.4 Standard Mail Parcels

### 2.4.1 Additional Physical Standards

Each piece must weigh less than 16 ounces.

### 2.4.2 Marketing Parcels

[1-27-13] Marketing parcels do not meet letters or flats standards and have the following characteristics:

- a. Height not more than 9 inches high. Minimum height must be 3-1/2 inches if the parcel is 1/4 inch thick or less.
- b. Length not more than 12 inches long. Minimum length must be 5 inches if the parcel is 1/4 inch thick or less.
- c. Thickness at least 0.009 thick, but not more than 2 inches.
- d. An alternative addressing format, according to [602.3.0](#).
- e. Marketing parcels mailed as small Product Samples under [443](#) must be no larger than 6 inches long, 4 inches high and 1.5 inches thick. Product Samples that have any dimension larger than one of the maximum dimensions for a small Product Sample, up to the maximum size in [2.4.2b](#) are large Product Samples.

## 2.5 Parcel Select

### 2.5.1 General Standards

These standards apply to Parcel Select:

- a. Parcel Select pieces measuring over 108 inches in combined length and girth, but not more than 130 inches in combined length and girth, are mailable at the applicable oversized price.
- b. An item weighing less than 20 pounds but measuring more than 84 inches (but not more than 108 inches) in combined length and girth is charged the price for a 20-pound parcel for the zone to which it is addressed (balloon price).



### 401.2.5.2

- c. All Parcel Select mailpieces must bear a unique tracking barcode or Intelligent Mail package barcode prepared under [708.5.0](#).

#### **2.5.2 Nonmachinable Parcel Select**

Mailpieces sent at Parcel Select Destination Entry prices are subject to the applicable nonmachinable prices in [453.1.0](#), except for parcels paying oversized prices (see [2.5.1a](#)) or parcels for which the special handling fee is paid. There are no nonmachinable prices for Parcel Select NDC Presort and ONDC Presort parcels. Mailpieces are nonmachinable if they meet any of the following criteria:

- a. A parcel more than 27 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 or more than 35 pounds, except under [1.5.2](#) for lightweight parcels.
- 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 [1.0](#) 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.

#### **2.5.3 Parcel Select Lightweight**

Parcel Select Lightweight pieces must weigh less than 16 ounces, cannot exceed 108 inches in combined length and girth, and must be large enough to accommodate postage and other required elements on the address side of the piece.

### **2.6 Bound Printed Matter Parcels**

#### **2.6.1 General Standards**

Pieces mailed at Bound Printed Matter prices may not weigh more than 15 pounds.



## 402 Elements on the Face of a Mailpiece

### Overview

- [1.0 All Mailpieces](#)
- [2.0 Placement and Content of Markings](#)
- [3.0 Placement and Physical Standards for Endorsements](#)
- [4.0 General Barcode Placement for Parcels](#)

### 1.0 All Mailpieces

#### 1.1 Clear Space

A clear space must be available on all mail for the address, postage (permit imprint, postage stamp, or meter stamp), postmarks, and postal endorsements.

#### 1.2 Delivery and Return Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece (see [602](#) for more information). Except for pieces prepared with detached address labels under [602.4.0](#), each mailpiece must have a visible and legible delivery address only on the side of the piece bearing postage. A return address is required in specific circumstances (see [3.2](#) and [602.1.5](#)). Standard Mail Marketing parcels (see [443](#)) must use an alternative addressing format under [602.3.0](#).

#### 1.3 Postage Payment

The mailer is responsible for proper payment of postage. Standards for postage payment are specified for each shape and class of mail.

### 2.0 Placement and Content of Markings

#### 2.1 Priority Mail Express and Priority Mail Markings

Except for pieces paid using a USPS Corporate Account, Merchandise Return Service, or permit imprint, Priority Mail Express and Priority Mail pieces claiming the Commercial Base or Commercial Plus price must bear the appropriate commercial price marking, printed on the piece or produced as part of the meter imprint or PC Postage indicia. Place the marking directly above, directly below, or to the left of the postage. Priority Mail Express pieces must be marked “Priority Mail Express,” by using a mailing label according to [415.2.1](#). Priority Mail pieces must bear the marking of “Priority Mail” prominently on the address side of each piece of Priority Mail. See [102.3.0](#) for more marking options. Markings are as follows:

- a. “Commercial Base Price” “Commercial Base Pricing” or “ComBasPrice”
- b. “Commercial Plus Price” “Commercial Plus Pricing” or “ComPlsPrice”

#### 2.2 Priority Mail Commercial Plus Cubic Markings

##### 2.2.1 Price Marking—Postage Evidencing Systems

Priority Mail pieces claiming the Commercial Plus cubic price must be marked “Priority Mail” and bear the applicable marking that reflects the correct price tier printed on the piece or produced as part of the postage indicia. The cubic tiers are



### 402.2.2.2

determined by the cubic measurement of each mailpiece up to the defined threshold, (for example, measurements from .01 up to .10 for “Cubic .10” and from .101 up to .20 for “Cubic .20”). Place the marking directly above, directly below, or to the left of the postage. Approved markings are as follows:

- a. “Cubic .10”
- b. “Cubic .20”
- c. “Cubic .30”
- d. “Cubic .40”
- e. “Cubic .50”

#### **2.2.2 Price Marking—Permit Imprint**

Priority Mail permit imprint pieces claiming the Commercial Plus cubic price must be marked “Priority Mail” and bear the “cubic” marking (see [2.2.3](#) for soft pack and padded envelopes), printed on the piece or produced as part of the permit imprint indicia. Place the marking directly above, directly below, or to the left of the postage. The approved marking is “Cubic” (or “CUBIC,” or “cubic”).

#### **2.2.3 Soft Pack and Padded Envelope Markings**

Regardless of the postage payment method used, soft pack and padded envelopes must be marked “Priority Mail” in addition to the tier price markings in [2.2.1](#) and the dimensions (length and width) of the original packaging. Place the markings directly above, directly below, or to the left of the postage.

### **2.3 First-Class Package Service Markings**

#### **2.3.1 Placement and Content**

Markings must be placed as follows:

- a. Basic Marking. The basic required marking “Presorted (or “PRSRT”) First-Class Package” (or “PKG”) must be printed as part of; directly below; or to the left of the postage on presorted parcels. Omit “Presorted” (or “PRSRT”) on parcels mailed at single-piece prices. If a parcel mailed at single-piece prices bears the “Presorted” marking, the mailer must either:
  1. Obliterate the “Presorted” marking, or
  2. Print a “Single-Piece” or “SNGLP” correction marking preceded by two asterisks on a line directly above or two lines above the address in a mailer keyline or a manifest keyline.
- b. Other Markings. In addition to the basic marking in [2.3.1a](#), First-Class Package Service parcels claiming commercial parcel prices must be marked as follows in a prominent location on the address side of the parcel:
  1. Except for parcels with permit imprint postage, parcels claiming Commercial Base prices must be marked “Commercial Base Price” or “ComBasPrice.”
  2. All parcels claiming Commercial Plus prices must be marked “Commercial Plus Price” or “ComPlsPrice.”

## 2.4 Standard Mail Markings

### 2.4.1 Placement and Content

Markings must be placed as follows:

- a. Basic Marking. The basic required marking that indicates the class of mail must be printed or produced as part of; directly below; or to the left of the permit imprint or affixed postage as follows:
  1. “Standard,” “STD,” “Presorted Standard,” or “PRSRT STD”
  2. “Nonprofit Organization,” “Nonprofit Org.,” or “Nonprofit”
- b. Other Markings. Price-specific markings for Standard Mail are “ECRLOT,” “ECRWSH,” “ECRWSS,” and “Customized MarketMail” (or “CMM”). Place price-specific markings in one of the following locations:
  1. In the location specified in [2.4.1a](#).
  2. In the address area on the line directly above or two lines above the address if the marking appears alone or included in an optional endorsement line or with carrier route information. If preceded by two asterisks, the price marking may be included in a mailer or manifest keyline or in an MLOCR ink-jet-printed date correction/meter drop shipment line.

### 2.4.2 Exceptions to Markings

The following exceptions apply to manifest mailings:

- a. The basic marking must appear in the postage area on each piece. The two-letter price category code required in the keyline on manifest mailing pieces prepared under [705.2.0](#) meets the requirement for other price markings.
- b. Mail manifested using the Electronic Verification System (eVS) under [705.2.9](#) must bear the basic marking and the additional marking “eVS” (or the alternative “e-VS” or “EVS”) in two places:
  1. In the required permit imprint as described in [604.5.0](#).
  2. In the human-readable text above the required barcode described in [705.2.9](#) and [708.5.0](#).

## 2.5 Parcel Select, Standard Post, Bound Printed Matter, Media Mail, and Library Mail Markings

### 2.5.1 Basic Markings

**[1-27-13]** The basic required marking (e.g., “Parcel Select”, “Parcel Select Lightweight”, “Standard Post”, “Bound Printed Matter”, “Media Mail”, “Library Mail”) must be printed on each piece claimed at the respective price. The basic required marking must be placed in the postage area (printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see [Exhibit 2.5.1](#)):

- a. The service icon that identifies the marking will be a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.



### 402.2.5.2

- b. The service banner must appear directly below the postage payment area and the service icon, and it must extend across the shipping label. The appropriate marking (e.g., “PARCEL SELECT”, “PARCEL SELECT - RG”, “MEDIA MAIL”) must be preceded by the text “USPS” and be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.

#### Exhibit 2.5.1 Marking Indicator Examples



#### 2.5.2 Parcel Select Markings

Each piece in a Parcel Select mailing must bear a price marking. Markings must appear in either the postage area described in [2.5.1](#) or in the address area on the line directly above or two lines above the address if the marking appears alone (when no other information appears on that line). The “Standard Post” marking is not allowed on any Parcel Select mailpiece. The following product markings are required:

- a. Destination Entry — “Parcel Select”.
- b. NDC Presort — “Parcel Select NDC Presort” or “Parcel Select NDC PRSRT”
- c. ONDC Presort — “Parcel Select ONDC Presort” or “Parcel Select ONDC PRSRT”.
- d. Nonpresort — “Parcel Select Nonpresort” or “Parcel Select NPS”.
- e. Lightweight — “Parcel Select Lightweight” or “PS Lightweight”.





### 2.5.3 Bound Printed Matter Markings

In addition to the basic marking “Bound Printed Matter” or “BPM,” each piece of Bound Printed Matter mailed at a presorted or carrier route price must bear additional price markings. The additional markings may be placed in the postage area as specified in [2.5.1](#). Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking except postal optional endorsement line information under [708.7.0](#) or postal carrier route bundle information under [708.6.0](#). The additional price markings are:

- a. For Presorted price mail, the additional required marking is “Presorted” (or “PRSRT”).
- b. For carrier route price mail, the additional required marking is “Carrier Route Presort” (or “CAR-RT SORT”).

### 2.5.4 Address and Firm Designation on Bound Printed Matter Machinable Parcels

When a Bound Printed Matter machinable parcel consists of multiple pieces for a single address secured with transparent shrinkwrap, the delivery address information and barcoded pressure-sensitive Label F or firm optional endorsement line must be visible and readable by the naked eye. Mailers must label the parcel using one of the following options:

- a. A firm optional endorsement line under [708.7.0](#), followed by the 5-digit destination ZIP Code of the parcel.
- b. A blue, pressure-sensitive, barcoded Label F on the address side of the parcel.

### 2.5.5 Media Mail and Library Mail Markings

Each piece of Media Mail or Library Mail mailed at a presorted price must bear the required marking “Presorted” or “PRSRT” in addition to the basic marking “Media Mail” or “Library Mail,” as applicable. This additional marking may be placed in the postage area as specified in [2.5.1](#). Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking except postal optional endorsement line information under [708.7.0](#).

### 2.5.6 Exception to Markings

Mail manifested using eVS under [705.2.9](#) must bear the basic marking and the additional marking “eVS” (or the alternative “e-VS” or “EVS”) in two places:

- a. In the required permit imprint as described in [604.5.0](#).
- b. In the human-readable text above the required barcode described in [705.2.9](#) and [708.5.0](#).

## 2.6 Enclosures

Enclosures, attachments, and mixed price mailpieces must be marked under the applicable standards in [703.9.0](#), *Mixed Classes*.



### 2.7 Printing and Designs

Required markings may be printed by a postage meter or other means that ensures a legible marking. A marking may not include or be part of a decorative design or advertisement.

### 2.8 Marking Hazardous Materials

All mailable hazardous materials must be labeled and/or marked as required in [601.10.0](#).

## 3.0 Placement and Physical Standards for Endorsements

### 3.1 Endorsements for Delivery Instructions and Ancillary Services

The mailer must place the correct endorsement on each mailpiece to provide delivery instructions (retention period under [507.4.3.4](#) or carrier release under [508.1.2](#)) or to request an ancillary service (forwarding, return, or address correction under [507.1.0](#), *Treatment of Mail*), subject to the corresponding standards for use and availability.

### 3.2 Return Address

When a printed ancillary service endorsement is used, or a request is embedded within an Intelligent Mail barcode, a domestic return address must be placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If the return address is a multiple delivery address, it must show a unit designator (e.g., an apartment number).

### 3.3 Placement of Endorsements

Placement of the endorsement on the mailpiece is determined as follows:

- a. The carrier release endorsement “CARRIER—LEAVE IF NO RESPONSE” must appear directly to the left of the postage area (preferred) or placed directly below the return address. A minimum 1/4 inch clear space must appear between any other printing and the carrier release endorsement. If an ancillary service endorsement is used, the carrier release endorsement must be separated from the ancillary service endorsement by the equivalent of one blank line of the type size used.
- b. A retention period specified by the mailer must be placed directly above the return address.
- c. Any ancillary service endorsement (e.g., Address Service Requested, Forwarding Service Requested, Return Service Requested, Change Service Requested) must be placed in one of these four positions:
  1. Directly below the return address.
  2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
  3. Directly to the left of the postage area and below or to the left of any price marking.
  4. Directly below the postage area and below any price marking.

### 3.4 Physical Standards for Endorsements

Endorsements must meet these physical standards:

- a. The type size of the endorsement must be at least 8 points.
- b. The read direction of the endorsement and return address must be the same as the read direction of the delivery address.
- c. The color contrast between the endorsement and the mailpiece background must be kept at a reasonable degree. A brilliant colored background or reverse printing is not permitted.
- d. A clear space of at least 1/4 inch around (above, below, and both sides) the total area containing the endorsement(s) is required.

## 4.0 General Barcode Placement for Parcels

### 4.1 GS1-128 Routing Barcode or Intelligent Mail Package Barcode Location

The address and barcode (see [708.5.0](#)) must be placed squarely onto the largest surface area of the parcel, except when its shape and contents requires specific orientation for stability during processing; then the address and barcode(s) must be placed on the top. The address and barcode label(s) must not overlap any side of the parcel or other label. The barcode should be placed immediately adjacent to the delivery address and at least 1 inch from the edge of the parcel. The delivery address and barcode may be printed on an attachment or enclosure in a window envelope affixed to the parcel, subject to the reflectance standards in [708.5.2.8](#). The barcode may be placed on a separate label or in an alternate location on the address label, subject to the clearance standards in [4.2](#). Barcodes that are not placed immediately adjacent to the delivery address must not encroach the return address, postage, applicable markings, endorsements, and extra service labels. Intelligent Mail package barcodes (see [708.5.0](#)) may be used in lieu of GS1-128 routing barcodes, following the same placement standards.

### 4.2 Clear Zone for GS1-128 Routing Barcode or Intelligent Mail Package Barcode

The barcode must be located as specified in [4.1](#). No printing may appear in an area 1/8 inch above and below the barcode. A minimum clear (quiet) zone equal to 10 times the average measured narrow element (bars or space) width must be maintained to the left and right of the barcode.

### 4.3 Intelligent Mail Barcodes and POSTNET Barcodes

[\[1-27-13\]](#) Intelligent Mail barcodes and POSTNET barcodes do not meet barcode eligibility requirements for parcels and do not qualify for any barcode-related prices for parcels, but one barcode may be included only in the address block on a parcel, except on eVS parcels. An Intelligent Mail barcode or POSTNET barcode in the address block must be placed according to [302.5.3](#).



# 402

## **Commercial Parcels:** Elements on the Face of a Mailpiece

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402.4.3





## **410 Commercial Parcels Priority Mail Express**

413 Prices and Eligibility

414 Postage Payment and Documentation

415 Mail Preparation

416 Enter and Deposit





## 413 Prices and Eligibility

### Overview

- [1.0 Prices and Fees](#)
- [2.0 Content Standards for Priority Mail Express](#)
- [3.0 Basic Standards for Priority Mail Express](#)
- [4.0 Service Features of Priority Mail Express](#)

### 1.0 Prices and Fees

#### 1.1 Prices Charged Per Piece

**[7-28-13]** Except for Flat Rate packaging (see [1.5](#)), Priority Mail Express postage is charged for each addressed piece according to its weight and zone. The 0.5-pound price is charged for items up to 0.5 pound and items over 0.50 pound are rounded up to the next whole pound. For example, if a piece weighs 0.25 pound, the weight (postage) increment is 0.50 pound; if a piece weighs 0.75 pound, the weight increment is 1 pound. Priority Mail Express items mailed under a specific customer agreement are charged according to the individual agreement. For shipments presented in Priority Mail Express containers under Priority Mail Express Custom Designed agreements, each container is considered an addressed piece.

#### 1.2 Determining Single-Piece Weight

**[7-28-13]** When determining single-piece weight, express all weights in decimal pounds rounded off to two decimal places (except mailers using eVS). Mailers using eVS may round off to two or four decimals, because eVS automatically rounds to the appropriate decimal place. When using a manifest mailing system, the manifest weight field must be properly completed by adhering to the rules relative to the specific manifest.

#### 1.3 Commercial Base Prices

**[7-28-13]** Priority Mail Express Commercial Base prices, (see [Notice 123–Price List](#)). These prices apply to:

- a. Customers who use an USPS Corporate Account (USPSCA), including federal agency accounts.
- b. Click-N-Ship customers.
- c. Registered end-users of USPS-approved PC Postage providers when using a qualifying shipping label managed by the PC Postage system used.
- d. Customers using USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [402.2.1](#)) and who electronically transmit transactional data to USPS and use an approved Priority Mail Express shipping label.
- e. Customers who pay postage with a permit imprint using the Electronic Verification System (eVS) program to document and pay postage (see [705.2.9](#)).



#### 1.4 Commercial Plus Prices

Priority Mail Express Commercial Plus prices are less than Priority Mail Express retail prices (see [Notice 123—Price List](#)).

##### 1.4.1 Eligibility

**[7-28-13]** Commercial Plus pricing is available to existing customers whose cumulative account volume exceeds 5,000 pieces in the previous four quarters or who have a customer commitment agreement with the USPS (see [1.4.2](#)) and who are:

- a. USPS Corporate Account (USPSCA) customers, including federal agency accounts.
- b. Registered end-users of USPS-approved PC Postage products when using a qualifying shipping label managed by the PC Postage system used.
- c. Permit imprint customers using the eVS program to document and pay postage under [705.2.9](#).
- d. Customers using USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [402.2.1](#)) and who electronically transmit transactional data daily to USPS for all mailpieces and mail categories and use an approved Priority Mail Express shipping label.

##### 1.4.2 New Priority Mail Express Customers

Commercial Plus prices are available for new Priority Mail Express customers who have a customer commitment agreement with the USPS. Shippers must contact their account manager or the manager, Shipping Support, Shipping Services (see [608.8.0](#) for address) for additional information.

#### 1.5 Flat Rate Packaging

Only USPS-produced or approved Flat Rate Envelopes and Boxes are eligible for the Flat Rate price and are charged a flat rate, regardless of the actual weight (up to 70 pounds) of the mailpiece or domestic destination. When sealing a Flat Rate Envelope or Box, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container provided the design of the container is not enlarged by opening the sides and the container is not reconstructed in any way. For prices, see [Notice 123—Price List](#).

#### 1.6 Sunday and Holiday Premium

When delivery is guaranteed for a Sunday or holiday, there is a premium (see [Notice 123—Price List](#)), unless paying via a Priority Mail Express Manifesting Agreement. Customers not desiring delivery on a Sunday or a holiday may avoid the premium by opting for guaranteed delivery on the subsequent delivery day.

#### 1.7 Pickup on Demand

**[7-28-13]** The Pickup on Demand fee is charged every time pickup service is provided, regardless of the number of pieces picked up. This service may be combined with Priority Mail, Standard Post and Package Services pickups (see [507.7.0](#)). See [Notice 123—Price List](#).

**1.8 Delivery Stop**

Priority Mail Express Custom Designed items are subject to an additional fee for each delivery stop for items presented for delivery to addressee. See [Notice 123—Price List](#).

**1.9 Determining Single-Piece Weight**

When determining single-piece weight, express all weights in decimal pounds rounded off to two decimal places (except mailers using eVS). Mailers using eVS may round off to two or four decimals, because eVS automatically rounds to the appropriate decimal place. When using a manifest mailing system, the manifest weight field must be properly completed by adhering to the rules relative to the specific manifest.

**2.0 Content Standards for Priority Mail Express****2.1 General**

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

**2.2 Matter Required to be Mailed as First-Class Mail**

Mailers have the option to use Priority Mail Express or Priority Mail for mailpieces required to be mailed as First-Class Mail. Complete descriptions of matter requiring the use of First-Class Mail are provided in [133.3.0](#).

**3.0 Basic Standards for Priority Mail Express****3.1 Definition**

[\[7-28-13\]](#) Priority Mail Express is an expedited service for shipping any mailable matter, with a money-back guarantee, subject to the standards below. Refunds standards for domestic Priority Mail Express are provided in [604.9.5](#). Priority Mail Express International is available between the United States and most foreign countries (see the [International Mail Manual](#)).

**3.2 IMpb Standards**

Commercial Priority Mail Express pieces (except for pieces paying postage through USPSA) must bear an Intelligent Mail package barcode (IMpb) prepared under [708.5.0](#).

**3.3 Matter Closed Against Postal Inspection**

[\[7-28-13\]](#) Priority Mail Express matter is closed against postal inspection.

**4.0 Service Features of Priority Mail Express****4.1 General**

[\[7-28-13\]](#) A mailing receipt showing the time and date of mailing must be provided to the mailer on retail acceptance of Priority Mail Express by the USPS. This receipt is a copy of the multipart Priority Mail Express label affixed to the mailpiece and



serves as evidence of mailing. Mailers authorized to present Priority Mail Express under Priority Mail Express Manifesting procedures in [705.2.0](#) must use a one-ply label and retain the verification manifest as the mailing receipt. Mailers using an online application to create their Priority Mail Express label must retain the customer online record or shipping history as evidence of mailing. A delivery record, including the addressee's signature (see [415.2.2](#) and [415.2.3](#)), will be faxed or mailed upon request. Customers may access proof of delivery information for Priority Mail Express as follows:

- a. Individual requests by article number can be retrieved at [www.usps.com](http://www.usps.com) or by calling 1-800-222-1811 and providing the article number. A proof of delivery letter (signature data) is provided electronically via email or signature extract file as provided in [4.1b](#).
- b. Bulk proof of delivery ([503.5.0](#)) is available only to mailers using Priority Mail Express Manifesting service and is obtained in a signature extract file format.

## 4.2 Priority Mail Express Next Day Delivery

### 4.2.1 Availability

Priority Mail Express Next Day Delivery is available at designated USPS facilities, designated Priority Mail Express collection boxes, or through Package Pickup or Pickup on Demand service, for overnight service to designated destination 3-digit ZIP Code delivery areas, facilities, or locations (Post Office to Addressee Service). Except for items endorsed "Guaranteed by End of Day" with an approved customer agreement in place, items are delivered to an addressee within the designated delivery area of the destination facility by noon or 3 p.m. on the next day. If delivery is not made, the addressee is notified, a second notice is left on the third day, and a second delivery is attempted upon customer request. For additional options, see [4.2.4](#), and [4.4](#).

### 4.2.2 Where Not Available

Next Day Delivery may not be available at or between all Post Offices or at all times of deposit. A Priority Mail Express Next Day Delivery directory, showing detailed local information about Priority Mail Express Next Day Delivery, is available at Post Offices.

### 4.2.3 Acceptance Times

Priority Mail Express Next Day Delivery mail must be presented by the times authorized by the postmaster. Priority Mail Express Next Day Delivery items mailed after the time authorized by the postmaster are accepted for delivery on the second day after mailing, subject to the standards for this service.

### 4.2.4 Hold for Pickup

Under Hold for Pickup service, items presented under [4.2.1](#) are available for claim by the addressee at the destination facility by 10 a.m., 12 p.m., or 3 p.m. of the next day the destination office is open for retail business.

### 4.3 Priority Mail Express Second Day Delivery

#### 4.3.1 Availability

Priority Mail Express Second Day Delivery is available to any 3-digit or 5-digit ZIP Code destination not listed in the Next Day Delivery directory mentioned in [4.2.2](#) (Post Office to Addressee Service). Except for items endorsed “Guaranteed by End of Day” with an approved customer agreement in place, items are delivered to an addressee within the designated delivery area of the destination facility by noon or 3 p.m. on the second delivery day. If delivery is not made, the addressee is notified, a second notice is left on the third day, and a second delivery is attempted upon customer request. For additional options, see [4.3.4](#) and [4.4](#).

#### 4.3.2 Acceptance

Priority Mail Express Second Day Delivery is accepted at designated USPS facilities, at Priority Mail Express collection boxes, and through Pickup on Demand service.

#### 4.3.3 Acceptance Times

Priority Mail Express Second Day Delivery shipments must be presented by 5 p.m., or such later time authorized by the postmaster.

#### 4.3.4 Hold for Pickup

Under Hold for Pickup service, items presented under [4.3.3](#) are available to pick up by the addressee at the destination facility by 10 a.m., 12 p.m., or 3 p.m. of the second delivery day that the destination office is open for retail business.

### 4.4 Priority Mail Express Custom Designed

#### 4.4.1 Availability

A service agreement is required for Custom Designed mailings. Custom Designed items are not eligible for Flat Rate pricing.

#### 4.4.2 Scheduled Basis

Priority Mail Express Custom Designed is available only on a scheduled basis between designated USPS facilities or other designated locations for mailable matter presented under the service agreement between the USPS and the mailer.

#### 4.4.3 Additional Fee

Priority Mail Express Custom Designed items are subject to an additional fee for each delivery stop for items presented for delivery to addressee.

#### 4.4.4 Service Agreement Information

Each Priority Mail Express Custom Designed Agreement must specify the scheduled:

- a. Place and day or date of origin for each shipment presented for service to each specific destination.
- b. Place and day or date for claim or delivery at destination for each scheduled shipment.
- c. Times of day for presenting at origin and for claim or delivery at destination.

#### 4.4.5 Service Commencement

Service provided under a service agreement must begin not more than 10 days after the signed service agreement is presented to the USPS.



413.4.4.6

### 4.4.6 Changes in Destination Address

At least 30 days' advance notice is required to change the Priority Mail Express destination address for origin caller service mail (accelerated reply mail).

### 4.4.7 Termination by USPS

Priority Mail Express Custom Designed provided under a service agreement may be terminated by the USPS on 10 days' written notice to the mailer, if service cannot be provided for reasons beyond the control of the USPS or because of changes in USPS facilities or operations, or if the mailer fails to adhere to the terms of the service agreement or these standards.

### 4.4.8 Termination by Mailer

A service agreement may be terminated by the mailer for any reason by notice to the USPS.

## 4.5 Priority Mail Express Military Service (PMEMS)

### 4.5.1 Objectives

[7-28-13] For Priority Mail Express Military Service (PMEMS), items presented at APO/FPO and DPO facilities before the published cut-off time are delivered the second day after acceptance. Items presented after the published cut-off time are delivered the third day after acceptance. For PMEMS, the USPS refunds standards are provided in [604.9.5](#).

### 4.5.2 Availability

[7-28-13] PMEMS (under [703.2.6](#)) is available between the United States and designated APO/FPO and DPOs to provide Department of Defense personnel stationed overseas, and others entitled to APO and FPO mailing privileges, an expedited delivery service to or from the United States. PMEMS Custom Designed Service and PMEMS Open and Distribute service are available to authorized APO/FPO destinations.

## 4.6 Open and Distribute

[7-28-13] Priority Mail Express Custom Designed, Priority Mail Express Next Day Delivery, and Priority Mail Express Second Day Delivery may be used to expedite movement of any other class of mail from one domestic USPS facility to another by Priority Mail Express Open and Distribute subject to the corresponding standards. For more information, see [705.18.0](#).



## 414 Postage Payment and Documentation

### Overview

- [1.0 Basic Standards for Postage Payment Options](#)
- [2.0 Corporate Accounts](#)

### 1.0 Basic Standards for Postage Payment Options

Federal agency and USPS official Priority Mail Express may use the appropriate indicia, subject to [703.7.0, Official Mail \(Penalty\)](#). The mailer is responsible for proper payment of postage. Customers may pay postage with a permit imprint via the electronic verification system (eVS) program to manifest Priority Mail Express items. Request authorization to use eVS according to the procedures in [705.2.9.9](#).

#### 1.1 Commercial Base Pricing

Commercial Base Priority Mail Express postage may be paid with:

- a. A USPS Corporate Account (see [2.0](#)), including federal agency accounts.
- b. Click-N-Ship.
- c. USPS-approved PC Postage products by registered end-users in conjunction with a qualifying shipping label managed by the PC Postage system used.
- d. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [402.2.1](#)) and transactional data is electronically transmitted to USPS with an approved Priority Mail Express shipping label.
- e. Permit imprint through the Electronic Verification System (eVS) under [705.2.9](#).

#### 1.2 Commercial Plus Pricing

Commercial Plus Priority Mail Express postage may be paid with:

- a. A USPS Corporate Account (see [2.0](#)), including federal agency accounts.
- b. USPS-approved PC Postage products by registered end-users in conjunction with a qualifying shipping label managed by the PC Postage system used.
- c. Permit imprint through the Electronic Verification System (eVS) under [705.2.9](#).
- d. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [402.2.1](#)) and transactional data is electronically transmitted daily to USPS for all mailpieces and mail categories with an approved Priority Mail Express shipping label.

### 2.0 Corporate Accounts

#### 2.1 Availability

A USPS Corporate Account (USPSCA) is available to any mailer, subject to [2.3](#) through [2.6](#) in *Corporate Accounts* and the terms on Form 5639. The address provided by the mailer on Form 5639 must be valid as a condition of an account being opened.



#### 2.2 Account

Written application is required to mail with a USPS Corporate Account. Mailers must pay postage through a USPS Corporate Account for all Priority Mail Express items accepted under the terms of a Priority Mail Express Manifesting agreement in [705.2.6](#).

#### 2.3 Postage Liability

The mailer must pay all postage and fees resulting from shipments presented bearing the assigned account number while the account is active and up to 30 days after the account is closed. After that, any shipment bearing the account number is refused and returned to the mailer.

#### 2.4 Payment Method

For opening and maintaining an account, the mailer may do any of the following:

- a. Use a personal or business credit card.
- b. Authorize the USPS to originate an Automated Clearing House (ACH) debit from a specified bank account.
- c. Participate in the Centralized Account Processing System (CAPS) debit only if combined with other *PostalOne!* accounts such as permit imprint, Periodicals, and Business Reply Mail.
- d. Existing USPSCA customers who deposit cash and checks in local trust accounts must maintain a minimum balance in the account equal to an average week's postage and fees, or \$100, whichever is higher.

#### 2.5 USPS Report

By the 10th of the month, the account holder receives a mailing activity report for the previous month. This report includes beginning and ending balances; deposits made; and postage and fees deducted. Accounts with activity have an itemized page included in the report. This itemization lists each piece mailed, the mailing date, label number, origin and destination ZIP Codes, and postage and fees. Deposits, withdrawals, and adjustments also are itemized.

#### 2.6 Closing Account

The USPS may close an account with 10 days' written advance notice to the account holder, (and reserves the right to refer closed corporate accounts with negative balances or unpaid mailings to a collection agency), for any of the following reasons:

- a. The ending balance on the mailing activity report is below the minimum balance required for two consecutive months.
- b. The account remains inactive for one year, unless circumstances warrant otherwise (e.g., a seasonal mailer, positive balance, etc.).
- c. For any unpaid mailings.
- d. There are repetitive unpaid mailings due to rejection of payment by the account holders' credit card company or ACH institution. The closing of an account due to repetitive unpaid mailings caused by the rejection of the payment by the banking institution is subject to review by the manager, Business Mail Entry.









## 415 Mail Preparation

### Overview

- 1.0 General Information for Mail Preparation
- 2.0 Priority Mail Express Next Day and Second Day
- 3.0 Priority Mail Express Custom Designed
- 4.0 Firm Mailing Book

### 1.0 General Information for Mail Preparation

#### 1.1 Priority Mail Express Packaging Provided by the USPS

Priority Mail Express packaging provided by the USPS must be used only for Priority Mail Express. Regardless of how the packaging is reconfigured or how markings may be obliterated, any material mailed in USPS-provided Priority Mail Express packaging is charged the appropriate Priority Mail Express price.

#### 1.2 Price Marking

Except for pieces paid using a USPS Corporate Account, Priority Mail Express pieces claiming the Commercial Base or Commercial Plus price must bear the appropriate price marking, printed on the piece or produced as part of the meter imprint or PC Postage indicia. Place the marking directly above, directly below, or to the left of the postage. Markings are as follows:

- a. "Commercial Base Price," "Commercial Base Pricing," or "ComBasPrice."
- b. "Commercial Plus Price," "Commercial Plus Pricing," or "ComPlsPrice."

### 2.0 Priority Mail Express Next Day and Second Day

#### 2.1 Mailing Label

For each Priority Mail Express item, the mailer must complete Label 11-B or Label 11-F for Post Office to Addressee Service, Label 11-HFPU for Hold for Pickup service, or a single-ply Priority Mail Express label generated through Click-N-Ship or an USPS-approved method. Mailers authorized to present Next Day or Second Day Priority Mail Express items using a Priority Mail Express Manifesting System are required to follow label preparation procedures in Publication 97, *Priority Mail Express Manifesting Technical Guide*.

#### 2.2 Waiver of Signature

For editions of Priority Mail Express Label 11-B or Label 11-F, Priority Mail Express *Post Office to Addressee*, printed before January 2012, a mailer sending a Priority Mail Express item may instruct the USPS to deliver a Priority Mail Express Next Day Delivery or Priority Mail Express Second Day Delivery item without obtaining the signature of the addressee or the addressee's agent by checking and signing the waiver of signature on Label 11-B or Label 11-F, or indicating waiver of signature is requested on single-ply commercial label. Completion of the waiver of signature authorizes the delivery employee to sign upon delivery. The item is delivered to the addressee's mail receptacle or other secure location. Mailers who request waiver of



signature are provided only the delivery date and time, and not an image of the signature when accessing delivery information on the Internet or when calling the toll-free number.

#### **2.3 Signature Required**

For editions of Priority Mail Express Label 11-B or Label 11-F printed on or after January 2012, a mailer sending a Priority Mail Express item, *and requiring the addressee's signature*, must instruct USPS to obtain a signature from the addressee upon delivery of the item by checking the "signature required" box on Label 11-B or Label 11-F or indicating signature is requested on single-ply commercial label. If the signature required box is selected, an image of the signature will be provided when accessing delivery information.

#### **2.4 ZIP Code Determination**

For Priority Mail Express Next Day Delivery, the mailer must determine whether the item is destined to a ZIP Code area to which Priority Mail Express Next Day Delivery is offered from the point of origin. A Priority Mail Express Next Day Delivery directory, showing detailed local information about Priority Mail Express Next Day Delivery, is available at Post Offices. If the destination is not listed, the mailer must use Priority Mail Express Second Day Delivery.

### **3.0 Priority Mail Express Custom Designed**

#### **3.1 Forms**

The mailer must complete Form 5625 and, when appropriate, Form 3877. The completed form is placed in an EP-13 envelope that is affixed to the Priority Mail Express pouch.

#### **3.2 Signature Required**

The addressee's (or agent's) signature is required for all Priority Mail Express Custom Designed service.

#### **3.3 Pouches**

Priority Mail Express Custom Designed items must be presented in sealed Priority Mail Express pouches.

### **4.0 Firm Mailing Book**

Form 3877 is available at no cost to any mailer who mails an average of three or more Priority Mail Express items at one time, following these instructions:

- a. The mailer must prepare Priority Mail Express Custom Designed and Priority Mail Express Next Day Delivery or Second Day Delivery items as described above.
- b. Form 3877 must be presented with the items to be mailed.
- c. The mailer must enter on Form 3877 the full number of each Priority Mail Express item and the addressee's name and address.



- d. All entries must be made in duplicate by typewriter, ink, or ballpoint pen. One copy is kept by the accepting employee. The other is receipted and returned to the mailer.
- e. All unused parts of the address column in Form 3877 must be obliterated by drawing a diagonal line through the unused part. Any alteration must be initialed by the mailer and accepting employee.
- f. For Priority Mail Express Manifesting, a special manifest is used to present Priority Mail Express items for acceptance as described in Publication 97, *Priority Mail Express Manifesting Technical Guide*. Form 3877, *Firm Mailing Book for Accountable Mail*, may be used only to list items for which extra services have been requested. See [705.2.6](#) for information.





## 416 Enter and Deposit

### Overview

- [1.0 Priority Mail Express Next Day and Second Day Delivery](#)
- [2.0 Priority Mail Express Custom Designed](#)
- [3.0 Priority Mail Express Military Service](#)
- [4.0 Pickup on Demand Service](#)

### 1.0 Priority Mail Express Next Day and Second Day Delivery

Commercial Priority Mail Express Next Day and Second Day Delivery items:

- a. May be deposited in Priority Mail Express collection boxes, handed to delivery and collection employees during their normal delivery and collection duties, or picked up by USPS Pickup on Demand service. The “time and date of mailing” for items deposited in these ways, is the time and date the items are brought to the Priority Mail Express acceptance unit.
- b. If manifested, will be accepted at the locations specified in the Priority Mail Express Manifesting agreement.

### 2.0 Priority Mail Express Custom Designed

Priority Mail Express Custom Designed items must be deposited on a scheduled basis under the service agreement.

### 3.0 Priority Mail Express Military Service

Priority Mail Express Military Service items must be presented by the times authorized by the local postmaster.

### 4.0 Pickup on Demand Service

#### 4.1 Availability

Priority Mail Express Pickup on Demand service is available from designated Post Offices.

#### 4.2 Pickup on Demand Fee

The Pickup on Demand fee is assessed and paid as described in [507.7.0](#).





## **420 Commercial Parcels Priority Mail**

- 423 Prices and Eligibility
- 424 Postage Payment and Documentation
- 425 Mail Preparation
- 426 Enter and Deposit



## 423 Prices and Eligibility

### Overview

- [1.0 Prices and Fees](#)
- [2.0 Content Standards for Priority Mail](#)
- [3.0 Basic Standards for Priority Mail](#)

### 1.0 Prices and Fees

#### 1.1 Price Application

The following price applications apply:

- a. Priority Mail mailpieces are charged per pound; any fraction of a pound is rounded up to the next whole pound. For example, if a piece weighs 1-1/4 pounds, the weight (postage) increment is 2 pounds. The minimum postage amount per addressed piece is the 1-pound price. See exceptions for prices not based on weight or the minimum 1-pound price below.
- b. Flat-rate prices are not based on weight and zone, but are charged a flat rate regardless of actual weight (up to 70 pounds) of the mailpiece and domestic destination.
- c. Commercial Plus items are charged the 1/2-pound price for items up to 1/2 pound. Items over 1/2 pound are rounded up to the next whole pound.
- d. Commercial Plus cubic prices are not based on weight, but are charged by zone and cubic measurement of the mailpiece with any fraction of a measurement rounded down to the nearest 1/4 inch. For example, if a dimension of a Commercial Plus cubic piece measures 12-3/8 inches, it is rounded down to 12-1/4 inches.
- e. Regional Rate Box prices are not based on weight but are priced based on box size and the zone to which it is sent.
- f. Priority Mail items mailed under a specific customer agreement are charged according to the individual agreement.
- g. Priority Mail Open and Distribute tray boxes are not based on weight but are charged based on the tray box and zone to which it is sent.

#### 1.2 Commercial Base Prices

##### 1.2.1 Commercial Base Price Eligibility

The Commercial Base prices are available for:

- a. Click-N-Ship customers.
- b. Registered end-users of USPS-approved PC Postage products when using a qualifying shipping label managed by the PC Postage system used.
- c. Customers using permit imprint.

- d. Priority Mail Open and Distribute customers using permit imprint when a Service barcode containing a unique service type code 55 is on the address label under [705.18.5.7](#). Priority Mail Open and Distribute is not available for customers using Regional Rate Boxes.
- e. Customers using USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [402.2.1](#)) and electronically transmit transactional data to USPS.
- f. Permit holders using Merchandise Return Service (MRS) for Priority Mail mailpieces when all MRS requirements are met ([505.3.0](#)).

### 1.2.2 Regional Rate Box Prices

Regional Rate Box prices are available to Priority Mail Commercial Base and Commercial Plus customers who use one of the USPS-produced Priority Mail Regional Rate Boxes and meet the requirements in [1.2.1](#). Prices are based on box size and zone. When sealing a Regional Rate Box, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container provided the design of the container is not enlarged by opening the sides and the container is not reconstructed in any way. Regional Rate Boxes that exceed the maximum weight limit as specified in [1.6.2](#), or the container flaps do not close within the normal folds will be assessed the applicable Priority Mail single-piece prices. Regional Rate Box options are:

- a. Box A: (Side loading or top loading box) has a maximum weight limit of 15 pounds.
- b. Box B: (Side loading or top loading box) has a maximum weight limit of 20 pounds.
- c. Box C: (Top loading box only) has a maximum weight limit of 25 pounds.

## 1.3 Commercial Plus Prices

### 1.3.1 Existing Priority Mail Customers

Commercial Plus prices are available to Priority Mail (including Critical Mail) customers who qualify for Commercial Base prices and whose cumulative account volume exceeds a combined total of 5,000 letter-size and flat-size pieces (including Flat Rate Envelopes, but not the Padded Flat Rate Envelope) or 75,000 total pieces in the previous calendar year (except Priority Mail Open and Distribute) or who have a customer commitment agreement with USPS, and are:

- a. Registered end-users of USPS-approved PC Postage products.
- b. Permit imprint customers.
- c. Priority Mail Open and Distribute (PMOD) customers whose account volume exceeds 600 PMOD containers (see [705.18.5.1](#)).
- d. Permit holders using MRS for Priority Mail items.
- e. Customers using USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [402.2.1](#)) and electronically transmit transactional data daily to USPS for all mailpieces and mail categories.

**1.3.2 New Priority Mail Customers**

Commercial Plus prices are available for new Priority Mail customers who have a customer commitment agreement with the USPS. Shippers must contact their account manager or the manager, Shipping Support, Shipping Services (see [608.8.0](#) for address) for additional information.

**1.4 Commercial Plus Cubic****1.4.1 Commercial Plus Cubic Eligibility**

Commercial Plus cubic prices are available to Priority Mail customers whose account volumes exceeded 150,000 pieces in the previous calendar year or who have a customer commitment agreement with the USPS. Each mailpiece must measure .50 cubic foot or less, weigh 20 pounds or less, and the longest dimension may not exceed 18 inches. Cubic-priced mailpieces may not be rolls or tubes. The Commercial Plus cubic prices are available for:

- a. Registered end-users of USPS-approved PC Postage products.
- b. Permit imprint customers. Customers are required to use the Electronic Verification System (eVS) program or submit an electronic postage statement with a computerized manifest under [705.2.0](#). Mailings must contain at least 200 pieces or 50 pounds of mail. Mailpieces are not required to be identical in weight.
- c. Permit holders using Merchandise Return Service for parcels returned at Priority Mail prices.

**1.4.2 Commercial Plus Cubic Tiers**

Cubic prices consist of the following five tiers:

- a. Tier 1 - mailpieces measuring up to .10 cubic foot
- b. Tier 2 - mailpieces measuring more than .10 up to .20 cubic foot
- c. Tier 3 - mailpieces measuring more than .20 up to .30 cubic foot
- d. Tier 4 - mailpieces measuring more than .30 up to .40 cubic foot
- e. Tier 5 - mailpieces measuring more than .40 up to .50 cubic foot

**1.4.3 Determining Cubic Tier Measurements for Rectangular and Nonrectangular Parcels**

Follow these steps to determine the cubic tier measurement for rectangular and nonrectangular parcels:

- a. Measure the length, width, and height in inches. Round down (see [604.7.0](#)) each measurement to the nearest 1/4 inch. For example, 6-1/8" x 5-7/8" x 6-3/8" is rounded down to 6" x 5-3/4" x 6-1/4".
- b. Multiply the length by the width by the height and divide by 1728. For example: 6" x 5-3/4" x 6-1/4" = 215.6 divided by 1728 = 0.125 (This piece exceeds 0.10 - Tier 1 threshold). It is calculated at Tier 2 - 0.101 to 0.20.



#### 1.4.4 Determining Cubic Tier Measurement for Soft Pack and Padded Envelopes

Cubic tier measurements for soft pack and padded envelopes are based on the outside dimensions of length plus width, in inches, of the original packaging material. Mailpieces that are pleated (e.g., expandable) must follow the measurement guidelines in [1.4.3](#) to be eligible for cubic pricing. Determine cubic tier measurements as follows:

- Measure the length and width separately in inches.
- Round down (see [604.7.0](#)) each measurement to the nearest 1/4 inch. For example, 10-1/8 inches is rounded down to 10 inches.
- Add the two measurements together. The maximum total of length plus width cannot exceed 36 inches. See [Exhibit 1.4.4](#) for corresponding price tiers.

#### Exhibit 1.4.4 Commercial Plus Pricing Tiers for Soft Pack & Padded envelopes

CUBIC PRICE TIERS		LENGTH PLUS WIDTH
0.10	Mailpieces measuring from	0" up to 21"
0.20	Mailpieces measuring more than	21" up to 27"
0.30	Mailpieces measuring more than	27" up to 31"
0.40	Mailpieces measuring more than	31" up to 34"
0.50	Mailpieces measuring more than	34" up to 36"

#### 1.4.5 New Priority Mail Customers

Commercial Plus cubic prices are available for new Priority Mail customers who have a customer commitment agreement with the USPS. Shippers must contact their account manager or the manager, Sales and Communication, Expedited Shipping (see [608.8.0](#) for address) for additional information.

#### 1.5 Balloon Price

Parcels addressed for delivery to 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 price for a 20-pound parcel (balloon price).

#### 1.6 Dimensional Weight Price for Low-Density Parcels to Zones 5-8

Postage for parcels addressed for delivery to Zones 5-8 and exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight (as calculated in [1.6.1](#) or [1.6.2](#)), whichever is greater.

##### 1.6.1 Determining Dimensional Weight for Rectangular Parcels

Follow these steps to determine the dimensional weight for a rectangular parcel:

- Measure the length, width, and height in inches. Round off (see [604.7.0](#)) each measurement to the nearest whole inch.
- Multiply the length by the width by the height.



- c. If the result exceeds 1,728 cubic inches, divide the result by 194 and round up (see [604.7.0](#)) to the next whole number to determine the dimensional weight in pounds.

### **1.6.2 Determining Dimensional Weight for Nonrectangular Parcels**

Follow these steps to determine the dimensional weight for a nonrectangular parcel:

- a. Measure the length, width, and height in inches at their extreme dimensions. Round off (see [604.7.0](#)) each measurement to the nearest whole inch.
- b. Multiply the length by the width by the height.
- c. Multiply the result by an adjustment factor of 0.785.
- d. If the final result exceeds 1,728 cubic inches, divide the result by 194 and round up (see [604.7.0](#)) to the next whole number to determine the dimensional weight in pounds.
- e. If the dimensional weight exceeds 70 pounds, the customer pays the 70-pound price.

## **1.7 Flat Rate Envelopes and Boxes**

Any amount of material may be mailed in a USPS-produced Priority Mail Flat Rate Box or Flat Rate Envelope. When sealing a Flat Rate Box or Flat Rate Envelope, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container; provided the design of the container is not enlarged by opening the sides and the container is not reconstructed in any way.

### **1.7.1 Flat Rate Envelopes—Price and Eligibility**

USPS-produced Priority Mail Flat Rate Envelopes are priced at a flat rate regardless of the actual weight (up to 70 pounds) of the mailpiece or domestic destination. See [Notice 123—Price List](#) for applicable prices.

### **1.7.2 Flat Rate Boxes—Price and Eligibility**

Only USPS-produced Flat Rate Boxes are eligible for the Flat Rate Box prices. Each USPS-produced Priority Mail Flat Rate Box is charged a flat rate regardless of the actual weight (up to 70 pounds) of the mailpiece or domestic destination. See [Notice 123—Price List](#) for applicable prices. Priority Mail Flat Rate Boxes are as follows:

- a. Small Flat Rate Box to domestic, APO/FPO, and DPO destinations.
- b. Medium Flat Rate Boxes (FRB-1) or (FRB-2) to domestic, APO/FPO, and DPO destinations.
- c. Board Game Large Flat Rate Box or Large Flat Rate Box to domestic destinations.
- d. Board Game Large Flat Rate Box or Large Flat Rate Box and “special version of this box” identified with the additional logo: “Americasupportsyou.mil.” to APO/FPO and DPO destinations is priced less than the conventional domestic Large Flat Rate Boxes. If the special version of the APO/FPO Flat Rate Box is used for non-APO/FPO and DPO destination addresses, the domestic or international Large Flat Rate Box prices will apply.



423.1.8

### **1.8 Pickup on Demand Fee**

The Pickup on Demand fee is charged per occurrence. This service may be combined with Priority Mail Express, Package Services, and international mail pickups (see [507.7.0](#)). See [Notice 123—Price List](#).

### **1.9 Hold For Pickup**

Under Hold For Pickup service, Priority Mail items are held at a designated Post Office location for pick up by a specified addressee or designee (see [508.7.0](#)).

### **1.10 Determining Single-Piece Weight**

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to two decimal places except mailers using eVS. Mailers using eVS may round off to four decimals, and eVS will automatically round to the appropriate decimal place. If a customer is using a manifest mailing system, the manifest weight field must be properly completed by adhering to the rules relative to the specific manifest.

### **1.11 Computing Postage**

Determine weight increment for each piece and pay postage under [424.1.0, Basic Standards for Postage Payment](#). For permit imprint mailings, multiply the number of addressed pieces at each weight increment by the corresponding postage price.

## **2.0 Content Standards for Priority Mail**

### **2.1 General**

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

### **2.2 Matter Required to be Mailed as First-Class Mail**

Unless Priority Mail Express is used, Priority Mail prices are required for a mailpiece that weighs more than 13 ounces when the mailpiece contains matter that must be mailed as First-Class Mail. Complete descriptions of matter requiring the use of First-Class Mail are provided in [133.3.0](#).

## **3.0 Basic Standards for Priority Mail**

### **3.1 Definition**

Priority Mail is an expedited service and may contain any mailable matter weighing no more than 70 pounds. Lower weight limits apply to Commercial Plus cubic (see [1.4](#)); Regional Rate Boxes (see [1.2.2](#)); Critical Mail (see [223.1.4](#) and [323.1.4](#)); APO/FPO mail subject to [703.2.0](#) and [703.4.0](#); and Department of State mail subject to [703.3.0](#).

### **3.2 IMpb Standards**

Priority Mail parcels with postage paid through a PC Postage system must bear an Intelligent Mail package barcode (IMpb) prepared under [708.5.0](#).



**3.3 Service Objectives**

All Priority Mail receives expeditious handling and transportation. The USPS follows uniform guidelines for distributing and delivering mail but does not guarantee delivery within the specified time. Local postmasters can provide more information.

**3.4 Matter Closed Against Postal Inspection**

Matter closed against postal inspection includes First-Class Mail, Priority Mail (including Critical Mail), and Priority Mail Express. USPS may open mail other than First-Class Mail, Priority Mail (including Critical Mail), or Priority Mail Express to determine whether the proper postage is paid. Material wrapped or packaged so that it cannot be examined easily or examined without destruction or serious damage is closed against postal inspection and is charged the appropriate First-Class Mail, Priority Mail, or Priority Mail Express price.



## 424 Postage Payment and Documentation

### Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Postage Paid With Permit Imprint](#)

## 1.0 Basic Standards for Postage Payment

### 1.1 Postage Payment Options

#### 1.1.1 Commercial Base and Regional Rate Box Pricing

Priority Mail Commercial Base and Regional Rate Box postage may be paid with:

- a. Click-N-Ship.
- b. USPS-approved PC Postage products when registered end-users use a qualifying shipping label.
- c. Permit imprint.
- d. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [402.2.1](#)) and electronically transmit transactional data to the USPS.
- e. Permit holders using Merchandise Return Service (MRS) for Priority Mail mailpieces when all MRS requirements are met ([505.3.0](#)).

#### 1.1.2 Commercial Plus Pricing

Commercial Plus Priority Mail postage may be paid with:

- a. USPS-approved PC-Postage products when registered end-users use a qualifying shipping label.
- b. Permit imprint.
- c. Merchandise Return Service (MRS) when pieces are returned at Priority Mail prices and all MRS requirements are met ([505.3.0](#)).
- d. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [402.2.1](#)) and electronically transmit transactional data daily to USPS for all mailpieces and mail categories.

#### 1.1.3 Commercial Plus Cubic Pricing

Commercial Plus cubic prices may be paid with:

- a. USPS-approved PC-Postage products when registered end-users use a qualifying shipping label.
- b. Permit imprint under [2.0](#). Mailers also must use the Electronic Verification System (eVS) program or submit an electronic postage statement with a computerized manifest under [705.2.0](#).
- c. MRS when pieces are returned at Priority Mail prices and all MRS requirements are met ([505.3.0](#)).



424.1.2

### **1.2 Affixing Postage—Single-Piece Mailings**

In a postage-affixed Priority Mail mailing, the mailer must affix to each piece a value equal to at least the postage required (including any surcharges).

## **2.0 Postage Paid With Permit Imprint**

### **2.1 Advance Deposit Account**

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. Each mailpiece must have a postal routing barcode (see [708.5.0](#)). Flat-shaped mailpieces may bear a POSTNET or Intelligent Mail barcode (see [708.4.0](#)) instead of the postal routing barcode. This payment method may be used for postage and extra service fees. This method must not be used to pay postage on any mailpiece that is designed for reply purposes.

### **2.2 Minimum Quantity**

Permit imprint mailings must contain at least 200 pieces or 50 pounds submitted under the terms of an approved manifest mailing system agreement with exceptions allowed under a minimum volume reduction provision.

### **2.3 Postage Statement**

A completed postage statement must accompany each mailing paid with a permit imprint.



## 425 Mail Preparation

### Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Marking](#)
- [3.0 Preparation](#)

### 1.0 General Information for Mail Preparation

#### 1.1 Priority Mail Packaging Provided by the USPS

Priority Mail packaging provided by the USPS must be used only for Priority Mail. Regardless of how the packaging is reconfigured or how markings may be obliterated, any matter mailed in USPS-provided Priority Mail packaging is charged the appropriate Priority Mail price.

#### 1.2 Required Use

The sender's domestic return address must appear legibly on Priority Mail.

### 2.0 Marking

#### 2.1 Product Marking

The marking "Priority Mail" must be placed prominently on the address side of each piece of Priority Mail.

#### 2.2 Price Marking

Except for pieces paid using permit imprint or Merchandise Return Service, Priority Mail pieces claiming the Commercial Base or Commercial Plus price must bear the appropriate price marking, printed on the piece or produced as part of the meter imprint or PC Postage indicia. Place the marking directly above, directly below, or to the left of the postage. Markings are as follows:

- a. "Commercial Base Price," "Commercial Base Pricing," or "ComBasPrice."
- b. "Commercial Plus Price," "Commercial Plus Pricing," or "ComPlsPrice."

#### 2.3 Price Marking for Commercial Plus Cubic Prices

See [402.2.3](#) for price markings and other markings for pieces claiming Commercial Plus cubic prices.

### 3.0 Preparation

#### 3.1 Preparing a Commercial Plus Cubic Mailing

Commercial Plus cubic mailpieces for multiple price tiers may be combined in the same container.



425.3.2

### **3.2 Preparing a Permit Imprint Mailing**

To use a permit imprint, the pieces must be of identical weight and, unless all the pieces are in a weight category for which the price does not vary by zone, the pieces must be separated by zone when presented to the Post Office.

### **3.3 Payment Method**

A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

## 426 Enter and Deposit

### Overview

[1.0 Time and Location of Deposit](#)

[2.0 Pickup on Demand Service](#)

### 1.0 Time and Location of Deposit

Mailpieces bearing postage evidencing indicia must be deposited in a collection box or at a postal facility within the ZIP Code shown in the indicia, except as permitted under [2.0](#) or [604.4.6.3](#). Permit imprint mail must be presented at a Post Office or USPS acceptance site under [604.5.0](#), or [705](#).

### 2.0 Pickup on Demand Service

Priority Mail Pickup on Demand service is available from designated Post Offices.





## **430      Commercial Parcels First-Class Package Service**

- 433 Prices and Eligibility
- 434 Postage Payment and Documentation
- 435 Mail Preparation
- 436 Enter and Deposit



## 433 Prices and Eligibility

### Overview

- [1.0 Prices and Fees for First-Class Package Service](#)
- [2.0 Content Standards for First-Class Package Service Parcels](#)
- [3.0 Basic Standards for First-Class Package Service Parcels](#)
- [4.0 Price Eligibility for Presorted First-Class Package Service Parcels](#)

### 1.0 Prices and Fees for First-Class Package Service

#### 1.1 Price Application

Postage is based on the price that applies to the weight (postage) increment of each addressed piece. All prices and fees can be found in [Notice 123—Price List](#).

#### 1.2 Price Determination for First-Class Package Service Parcels

First-Class Package Service Commercial Base prices are the same price for the first three ounces, with additional prices per additional ounce or fraction thereof; any fraction of an ounce after the first three ounces is considered a whole ounce. The minimum postage per addressed piece is that for a piece weighing 3 ounces. Commercial Plus prices are flat prices for all First-Class Package Service parcels weighing less than 16 ounces.

#### 1.3 Commercial Base Prices

Commercial Base parcels no more than 13 ounces in weight may be presorted or nonpresorted. Presorted parcels must include a unique Intelligent Mail package barcode (IMpb), or IMpb-compliant extra services barcode, including a postal routing code, on each parcel. Nonpresorted First-Class Package Service parcels no more than 13 ounces in weight mailed under the following conditions are eligible for single-piece Commercial Base parcel prices:

- a. The residual portion of a presorted mailing prepared under [435.4.0](#).
- b. Nonpresorted mailings may be paid by:
  1. Registered end-users of USPS-approved PC Postage products when using a qualifying shipping label, managed by the PC Postage system.
  2. USPS-approved IBI postage meters that electronically transmit transactional data to USPS.
  3. Permit imprint.
  4. Permit holders using Merchandise Return Service (MRS) for First-Class Package Service mailpieces when all MRS requirements are met ([505.3.0](#)).
- c. See [402.2.3](#) for marking requirements.

#### 1.4 Commercial Plus Prices

**[11-4-13]** First-Class Package Service machinable parcels less than 16 ounces and Merchandise Return Service parcels are eligible for Commercial Plus prices for customers that:



- a. Establish a customer commitment agreement with the Postal Service to mail more than 5,000 First-Class Package Service machinable parcels (including those parcels returned using Merchandise Return Service) at Commercial Plus prices in a calendar year. Customers may contact their account manager or the manager, Shipping Support (see [608.8.0](#) for address) for additional information.
- b. Pay for postage by using a permit imprint.
- c. Enter a minimum of 500 pieces of mail for each presorted mailing, or a minimum of 200 pieces or 50 pounds of mail for each single-piece mailing, or receive parcels returned using Merchandise Return Services.
- d. Use the Electronic Verification System (eVS) or submit an electronic postage statement with a computerized manifest.
- e. Mark parcels under [402.2.3](#).
- f. Include a unique Intelligent Mail package barcode or extra services barcode, including a postal routing code, on each presorted parcel.
- g. Are registered end-users of USPS-approved PC Postage products when using a qualifying shipping label, managed by the PC Postage system.

#### 1.5 Surcharge

**[1-27-13]** A surcharge applies for parcels with the following characteristics:

- a. Unless prepared in 5-digit/scheme containers, presorted parcels that are irregularly shaped, such as rolls, tubes, and triangles.
- b. Nonpresorted parcels (except those paid with PC Postage; see [3.4](#)) that do not bear a unique Intelligent Mail package barcode or extra services barcode, including a postal routing code, prepared under [708.5.0](#).

#### 1.6 Presort Mailing Fee

Payment of a presort mailing fee is required once each 12-month period at each office of mailing by any person or organization entering mailings at automation or Presorted First-Class Mail or any presorted First-Class Package Service prices. Payment of one fee allows a mailer to enter mail at all those prices. Persons or organizations paying this fee may enter mail of their clients as well as their own mail. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

#### 1.7 Computing Postage for First-Class Package Service

Affix postage to each piece or, for permit imprint mailings, multiply the number of pieces at each price increment by the corresponding postage price, add the *unrounded* products (amounts), and round off the total postage to the nearest whole cent.

#### 1.8 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected

pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

## 2.0 Content Standards for First-Class Package Service Parcels

### 2.1 General

With the exception of restricted material described in [601.8.0](#), any mailable item may be mailed at First-Class Package Service Commercial Plus prices. Parcels mailed at First-Class Package Service Commercial Base prices are not sealed against inspection and may not contain documents or personal correspondence, except that such parcels may contain invoices, receipts, incidental advertising, and other documents that relate in all substantial respects to merchandise contained in the parcels.

### 2.2 Matter Required to be Mailed as First-Class Mail

See [133.3.0](#) for a detailed description of matter required to be mailed as First-Class Mail (or Priority Mail Express or Priority Mail). The following types of contents must be mailed as First-Class Mail (or Priority Mail Express or Priority Mail):

- a. Bills and statements of account.
- b. Personal information.
- c. Handwritten and typewritten material.

### 2.3 Restricted Air Transportation

All First-Class Package Service parcels are subject to limitations for air transportation. See [601.10.0](#) for restrictions on air transportation.

## 3.0 Basic Standards for First-Class Package Service Parcels

### 3.1 Description of Service

First-Class Package Service parcels receive expeditious handling and transportation.

### 3.2 Defining Characteristics

#### 3.2.1 Inspection of Contents

Parcels mailed at First-Class Package Service Commercial Plus prices are closed against postal inspection. Federal law and USPS regulations restrict both opening and reviewing the contents of First-Class Package Service Commercial Plus parcels by anyone other than the addressee.

#### 3.2.2 Forwarding and Return Service

The postage price of First-Class Package Service parcels includes forwarding service to a new address for up to 12 months and return of undeliverable parcels to the sender.



### 3.2.3 Extra Services for First-Class Package Service Parcels

Extra services available for First-Class Package Service parcels are certificate of mailing service, Certified Mail service, COD service, USPS Tracking service, insured mail service (merchandise only), Registered Mail service, return receipt service, restricted delivery service, Signature Confirmation service, and special handling. See information regarding extra services in [503](#). See [508.7.0](#) for details about Hold for Pickup service.

### 3.3 Additional Basic Standards

**[11-4-13]** All presorted First-Class Package Service parcels must:

- a. Meet the applicable postage payment standards in [434](#) and [604.7.0](#).
- b. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets the address quality standards in [3.5](#) and [3.6](#).
- c. Bear a unique Intelligent Mail package barcode or extra services barcode, including a postal routing code, prepared under [708.5.0](#).

### 3.4 Impb Standards

**[1-27-13]** First-Class Package Service parcels claiming presorted prices or with postage paid through a PC Postage system must bear an Intelligent Mail package barcode prepared under [708.5.0](#).

### 3.5 Move Update Standard

#### 3.5.1 Basic Standards

The Move Update standard requires the periodic matching of a mailer's address records with customer-filed change-of-address orders maintained by the USPS. For this standard, *address* is a specific address associated with a specific occupant name. Each address in a mailing at commercial First-Class Package Service parcel presorted prices must meet the requirements in [602.5.0](#).

#### 3.5.2 Basis for Move Update Assessment Charges

Mailings are subject to a Move Update assessment charge if more than 30 percent of addresses with a change of address (COA) are not updated, based on the error rate found in USPS sampling at acceptance during Performance-Based Verification. Specifically, mailings for which the sample contains greater than 30 percent failed COAs out of the total COAs are subject to additional postage charges as follows:

- a. The percentage of the mailing paying the charge is based on the percentage of failed pieces above 30 percent.
- b. Each of the assessed pieces is subject to the \$0.07 per piece charge.
- c. As an example, if 40% of COAs in the sample are not updated, then the charge is applied to 10% (=40% - 30%) of the total mailing.
- d. Mailings for which the sample has five or fewer pieces that were not updated for a COA are not subject to the assessment, regardless of the failure percentage.

**3.6 ZIP Code Accuracy**

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Each address in a mailing at commercial First-Class Package Service presorted parcel prices must meet the ZIP Code accuracy requirements in [602.6.0](#).

**4.0 Price Eligibility for Presorted First-Class Package Service Parcels****4.1 5-Digit Price**

The 5-digit price applies to presorted parcels in a 5-digit/scheme sack containing at least 10 pounds of parcels.

**4.2 3-Digit Price**

The 3-digit price applies to presorted parcels in a 3-digit sack containing at least 10 pounds of parcels.

**4.3 ADC Price**

The ADC price applies to presorted parcels in a 3-digit origin sack (no minimum), and to parcels in an ADC sack containing at least 10 pounds of parcels.

**4.4 Single-Piece Price**

Single-piece prices apply to presorted parcels in a mixed ADC sack, with no minimum volume requirement. Nonpresorted parcels are also eligible for commercial single-piece parcel prices. See [1.3b](#) for Commercial Base eligibility and [1.4](#) for Commercial Plus eligibility.







## 434 Postage Payment and Documentation

### Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Postage Payment for Presorted First-Class Package Service Parcels](#)
- [3.0 Mailing Documentation](#)

### 1.0 Basic Standards for Postage Payment

**[11-4-13] [1-27-13]** Postage for First-Class Package Service parcels must be paid with postage evidencing system postage or permit imprint as specified below. All pieces in a mailing must be paid with the same method unless otherwise authorized by Business Mailer Support (see [608.8.0](#) for address).

### 2.0 Postage Payment for Presorted First-Class Package Service Parcels

#### 2.1 Permit Imprint Postage

All First-Class Package Service parcels may bear permit imprint postage under [604.5.0](#). Parcels entered at commercial plus prices and all mail manifested using the Electronic Verification System (eVS) under [705.2.9](#) must be paid using a permit imprint. A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support.

#### 2.2 Affixed Postage for First-Class Package Service Parcels

**[1-27-13]** Each presorted First-Class Package Service parcel bearing postage evidencing system indicia (IBI Meter or PC Postage permitted for Commercial Base, or PC Postage permitted for Commercial Plus parcels) must bear one of the following:

- a. The full numerical value of postage at the First-Class Package Service price for which it qualifies.
- b. Full numerical value of postage in an amount not less than the lowest applicable First-Class Package Service parcel price if authorized by Business Mailer Support, plus full numerical value of postage for additional ounces.

### 3.0 Mailing Documentation

#### 3.1 Completing Postage Statements

Unless manifested using eVS under [705.2.9](#), any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.



### 3.2 Basic Documentation Standards

Supporting documentation (see [708.1.0](#)) of postage is required for each mailing except for eVS mailings under [705.2.9](#), or unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by price when presented for acceptance.

### 3.3 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

### 3.4 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

### 3.5 Providing Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0](#).

### 3.6 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

### 3.7 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.

## 435 Mail Preparation

### Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Sacks](#)
- [3.0 Sack Labels](#)
- [4.0 Preparing Parcels](#)

### 1.0 General Information for Mail Preparation

#### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations.

#### 1.2 Definition of Mailings

A “mailing” is defined as a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system must be prepared as a separate mailing.

#### 1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *5-digit scheme for First-Class Package Service parcels*: the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code ranges processed by the USPS as a single scheme, as shown in [L606](#).
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- d. *Origin/entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Separation is optional for each such 3-digit area regardless of the volume of mail.
- e. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- f. *Mixed [ADC]*: the pieces are for delivery in the service area of more than one ADC.



### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and price claimed.
- c. An *origin/entry 3-digit sack* contains all mail (regardless of quantity) for a 3-digit ZIP Code area processed by the SCF in whose service area the mail is verified/entered.
- d. The *required quantity* (for example, “required at 10 pieces”) means that the unit must be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Smaller quantities may be prepared only if permitted by the standards for each price.
- e. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer’s location, the Post Office of entry determines the *entry* facility. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs.
- f. A “*logical*” *presort destination* represents the total number of pieces in a mailing that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces.

## 2.0 Sacks

### 2.1 Presort

Presort, presort levels, and standard preparation terms are defined in [1.0](#).

### 2.2 Standard Containers

Mailings must be prepared in USPS-approved sacks. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

### 2.3 Sack Preparation

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds.

## 3.0 Sack Labels

### 3.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.

- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- e. Color: white or manila.
- f. Weight: 70-pound or heavier stock.
- g. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- h. Height (perpendicular to printing):
  - 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
  - 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

### 3.2 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

### 3.3 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack and other information as specified by standards.



- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels. See [708.6.0](#).

CONTENT TYPE	CODE
Digit	D
First-Class Package Service	FC
Parcels	PARCELS
Mixed	MXD
Working	WKG

### 3.4 Line 3 (Origin Line)

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) under [705.2.9](#). Line 3 must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office. As an alternative to adding a fourth line for eVS mailings as required by [3.5](#), "eVS" may appear as the first element on Line 3.

### 3.5 Electronic Verification System

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under [705.2.9](#) must show "eVS" (or the alternatives "EVS" or "E-VS") directly below Line 3 using the same size and lettering used for Line 3. As an option, "eVS" may be placed as the first element on Line 3.

### 3.6 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

### 3.7 Placement of Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It may appear below Line 3.
- A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.

## 4.0 Preparing Parcels

### 4.1 Basic Standards

Each Presorted First-Class Package Service mailing must be prepared in USPS-approved sacks and each parcel marked “Presorted” (or “PRSRT”) and “First-Class Package.” All parcels must be sorted together and prepared under [4.3](#) and [4.4](#).

### 4.2 Single-Piece Mail

Single-piece (nonpresorted) First-Class Package Service parcels may be presented as a separate mailing or with a presorted mailing and reported on the same postage statement as follows:

- a. The single-piece mail must be physically separated from other pieces.
- b. The single-piece mail must bear no presorted price marking, or must be marked with the correction marking: “Single-Piece” or “SNGLP” under [402.2.3](#).

### 4.3 Bundling

Bundling is not permitted.

### 4.4 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme optional, but required for 5-digit price (see definition in [1.3a](#)); 10-pound minimum, labeling:
  1. 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 (see [3.2c](#) for overseas military mail).
  2. Line 2: For 5-digit scheme sacks, “FC PARCELS 5D SCH.” For 5-digit sacks, “FC PARCELS 5D.”
- b. 3-digit optional, but required for 3-digit price; 10-pound minimum, except for optional origin/entry 3-digit(s); labeling:
  1. Line 1: [L002](#), Column A.
  2. Line 2: “FC PARCELS 3D.”
- c. ADC (required); 10-pound minimum; labeling:
  1. Line 1: [L004](#), Column B.
  2. Line 2: “FC PARCELS ADC.”
- d. Mixed ADC (required); no minimum; labeling:
  1. Line 1: Use [L201](#); for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).
  2. Line 2: “FC PARCELS WKG.”





## 436 Enter and Deposit

### Overview

- [1.0 Deposit](#)
- [2.0 Verification](#)

### 1.0 Deposit

#### 1.1 Time and Location of Deposit

First-Class Package Service parcels must be deposited at locations and times designated by the postmaster. Metered mail must be deposited in locations under the jurisdiction of the licensing Post Office except under [604.4.6.3](#). Permit imprint mail must be deposited under [604.5.0](#) and [705](#).

#### 1.2 Approved Collections

The USPS may collect First-Class Package Service parcels at a mailer's facility if part of an approved collection service for other classes of mail; space is available on the transportation; and:

- a. Acceptance and verification are done at the customer's facility; or
- b. Postage is paid with permit imprint under an optional procedure; or
- c. Postage is paid with meter or precanceled stamps.

#### 1.3 Permit Imprint Collection

The USPS does not collect presort mailings from a customer's facility if paid with a permit imprint and not covered by optional procedures.

### 2.0 Verification

#### 2.1 USPS Verification and Mailer Correction

Mailings are subject to USPS procedures to verify correct preparation and postage payment. If, at the acceptance unit, a mailing is found not to qualify for a First-Class Package Service presort price, the mailer must take corrective action or pay a single-piece price (see [2.3](#)). The return of mailings to the mailer's facility for reworking is the mailer's responsibility.

#### 2.2 Timeframe for Corrective Action

If a mailer corrects the presort or preparation problems in a metered or precanceled stamped mailing that caused its disqualification when originally presented for acceptance, but cannot resubmit that mailing on the same day, the date shown in the meter or mailer's precancel postmark must be corrected. The mailer may either re-envelope each piece and reapply postage and request a postage refund or apply a legible ".00" meter impression that includes the correct mailing date.



436.2.3

### **2.3 Payment at Single-Piece Price Rather than Correcting Errors**

A mailer who pays a single-piece First-Class Package Service price rather than correcting presorting errors in a mailing paid with meter or precanceled stamps must either affix metered postage for the additional amount on each piece or pay the difference in cash (or by check) and present the receipt to the acceptance point before the mail may be released for processing. A mailer who makes the same choice for a permit imprint mailing must correct the postage statement to show the higher price.

## **440 Commercial Parcels Standard Mail**

443 Prices and Eligibility

444 Postage Payment and Documentation

445 Mail Preparation

446 Enter and Deposit



## 443 Prices and Eligibility

### Overview

- 1.0 Prices and Fees for Standard Mail
- 2.0 Content Standards for Standard Mail Parcels
- 3.0 Basic Standards for Standard Mail Parcels
- 4.0 Price Eligibility for Standard Mail
- 5.0 Additional Eligibility Standards for Presorted Standard Mail Pieces
- 6.0 Additional Eligibility Standards for Marketing Parcels Mailed as Product Samples

### 1.0 Prices and Fees for Standard Mail

#### 1.1 Standard Mail Price Application

Standard Mail prices are based on the weight of the pieces as follows:

- a. The appropriate minimum per piece price applies to any Standard Mail piece that weighs 3.3 ounces (0.2063 pound) or less.
- b. A price determined by adding the per piece charge and the corresponding per pound charge applies to any Standard Mail piece that weighs more than 3.3 ounces.

#### 1.2 Regular and Nonprofit Standard Mail—Marketing Parcel and Product Sample Prices

[1-27-13] For prices, see [Notice 123—Price List](#).

#### 1.3 Nonprofit Standard Mail—Machinable and Irregular Parcel Prices

For prices, see [Notice 123—Price List](#).

#### 1.4 Presort Mailing Fee

##### 1.4.1 Annual Mailing Fee

A mailing fee must be paid each 12-month period for each permit used to mail Standard Mail and/or Parcel Select Lightweight pieces, except for qualifying full-service automation mailings under [705.24.0](#) (see [Notice 123—Price List](#)).

##### 1.4.2 Weighted Fee

For return of pieces bearing the ancillary service markings “Address Service Requested” and “Forwarding Service Requested.” Weighted fee equals single-piece First-Class Mail or Priority Mail price multiplied by 2.472.

#### 1.5 Computing Postage for Standard Mail

##### 1.5.1 Weight

To compute the total weight of the addressed pieces in a mailing or mailing segment for:

- a. Identical-weight pieces, multiply the computed average weight of a single piece by the corresponding number of pieces; do not round the product.



- b. Nonidentical-weight pieces, add the actual weight of the individual pieces or weigh the entire mailing in bulk; do not round either result.

### 1.5.2 Determining Single-Piece Weight

To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. To determine single-piece weight in a mailing of nonidentical-weight pieces, weigh each piece individually. Express all single-piece weights in decimal pounds, rounded off to four decimal places.

### 1.5.3 Net Postage

Postage is computed at the applicable prices on the entire mailing to be mailed at one time. The net postage price is either the applicable minimum per piece price or the piece/pound price, as adjusted for any discounts and surcharges.

### 1.5.4 Per Piece and Per Pound Charges

The per piece charge is computed based on the total number of addressed pieces for each price category claimed. The minimum price may apply to each piece as detailed in [1.1, Standard Mail Price Application](#). Otherwise, the per piece charge must be added to the per pound charge to determine total postage. Where applicable, the per pound charge is computed based on the total weight of the addressed pieces for each price category claimed, and is added to the per piece charge to determine total postage. For example, a quantity of pieces weighing 100.25 pounds is charged 100.25 times the applicable price per pound, based on the price claimed, plus one unit of the applicable per piece charge for each addressed piece.

### 1.5.5 Computing Affixed Postage

To compute postage to be affixed to each piece, multiply the weight of the piece (in pounds) by the applicable price per pound; add the applicable per piece charge and any surcharge; and round the sum up to the next tenth of a cent. The applicable minimum per piece charge must be affixed if it is more than the total computed per piece postage.

### 1.5.6 Permit Imprint

In any permit imprint mailing:

- a. For each price or price category, multiply the number of addressed pieces by the corresponding price per piece and (if applicable) multiply the *unrounded* total weight of the pieces by the corresponding price per pound; round off each product to four decimal places.
- b. Add the per piece and per pound charges and round off the total postage to the nearest whole cent.

## 2.0 Content Standards for Standard Mail Parcels

### 2.1 Definition and Weight

Standard Mail consists ofailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (unless permitted or required by standard) and that weighs less than 16 ounces.

**2.2 Personal Information**

Personal information may not be included in a Standard Mail mailpiece unless all of the following conditions are met:

- a. The mailpiece contains explicit advertising for a product or service for sale or lease or an explicit solicitation for a donation.
- b. All of the personal information is directly related to the advertising or solicitation.
- c. The exclusive reason for inclusion of all of the personal information is to support the advertising or solicitation in the mailpiece.

**2.3 Bills and Statements of Account**

Mail containing bills or statements of account as defined in [433.2.2](#) may not be entered as Standard Mail except under the conditions described in [2.5.2](#).

**2.4 Handwritten and Typewritten Matter**

Mail containing handwritten or typewritten matter may not be entered as Standard Mail except under the conditions described in [2.6](#).

**2.5 Attachments and Enclosures****2.5.1 Invoice**

An invoice, whether it also serves as a bill, may be placed either inside a Standard Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

**2.5.2 Incidental First-Class Mail Attachments and Enclosures**

Incidental First-Class Mail matter may be enclosed in or attached to Standard Mail merchandise (including books but excluding merchandise samples) without payment of First-Class Mail postage. Incidental First-Class Mail matter may not be enclosed in or attached to matter mailed as Customized MarketMail under [705.1.0](#). An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared not to encumber postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Standard Mail or Package Services price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

**2.5.3 Nonincidental First-Class Mail Enclosures**

Letters or other pieces of nonincidental First-Class Mail, subject to postage at First-Class Mail prices, may be enclosed with Standard Mail pieces (except matter mailed as Customized MarketMail under [705.1.0](#)). Postage for the First-Class Mail



enclosure must be placed on the outside of the piece. It may be affixed separately or added to the postage for the host piece. The endorsement “First-Class Mail Enclosed” must be placed on the piece, below the postage and above the address.

#### **2.5.4 Nonincidental First-Class Mail Attachments**

Letters or other pieces of nonincidental First-Class Mail may be placed in an envelope and securely attached to the address side of a Standard Mail piece (except matter mailed as Customized MarketMail under [705.1.0](#)), or of the principal piece, as applicable. Combination envelopes or containers with separate parts for the two classes of mail may be used. The names and addresses of the sender and addressee must be placed on both the principal piece and the attachment. Alternatively, the sender’s name and address must be placed on one part and the addressee’s name and address on the other. If the piece is a combination container with inseparable parts or compartments, the names and addresses may appear on only one part. The applicable Standard Mail postage for the Standard Mail matter must be prepaid and placed in the upper right corner of the address space. Postage at the applicable First-Class Mail price must be paid for and affixed to the First-Class Mail attachment, unless other payment methods are permitted by standard.

#### **2.5.5 Attachment of Other Standard Mail Matter**

Standard Mail pieces may bear an attachment that is eligible as Standard Mail matter if these additional conditions are met:

- a. The piece bearing the attachment is claimed as Customized MarketMail (CMM) under [705.1.0](#) or as Enhanced Carrier Route Standard Mail under [6.0](#).
- b. The face of the attachment may bear only the price markings and endorsements permitted for the price claimed for the host piece.
- c. At the time of mailing, the piece shows only one complete delivery address. If the attachment is a reply card, the address for returning the piece is not visible.
- d. Enhanced Carrier Route host pieces are larger than 6 by 11 inches. CMM host pieces are any size permitted under [705.1.1.3, Physical Standards](#).
- e. The attachment is not larger than the host piece and does not extend beyond the host piece. An attachment affixed to a CMM piece may not be greater than 1/4 inch thick at its thickest point.
- f. Each piece in the mailing bears the attachment, and the attachment is of identical size, weight, and positioning on the host piece. Different wording or designs may be used.
- g. The attachment does not interfere with processing or delivery. Folded or multipage attachments must be secured to prevent opening during handling.

### **2.6 Written Additions**

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender’s and the addressee’s names, occupations, and addresses, preceded by “From” or “To,” and directions for handling.



- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as “Do Not Open Until Christmas” and “Happy Birthday, Mother.”
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

## 3.0 Basic Standards for Standard Mail Parcels

### 3.1 Description of Service

#### 3.1.1 Service Objectives

Standard Mail may receive deferred handling. Service objectives for delivery are 2 to 9 days; however, delivery time is not guaranteed.

#### 3.1.2 Minimum Quantity

Standard Mail provides economical prices for mailings of 200 or more pieces or 50 or more pounds of mail.

### 3.2 Defining Characteristics

#### 3.2.1 Mailpiece Weight Limit

All Standard Mail pieces must weigh less than 16 ounces.

#### 3.2.2 Standard Mail Marketing Parcels

[1-27-13] All Standard Mail Marketing parcels (both regular and nonprofit) must bear an alternative addressing format (see [602.3.0](#)) and are subject to size restrictions in [401.2.4.2](#). All Marketing parcels prepared as Product Samples in the same mailing must additionally be identical in size and weight.

#### 3.2.3 Nonprofit Standard Mail Machinable and Irregular Parcels

Nonprofit Standard Mail parcels that do not qualify as Marketing parcels may be prepared and mailed as machinable or irregular parcels.

#### 3.2.4 Preparation Requirements

Standard Mail is subject to specific volume, marking, and preparation requirements.



### 3.2.5 Inspection of Contents

Standard Mail is not sealed against postal inspection.

### 3.2.6 Forwarding Service

The price of Standard Mail typically does not include forwarding service. Forwarding service is available under [507.1.5](#).

### 3.2.7 Return Service

The price of Standard Mail does not include return service. Return service is available under [507.1.5](#) for an additional fee.

### 3.2.8 Extra Services

Extra services available with Standard Mail are insured mail service (bulk insurance only), certificate of mailing service (bulk certificate of mailing only), return receipt for merchandise service, and USPS Tracking service (parcels only). See information regarding extra services in [503](#).

### 3.2.9 Periodicals

Authorized Periodicals may not be entered as Standard Mail unless permitted by standard.

### 3.2.10 Identical Pieces

The contents of printed matter in a Standard Mail mailing must be identical to a piece sent to at least one other addressee. Standard Mail may include the addressee's name and address but may not transmit personal information except as permitted under [2.2](#).

## 3.3 Additional Basic Standards for Standard Mail

Each Standard Mail mailing is subject to these general standards:

- a. All pieces in a mailing must be of the same processing category, except that irregular and machinable parcels may be combined in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets.
- b. Each mailing must contain at least 200 pieces or 50 pounds of pieces. See [3.6](#), [Residual Volume Requirement](#), for volume requirement eligibility unique to Presorted Standard price mailings. Other volume standards also can apply, based on the price claimed.
- c. All pieces in a mailing must be sorted together and marked under the standards for the price claimed.
- d. Each Marketing parcel must bear an alternative addressing format subject to [602.3.0](#). Nonprofit Standard Mail machinable or irregular parcels must bear the addressee's name and complete delivery address, or may use an alternative addressing format. Detached address labels may be used subject to [602.4.0](#).
- e. Postage must be paid under [444.1.0](#) through [444.3.0 in Postage Payment and Documentation](#) with precanceled stamps, meter stamps, or permit imprint.
- f. A postage statement, completed and signed by the mailer, using the correct USPS form or an approved facsimile, must be submitted with each mailing. In addition, mailings must be documented under [444.3.0](#).

- g. Any Intelligent Mail package barcode or postal routing barcode on a machinable parcel must be correct for the delivery address and must meet the standards in [708.5.0](#).
- h. Mailings must be deposited at a business mail entry unit of the Post Office where the postage permit or license is held and the annual mailing fee paid, unless deposit elsewhere is permitted by standard.

### 3.4 Presort Mailing Fees

An annual mailing fee must be paid once each 12-month period at each Post Office of mailing. For mail manifested using the Electronic Verification System (eVS) under [705.2.9](#), only one annual mailing fee, paid at the Post Office of account where the permit imprint account is held, is required regardless of the number of Post Offices of mailing. A mailer paying this fee may enter clients' mail as well as the mailer's own. The mailer whose permit imprint appears on pieces in a mailing paid with a permit imprint must show that permit number on the postage statement and must pay the annual mailing fee for that permit; this fee is in addition to the one-time fee for an application to use permit imprints. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

### 3.5 Merging Similar Standard Mail Mailings

**[1-27-13]** Mailings are subject to the general definitions and conditions in [445.1.0](#). Generally, mailers may merge similar Standard Mail matter into a single mailing; however all parcels in a mailing of Product Samples must be identical in size and weight. Differences in text, address labels, and address lists or list key numbers do not prohibit the mailer from merging and sorting pieces together. Pieces with different methods of postage payment may be combined in the same mailing only if authorized by Business Mailer Support (BMS). Pieces of nonidentical weight, if merged in the same mailing, must bear the correct postage when mailed, unless otherwise authorized by BMS.

### 3.6 Residual Volume Requirement

Pieces in an Enhanced Carrier Route price mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted price mailing, provided that the Enhanced Carrier Route price mailing and the Presorted price mailing are part of the same mailing job. Likewise, pieces in an automation price mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted price mailing, provided that the automation price mailing and the Presorted mailing are part of the same mailing job. Pieces mailed at Presorted Standard Mail prices must not be counted toward the minimum volume requirements for an Enhanced Carrier Route price or an automation price mailing.

### 3.7 Residual Mail Subject to First-Class Mail or Priority Mail Prices

Pieces prepared as Standard Mail (i.e., that bear Standard Mail price markings, ACS codes, etc.) that do not qualify for Enhanced Carrier Route, automation, or Presorted Standard Mail prices are subject to the single-piece First-Class Mail or Priority Mail prices as applicable for the weight of the mailpiece. Metered pieces



weighing over 13 ounces but less than 16 ounces that do not qualify for Standard Mail prices and any pieces that do not qualify for Standard Mail prices for which First-Class Mail or Priority Mail service is desired must be re-enveloped or otherwise prepared so that they do not bear Standard Mail markings, endorsements, and ACS codes and must bear the proper First-Class Mail or Priority Mail price markings and ACS codes. Mailers who have pieces (other than metered pieces weighing over 13 ounces but less than 16 ounces) that do not qualify for Standard Mail prices but that are prepared as Standard Mail and who do not desire to receive First-Class Mail or Priority Mail service for those pieces may enter their mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), provided the requirements in [444.1.0, Basic Standards for Postage Payment](#), are met.

### 3.8 ZIP Code Accuracy

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Each address in a mailing at any Standard Mail parcel prices must meet the ZIP Code accuracy requirements in [602.6.0](#).

### 3.9 Move Update Standard

#### 3.9.1 Basic Standards

The Move Update standard requires the periodic matching of a mailer's address records with customer-filed change-of-address orders maintained by the USPS. For this standard, *address* is a specific address associated with a specific occupant name. Each address in a mailing at any Standard Mail parcel prices must meet the requirements in [602.5.0](#).

#### 3.9.2 Basis for Move Update Assessment Charges

Mailings are subject to a Move Update assessment charge if more than 30 percent of addresses with a change of address (COA) are not updated, based on the error rate found in USPS sampling at acceptance during Performance-Based Verification. Specifically, mailings for which the sample contains greater than 30 percent failed COAs out of the total COAs are subject to additional postage charges as follows:

- a. The percentage of the mailing paying the charge is based on the percentage of failed pieces above 30 percent.
- b. Each of the assessed pieces is subject to the \$0.07 per piece charge.
- c. As an example, if 40% of COAs in the sample are not updated, then the charge is applied to 10% (=40% - 30%) of the total mailing.
- d. Mailings for which the sample has five or fewer pieces that were not updated for a COA are not subject to the assessment, regardless of the failure percentage.

## 4.0 Price Eligibility for Standard Mail

### 4.1 General Information

[1-27-13] Standard Mail parcel prices are commercial prices that apply to mailings meeting the basic standards in 2.0 through 4.0 and the specific standards in 5.0 through 6.0. Destination entry discount prices are available under 446.2.0 through 446.5.0. Except for Product Samples, pieces are subject to either a single minimum per piece price or a combined piece/pound price, depending on the weight of the individual pieces in the mailing under 4.2 or 4.3. Prices for Product Samples are available under 6.0. Nonprofit prices are available for USPS-authorized organizations under 703.1.0.

### 4.2 Minimum Per Piece Prices

[1-27-13] The minimum per piece prices (i.e., the minimum postage that must be paid for each piece) apply as follows:

- a. Basic Requirement. Except for pieces mailed at Product Sample prices, pieces are subject to minimum per piece prices when they weigh no more than 3.3 ounces (0.2063 pound).
- b. Individual Prices. Except for Product Samples, there are separate minimum per piece prices for each product and, within each product, for the presort and destination entry levels within each mailing. There are also separate prices for Marketing parcels, Nonprofit machinable parcels, and Nonprofit irregular parcels. Under Marketing parcels, there are separate prices for Product Samples.

### 4.3 Piece/Pound Prices

[1-27-13] Except for Product Samples, pieces that exceed 3.3 ounces are subject to a two-part piece/pound price that includes a fixed charge per piece and a variable pound charge based on weight. There are separate per piece prices for each product, and within each product, for the type of mailing and the presort and destination entry levels within each mailing. There are separate per pound prices for each product.

### 4.4 Surcharge

[1-27-13] Unless prepared as Product Samples or in 5-digit/scheme containers, Standard Mail parcels are subject to a surcharge if:

- a. The pieces placed in containers other than 5-digit/scheme containers do not contain the appropriate barcodes in 4.4b through 4.4c.
- b. The Marketing parcels or the machinable parcels do not bear a GS1-128 routing barcode or Intelligent Mail package barcode, under 708.5.0, for the delivery address.
- c. The irregular parcels do not bear a GS1-128 routing barcode or an Intelligent Mail package barcode for the delivery address.

### 4.5 Extra Services for Standard Mail

#### 4.5.1 Available Services

Only the following extra services may be used with Standard Mail parcels, with restrictions as noted in 4.5.2:



### 443.4.5.2

- a. Bulk insurance.
- b. Return receipt for merchandise.
- c. USPS Tracking (electronic option only).
- d. Certificate of mailing, as provided in [503.4.0](#).

#### 4.5.2 Ineligible Matter

[1-27-13] Extra services (other than certificate of mailing service) may not be used for any of the following types of Standard Mail:

- a. Pieces entered as letters or flats.
- b. Machinable parcels mailed using Bulk Parcel Return Service.
- c. Pieces mailed with detached address labels under [602.4.0](#).
- d. Pieces mailed at Product Sample prices.
- e. Pieces mailed as Customized MarketMail.

#### 4.5.3 Additional Preparation Requirements

An eligible mailpiece with an extra service must bear a return address under [602.1.0](#), and an ancillary service endorsement under [507.1.0](#) under the following conditions:

- a. Pieces with bulk insurance or return receipt for merchandise must bear an endorsement that returns any undeliverable-as-addressed piece to the sender. Required endorsements are “Address Service Requested,” “Forwarding Service Requested,” or “Return Service Requested.”
- b. Except for Standard Mail Marketing parcels, pieces with USPS Tracking must bear one of the required endorsements in [4.5.3a](#) or “Change Service Requested.” Standard Mail Marketing parcels with required alternative address formats may be mailed with USPS Tracking, but must not bear an ancillary service endorsement (see [602.3.1.2](#)).

## 5.0 Additional Eligibility Standards for Presorted Standard Mail Pieces

### 5.1 Basic Standards

All pieces in a Regular Standard Mail or Nonprofit Standard Mail Presorted price mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0](#).
- b. Except as provided in [3.6](#), *Residual Volume Requirement*, be part of a single mailing of at least 200 addressed pieces or 50 pounds of pieces qualifying for Presorted Standard Mail. Regular and Nonprofit mailings must meet separate minimum volumes.
- c. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
  - 1. The ZIP Code accuracy standard in [3.8](#).

2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
3. If merchandise samples are prepared with detached address labels, the additional standards in [602.4.0](#).
- d. Be marked, sorted, and documented as specified in [445.5.0, \*Preparing Presorted Parcels\*](#), and [705.8.0, \*Preparing Pallets\*](#).

## 5.2 Price Application

**[1-27-13]** Prices for Standard Mail and Nonprofit Standard Mail apply separately to Marketing parcels (and within Marketing parcels, to Product Samples) that meet the eligibility standards in [2.0](#) through [4.0](#) and the applicable preparation standards in [445.5.0](#), [705.6.0](#), [705.8.0](#), or [705.22.0](#). Prices for Nonprofit parcels not qualifying as Marketing parcels apply separately to machinable parcels and irregular parcels. When parcels are combined (except for Product Samples, which cannot be combined with other parcels) under [445.5.0](#), [705.6.0](#), or [705.22.0](#), all pieces are eligible for the applicable prices when the combined total meets the eligibility standards.

## 5.3 Prices for Machinable Parcels

### 5.3.1 5-Digit Price

The 5-digit price applies to qualifying machinable parcels that are dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU and presented:

- a. In a 5-digit/scheme ([L606](#)) sack containing at least 10 pounds of pieces.
- b. On a 5-digit/scheme ([L606](#)) pallet, according to standards in [705.8.10](#).
- c. As one or more parcels that mailers drop ship to a DDU under [446.5.2](#).
- d. In 5-digit/scheme containers prepared under [705.22.0](#).

### 5.3.2 NDC Price

The NDC price applies to qualifying machinable parcels as follows under either of the following conditions:

- a. When dropshipped to an ASF or NDC and presented:
  1. In an ASF or NDC sack containing at least 10 pounds of parcels, or
  2. On an ASF or NDC pallet, according to standards in [705.8.10](#), or
  3. In a NDC/ASF container prepared under [705.22.0](#).
- b. When presented at the origin acceptance office on an ASF or a NDC pallet containing at least 200 pounds of pieces.

### 5.3.3 Mixed NDC Price

The mixed NDC price applies to machinable parcels that are not eligible for 5-digit or NDC prices. Place machinable parcels at mixed NDC prices in origin NDC sacks or on origin NDC pallets, then in mixed NDC sacks or on mixed NDC pallets. See [445.5.3.2](#) and [705.8.10](#).



### 5.4 Prices for Irregular Parcels and Marketing Parcels

#### 5.4.1 5-Digit Price

5-digit prices apply to irregular parcels and to Marketing parcels that are dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU and presented:

- a. In a 5-digit/scheme ([L606](#)) sack containing at least 10 pounds of pieces.
- b. On a 5-digit/scheme ([L606](#)) pallet, according to [705.8.10](#).
- c. As one or more parcels that mailers drop ship to a DDU under [446.5.2](#).
- d. In 5-digit/scheme containers prepared under [705.22.0](#).

#### 5.4.2 SCF Price

SCF prices apply to irregular parcels and to Marketing parcels that are dropshipped and presented to a DSCF or DNDC:

- a. In an SCF sack containing at least 10 pounds of parcels.
- b. On an SCF pallet, according to [705.8.10](#).
- c. In SCF containers prepared under [705.22.0](#).

#### 5.4.3 NDC Price

NDC prices apply to irregular parcels and to Marketing parcels as follows under either of the following conditions:

- a. When dropshipped to an ASF or NDC and presented:
  1. In an ASF or NDC sack containing at least 10 pounds of parcels, or
  2. On an ASF or NDC pallet, according to standards in [705.8.10](#), or
  3. In a NDC/ASF container prepared under [705.22.0](#).
- b. When presented at the origin acceptance office on an ASF or a NDC pallet containing at least 200 pounds of pieces.

#### 5.4.4 Mixed NDC Price

Mixed NDC prices apply to irregular parcels and to Marketing parcels in origin NDC or mixed NDC containers that are not eligible for 5-digit, SCF, or NDC prices. Place parcels at mixed NDC prices in origin NDC or mixed NDC sacks under [445.5.4.3](#) or on origin NDC or mixed NDC pallets under [705.8.10](#).

## 6.0 Additional Eligibility Standards for Marketing Parcels Mailed as Product Samples

### 6.1 General Product Sample Standards

#### 6.1.1 Basic Standards and Optional Preparation

[\[1-27-13\]](#) Product Samples are a type of Marketing parcels. See [401.2.4.2](#) for physical standards and [433.3.0](#) for basic standards. Preparation to qualify for any Product Sample price is optional and need not be performed for all carrier routes in a 5-digit area. A Product Sample mailing may include pieces mailed at targeted prices and pieces mailed at saturation (Every Door) prices, but all pieces in a mailing



must be identical in size and weight. All mailings of Product Samples must be entered under DNDC, DSCF, or DDU standards (see [446](#)). No origin office entry of Product Samples is allowed. See [705.18.0](#) for Priority Mail Express and Priority Mail Open and Distribute options.

### 6.1.2 Pricing for Product Samples

**[1-27-13]** See Notice 123-Price List for price tables. DALs for Product Samples must be sorted to carrier routes, including delivery routes and Post Office Box sections. Product Sample mailings are subject to per piece prices and, when not entered at a DDU, are subject to carton/sack and/or pallet prices. Piece prices are different for parcels sorted to the targeted level ([6.3](#)) than for parcels sorted to the saturation level ([6.4](#)). Within each sortation level, piece prices are different for small parcels than for large parcels (see [401.2.4.2](#)). Prices for cartons (or sacks) and pallets are subject to the following conditions:

- a. A pallet charge applies to each pallet of Product Samples entered at a DNDC or DSCF, except 3-digit pallets properly entered at a DSCF.
- b. A carton or sack charge applies to each carton or sack of Product Samples on a 3-digit pallet. Each carton must not exceed 40 pounds nor exceed a combined length and girth of 108 inches.

### 6.1.3 Basic Eligibility Standards

**[1-27-13]** All parcels (or DALs, when used) in a mailing of Product Samples must bear an alternative addressing format. Parcels mailed at targeted prices must have an occupant address format or an exceptional address format under [602.3.0](#). Parcels mailed at saturation prices must bear a simplified address under [602.3.2](#). In addition, all Product Sample parcels must meet these conditions:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0](#).
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of parcels mailed at Product Sample prices. Regular and Nonprofit mailings must meet separate minimum volumes.
- c. DALs, when used, must be sorted to carrier routes and documented under [445.6.0](#) and [705.8.0](#), as applicable.
- d. DALs used with parcels mailed at targeted prices must bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode and that meets the carrier route accuracy standard in [6.2](#).
- e. DALs must meet the applicable sequencing requirements in [6.3](#) through [6.5](#) and in [445.6.6](#).

## 6.2 Carrier Route Accuracy Standard

**[10-7-13]** The carrier route accuracy standard in [602.7.0](#) must be met for each address on detached address labels (DALs) used with Product Samples mailed at targeted prices.



### 6.3 Additional Standards for Targeted Product Samples

#### 6.3.1 Sequencing

[1-27-13] All parcels mailed at targeted prices must be accompanied with detached address labels (DALs) prepared in walk sequence (see [445.6.6](#)). The combined weight of the DAL and associated sample must be less than 1 pound; there are no additional fees for use of DALs with pieces mailed at targeted prices.

#### 6.3.2 Basic Preparation for Targeted Prices

[1-27-13] Targeted prices apply to each parcel for a carrier route and prepared under [445.6.0](#). There are separate targeted prices for small parcels and for large parcels (see [401.2.4.2](#)). DALs must be in carrier route bundles and prepared under [445.6.0](#) and [602.4.0](#).

### 6.4 Additional Standards for Saturation (Every Door) Product Samples

#### 6.4.1 Basic Eligibility Standards for Saturation Prices

[1-27-13] All parcels in a mailing at saturation prices must bear simplified addresses (or be accompanied by DALs bearing simplified addresses), and the mailing must meet the saturation standards for simplified addressed pieces under [602.3.2](#). For DAL charges, see Notice 123 - Price List.

#### 6.4.2 Basic Preparation for Saturation Prices

[1-27-13] Saturation prices apply to each parcel in a carrier route or 5-digit/L606 sack or carton of simplified addressed pieces, or as allowed in bundles on pallets under [445.6.0](#). If used, DALs must be in carrier route bundles and prepared under [445.6.0](#) and [602.4.0](#).

### 6.5 Saturation Enhanced Carrier Route Standards

#### 6.5.1 Basic Eligibility Standards for Saturation Prices

All pieces mailed at saturation prices must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [445.6.6](#), [Delivery Sequence Documentation](#)).
- b. Meet the density requirement of at least 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses on each carrier route receiving this mail. Pieces bearing a simplified address must meet the coverage standards in [602.3.0](#), [Use of Alternative Addressing](#). Multiple pieces per delivery address do not count toward this density standard.

#### 6.5.2 Saturation Price for Marketing Parcels

Saturation prices apply to each piece in a carrier route sack or carton containing at least 125 pieces or 15 pounds of pieces, or in a 5-digit carrier routes sack or carton. DALs must be in carrier route bundles of 10 or more pieces and prepared under [602.4.0](#).



## 444 Postage Payment and Documentation

### Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Additional Postage Payment Standards](#)
- [3.0 Mailing Documentation](#)
- [4.0 Residual Pieces](#)

### 1.0 Basic Standards for Postage Payment

#### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Postage for Standard Mail must be paid with postage evidencing systems permit imprint, or precanceled stamps as specified in [2.0](#). Mail manifested using the Electronic Verification System (eVS) under [705.2.9](#) must be paid with a permit imprint. Postage-affixed pieces must bear the correct numerical value of postage unless excepted by standard. Permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

### 2.0 Additional Postage Payment Standards

#### 2.1 Identical-Weight Pieces

Mailings of identical-weight pieces may have postage affixed to each piece at the exact price for which the piece qualifies, or each piece in the mailing may have postage affixed at the lowest price applicable to pieces in the mailing or mailing job. Alternatively, a USPS precanceled stamp (or stamps precanceled with a mailer's precancel postmark), under [604.3.0](#), may be affixed to every piece in the mailing or mailing job, or each piece may bear a permit imprint. If exact postage is not affixed, all additional postage and surcharges must be paid at the time of mailing with an advance deposit account or with a meter strip affixed to the required postage statement. If exact postage is not affixed, documentation meeting the standards in [3.0](#) must be submitted to substantiate the additional postage unless the pieces are identical weight and separated by price when presented for acceptance.

#### 2.2 Nonidentical-Weight Pieces

**[1-27-13]** Product Samples must be of identical weight within each mailing. Postage for other nonidentical-weight parcels may be paid by precanceled stamps, subject to [4.0](#) and [604.3.0](#). Mailings of nonidentical-weight pieces subject to the piece/pound prices may have postage paid by permit imprint (if the mailer is authorized by Business Mailer Support) or by meter (if each piece has the full postage affixed). Alternatively, the mailer may affix the per piece price to each piece and pay the pound price for the mailing through an advance deposit account. Under this option, the mailer must provide a postage statement for each payment method and mark each piece "Pound Price Pd via Permit" in the postage meter indicium. For mailings of nonidentical-weight pieces, "nonidentical" must be shown as the weight of a single piece on the postage statement.



### 2.3 Combined Price

Meter postage may be used for combined price mailings containing both pieces subject to pound prices and pieces subject to minimum per piece charges. Postage for such mailings may be paid with permit imprint only if authorized by Business Mailer Support.

## 3.0 Mailing Documentation

### 3.1 Completing Postage Statements

Unless manifested using eVS under [705.2.9](#), any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

### 3.2 Basic Documentation Standards

Unless manifested using eVS under [705.2.9](#), mailings presented to the USPS generally require paper documentation. Supporting documentation of postage is required unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by price when presented for acceptance. Unless full postage is affixed, documentation presented with the postage statement must show the computation of the additional postage due for pieces not bearing full postage at the applicable price. Documentation describes the preparation, price levels, and content of the mailing; details the volume and postage data; reports the result of a process (i.e., presort or barcoding); and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the price claimed or postage payment method used.

### 3.3 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

### 3.4 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

### 3.5 Standard Format for Documentation

Standard Mail documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and price claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the

elements described in [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

### **3.6 Providing Additional Information**

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0](#).

### **3.7 Reporting Multiple Mailings on One Statement**

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

### **3.8 Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple parts on a single facsimile. For example: Part A, lines A5, A6, and total – Part A from Form 3602-R, and Part F, lines F1, F2, and total – Part F from Form 3602-R, can be consolidated onto a single Form 3602 (Facsimile). Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.

## **4.0 Residual Pieces**

### **4.1 Postage Payment for Ineligible Standard Mail**

#### **4.1.1 13 Ounces or Less**

Mailers who have pieces weighing 13 ounces or less that do not qualify for Standard Mail prices but that are prepared as Standard Mail must pay single-piece First-Class Mail postage for such pieces. If mailers do not desire to receive First-Class Mail service for such pieces they may enter the mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.



- b. Mail bearing metered or precanceled stamp postage must pay the difference between the postage affixed at the Standard Mail prices and the single-piece First-Class Mail prices by means of an advance deposit account or by affixing a meter stamp for the appropriate amount to Form 3600-R. These pieces are reported in Part C on Form 3600-R under the heading "From Standard Mail mailing."
- c. Mail bearing permit imprints must pay the appropriate single-piece First-Class Mail prices by completing Form 3600-R. These pieces are reported in Part C on Form 3600-R under the heading "From Standard Mail mailing." For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail postage statement for the other pieces in the same mailing job.

#### 4.1.2 Over 13 Ounces

Mailers who have permit imprint pieces weighing over 13 ounces but less than 16 ounces that do not qualify for Standard Mail prices but that are prepared as Standard Mail must pay Priority Mail postage for such pieces. Mailpieces paid with meters or permit imprints must re-envelope or otherwise prepare the pieces so that when mailed they bear only the appropriate Priority Mail markings, ancillary service endorsements, and ACS codes and do not bear Standard Mail markings, endorsements, or ACS codes. Mailpieces paid with permit imprints for which mailers do not desire to receive Priority Mail service may enter the mailpieces "as is" (i.e., bearing the Standard Mail markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.
- b. The appropriate Priority Mail prices must be paid by completing Part E of Form 3600-R on the line titled "Pieces From Standard Mail mailing" in the postage calculation section. For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail postage statement for the other pieces in the same mailing job.

## 4.2 Postage Payment for Barcoded Machinable Parcels

### 4.2.1 100% Eligible

If 100% of the pieces in a mailing are eligible for the machinable parcel prices under [443.5.0, Additional Eligibility Standards for Presorted Standard Mail Pieces](#), then the mailing may be paid with meter stamps, permit imprint, or precanceled postage.

### 4.2.2 Less Than 100% Eligibility

If less than 100% of the parcels in the mailing are eligible for the machinable prices, then the following standards apply:

- a. Payment with precanceled stamps is not permitted.
- b. Metered postage may be used only if exact postage is affixed to each piece in the mailing.
- c. Payment with permit imprint is permitted only under a manifest mailing system in [705.2.0](#).







## 445 Mail Preparation

### Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparing Presorted Parcels](#)
- [6.0 Preparing Enhanced Carrier Route Product Sample Parcels](#)

### 1.0 General Information for Mail Preparation

#### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations.

#### 1.2 Definition of Mailings

[1-27-13] Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and, except for certain parcel prices, the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Standard Mail. Except as provided in [443.3.6, Residual Volume Requirement](#), the types of Standard Mail listed below may not be part of the same mailing.
  1. Product Sample parcels and any other type of mail.
  2. Product Sample parcels of nonidentical size or nonidentical weight.
  3. Presorted price mail and any other type of mail.
  4. Machinable and nonmachinable pieces.
  5. Except as provided by standard, Regular mail may not be in the same mailing as Nonprofit mail, and Enhanced Carrier Route mail may not be in the same mailing as Nonprofit Enhanced Carrier Route mail.
  6. Customized MarketMail and any other type of mail.



### 1.3 Terms for Presort Levels

[1-27-13] Terms used for presort levels are defined as follows:

- a. *Targeted (Product Samples or Simple Samples)*: a type of Marketing parcel that is intended for specific carrier routes, with DALS sorted to and marked at the carrier route level; with a minimum of one piece per carrier route. Multiple DALS per route are all addressed for delivery to the same city route, rural route, highway contract route, Post Office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *5-digit scheme (pallets and sacks) for Standard Mail parcels*: the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code zones processed by the USPS as a single scheme, as shown in [L606](#).
- d. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- e. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see [L005](#)), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- f. *ASF/NDC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or network distribution center (NDC) (see [L601](#), [L602](#), or [L605](#)).
- g. *Origin NDC*: this separation includes all pieces addressed for delivery to ZIP Codes within the same NDC (see [L601](#)) that serves the acceptance office that verifies the mailing. There is no minimum quantity requirement for this separation.
- h. *Mixed [NDC, ADC, etc.]*: the pieces are for delivery in the service area of more than one NDC, ADC, etc.
- i. *Residual* pieces/bundles/sacks contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle preparation to a particular destination, and usually does not qualify for a presort price. Residual mail is also referred to as *nonqualifying* or *working* mail.

### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces.
- b. A *full* sack is defined in the standards for the class and price claimed.
- c. A *5-digit/scheme sort for Standard Mail parcels* yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in [L606](#) and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a

5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly.

- d. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- e. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- f. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry NDC”) that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the Post Office of entry determines the *entry* facility. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry NDC* includes subordinate ASFs unless otherwise specified.
- g. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- h. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [2.0](#).
- i. A “*logical*” *presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Standard Mail “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. For pallets, 2,800 pounds of mail may be destined to an SCF destination, and these would form the “logical” SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement.



## 2.0 Bundles

### 2.1 General

**[1-27-13]** A bundle is a group of addressed pieces for a presort destination secured together as a unit. Bundling is permitted only for Marketing parcels mailed at Product Sample prices and for related DALs when used. Bundles must be in equal quantities of up to 50 parcels per bundles, with quantities of other than 50 indicated on a bundle facing slip. Bundles of parcels must be either banded or shrinkwrapped, and bundles of parcels more than 8 ounces each must be banded and shrinkwrapped. See [601.2.0](#) for other bundling standards.

### 2.2 Facing Slips

**[1-27-13]** Facing slips used on bundles of DALs must show the carrier route designation, the 5-digit destination ZIP Code, and the number of DALs for that carrier route. Facing slips used on bundles of Product Sample parcels must show the quantity in the bundle if less than 50 and this information:

- a. Line 1: Destination city, two-letter state abbreviation, and 5-digit ZIP Code.
- b. Line 2: Content (e.g., “STD MKTG SAMPLE”) if accompanied by DALs bundled by carrier route, or contents followed by carrier route type and route number when not accompanied by DALs (e.g., “STD MKTG SAMPLE CR R 012”).
- c. Line 3: City and two-letter state abbreviation of the origin Post Office.

## 3.0 Sacks

### 3.1 Standard Containers

**[1-27-13]** Mailings must be prepared in sacks, except for Product Samples, which may be in cartons, sacks, or bundles directly on pallets. Also, see [602.4.0](#) when Product Samples are mailed with DALs. Containers for Customized MarketMail are specified in [705.1.0](#). The following additional standards apply:

- a. Palletized mail is also subject to [705.8.0](#).
- b. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

### 3.2 Sack Preparation

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds.

## 4.0 Sack Labels

### 4.1 Basic Standards

Sack labels are subject to the following:



- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.

#### 4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Weight: 70-pound or heavier stock (optional).
- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- d. Height (perpendicular to printing):
  - 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
  - 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

#### 4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

#### 4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack and other information as specified by standards.



- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels:

CONTENT TYPE	CODE
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG
Machinable	MACH
Marketing Parcels	MKTG
Mixed	MXD
Mixed Machinable and Irregular Parcels	MACH & IRREG
Post Office Box Section	B
Rural Route	R
Standard Mail	STD
Working	WKG

### 4.5 Line 3 (Origin Line)

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) under [705.2.9](#). Line 3 must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office. As an alternative to adding a fourth line for eVS mailings as required by [4.6](#), "eVS" may appear as the first element on Line 3.

### 4.6 Electronic Verification System

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under [705.2.9](#) must show "eVS" (or the alternatives "EVS" or "E-VS") directly below Line 3 using the same size and lettering used for Line 3. As an option, "eVS" may be placed as the first element on Line 3.

### 4.7 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

### 4.8 Placement of Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.

- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on Line 3.

## 5.0 Preparing Presorted Parcels

### 5.1 Basic Standards

All mailings and all pieces in each mailing at Standard Mail and Nonprofit Standard Mail parcel prices are subject to preparation standards in [5.3](#) or [5.4](#), and to these general standards:

- a. All pieces must meet the standards for basic eligibility in [443.2.0](#) through [443.4.0 in \*Prices and Eligibility\*](#) and specific eligibility in [443.5.0](#). Nonprofit Standard Mail must meet the additional eligibility standards in [703.1.0](#).
- b. Marketing parcels, Nonprofit machinable parcels, and Nonprofit irregular parcels must each be prepared as separate mailings, except under [5.3.1](#).
- c. All pieces must meet the applicable general preparation standards in [1.0](#) through [4.0](#); [708.7.0, \*Optional Endorsement Lines \(OELs\)\*](#); and [708.6.0, \*Standards for Barcoded Tray Labels, Sack Labels, and Container Placards\*](#).
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [5.0](#) or the palletization standards in [705.8.0](#).
- e. Sortation determines price eligibility as specified in [443.5.0, \*Additional Eligibility Standards for Presorted Standard Mail Pieces\*](#).

### 5.2 Markings

All parcels must be marked according to [402.2.0](#).

### 5.3 Preparing Marketing Parcels (6 Ounces or More) and Machinable Parcels

#### 5.3.1 Sacking

Prepare mailings of Marketing parcels weighing 6 ounces or more and mailings of machinable parcels under [5.3](#). Prepare 5-digit sacks only for parcels dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. Prepare ASF or NDC sacks only for parcels dropshipped to a DNDC (or ASF when claiming DNDC prices). There is no minimum for parcels in 5-digit/scheme sacks entered at a DDU. Mailers combining irregular parcels with machinable parcels placed in 5-digit/scheme sacks must prepare those sacks under [5.3.2a](#). Mailers combining Marketing parcels weighing 6 ounces or more with machinable parcels placed in ASF, NDC, or mixed NDC sacks must prepare the sacks under [5.3.2](#).

#### 5.3.2 Sacking and Labeling

Preparation sequence, sack size, and labeling:



- a. 5-digit/scheme (optional, but required for 5-digit price), see definition in [1.4c](#); allowed only for mail deposited at DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. Sacks must contain a 10-pound minimum except at DDU entry which has no minimum; labeling:
  1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces (see [4.0](#) for overseas military mail).
  2. Line 2: For 5-digit scheme sacks, “STD MACH 5D SCH.” For 5-digit sacks, “STD MACH 5D.”
- b. ASF (optional), allowed only for mail deposited at an ASF to claim DNDC price; 10-pound minimum; labeling:
  1. Line 1: [L602](#), Column B.
  2. Line 2: “STD MACH ASF.”
- c. NDC, allowed only for mail deposited at a DNDC to claim the NDC price; 10-pound minimum; labeling:
  1. Line 1: [L601](#), Column B.
  2. Line 2: “STD MACH NDC.”
- d. Origin NDC (required); no minimum; labeling:
  1. Line 1: [L601](#), Column B.
  2. Line 2: “STD MACH NDC.”
- e. Mixed NDC (required); no minimum; labeling:
  1. Line 1: “MXD” followed by [L601](#), Column B information for NDC serving 3-digit ZIP Code prefix of entry Post Office.
  2. Line 2: “STD MACH WKG.”

## 5.4 Preparing Marketing Parcels (Less Than 6 Ounces) and Irregular Parcels

### 5.4.1 Bundling

[\[1-27-13\]](#) Bundling is permitted only for bundles of Product Sample parcels (and associated DALs) under [6.0](#).

### 5.4.2 Sacking

Prepare mailings of Marketing parcels weighing less than 6 ounces and mailings of irregular parcels under [5.4](#). Prepare 5-digit sacks only for parcels dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. See [5.4.3](#) for restrictions on SCF, ASF, and NDC sacks. Mailers must prepare a sack when the mail for a required presort destination reaches 10 pounds of pieces. There is no minimum for parcels prepared in 5-digit/scheme sacks entered at a DDU. Mailers combining irregular parcels with machinable parcels and Marketing parcels weighing 6 ounces or more in 5-digit/scheme sacks must prepare those sacks under [5.3.2](#). Mailers may not prepare sacks containing irregular and machinable parcels to other presort levels. Mailers may combine irregular parcels with Marketing parcels weighing less than 6 ounces in sacks under [5.4.3](#).



### 5.4.3 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit price), see definition in [1.4c](#); allowed only for mail deposited at DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. Sacks must contain a 10-pound minimum except at DDU entry which has no minimum; labeling:
  1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces (see [4.0](#) for overseas military mail).
  2. Line 2: For 5-digit scheme sacks, “STD IRREG 5D SCH.” For 5-digit sacks, “STD IRREG 5D.”
- b. SCF, allowed only for mail deposited at a DSCF or a DNDC to claim SCF price; 10-pound minimum; labeling:
  1. For Line 1, [L002](#), Column C.
  2. For Line 2, “STD IRREG SCF.”
- c. ASF (optional), allowed only for mail deposited at an ASF to claim DNDC price; 10-pound minimum; labeling:
  1. Line 1: [L602](#), Column B. DNDC price eligibility determined by Exhibit 446.3.1, NDC/ASF—DNDC Price Eligibility.
  2. Line 2: “STD IRREG ASF.”
- d. NDC, allowed only for mail deposited at a DNDC to claim the NDC price; 10-pound minimum; labeling:
  1. Line 1: [L601](#), Column B.
  2. Line 2: “STD IRREG NDC.”
- e. Origin NDC (required); no minimum; labeling:
  1. Line 1: [L601](#), Column B.
  2. Line 2: “STD IRREG NDC.”
- f. Mixed NDC (required); no minimum; labeling:
  1. Line 1: “MXD” followed by [L601](#), Column B information for NDC serving 3-digit ZIP Code prefix of entry Post Office.
  2. Line 2: “STD IRREG WKG.”

## 6.0 Preparing Enhanced Carrier Route Product Sample Parcels

### 6.1 Basic Standards

[\[1-27-13\]](#) All mailings and all pieces in each mailing at an Enhanced Carrier Route (ECR) parcel price are subject to specific preparation standards in [6.4](#) and [6.5](#), entry standards in [446](#), and to these general standards:



- a. All pieces must meet the standards for basic eligibility in [443.2.0](#) through [443.4.0](#) and specific eligibility in [443.6.0](#). Nonprofit Enhanced Carrier Route Standard Mail must meet the additional eligibility standards in [703.1.0](#).
- b. All pieces in each mailing must be Product Sample parcels as defined in [443.3.2.2](#).
- c. All pieces must meet the applicable general preparation standards in [1.0](#) through [4.0](#), and the following:
  1. Pieces must be sequenced according to [6.6](#) and [6.7](#).
  2. Pieces with a simplified address format must meet the standards in [602.3.0](#).
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [6.0](#) or the palletization standards in [705.8.0](#).
- e. Sortation, size, and preparation determine price eligibility as specified in [443.6.0](#).

### 6.2 Marking

[\[1-27-13\]](#) All Enhanced Carrier Route pieces (or DALs) must be marked under [402.2.0](#). All pieces must be marked “ECRLot” for pieces claiming a targeted price, or “ECRWSS” for pieces claiming a saturation (Every Door) price.

### 6.3 Residual Pieces

[\[1-27-13\]](#) Parcels not prepared or sorted as a carrier route mailing at Product Sample prices must be prepared as a separate mailing at Standard Mail Presorted prices.

### 6.4 Bundling

#### 6.4.1 Bundle Preparation

[\[1-27-13\]](#) Carrier route preparation and bundling of DALs is required; Product Samples must be bundled by either carrier route or by 5-digit/[L606](#) destinations. Prepare bundles as follows:

- a. Sacks must contain at least 15 pounds or 125 pieces of mail, except under [6.4.2](#). Cartons may be used instead of sacks. Cartons have no minimum weight, must not weigh more than 40 pounds, and must not exceed 108 inches in combined length and girth.
- b. DALs are required for parcels mailed at targeted prices; mailers must prepare carrier route bundles of DALs. Bundles of DALs must have a facing slip with the number of DALs for that carrier route indicated. Bundles of parcels must be prepared in sacks or cartons labeled to the correct 5-digit/[L606](#) destination, and bundled under [2.0](#) and the same bundling standards as for saturation parcels under [6.4.1c](#). Optionally, parcels may be prepared in carrier route bundles, with a facing slip on the top of each bundles noting the carrier route. Prepare bundles of DALs and bundles of samples in the same carton or sack, with the bundles of DALs on the top. See [602.4.0](#) for additional preparation standards for parcels and accompanying DALs, including optional pallet preparation.

- c. DALs are optional for parcels mailed at saturation prices. Bundles of parcels must be prepared in sacks or cartons labeled to carrier routes or to 5-digit (or [L606](#)) destination ZIP Codes, and bundled in similar quantities per bundle up to 50 pieces per carrier route bundle or 5-digit/[L606](#) bundle. When DALs are used, the DALs must be prepared in carrier route bundles and placed in the same carton or sack as the samples for the corresponding route or routes within the same delivery ZIP Code. Bundles of DALs must have a facing slip with the number of DALs for that carrier route indicated. If not placed in a sack or carton, saturation parcels must be bundled in quantities of 50 or less under [2.0](#), and the bundles placed on 5-digit/[L606](#) pallets in a stable manner. As an option, bundled saturation parcels without accompanying DALs may be prepared in sacks or cartons labeled to carrier routes or 5-digit destination ZIP Codes, then placed on pallets. A manifest report showing the total number of samples per carrier route is required when the samples are not prepared with DALs.

#### 6.4.2 Fewer than the Minimum Number of Pieces Per Route

[\[1-27-13\]](#) As a general exception to [6.4.1](#) and [6.5.1](#), mailers may prepare pieces and DALs with fewer than 125 pieces or less than 15 pounds of mail to a carrier route or a 5-digit destination when the mail is in a carton. Also, there may be less than 125 pieces or 15 pounds of mail to a sack when the saturation price for the contents is correctly claimed. Mailers using Priority Mail Express Open and Distribute or Priority Mail Open and Distribute to dropship ECR parcels also may prepare sacks of fewer than 125 pieces or less than 15 pounds of mail.

### 6.5 Preparing Product Samples

#### 6.5.1 Sack Minimums

[\[1-27-13\]](#) Except for bundled saturation parcels and except under [6.4.2](#), a sack or carton must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of mail.

#### 6.5.2 Sacking and Labeling

[\[1-27-13\]](#) Preparation sequence, sack or carton size, and labeling:

- a. Carrier route: optional with no minimum per carton; see [6.5.1](#) for sack minimums.
  - 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
  - 2. Line 2: "STD MKTG WSS" (for saturation samples) or "STD MKTG LOT" (for targeted samples), followed by the route type and number.
- b. 5-digit carrier routes: required (no minimum).
  - 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
  - 2. Line 2: "STD MKTG CR-RTS."



### 6.5.3 Required Palletization

[1-27-13] All Product Sample mailings must be destination entered at one or more DDUs, DSCFs, or DNDCs. Except for sacks or cartons of Product Samples entered directly at a DDU, all mailings of Product Samples must be palletized. Pallets (under 705.8.10.3) must be used for sacks or cartons (or bundles of saturation samples only) of Product Samples for mail entered at DNDCs and DSCFs.

## 6.6 Delivery Sequence Documentation

### 6.6.1 Basic Standards

Mailpieces for which a walk-sequence discount is claimed must be organized in the delivery sequence determined by the USPS and prepared as a carrier route mailing under 6.0 and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards.

### 6.6.2 Missing Addresses

Some mailpieces cannot be sequenced because an exact match for a name or address cannot be obtained. These pieces may be included in a sequenced mailing only if they are placed behind or after the sequenced mail. Arrange these pieces:

- a. Alphabetically by complete street name, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.
- b. Numerically for numbered streets, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

### 6.6.3 Updating Walk Sequence Information—General

Walk-sequence price pieces prepared with other than a simplified address format under 6.6.4 must be sequenced using USPS data from one of the following sources, issued within 90 days before the mailing date:

- a. The Computerized Delivery Sequence (CDS) file.
- b. The Delivery Sequence File, Second Generation (DSF<sup>2</sup>).
- c. Delivery sequence information from USPS address sequencing services, as requested by the customer.

### 6.6.4 Updating Walk Sequence Information for Simplified Addressing

Mailpieces with a simplified address, prepared for distribution to rural or highway contract routes or to PO boxes in a Post Office without city delivery, must be based on delivery stop information obtained within 90 days before the mailing date, either from the Delivery Statistics File, in accordance with 509.1.1, or from the postmaster of the destination office. Mailpieces with a simplified address, prepared for distribution to city routes or to PO boxes in a Post Office with city delivery, must be based only on delivery stop information obtained from the Delivery Statistics File, in accordance with 509.1.1, within 90 days before the mailing date.

### 6.6.5 Out-of-Date Walk Sequence Information

Mailings prepared with out-of-date walk-sequencing information are not eligible for walk-sequence prices.

### 6.6.6 Updating Line-of-Travel Sequence Information

Unless the mail is prepared in carrier walk sequence, line-of-travel (LOT) sequence is required for mailings at Standard Mail Enhanced Carrier Route basic prices. LOT sequence is not an exact walk sequence but a sequence of ZIP+4 codes arranged in the order that the route is served by a carrier. (First the ZIP+4 groups are sequenced, then the addresses within each are identified as being in ascending or descending order.) The USPS eLOT product provides a list of the ZIP+4 codes each carrier route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses that share the same ZIP+4 code must be sorted in ascending or descending order. When a range of ZIP+4 codes on the same carrier route are assigned the same sequence number, the addresses bearing those ZIP+4 codes must be arranged in ascending ZIP+4 code order before the sequence number is assigned. LOT information must be updated within 90 days before the date of mailing.

## 6.7 Delivery Sequence Documentation

### 6.7.1 General Standards

The postage statement must be annotated in the “Carrier Route Sequencing Date” block on page 1. The mailer must annotate the postage statement to show the earliest (oldest) date of the method used to obtain sequencing information for the mailing. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The mailer must maintain documentation to substantiate compliance with the standards for carrier route sequencing. Unless submitted with each corresponding mailing, the mailer must be able to provide the USPS with documentation (if requested) of accurate sequencing or delivery statistics for each carrier route to which pieces are mailed. Acceptable forms of documentation are:

- a. The invoice showing that the addresses came from CDS.
- b. DSF<sup>2</sup> invoice or documentation.
- c. Copies of the delivery unit summaries that served as the mailer’s bills for address sequencing service charges.
- d. Evidence of receipt of information from postmasters for simplified address mailings (see [509.1.0, Address Information System Services](#)).
- e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software.

### 6.7.2 Product Samples—Targeted

**[1-27-13]** For each mailing of Product Samples at targeted carrier route prices, the mailer must document the total number of pieces mailed to each carrier route.

### 6.7.3 Saturation Density—Simplified Address Mail

For each carrier route to which mail with a simplified address is sent at the saturation price, the mailer must be able to document that the mailing meets the applicable density standard. This documentation must show the total number of active possible deliveries and the total number to which mailpieces in the mailing are being addressed, by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.



445.6.7.4

### 6.7.4 Both Prices

[1-27-13] If a mailing contains pieces qualifying for targeted and saturation prices, the documentation required may be combined. Entries for pieces at the targeted price must be so annotated on the documentation. For the entire mailing, a summary of the total number of pieces at each price must be provided. This documentation must be submitted with each mailing.



## 446 Enter and Deposit

### Overview

- [1.0 Presenting a Mailing](#)
- [2.0 Destination Entry](#)
- [3.0 Destination Network Distribution Center \(DNDC\) Entry](#)
- [4.0 Destination Sectional Center Facility \(DSCF\) Entry](#)
- [5.0 Destination Delivery Unit \(DDU\) Entry](#)

### 1.0 Presenting a Mailing

#### 1.1 Basic Standards for Standard Mail Deposit

All Standard Mail must be presented at the Post Office where the permit or license is held and the presort mailing fee is paid, at the locations and times specified by the postmaster, except as follows:

- a. Plant-verified drop shipment (PVDS) mailings must be presented under [705.17.0](#).
- b. Plant-loaded mailings must be presented as specified by the plant load agreement.
- c. Metered mailings may be deposited at other than the licensing Post Office only as permitted under [705.20.0](#).
- d. Nonprofit Standard Mail must be presented only at Post Offices where the organization producing the mailing has an approved nonprofit authorization ([703.1.0](#)).

#### 1.2 Separation of Mailings

Pieces at different prices may be combined in the same mailing as provided in [445.1.0](#), *General Information for Mail Preparation*. Separate mailings may be reported on the same postage statement if the pieces in the mailings are in the same processing category, are part of the same mailing job, and are presented for verification at the same time.

### 2.0 Destination Entry

#### 2.1 General

Except for Customized MarketMail pieces defined in [705.1.0](#), all Standard Mail pieces meeting the basic standards in [443.2.0](#) through [443.4.0](#) may qualify for destination entry prices, if deposited at the correct destination postal facility, subject to the standards below and in [3.0](#), [4.0](#), and [5.0](#). Only one destination entry price may be claimed for each piece. A pallet may contain mail claimed at different destination entry prices.

#### 2.2 Minimum Volume

A destination entry price Standard Mail mailing is subject to these minimum volume requirements:



### 446.2.3

- a. Each mailing must contain at least 200 addressed pieces or 50 pounds of addressed pieces.
- b. Except as provided in [2.2d](#), each group of pieces prepared for deposit at different destination entry facilities must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by a postage statement.
- c. If a facility is authorized to accept mail at more than one entry level, all pieces claimed at the different entry prices may be in one mailing and may be recorded on the same postage statement.
- d. When pieces from different price Standard Mail mailings are presented together under plant-verified drop shipment (PVDS) procedures in [705.17.0](#), a mailer may use the total piece count from one presort file (i.e., mailing job) reported on one Form 3602 and accompanied by Form 3602-C (or a postage statement register) to meet the minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 200 pieces or 50 pounds at a single destination entry facility if there is at least 200 pieces or 50 pounds of Presorted price mail, 200 pieces or 50 pounds of automation price mail, and/or 200 pieces or 50 pounds of Enhanced Carrier Route mail for all entry points combined for the single presort file.

### **2.3 Postage Payment and Documentation**

Postage payment for destination entry mailings is subject to the same standards that apply generally to Standard Mail. No documentation for destination entry discounts is required.

### **2.4 Plant Loads**

Plant load mailings are not eligible for destination entry discounts.

### **2.5 Verification**

#### **2.5.1 Mail Separation and Presentation**

Destination entry mail must be presented and verified under a PVDS system ([705.17.0](#)), presented for acceptance at a BMEU located at a destination postal facility; or presented for acceptance at an origin DMU or BMEU, and then prepared under Priority Mail Express Open and Distribute or Priority Mail Open and Distribute standards ([705.18.0](#)). Only PVDS mailings may be deposited at a destination facility not co-located with a postal facility having a business mail entry unit. Destination entry mailings must meet the following requirements:

- a. The mailer must present each mailing separately for verification. For PVDS, each mailing for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow reconciliation with each required accompanying Form 8125, 8125-C, or 8125-CD.
- b. Mail must be separated from freight transported on the same vehicle.
- c. If Periodicals mail is on the same vehicle as Standard Mail, the mailer should load the Periodicals mail toward the tail of the vehicle so that Periodicals mail can be offloaded first.



**2.5.2 Form 8125**

When mailings are verified and paid for at a postal facility different from the one at which they are deposited as mail, the mailer must ensure that they are accompanied by a completed Form 8125 (or 8125-C or 8125-CD), except for mailings prepared under Priority Mail Express Open and Distribute or Priority Mail Open and Distribute standards in [705.18.0](#).

**2.5.3 At NDC**

For a mailing verified at a NDC, the Post Office where the mailer's account or license is held must be within the service area of that NDC. The Post Office must authorize the NDC to act as its agent by sending Form 4410 to the NDC.

**2.5.4 Mailer Transport**

The mailer must transport the PVDS mailing from the place where it was verified to the appropriate destination postal facility.

**2.5.5 Volume Standards**

[\[1-27-13\]](#) Except as permitted for a local mailer under [2.6.13](#), destination entry mailings are subject to these volume standards:

- a. Except for Product Samples, the pieces for which a destination price is claimed must represent more than 50% of the mail (by weight or pieces, whichever is greater) presented by the same mailer within any 24-hour period. Product Samples mailings must be 100% destination-entered. For this standard, mailer is the party presenting the mail to the USPS.
- b. The same mailer (or agent) may not in a 24-hour period present for verification and acceptance more than four destination price mailings at the same destination postal facility, unless the mailer or agent has received a waiver when scheduling the deposit of the mailings. There is no maximum for PVDS mailings.

**2.6 Deposit****2.6.1 Time and Location of Deposit**

Each mailing claimed at a destination price must be deposited at the time and location specified by the USPS.

**2.6.2 Freight**

Drop shipments are freight until deposited and accepted as mail at the destination facility.

**2.6.3 Appointments**

Appointments must be made for destination entry price mail as follows:

- a. Except for a local mailer under [2.6.13](#) and mailings of perishable commodities, appointments for deposit of destination entry price mail at NDCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one business day in advance. Same-day appointments may be granted by a control center only through a telephone request. All appointments for NDC loads must be scheduled by the appropriate NDC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to 30 calendar days before a desired appointment date. The mailer must adhere to the scheduled mail deposit time



and location. The mailer must cancel any appointment by notifying the appropriate control center at least 24 hours in advance of a scheduled appointment.

- b. Electronic appointments may be made by a mailer or agent using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours before the desired time and date. All information required by the USPS appointment system regarding a mailing must be provided.
- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, the mailer must notify the DDU at least one business day in advance of a scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.

#### **2.6.4 Advance Scheduling**

Mailers must schedule appointments for deposit of destination entry price mail under [2.6.3](#) and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

#### **2.6.5 Adherence to Schedule**

The mailer must follow the scheduled deposit time or cancel the appointment by notifying the designated control center. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, NDCs, or SCFs or more than 20 minutes at delivery units.

#### **2.6.6 Redirection by USPS**

A mailer may be directed to transport destination entry price mailings to a facility other than the designated DDU, SCF, or NDC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints.

**2.6.7 Redirection at Mailer's Request**

For service reasons, a mailer may ask to transport destination SCF price mail to a facility other than the designated SCF. This exception may be approved only by the district control center serving the destination facility. To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

**2.6.8 Recurring Appointments**

*Recurring* refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

**2.6.9 Vehicle Unloading**

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at NDCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. At NDCs, ASFs, and SCFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At destination delivery units (DDUs), drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:
  1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
  2. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.



- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area.

### 2.6.10 Drop and Pick

Drop and pick service is not available for destination entry Standard Mail.

### 2.6.11 Demurrage

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry price mailings.

### 2.6.12 Appeals

Mailers who believe they are denied equitable treatment may appeal to the manager, customer service (district), responsible for the destination postal facility.

### 2.6.13 Exception for Local Mailer

The restrictions in [2.5.5, Volume Standards](#), and [2.6.4, Advance Scheduling](#), do not apply when a mailer deposits mailings for verification and acceptance at the local Post Office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment authorization. Under this exception, the mailer may claim the destination entry prices for mailings or portions of mailings deposited at the local Post Office that meet the standards in [3.0, Destination Network Distribution Center \(DNDC\) Entry](#), [4.0, Destination Sectional Center Facility \(DSCF\) Entry](#), and [5.0, Destination Delivery Unit \(DDU\) Entry](#).

## 3.0 Destination Network Distribution Center (DNDC) Entry

### 3.1 Definition

For this standard, *destination network distribution center (DNDC)* includes network distribution centers (NDCs) and auxiliary service facilities (ASFs) with terms and exceptions as shown and described in labeling lists [L601](#) and [L602](#).

### 3.2 Eligibility

**[1-27-13]** Pieces in a mailing that are deposited at a NDC or ASF under [2.0](#) and [3.0](#) are eligible for the DNDC price when the following conditions are met:

- a. The pieces are addressed for delivery to one of the 3-digit ZIP Codes served by the NDC or ASF where deposited under terms in labeling lists [L601](#) and [L602](#),
- b. The pieces are placed in a correct sack or pallet that is labeled to the NDC or ASF where deposited, or labeled to a postal facility within the service area of that NDC or ASF. Product Samples must be palletized under [445.6.5](#) and [705.8.10.3](#).
- c. Except for machinable parcels addressed to ZIP Codes served by the Buffalo NY ASF, mail addressed to ZIP Codes served by an ASF must be entered at the appropriate ASF per [L602](#), and not entered at an NDC.

**3.3 Additional Standards for Machinable Parcels**

For destination NDC/ASF containers, except as provided in labeling lists [L601](#) and [L602](#), sortation of machinable parcels to ASFs is optional but is required for the ASF mail to be eligible for DNDC prices. If machinable parcels are sorted under [L601](#), except as noted in the [L601](#) preamble, only mail for 3-digit ZIP Codes not served by an ASF (under [L602](#)) is eligible for DNDC prices. Also, mail for ZIP Code ranges 006-009, 967-969, and 995-999 is not eligible for DNDC prices, as indicated in [L601](#).

**3.4 Vehicles**

Mailings deposited at a DNDC must be presented in vehicles compatible with NDC dock and yard operations.

**3.5 Form 4410**

Mailings may be deposited at the DNDC only if that facility is authorized (by Form 4410) to act as acceptance agent for the entry Post Office (where the meter license, precanceled stamp permit, or permit imprint authorization is held). Form 4410 is not required for plant-verified drop shipments.

**4.0 Destination Sectional Center Facility (DSCF) Entry****4.1 Definition**

For this standard, *destination sectional center facility (DSCF)* refers to the facilities listed in [L002](#), Column C.

**4.2 Eligibility**

**[1-27-13]** Pieces in a mailing that meets the standards in [2.0](#) and [4.0](#) are eligible for the DSCF price, as follows:

- a. When deposited at a DSCF or USPS-designated facility, addressed for delivery within the DSCF's service area, and placed in a sack or on a pallet that is labeled to the DSCF or to a destination within its service area. Product Samples must be palletized under [445.6.5](#) and [705.8.10.3](#).
- b. When prepared in 5-digit bundles and placed on a 5-digit pallet or in a 5-digit scheme or 5-digit sack that is deposited at the destination delivery unit as defined in [5.1](#).
- c. When prepared and deposited under [705.6.3](#).

**4.3 Vehicles**

Mailings deposited at a DSCF must be presented in vehicles that are compatible with SCF dock and yard operations.



446.5.1

### 5.0 Destination Delivery Unit (DDU) Entry

#### 5.1 Definition

For this standard, *destination delivery unit (DDU)* refers to the facility designated by the USPS district drop shipment coordinator (for automation price Standard Mail) or the facility (Post Office, branch, station, etc.) where the carrier cases mail for delivery to the addresses on pieces in the mailing (for other Standard Mail).

#### 5.2 Eligibility

**[1-27-13]** Pieces in a mailing that meets the standards in [2.0](#) and [5.0](#) are eligible for the DDU price when deposited at a DDU, addressed for delivery within that facility's service area, and prepared as follows:

- a. Marketing parcels eligible for and prepared as Product Samples in carrier route bundles, cartons, or sacks, and otherwise eligible for and claimed at a carrier route price under [443](#) and [445](#).
- b. One or more parcels in 5-digit containers.

## **450      Commercial Parcels Parcel Select**

453 Prices and Eligibility

454 Postage Payment and Documentation

455 Mail Preparation

456 Enter and Deposit





## 453 Prices and Eligibility

### Overview

- [1.0 Prices and Fees](#)
- [2.0 Content Standards](#)
- [3.0 Price Eligibility for Parcel Select and Parcel Select Lightweight](#)

### 1.0 Prices and Fees

#### 1.1 Price Application

**[1-27-13]** Postage is based on the price that applies to the weight increment of each addressed piece, and on the zone to which the piece is addressed, except for DDU and DSCF entered pieces. The price is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. Except for Parcel Select Lightweight, the minimum price per piece is the 1-pound price. For DDU and DSCF pieces, postage is based on the price that applies to the weight increment of each addressed piece. Parcel Select Lightweight postage is based on the price that applies to the weight increment of each addressed piece, charged per ounce or fraction thereof, with any fraction of an ounce being rounded to the next whole ounce. The price categories for Parcel Select are as follows:

- a. Destination entry including destination entry network distribution center (DNDC), destination entry sectional center facility (DSCF), and destination entry delivery unit (DDU).
- b. NDC Presort and ONDC Presort.
- c. Nonpresort.
- d. Lightweight.

#### 1.2 Parcel Select Prices

Pricing is available for Parcel Select at the Destination Entry, NDC Presort, ONDC Presort, and Nonpresort levels. For prices, see [Notice 123—Price List](#).

#### 1.3 Annual Mailing Fee

An annual mailing fee is required for Parcel Select destination entry mailings and must be paid once each 12-month period at each Post Office of mailing by or for any mailer who enters mailings at the destination entry level. All destination entry prices are covered under the payment of an annual fee per office of mailing. An annual presort mailing fee is also required to mail at any Standard Mail price or at any Parcel Select Lightweight price; payment of one annual presort fee at each office of mailing covers mailings of both products. During the last 60 days of the current service period, advance payment of the annual mailing fees may be remitted for the subsequent 12-month period only. The established annual mailing fees in effect at the time of remittance will be assessed. See [Notice 123—Price List](#) for applicable annual mailing fees.

## 1.4 Computing Postage

### 1.4.1 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Except for mailers using eVS or preparing Parcel Select lightweight mailings, when determining single-piece weight for Parcel Select mailpieces, express all weights in decimal pounds rounded off to two decimal places. Mailers using eVS may round off to four decimals, and eVS will automatically round to the appropriate decimal place. Mailers using Parcel Select Lightweight must express all single-piece weights in decimal pounds, rounded off to four decimal places. If a customer is using a manifest mailing system, the manifest weight field must be properly completed by adhering to the rules relative to the specific manifest.

### 1.4.2 Computing Postage for Affixed Postage

For each piece, affix correct postage for the weight (including any surcharges) and, if applicable, the zone to which the piece is addressed, as shown in [1.2](#) through [1.4](#). To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece.

### 1.4.3 Computing Postage for Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable price per piece. Round each product off to four decimal places. Add the products and round up the total postage to the nearest whole cent.

## 2.0 Content Standards

### 2.1 Definition of Parcel Select

Parcel Select is a Shipping Services ground product using permit imprint or metered postage when mailing 50 or more packages. When postage is paid using USPS-approved PC Postage in conjunction with barcoded nonpresorted mailings there is no minimum volume.

### 2.2 Basic Content Standards

Parcel Select consists of mailable matter that is neither mailed, or required to be mailed, as First-Class Mail, nor entered as Periodicals (except as permitted under [2.3](#) or permitted or required under [707.7.9](#)). Mailers (other than publishers or registered news agents) may mail copies of Periodicals publications at Parcel Select prices.

### 2.3 Attachments or Enclosures of Periodicals Sample Copies

Sample copies of authorized and pending Periodicals publications may be enclosed or attached with merchandise sent at Parcel Select prices. Postage at Parcel Select prices is based on the combined weight of the host piece and the sample copies enclosed.

**2.4 Postal Inspection**

Parcel Select packages are not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Parcel Select prices constitutes consent by the mailer to postal inspection of the contents.

**2.5 Attachments and Enclosures****2.5.1 Invoice**

An invoice, whether it also serves as a bill, may be placed either inside a Parcel Select piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

**2.5.2 Incidental First-Class Mail Attachments and Enclosures**

Incidental First-Class Mail matter may be enclosed in or attached to any Parcel Select piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Parcel Select price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

**2.5.3 Additional Enclosures**

Parcel Select may contain any printed matter mailable as Standard Mail, in addition to the enclosures and additions listed in [2.5](#) and [2.6](#).

**2.6 Written Additions**

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.

453.3.1

- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

### 3.0 Price Eligibility for Parcel Select and Parcel Select Lightweight

#### 3.1 Destination Entry Price Eligibility

##### 3.1.1 Definition

Parcel Select destination entry prices apply to Parcel Select mailings prepared as specified in [705.8.0, \*Preparing Pallets\*](#), and [455.4.0, \*Preparing Destination Entry Parcel Select\*](#), and addressed for delivery within the service area of a destination network distribution center, sectional center facility, or delivery unit where they are deposited by the mailer. For this standard, the following destination facility definitions apply:

- a. A destination network distribution center (DNDC) includes all network distribution centers (NDCs) and auxiliary service facilities (ASFs) under [L601](#) and [L602](#), and designated sectional center facilities (SCFs) under [456.2.16, \*DNDC Parcel Select—Acceptance at Designated SCF-USPS Benefit\*](#).
- b. A destination sectional center facility (DSCF) includes all facilities in [L005](#). Mailers may be redirected to deposit DSCF mail at another USPS-designated facility. See [3.1.4](#) for more information.
- c. A destination delivery unit (DDU) is a facility that delivers to the addresses appearing on the deposited pieces in a destination entry Parcel Select mailing. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#) for address) to determine the location of a 5-digit delivery facility. Use [L606](#) only for mailings prepared using the optional 5-digit scheme sort.

##### 3.1.2 Basic Standards

For Parcel Select destination entry, pieces must meet the applicable standards in [455.4.0](#) and the following criteria:

- a. Pieces may be bedloaded on pallets, in pallet boxes on pallets, in sacks, or in other authorized containers as specified in [456.2.1](#) through [456.2.16](#), depending on the facility at which the pieces are deposited.
- b. Pieces may not be plant-loaded.

- c. Pieces must be part of a single mailing of 50 or more pieces that are eligible for and claimed at any Parcel Select destination entry price. When Parcel Select mailings are submitted under PVDS procedures, mailers may use the total of all line items for all destinations on a PVDS register or PVDS postage statement to meet the 50-piece minimum volume requirement for destination entry price mailings. This means that a mailer may enter fewer than 50 pieces at an individual destination, provided there is a total of at least 50 Parcel Select pieces for all of the entry points for that single mailing job listed on the PVDS register or PVDS postage statement.
- d. Pieces must be deposited at, or expedited to, via Priority Mail Express Open and Distribute or Priority Mail Open and Distribute under [705.18.0](#), a destination NDC (or destination ASF), destination SCF, or destination delivery unit, as applicable for the price claimed.
- e. Pieces must be addressed for delivery within the ZIP Code ranges that the applicable entry facility serves.
- f. Parcels must include a unique Intelligent Mail package barcode or extra services barcode, with a postal routing code on each parcel, prepared under [708.5.0](#).

### 3.1.3 DNDC Prices

For DNDC prices, pieces must meet the applicable standards in [3.0](#) and the following:

- a. Pieces must be part of a Parcel Select destination entry mailing that is deposited at a NDC or ASF under [L601](#) or [L602](#).
- b. Parcels must bear a barcode under [708.5.0](#) for the ZIP Code of the delivery address.
- c. Except as provided in labeling lists [L601](#) and [L602](#), pieces deposited at each NDC or ASF must be addressed for delivery within the ZIP Code range of that facility.
- d. Pieces must be addressed to ZIP Codes eligible for DNDC prices as described in the introductory text of [L601](#) and [L602](#) and, if sacked or palletized, must be prepared according to [455.4.0](#) and [705.8.0](#). Mail meeting the additional criteria in [456.2.16](#) or [456.2.17](#) may be deposited at an SCF.
- e. Except for machinable parcels addressed to ZIP Codes served by the Buffalo NY ASF, mail addressed to ZIP Codes served by an ASF must be entered at the appropriate ASF per [L602](#), and not entered at an NDC.

### 3.1.4 DSCF and DDU Prices

For DSCF and DDU prices, pieces must meet the applicable standards in [3.0](#) and the following criteria:

- a. For DSCF prices, be part of a Parcel Select destination entry mailing of parcels deposited at an SCF in [L005](#) or a USPS-designated facility. Mailers must not prepare mail on pallets or pallet boxes if the 5-digit delivery facility is unable to handle pallets. See [455.4.2](#) and [455.7.0](#) for preparation requirements.

- b. For DDU prices, be part of a Parcel Select mailing deposited at a designated DDU facility that delivers parcels to the addresses appearing on the pieces. There is no required minimum number of pieces that must be deposited for the DDU price and no specific preparation requirements; however, the pieces must be part of a mailing of at least 50 Parcel Select destination entry price pieces and must be prepared by 5-digit scheme (optional) and 5-digit sorts. To determine the location for entry of 5-digit scheme sorted pieces, use Column B of [L606](#). To determine the location for entry of 5-digit sorted pieces or whether a 5-digit delivery facility can handle pallets (or pallet boxes), refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#)). When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility from which the majority of city carrier routes are delivered as the facility at which the DDU mail must be entered. The Drop Shipment Product identifies the 5-digit ZIP Codes that are exceptions to the “majority of city carriers rule” or other facilities where parcels are normally dropped. If a mailer transports mail to a DDU facility that cannot handle pallets, the driver must unload the pallets into containers as specified by the delivery unit.

### 3.2 Parcel Select NDC and ONDC Presort Price Eligibility

Parcel Select NDC Presort and Parcel Select ONDC Presort per piece prices apply to Parcel Select sorted to NDC destinations under [L601](#) for machinable pieces, and sorted to NDC and ASF destinations for nonmachinable pieces under [L605](#), and to pieces prepared as part of a combined mailing under [705.22.0](#). To qualify, machinable pieces must be placed in pallet boxes on pallets; and nonmachinable pieces must be placed directly on pallets under [705.8.0](#), or be prepared as part of a combined mailing and placed in a 5-digit, 3-digit, ADC, or NDC container under [705.22.0](#). The mail must be entered at a NDC listed in [L601](#) for ONDC Presort and not at a NDC for NDC presort, and must be part of a mailing containing 50 or more Parcel Select pieces. Parcel Select NDC and ONDC Presort pieces must bear a unique Intelligent Mail package barcode or extra services barcode, including a postal routing code, prepared under [708.5.0](#). Effective January 7, 2013, parcels must include a unique Intelligent Mail package barcode with a postal routing code on each parcel.

### 3.3 Parcel Select Nonpresort Price Eligibility

**[1-27-13]** Parcel Select Nonpresort per piece prices apply to Parcel Select parcels that bear a unique Intelligent Mail package barcode including a postal routing code on each parcel, prepared under [708.5.0](#). To qualify for Parcel Select Nonpresort prices, mailings must meet one of the following volume thresholds:

- a. At least 50 pieces or 50 pounds of mailpieces claiming Parcel Select Nonpresort prices in a single mailing.
- b. No minimum volume when part of a mailing of at least 50 Parcel Select pieces.
- c. No minimum volume when postage is paid through a USPS-approved PC Postage system.
- d. No minimum volume when part of a combined parcel mailing that already meets the minimum volume eligibility standards for each mail class within the applicable mailing program in DMM [705](#).

### 3.4 Parcel Select Lightweight

Parcel Select Lightweight mailings are subject to the following criteria:

- a. All pieces must weigh less than 16 ounces.
- b. Pieces are subject to specific volume, marking, and preparation requirements.
- c. Extra services available with Parcel Select Lightweight are USPS Tracking, bulk insurance, bulk certificate of mailing, and return receipt for merchandise service.
- d. Parcel Select Lightweight mailings are subject to the ZIP Code Accuracy standards and Move Update standards under [602.5.0](#) and [602.6.0](#).

#### 3.4.1 General Eligibility

Parcel Select Lightweight parcels are presorted machinable or irregular parcels. The following also applies:

- a. Machinable pieces must meet the standards in [401.1.5](#).
- b. Irregular pieces are subject to the requirements in [401.1.6](#).
- c. Postage must be paid by permit imprint, postage evidencing systems (under [604.4.0](#)), or by stamps precanceled by a mailer's postmark that includes the Parcel Select Lightweight price marking.
- d. Each mailing must contain at least 200 pieces or 50 pounds of pieces.
- e. Pieces must bear a unique IMpb or extra services barcode, including a postal routing code, prepared under [708.5.0](#). Effective January 7, 2013, parcels must include a unique IMpb with a postal routing code on each parcel.
- f. Parcel Select Lightweight mailings may include an alternative addressing format under [602.3.0](#).

#### 3.4.2 Price Application

Prices for Parcel Select Lightweight apply separately to machinable parcels and irregular parcels that meet the eligibility standards in [2.0](#) and [3.4](#) and the preparation standards in [455.7.0](#), [705.6.0](#), or [705.8.0](#). When pieces are combined under [705.6.0](#), pieces are eligible for the applicable prices when the combined total meets the eligibility standards. For example, when there are 10 pounds of combined machinable parcels and irregular parcels in a 5-digit sack, all pieces are eligible for the 5-digit prices.

#### 3.4.3 Prices for Machinable Parcels

The following prices apply to Parcel Select Lightweight machinable parcels:

- a. *5-Digit Price*; the 5-digit price applies to qualifying machinable parcels that are dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU and presented:
  - 1. In a 5-digit/scheme ([L606](#)) sack containing at least 10 pounds of pieces or on a 5-digit/scheme ([L606](#)) pallet, according to standards in [705.8.10](#).
  - 2. As one or more parcels that mailers drop ship to a DDU under [456.2.1.1f](#).
- b. *NDC Price*; the NDC price applies to qualifying machinable parcels as follows under either of the following conditions:

## 453.3.4.4

1. When dropshipped to an ASF or NDC and presented in an ASF or NDC sack containing at least 10 pounds of parcels; or on an ASF or NDC pallet, according to standards in [705.8.10](#); or in an NDC/ASF container prepared under [705.22.0](#).
2. When presented at the origin acceptance office on an ASF or an NDC pallet containing at least 200 pounds of pieces.
- c. *Mixed NDC Price*; the mixed NDC price applies to machinable parcels that are not eligible for 5-digit or NDC prices. Place machinable parcels at mixed NDC prices in origin NDC sacks or on origin NDC pallets, then in mixed NDC sacks or on mixed NDC pallets.

**3.4.4 Prices for Irregular Parcels**

The following prices apply to Parcel Select Lightweight irregular parcels:

- a. *5-Digit Price*; the 5-digit price applies to irregular parcels that are dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU and presented:
  1. In a 5-digit/scheme ([L606](#)) sack containing at least 10 pounds of pieces.
  2. On a 5-digit/scheme ([L606](#)) pallet, according to [705.8.10](#).
  3. As one or more parcels that mailers dropship to a DDU under [456.2.1.1f](#).
  4. In 5-digit/scheme containers prepared under [705.22.0](#).
- b. *SCF Price*; the SCF price applies to irregular parcels that are dropshipped and presented to a DSCF or DNDC:
  1. In an SCF sack containing at least 10 pounds of parcels.
  2. On an SCF pallet, according to [705.8.10](#).
  3. In SCF containers prepared under [705.22.0](#).
- c. *NDC Price*; the NDC price applies to qualifying irregular parcels as follows under either of the following conditions:
  1. When dropshipped to an ASF or NDC and presented in an ASF or NDC sack containing at least 10 pounds of parcels; or on an ASF or NDC pallet, according to standards in [705.8.10](#); or in a NDC/ASF container prepared under [705.22.0](#).
  2. When presented at the origin acceptance office on an ASF or NDC pallet containing at least 200 pounds of pieces.
- d. *Mixed NDC Price*; the mixed NDC price applies to irregular parcels in origin NDC or mixed NDC containers that are not eligible for 5-digit, SCF, or NDC prices. Place irregular parcels at mixed NDC prices in origin NDC or mixed NDC sacks under [455.7.3](#) or on origin NDC or mixed NDC pallets under [705.8.10](#).

**3.5 Oversized Price**

The oversized price applies to parcels that measure over 108 inches but not more than 130 inches in combined length and girth.



**3.6 Balloon Price**

The balloon price applies to parcels weighing less than 20 pounds but measuring more than 84 inches (but not more than 108 inches) in combined length and girth which is charged the price for a 20-pound parcel for the zone to which it is addressed (balloon price).

**3.7 Delivery and Return Addresses**

[1-27-13] All Parcel Select mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) or detached address labels under [602.4.0](#) may be used. Each piece must bear the sender's return address.

**3.8 Hold For Pickup**

[1-27-13] Only Parcel Select Nonpresort parcels are eligible for Hold For Pickup service and are held at a designated Post Office location for pickup by a specified addressee or designee (see [508.8.0](#)).

453.3.8

## 454 Postage Payment and Documentation

### Overview

#### 1.0 Basic Standards for Postage Payment

### 1.0 Basic Standards for Postage Payment

#### 1.1 Postage Payment Options

[1-27-13] Mailing fees must be paid for the current 12-month period at the Postal Service facility where postage is paid for the mailing.

- a. Permit imprint may be used for identical-weight pieces provided the mail can be separated at acceptance into groups that each contain pieces subject to the same zone and same combination of prices (e.g., all are zone 4, with an NDC presort discount).
- b. Except for plant-verified drop shipments (see [705.17.0](#)), Electronic Verification System (eVS) shipments (see [705.2.9](#)), and metered mail drop shipments (see [705.20.0](#)), the mailer must have a meter license or permit imprint authorization at the destination facility parent Post Office for mailings deposited for entry at a DNDC or ASF, at a DSCF, or at the parent Post Office of a DDU. Except for manifested mail using eVS under [705.2.9](#), postage and fees are paid to the Post Office that verifies the mailings. The mailer must ensure that Form 8125 accompanies plant-verified drop shipments along with mailing documentation.

#### 1.2 NDC as Agent

The DNDC may verify and accept mail if authorized by PS Form 4410, *Authorization for NDC Acceptance*, to act as an agent for the parent Post Office where the mailer's account, or license is held (see [Exhibit 1.2](#)).

**Exhibit 1.2 NDC/ASF Parent Post Office**

<b>FACILITY</b>	<b>PARENT POST OFFICE</b>	<b>ZONE CHART</b>
Albuquerque ASF	Albuquerque NM 87101-9998	870
Atlanta NDC	Atlanta GA 30304-9998	300
Billings ASF	Billings MT 59101-9998	590
Buffalo ASF	Buffalo NY 14240-9998	140
Chicago NDC	Chicago IL 60607-9998	600
Cincinnati NDC	Cincinnati OH 45234-9998	410
Dallas NDC	Dallas TX 75260-9998	750
Denver NDC	Denver CO 80202-9998	800
Des Moines NDC	Des Moines IA 50318-9998	500
Detroit NDC	Detroit MI 48233-9998	480
Fargo ASF	Fargo ND 58102-9998	580
Greensboro NDC	Greensboro NC 27420-9998	270
Jacksonville NDC	Jacksonville FL 32203-9998	320
Kansas City NDC	Kansas City KS 66106-9998	640
Los Angeles NDC	Los Angeles CA 90052-9998	900
Memphis NDC	Memphis TN 38101-9998	375
Minneapolis NDC	Minneapolis MN 55401-9998	540
New Jersey Int'l & NDC	Newark NJ 07102-9998	070
Oklahoma City ASF	Oklahoma City OK 73125-9998	730
Philadelphia NDC	Philadelphia PA 19104-9998	080
Phoenix ASF	Phoenix AZ 85026-9998	850
Pittsburgh NDC	Pittsburgh PA 15290-9998	150
St. Louis NDC	Saint Louis MO 63155-9998	620
Salt Lake City ASF	Salt Lake City UT 84199-9998	840
San Francisco NDC	Oakland CA 94615-9998	945
Seattle NDC	Seattle WA 98109-9998	980
Sioux Falls ASF	Sioux Falls SD 57101-9998	570
Springfield NDC	Springfield MA 01101-9998	010
Washington NDC	Southern MD 20790-9998	206

**1.3 Completing Postage Statements**

All metered and permit imprint mailings of 50 pieces or more, except manifested mail using eVS under [705.2.9](#), must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement and document the correction.

**1.4 Documentation**

Mailings must be documented as follows:

- a. *Postage Statement.* A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing.
- b. *Other Documentation.* When presented for acceptance, documentation of postage by entry office and presort level (e.g., by DNDC, ONDC Presort and NDC Presort mail and by 5-digit ZIP Code for DSCF and DDU prices) is required under [705.2.0](#) through [705.4.0](#) in *Advanced Preparation and Special Postage Payment Systems*. Except for DSCF, mail palletized under the alternate preparation option that requires separate documentation, other documentation is not required when the correct price is affixed to each piece, or when each piece is of identical weight and the pieces are separated by zone and within each zone are grouped by pieces subject to the same combination of prices. DSCF mail palletized under the alternate preparation option in [705.8.0](#) must submit the detailed documentation required in [705.8.20.2](#).

### 1.5 Basic Documentation Standards

Unless manifested using eVS under [705.2.9](#), mailings presented to the USPS generally require documentation. Supporting documentation of postage is required unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by postage when presented for acceptance. Documentation describes the preparation, price level, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the price claimed or payment method used.

### 1.6 Preparing Documentation

As provided by standards, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

### 1.7 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

### 1.8 Providing Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607](#).

### 1.9 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the price and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if: the mailings are presented at the same time for verification; the



454.1.10

pieces are in the same processing category; each mailing separately meets all applicable eligibility standards; and the number of pieces in each mailing is separately reported on the postage statement.

### **1.10 Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing, and other extraneous information that appears on the USPS form, do not have to be included. Facsimiles must include all other information pertaining to the mailing such as the postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.

## 455 Mail Preparation

### Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Sacks](#)
- [3.0 Sack Labels](#)
- [4.0 Preparing Destination Entry Parcel Select](#)
- [5.0 Preparing NDC Presort and ONDC Presort Parcel Select](#)
- [6.0 Preparing Machinable Parcels](#)
- [7.0 Preparing Parcel Select Lightweight](#)

## 1.0 General Information for Mail Preparation

### 1.1 Basic Standards

All mailings at Parcel Select prices are subject to these general standards:

- a. Each mailing must meet the applicable standards in [401](#), [402](#), [453](#), [455](#), and [456](#).
- b. All pieces that are palletized must be prepared under [705.8.0](#).

### 1.2 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations.

### 1.3 Definition of Mailings

A mailing is a group of pieces within the same class of mail and, within the same processing category that may be sorted together and/or presented under a single minimum volume mailing.

### 1.4 Terms for Presort Level

Terms used for presort levels are defined as follows:

- a. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. *5-digit scheme (pallets and sacks)*: the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code zones processed by the USPS as a single scheme, as shown in L606.
- c. *ASF/NDC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or network distribution center (NDC) (see [L601](#), [L602](#), or [L605](#)).
- d. *Mixed [NDC, etc.]*: the pieces are for delivery in the service area of more than one NDC, etc.

### 1.5 Preparation Definitions and Instructions

For purposes of preparing mail:



- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and price claimed.
- c. A *5-digit scheme* sort for parcels yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in [L606](#), and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is always optional, including when 5-digit sortation is required for price eligibility. The 5-digit scheme sort need not be used for all possible 5-digit scheme sorts.
- d. The *required at* [quantity] instruction (e.g., “required at 7 pieces”) means that the particular unit must be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Containers may contain more than the specified required at quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- e. The *optional at* [quantity] instruction means that the particular unit may be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Containers may contain more than the specified optional at quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- f. *Entry [facility] (or origin [facility])* refers to the USPS mail processing facility (e.g., “entry NDC”) that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer's location (e.g., for plant-verified drop shipment), the Post Office of entry determines the entry facility. Entry SCF includes both single-3-digit and multi-3-digit SCFs. Entry NDC includes subordinate ASFs unless otherwise specified.
- g. An *overflow sack* for Parcel Select DSCF mail is a 5-digit scheme or 5-digit sack prepared with fewer than seven pieces after all other sacks for that same 5-digit scheme or 5-digit ZIP Code area are prepared with seven or more pieces per sack as required by [4.2, Preparing Destination SCF \(DSCF\) Parcel Select](#). If all of the mail is sacked under [4.0](#), only one overflow sack is permitted for each 5-digit scheme or 5-digit ZIP Code. If a mailing is prepared on pallets, remaining pieces of Parcel Select mail may be prepared in one or more 5-digit scheme or 5-digit overflow sacks only after one or more 5-digit scheme or 5-digit pallets are prepared to meet the minimum pallet requirement specified in [705.8.0](#). Pieces in overflow sacks qualify for the Parcel Select DSCF prices.



- h. An overflow pallet in a Parcel Select DSCF mailing is a 5-digit scheme or 5-digit pallet containing pieces that remain after one or more 5-digit scheme or 5-digit pallets have been prepared to meet the minimum pallet requirement specified in [705.8.0](#). Only one overflow pallet per 5-digit scheme or 5-digit ZIP Code area is permitted for Parcel Select DSCF mail palletized under [705.8.0](#). Pieces on overflow pallets qualify for the DNDC rates
- i. A “logical” presort destination represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces.

## 1.6 Separation

Except for mail entered at DSCF or DDU prices (which are not zoned prices), Parcel Select pieces must be separated by zones when presented for acceptance unless either the correct postage is affixed to each piece or the mailing is prepared under [1.7](#), or the mailing is presented under a special postage payment system under [705.2.0, Manifest Mailing System](#), [705.3.0, Optional Procedure Mailing System](#), or [705.4.0, Alternate Mailing System](#). If DSCF sacks prepared under [4.2.3](#) are included in the same mailing as DSCF pallets prepared under [705.8.20.1e.](#), then at the time of acceptance the mailer must separate the sacks that are overflow from palletized mail from those sacks that were prepared under the provisions of [4.2](#).

## 1.7 Commingled Zones

Zoned Parcel Select pieces need not be separated by zones when presented for verification, other than as individual pieces or with full correct postage affixed to each piece, subject to this section. Nonidentical-weight pieces not bearing the full correct postage may not be commingled unless authorized by the BMS manager. The mail must be prepared and documented under either of the following:

- a. [705.2.0, Manifest Mailing System](#), or [705.4.0, Alternate Mailing System](#); or
- b. All of these conditions:
  - 1. A unique number is assigned to each sack/pallet in the mailing and printed on a separate line at the top of the sack/pallet label (above the Line 1 information).
  - 2. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to sacks/pallets in the mailing, that shows the Post Office where the mail is to be entered (entry Post Office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement(s), the name and address of the mailer, the permit number (if applicable), the date of mailing, individual line entries for each sack/pallet, and the total number of pieces to each zone and in the entire mailing or mailing segment. Line entries for sacks/pallets containing mail for only one zone must show the sack/pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the sack/pallet. Entries for sacks/pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the sack/pallet. Mailings are not accepted if there are



discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

### 1.8 Parcel Select Markings

**[1-27-13]** Each piece in a Parcel Select mailing must bear a price marking. Markings must appear in either the postage area described in [402.2.5.1](#), or in the address area on the line directly above or two lines above the address if the marking appears alone (when no other information appears on that line). The “Standard Post” marking is not allowed on any Parcel Select mailpiece. The following product markings are required:

- a. Destination Entry — “Parcel Select”.
- b. NDC Presort — “Parcel Select NDC Presort” or “Parcel Select NDC PRSRT”
- c. ONDC Presort — “Parcel Select ONDC Presort” or “Parcel Select ONDC PRSRT”.
- d. Nonpresort — “Parcel Select Nonpresort” or “Parcel Select NPS”.
- e. Lightweight — “Parcel Select Lightweight” or “PS Lightweight”.

## 2.0 Sacks

### 2.1 Maximum Weight

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its contents must not exceed 70 pounds.

## 3.0 Sack Labels

### 3.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.

### 3.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.

- d. Height (perpendicular to printing):
  - 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
  - 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

### 3.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack.

### 3.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the processing category of the mail in the sack or tray and other information as specified by standards.
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

CONTENT TYPE	CODE
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG
Machinable	MACH
Mixed	MXD
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under <a href="#">705.9.0</a> )
Package Services	PSVC



CONTENT TYPE	CODE
Parcels	PARCELS
Post Office Box Section	B
Rural Route	R
Scheme	SCH
Working	WKG

### 3.5 Line 3 (Origin Line)

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) (see for eVS labeling information). Line 3 must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

### 3.6 Electronic Verification System

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under [705.2.9](#) must show "eVS" (or the alternatives "EVS" or "E-VS") directly below Line 3 using the same size and lettering used for Line 3. As an option, "eVS" may be placed as the first element on Line 3.

### 3.7 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

### 3.8 Placement of Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It may appear below Line 3.

## 4.0 Preparing Destination Entry Parcel Select

### 4.1 Preparing Destination Delivery Unit (DDU) Parcel Select

#### 4.1.1 Definition

A destination delivery unit (DDU) is a facility that delivers to the addresses appearing on the deposited pieces in a destination entry Parcel Select mailing. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#) for address) to determine the location of a 5-digit delivery facility. Use [L606](#) only for mailings prepared using the optional 5-digit scheme sort.

#### 4.1.2 Basic Standards

Pieces must meet the applicable standards in [4.0](#) and the following criteria:

- a. Must be part of a mailing of at least 50 Parcel Select pieces.
- b. Pieces must be entered by the mailer at the postal facility where the carrier delivers the parcels (delivery unit) as defined in [453.3.1.1](#).
- c. If the delivery unit serves more than one 5-digit ZIP Code, the pieces must be separated by 5-digit ZIP Code when unloaded, unless prepared as optional 5-digit scheme sacks or pallets. Refer to the Drop Shipment Product available from the National Customer Support Center (see [608.8.1](#)) to determine the location of the delivery unit, whether it serves more than one 5-digit ZIP Code, and whether it can handle pallets.

#### 4.1.3 Sacking and Labeling

There are no minimum sacking or pallet preparation standards. DDU pieces may be bedloaded, sacked, placed directly on pallets, or placed in pallet boxes on pallets. Machinable and nonmachinable pieces may be combined in the same sack or on the same pallet (including pallet boxes on pallets).

Sacked mail must be labeled as follows:

- a. 5-digit scheme: Line 1, [L606](#); Line 2, "PSVC PARCELS 5D SCH."
- b. 5-digit: Line 1, city, state, and 5-digit ZIP Code on mail (see [3.3c](#) for overseas military mail); Line c. "PSVC PARCELS 5D."

### 4.2 Preparing Destination SCF (DSCF) Parcel Select

#### 4.2.1 Definition

A destination sectional center facility (DSCF) includes all facilities in [L005](#). Mailers may be redirected to deposit DSCF mail at another USPS-designated facility.

#### 4.2.2 Basic Standards

Pieces must meet the applicable standards in [4.0](#) and the following criteria:

- a. Must be part of a mailing of at least 50 Parcel Select pieces.
- b. DSCF pieces must be for the same SCF area under [L005](#).
- c. Sorted to optional 5-digit scheme destinations under [L606](#), Column B, and 5-digit destinations, either in sacks or directly on pallets or in pallet boxes. Mailers must enter the pieces at the designated SCF, under [L605](#), that serves the 5-digit ZIP Code destinations of the pieces. The DSCF price is not available for palletized mail for facilities that are unable to handle palletized mailings. Refer



to the Drop Shipment Product available from the National Customer Support Center (NCSC) (see [608.8.1](#)) to determine if the facility serving the 5-digit destination can handle pallets.

- d. Any remaining nonmachinable parcels (as defined in [401.2.5.2](#)) sorted to 3-digit ZIP Code prefixes in [L002](#), Column C. Machinable parcels may not be sorted to the 3-digit level.

#### 4.2.3 Sacking and Labeling

Sacking requirements for DSCF entry:

- a. Only 5-digit scheme and 5-digit sacks are permitted.
- b. Each 5-digit scheme and 5-digit sack must contain a minimum of seven pieces. Machinable and nonmachinable pieces may be combined in the same sack to meet this requirement. One overflow sack per 5-digit ZIP Code is permitted (no piece minimum).
- c. 5-digit scheme sack labeling: Line 1, use [L606](#), Column B; for Line 2, "PSVC PARCELS 5D SCH."
- d. 5-digit sack labeling: Line 1, use city, state, and 5-digit ZIP Code on mail (see [3.3](#) for overseas military mail); for Line 2, "PSVC PARCELS 5D."
- e. 3-digit nonmachinable sack labeling: Line 1, use [L002](#), Column A; for Line 2, "PSVC IRREG 3D."
- f. See [705.8.0](#) for option to place 5-digit scheme and 5-digit DSCF sacks and 3-digit nonmachinable sacks on an SCF pallet.

### 4.3 Preparing Destination NDC (DNDC) Parcel Select

#### 4.3.1 Definition

A destination network distribution center (DNDC) includes all network distribution centers (NDCs) and auxiliary service facilities (ASFs) under [L601](#) and [L602](#), and designated sectional center facilities (SCFs) under [456.2.16](#), *DNDC Parcel Select—Acceptance at Designated SCF-USPS Benefit*.

#### 4.3.2 Basic Standards

Pieces must meet the applicable standards in [4.0](#) and the following criteria:

- a. Must be part of a mailing of at least 50 Parcel Select pieces.
- b. Pieces must be part of a Parcel Select mailing that is deposited at a NDC or ASF under [L601](#) or [L602](#).
- c. Except as provided in [L601](#) and [L602](#), pieces deposited at each NDC or ASF must be addressed for delivery within the ZIP Code range of that facility.
- d. Pieces must be within a ZIP Code eligible for DNDC prices as noted in [L601](#) and [L602](#) and, if sacked or palletized, must be prepared according to [4.0](#), *Preparing Destination Entry Parcel Select*, and [705.8.0](#), *Preparing Pallets*. Mail meeting the additional criteria in [456.2.15](#) or [456.2.16](#) may be deposited at an SCF.

#### 4.3.3 Sacking and Labeling

DNDC mailing (if not bedloaded), must be prepared as follows:

- a. DNDC machinable parcels must be sacked under [6.0](#) or prepared on pallets under [705.8.0](#).
- b. DNDC nonmachinable parcels that each weigh 35 pounds or less must be sacked under [6.0](#), if the parcels do not contain perishables and the size of the parcels allows a sack to hold at least two pieces. DNDC nonmachinable parcels that cannot be sacked in this manner or that weigh more than 35 pounds must be transported as outside (unsacked) pieces. If authorized in advance by the USPS, DNDC nonmachinable parcels may be palletized.

## 5.0 Preparing NDC Presort and ONDC Presort Parcel Select

### 5.1 Definitions

The following definitions apply:

- a. NDC Presort - are pieces sorted to NDC destinations using [L601](#) if machinable and or NDC/ASF destinations using [L605](#) if nonmachinable, entered at any facility (other than a NDC) that accepts bulk mail.
- b. ONDC Presort - are piece sorted to NDC destinations using [L601](#) if machinable or NDC/ASF destinations using [L605](#) if nonmachinable, entered at a NDC listed in [L601](#)

### 5.2 Basic Standards

Pieces must meet the applicable standards in [4.0](#) and the following criteria:

- a. Must be part of a mailing of at least 50 Parcel Select pieces.
- b. Machinable pieces must be placed in pallet boxes on pallets, and nonmachinable pieces must be placed directly on pallets under [705.8.0](#).

## 6.0 Preparing Machinable Parcels

### 6.1 Definition

Parcel Select machinable parcels must meet the physical standards in [401.1.5](#).

### 6.2 Basic Standards

Pieces must meet the applicable standards in [4.0](#) and the following criteria:

- a. Must be part of a mailing of at least 50 Parcel Select pieces, except there is no minimum volume for nonpresorted parcels when postage is paid using PC Postage.
- b. Each piece must be machinable and bear a barcode.

### 6.3 Sacking and Labeling

Sacking is not required, however mailers may opt to prepare Parcel Select machinable parcels in sacks under [2.0](#) or on pallets under [705.8.0](#). Pieces must be separated by zones when presented to the USPS unless either the correct postage is affixed to each piece or the mailing is prepared under [1.7](#), *Commingled Zones*.



### 6.3.1 Sack Preparation

Sack size, preparation sequence, and Line 1 labeling:

- a. 5-digit scheme: optional (minimum of 10 pieces or 20 pounds); for Line 1, use [L606](#), Column B.
- b. 5-digit: required (minimum of 10 pieces or 20 pounds); for Line 1, use city, state and 5-digit ZIP Code destination of pieces (see [3.3c.](#) for military mail).
- c. ASF: optional; allowed only for mail deposited at an ASF to claim the DNDC price (minimum of 10 pieces or 20 pounds); for Line 1, use [L602](#), Column B.
- d. NDC: required (minimum of 10 pieces or 20 pounds); for Line 1, use [L601](#), Column B.
- e. Mixed NDC: required (no minimum); for Line 1, use “MXD” followed by the [L601](#), Column B information for the NDC serving the 3-digit ZIP Code prefix of the entry Post Office.

### 6.3.2 Sack Line 2

Line 2:

- a. 5-digit scheme: “PSVC MACH 5D SCHEME” or “PSVC MACH 5D SCH.”
- b. 5-digit: “PSVC MACH 5D.”
- c. ASF: “PSVC MACH ASF.”
- d. NDC: “PSVC MACH NDC.”
- e. Mixed NDC: “PSVC MACH WKG.”

## 7.0 Preparing Parcel Select Lightweight

### 7.1 Basic Standards

**[1-27-13]** All mailings and all pieces in each mailing at Parcel Select Lightweight machinable and irregular prices are subject to the specific preparation standards in [7.2](#) and [7.3](#), and to these general standards:

- a. All pieces must meet the standards for basic eligibility in [453.3.4.1](#).
- b. Pieces in each mailing must be all machinable parcels or all irregular parcels as defined in [401.1.0](#), unless prepared under [7.2.1](#).
- c. All mailings must meet the applicable general preparation standards in [1.0](#) through [4.0](#), and labeling standards in [708.6.0](#).
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [7.0](#) or the palletization standards in [705.8.0](#).
- e. Sortation determines price eligibility under in [453.3.4.2](#) through [453.3.4.4](#).

### 7.2 Preparing Machinable Parcels

#### 7.2.1 Sacking

Mailers may prepare 5-digit sacks only for parcels that will be dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. Mailers may prepare ASF or NDC sacks only for parcels that will be dropshipped to a DNDC (or ASF



when claiming DNDC prices). There is no minimum for parcels prepared in 5-digit/scheme sacks entered at a DDU. Mailers choosing to combine the preparation of irregular parcels with machinable parcels placed in 5-digit/scheme sacks must prepare those sacks under [7.2.2a](#).

### 7.2.2 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. *5-digit/scheme* (optional, but required for 5-digit price), see definition in [1.4](#).; allowed only for mail deposited at DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. Sacks must contain a 10-pound minimum except at DDU entry which has no minimum; labeling:
  1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces (see [4.0](#) for overseas military mail).
  2. Line 2: For 5-digit scheme sacks, "PSLW MACH 5D SCH." For 5-digit sacks, "PSLW MACH 5D."
- b. *ASF* (optional), allowed only for mail deposited at an ASF to claim DNDC price; 10-pound minimum; labeling:
  1. Line 1: [L602](#), Column B.
  2. Line 2: "PSLW MACH ASF."
- c. *NDC*, allowed only for mail deposited at a DNDC to claim the NDC price; 10-pound minimum; labeling:
  1. Line 1: [L601](#), Column B.
  2. Line 2: "PSLW MACH NDC."
- d. *Origin NDC* (required); no minimum; labeling:
  1. Line 1: [L601](#), Column B.
  2. Line 2: "PSLW MACH NDC."
- e. *Mixed NDC* (required); no minimum; labeling:
  1. Line 1: "MXD" followed by [L601](#), Column B information for NDC serving 3-digit ZIP Code prefix of entry Post Office.
  2. Line 2: "PSLW MACH WKG."

## 7.3 Preparing Irregular Parcels

### 7.3.1 Sacking

Mailers may prepare 5-digit sacks only for parcels that will be dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. See [7.3.3](#) for restrictions on SCF, ASF, and NDC sacks. Mailers must prepare a sack when the quantities of mail for a required presort destination reaches 10 pounds of pieces. There is no minimum for parcels prepared in 5-digit/scheme sacks entered at a DDU. Mailers combining irregular parcels with machinable parcels in 5-digit/scheme sacks must prepare those sacks under [7.2.2a](#). Mailers may not prepare sacks containing irregular and machinable parcels to other presort levels.



### 7.3.2 Drop Shipment

A mailer using Priority Mail or Priority Mail Express Open and Distribute to dropship Parcel Select Lightweight irregular parcels may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

### 7.3.3 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit price), see definition in [1.4](#); allowed only for mail deposited at DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. Sacks must contain a 10-pound minimum except at DDU entry which has no minimum; labeling:
  1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces (see [4.0](#) for overseas military mail).
  2. Line 2: For 5-digit scheme sacks, "PSLW IRREG 5D SCH." For 5-digit sacks, "PSLW IRREG 5D."
- b. SCF, allowed only for mail deposited at a DSCF or a DNDC to claim SCF price; 10-pound minimum; labeling:
  1. For Line 1, [L002](#), Column C.
  2. For Line 2, "PSLW IRREG SCF."
- c. ASF (optional), allowed only for mail deposited at an ASF to claim DNDC price; 10-pound minimum; labeling:
  1. Line 1: [L602](#), Column B.
  2. Line 2: "PSLW IRREG ASF."
- d. NDC, allowed only for mail deposited at a DNDC to claim the NDC price; 10-pound minimum; labeling:
  1. Line 1: [L601](#), Column B.
  2. Line 2: "PSLW IRREG NDC."
- e. Origin NDC (required); no minimum; labeling:
  1. Line 1: [L601](#), Column B.
  2. Line 2: "PSLW IRREG NDC."
- f. Mixed NDC (required); no minimum; labeling:
  1. Line 1: "MXD" followed by [L601](#), Column B information for NDC serving 3-digit ZIP Code prefix of entry Post Office.
  2. Line 2: "PSLW IRREG WKG."





## 456 Enter and Deposit

### Overview

[1.0 Verification](#)[2.0 Deposit](#)

### 1.0 Verification

#### 1.1 Verification and Entry

**[1-27-13]** All presort, destination entry, and barcoded mailings must be presented for verification and acceptance at the Post Office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-verified drop shipment (PVDS) mailings must be presented for verification, acceptance, and entry under [705.17.0](#). Plant-loaded mailings must be presented as specified by the applicable standards and the plant- load agreement. Metered mail may be deposited at other than the licensing Post Office only as permitted under [705.20.0](#).

#### 1.2 Office of Mailing

**[1-27-13]** Parcel Select must be mailed at the Post Office from which the zone-based postage was computed, except under [1.3](#) and [1.4](#).

#### 1.3 Redirected Mailings

**[1-27-13]** A shipper who presents large shipments of zoned Parcel Select mail may be authorized or directed to deposit such shipments at another postal facility when processing or logistics make such an alternative desirable for the USPS, subject to these conditions:

- a. Zoned postage need not be recomputed if both the original Post Office of mailing and the alternative facility use the same zone chart for computing zoned postage, based on the 3-digit prefix of their ZIP Codes.
- b. Postage must be recomputed on pieces in mailings redirected to a postal facility that uses a different zone chart for computing zoned postage.

#### 1.4 NDC Acceptance

**[1-27-13]** A mailer may present Parcel Select at a NDC for acceptance if:

- a. Metered postage is paid through a postage meter licensed at the NDC parent Post Office, or permit imprint postage is paid through an advance deposit account at the NDC parent Post Office or another Post Office in the NDC service area, unless otherwise permitted by standard.
- b. Zoned postage is computed from the NDC parent Post Office.
- c. The NDC is authorized by Form 4410, *Authorization for NDC Acceptance*, to act as acceptance agent for the entry Post Office.



### 1.5 Drop Shipment Information

Essential information for entering drop shipment Parcel Select mailings at specific postal facilities can be found in the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#) for address).

## 2.0 Deposit

### 2.1 Bedloaded Parcels

A mailer may present bedloaded DNDC parcels if the mailer's vehicle has a road-to-bed height of 50 ( $\pm 2$ ) inches. If applicable, the mail to be entered at different destinations must be separated to prevent mixing of mailings for deposit at different destinations. DNDC mailings may be bedloaded for deposit at NDCs/ASFs and DDU mailings may be bedloaded for deposit at DDUs. Refer to the Drop Shipment Product available from the National Customer Support Center (NCSC) (see [608.8.1](#) for address) to determine dock requirements for a DDU facility.

#### 2.1.1 Containers

DNDC mailings (if not bedloaded), DDU mailings (if not bedloaded), and all DSCF mailings must be prepared as follows:

- a. Machinable parcels for which a DNDC, DSCF, or DDU price is claimed must be sacked under [455.4.0, Preparing Destination Entry Parcel Select](#), or prepared on pallets under [705.8.0](#).
- b. For DNDC price, nonmachinable parcels that each weigh 35 pounds or less must be sacked under [455.4.0, Preparing Destination Entry Parcel Select](#), if the parcels do not contain perishables and the size of the parcels allows a sack to hold at least two pieces. DNDC nonmachinable parcels that cannot be sacked in this manner or that weigh more than 35 pounds must be transported as outside (unsacked) pieces. If authorized in advance by the USPS, DNDC nonmachinable parcels may be palletized.
- c. For DSCF, if sacked under [455.4.0, Preparing Destination Entry Parcel Select](#), must contain at least seven pieces per sack. If the sack is overflow from a 5-digit scheme, 5-digit, or 3-digit sack that contains at least seven pieces, then a sack may contain fewer than seven pieces. For DSCF, if sacked under [705.8.0](#) as overflow from a 5-digit scheme, 5-digit, or 3-digit pallet that meets the applicable pallet minimum, may contain any number of pieces. Machinable and nonmachinable pieces may be included in the same sack.
- d. For DSCF, 5-digit scheme, 5-digit, and 3-digit sacks may be bedloaded or be placed on SCF pallets that are labeled and otherwise prepared under [705.8.0](#).
- e. For DSCF and DDU, nonmachinable parcels may be palletized (including pallet boxes on pallets). Nonmachinable parcels may be combined with machinable parcels on 5-digit scheme, 5-digit, and 3-digit pallets (including pallet boxes on pallets) claimed at DSCF or DDU prices under [705.8.0](#).
- f. For DDU, there are no minimums for sacks, pallets, or pallet boxes on pallets. DDU mail must be separated by 5-digit scheme and 5-digit (even if bedloaded) and, if placed in sacks or on pallets (including boxes on pallets), it must be

properly labeled to the 5-digit scheme or 5-digit destination. Machinable and nonmachinable pieces may be combined in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets (including pallet boxes).

## **2.2 Mailer Transport**

The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility (NDC, SCF, or delivery unit), appropriate to the mailing and the price claimed.

## **2.3 Freight**

Drop shipments are freight until deposited, and accepted, as mail at the destination facility. The mailer may request use of a numbered PVDS band seal to secure mailer vehicles transporting plant-verified drop shipments.

## **2.4 Mail Separation and Presentation of Destination Entry Mailings**

Destination entry mail must be presented and verified under a PVDS system (705.17.0), presented for acceptance at a BMEU located at a destination postal facility; or presented for acceptance at an origin DMU or BMEU, and then prepared under Priority Mail Express Open and Distribute or Priority Mail Open and Distribute standards (705.18.0). Mailers may deposit only PVDS and eVS mailings at a destination delivery unit not co-located with a Post Office or other Postal Service facility with a business mail entry unit. If authorized under 705.7.0, mailers may commingle Parcel Select with other approved parcel mail using eVS. Mailers presenting destination entry mailings to the Postal Service must meet the following requirements:

- a. Mark each DNDC, DSCF, or DDU Parcel Select piece as either “Standard Post” or “Parcel Select,” according to 402.2.5. If eVS is used, include the marking “eVS” on each piece as described in 604.5.0.
- b. Separate DNDC mailings by zone for permit imprint mailings of identical-weight pieces that are not mailed using a special postage payment system under 705.2.0 through 705.4.0, or that are not mailed under 455.1.4.
- c. Ensure that all PVDS mailings are accompanied by a completed Form 8125, 8125-C, or 8125-CD. eVS mailings do not require these forms.
- d. Separate each mailing from other mailings for verification. For PVDS mailings and eVS mailings, separate mailings for deposit at different destination Postal Service facilities.
- e. Separate mail from freight transported on the same vehicle.
- f. If Periodicals mail is on the same vehicle as Parcel Select, load the Periodicals mail toward the tail of the vehicle.

## **2.5 NDC as Agent**

The DNDC may verify and accept mail if authorized by Form 4410 to act as agent for the parent Post Office where the mailer's account or license is held.

## **2.6 Appointments**

Appointments must be made for destination entry mail as follows:



- a. Except for local mailers, for mailings of perishable commodities ([601.9.0](#)) under [2.7, Exception to Scheduling Standard](#), appointments for deposit of destination entry mail at NDCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one day in advance. Same day appointments may be granted by a control center on the basis of a telephone request. All appointments for NDC loads must be scheduled by the appropriate NDC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to thirty (30) calendar days prior to a desired appointment date. Mailers must comply with the scheduled mail deposit time and location. The mailer must cancel any appointment by notifying the appropriate control center at least a day in advance of a scheduled appointment time.
- b. Electronic appointments may be made by mailers/agents using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours prior to the desired time and date. All information required by the USPS appointment system regarding a mailing must be furnished.
- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, a mailer must notify the DDU at least a day in advance of a scheduled appointment. Recurring (standing) appointments will be allowed if shipment frequency is weekly or more often.

### **2.7 Exception to Scheduling Standard**

Exceptions are as follows:

- a. The scheduling standard in [2.6, Appointments](#), does not apply when a mailer deposits mailings for verification and acceptance at the local Post Office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment system authorization. Under this exception, the mailer may claim the DNDC prices for mailings or portions of such mailings deposited at the local Post Office if the local Post Office is the DNDC/ASF or designated SCF that meets the application standards.
- b. Exceptions to the scheduling standard are made for shipments of products recognized by USPS as perishables under [601.9.0](#). While an appointment is not required for shipments of perishables, the destination facility must be notified at least 24 hours in advance of deposit to facilitate timely handling of the load.

### **2.8 Redirection by USPS**

A mailer may be directed to transport destination entry mailings to a facility other than the designated DDU, SCF, or NDC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints.

### **2.9 Advance Scheduling**

Mailers must schedule appointments for deposit of destination entry mail under [2.6](#) and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:



- a. Mailer's name and address and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared, and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

#### **2.10 Deposit Conditions**

Deposit of mail also is subject to these conditions:

- a. Destination facilities may refuse mailings that are unscheduled or late (i.e., if vehicles arrive more than 2 hours after the scheduled appointment at ASFs, NDCs, or SCFs and more than 20 minutes late at delivery units). If a mailing is refused, a mailer is permitted to make a new appointment.
- b. The NDC may approve drop and pick procedures only for Parcel Select mailers. The NDC specifies the time limit for vehicle retrieval.

#### **2.11 Recurring Appointments**

Recurring refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be comparable product in terms of size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

#### **2.12 Vehicle Unloading**

Unloading of destination entry mailings is subject to these conditions:



- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at NDCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. The driver must unload bedloaded shipments within 8 hours of arrival at NDCs, ASFs, and SCFs. Combination containerized and bedloaded drop shipment mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At destination delivery units (DDUs), drivers must unload all mail, whether bedloaded, sacked, or palletized (including boxes on pallets), within 1 hour of arrival. Unloading procedures are as follows:
  1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
  2. When drivers unload containerized mail, delivery unit employees may require drivers to place the containers together by 5-digit ZIP Codes or 5-digit schemes.
  3. When mail is not containerized or on pallets, drivers must place the mail into containers as delivery unit employees specify. Delivery unit employees may require drivers to place mail into containers to separate mail by 5-digit ZIP Codes or 5-digit schemes.
  4. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except the dock and designated driver rest area.

### **2.13 Demurrage**

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry mailings.

### **2.14 Appeals**

Mailers who believe that they are denied equitable treatment may appeal to the manager, Customer Service (district), responsible for the destination postal facility.

### **2.15 Documentation**

A postage statement must accompany each destination entry mailing. Any other documentation must be submitted as required by the standards for the price claimed or the postage payment method used.

### **2.16 DNDC Parcel Select—Acceptance at Designated SCF-USPS Benefit**

A mailing that is otherwise eligible for DNDC prices may be deposited, and accepted, at an SCF designated by the USPS when it benefits the USPS and:

- a. The mailing contains only machinable parcels prepared in 5-digit scheme and 5-digit sacks, pallets, or containers and nonmachinable parcels prepared under [2.1.1, Containers](#).
- b. All DNDC parcels are for delivery within the service area of the SCF at which they are deposited by the mailer.
- c. Postage on all parcels deposited at the SCF is computed using the zone chart for that postal facility.
- d. The marking required by [455.1.8, Parcel Select Markings](#), contains the correct information.
- e. The mailer is directed to deposit the mailing at that SCF by the district control center in whose area is located the NDC or ASF where the DNDC parcels would otherwise be deposited.

## **2.17 DNDC Parcel Select—Acceptance at Designated SCF**

Mailers may deposit parcels otherwise eligible for the DNDC prices at an SCF designated by the USPS for destination ZIP Codes listed in labeling list [L607](#). The following standards apply:

- a. Eligible machinable parcels are restricted to the ZIP Codes listed in [L607](#).
- b. Bound Printed Matter machinable parcels under [466.4.3](#), and Standard Mail and Parcel Select Lightweight machinable parcels under [705.6.0](#) may be included.
- c. Mailers must prepare parcels on 3-digit pallets or in 3-digit pallet boxes, or unload and physically separate the parcels into containers specified by the destination facility. Parcels are eligible for the applicable DNDC entry.
- d. All DNDC parcels must be for delivery within the service area of the SCF where they are deposited by the mailer.
- e. Postage on all parcels deposited at the SCF is computed using the zone chart for that postal facility.
- f. Parcels must contain the correct marking in [455.1.8, Parcel Select Markings](#).



## **460      Commercial Parcels             Bound Printed Matter**

463   Prices and Eligibility

464   Postage Payment and Documentation

465   Mail Preparation

466   Enter and Deposit



## 463 Prices and Eligibility

### Overview

- [1.0 Prices and Fees for Bound Printed Matter](#)
- [2.0 Basic Eligibility Standards for Bound Printed Matter](#)
- [3.0 Content Standards for Bound Printed Matter Parcels](#)
- [4.0 Price Eligibility for Bound Printed Matter Parcels](#)
- [5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Parcels](#)

### 1.0 Prices and Fees for Bound Printed Matter

#### 1.1 Nonpresorted Bound Printed Matter

For prices, see [Notice 123–Price List](#). Apply the prices and discounts for nonpresorted Bound Printed Matter as follows:

##### 1.1.1 Prices

Bound Printed Matter (BPM) prices are based on the weight of a single addressed piece or 1 pound, whichever is higher, and the zone to which the piece is addressed. The nonpresorted price applies to BPM not mailed at the Presorted or carrier route prices.

##### 1.1.2 Price Application

The nonpresorted BPM price is charged per half-pound from 1 through 5 pounds, and per pound from more than 5 through 15 pounds. For pieces weighing 5 pounds or under, any fraction of a half-pound is considered a whole half-pound. For pieces weighing more than 5 but not more than 15 pounds, any fraction of a pound is considered a whole pound. For example, if a BPM item weighs 4.325 pounds, the weight (postage) increment is 4.5 pounds; if an item weighs 6.25 pounds, the weight (postage) increment is 7 pounds. The minimum postage price per piece is the 1-pound price.

##### 1.1.3 Computing Postage—Bound Printed Matter With Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable price per piece.

#### 1.2 Commercial Bound Printed Matter

For prices, see [Notice 123–Price List](#). Apply the prices, fees and discounts for commercial Bound Printed Matter as follows:

##### 1.2.1 Prices

Postage is based on the price that applies to the weight (postage) increment of each addressed piece.



#### **1.2.2 Price Application**

The Presorted Bound Printed Matter price has a per piece charge and a per pound charge. Postage is based on the price that applies to the weight (postage) increment of each addressed piece and on the zone to which the piece is addressed. The minimum postage price for an addressed piece is one unit of the per piece charge plus the per pound charge for an addressed piece weighing 1 pound.

#### **1.2.3 Bound Printed Matter Presorted and Carrier Route Prices**

Each piece is subject to both a piece price and a pound price.

#### **1.2.4 Bound Printed Matter Destination Entry Prices**

Each piece is subject to both a piece price and a pound price.

#### **1.2.5 Destination Entry Mailing Fee**

A destination entry mailing fee for BPM must be paid once each 12-month period at each Post Office of mailing by or for any person or organization that mails at the destination entry prices, except as provided otherwise for plant-verified drop shipments. All destination entry prices are covered under the payment of a single annual fee. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. Destination entry mailing fees required for Bound Printed Matter, per 12-month period.

#### **1.2.6 Determining Single-Piece Weight**

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to two decimal places.

#### **1.2.7 Computing Postage for Permit Imprint**

Presorted and Carrier Route Bound Printed Matter mailings paid with permit imprint are charged a per pound price and a per piece price as follows:

- a. Per pound price:
  1. *For pieces weighing 1 pound or less*, compute the per pound price by multiplying the total number of addressed pieces by the 1-pound price for the price category and zone. Do not round this result.
  2. *For pieces weighing more than 1 pound*, compute the per pound price by multiplying the unrounded total weight of the addressed pieces by the pound price for the category and zone. Do not round this result.
- b. Per piece price. Multiply the total number of addressed pieces by the applicable piece price.
- c. Total Postage. Calculate total postage by adding the total per piece calculation to the total per pound calculation. Round off the total postage to the nearest whole cent.



## 2.0 Basic Eligibility Standards for Bound Printed Matter

### 2.1 Service Objectives

The USPS does not guarantee the delivery of BPM within a specified time. BPM might receive deferred service. The local Post Office can provide more information concerning delivery times within its area.

### 2.2 Postal Inspection

BPM is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at BPM prices constitutes consent by the mailer to postal inspection of the contents.

### 2.3 Delivery and Return Addresses

All BPM mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under 602.3.0 may be used. Except for unendorsed BPM, each piece must bear the sender's return address.

## 3.0 Content Standards for Bound Printed Matter Parcels

### 3.1 Basic Content Standards

Bound Printed Matter (BPM) is a subclass of Package Services and must:

- a. Meet the basic standards in [2.0](#).
- b. Weigh no more than 15 pounds. Pieces might be subject to other minimum weights or dimensions based on the standards for specific prices.
- c. Consist of advertising, promotional, directory, or editorial material (or any combination of such material).
- d. Be securely bound by permanent fastenings such as staples, spiral binding, glue, or stitching. Loose-leaf binders and similar fastenings are not considered permanent.
- e. Consist of sheets of which at least 90% are imprinted by any process other than handwriting or typewriting with words, letters, characters, figures, or images (or any combination of them).
- f. Not have the nature of personal correspondence.
- g. Not be stationery, such as pads of blank printed forms.
- h. Consist of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (except as permitted under [3.2](#) or permitted or required under [707.7.9](#)).

### 3.2 Attachments or Enclosures of Periodicals Sample Copies

Sample copies of authorized and pending Periodicals publications may be enclosed or attached with merchandise sent at BPM prices. Postage at BPM prices is based on the combined weight of the host piece and the sample copies enclosed.



### 3.3 Attachments and Enclosures

#### 3.3.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Bound Printed Matter piece or in an envelope marked “Invoice Enclosed” and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

#### 3.3.2 Incidental First-Class Mail Attachments and Enclosures

Incidental First-Class Mail matter may be enclosed in or attached to any Bound Printed Matter piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Bound Printed Matter price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

#### 3.3.3 Additional Enclosures

Bound Printed Matter may have the following additions and enclosures:

- a. Any printed matter mailable as Standard Mail.
- b. Nonprint attachments and enclosures. The combined weight of all nonprint attachments and enclosures in the mailpiece must be less than or equal to 25% of the weight of the BPM in the mailpiece. The individual cost of each nonprint attachment or enclosure must be less than or equal to the cost of a “low cost” item as defined in [703.1.6.11, \*Products Mailable at Nonprofit Standard Mail Prices\*](#). In addition, the combined cost of all nonprint attachments and enclosures must not exceed two times the cost of a “low cost” item as defined in [703.1.6.11](#).

### 3.4 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by “From” or “To,” and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as “Do Not Open Until Christmas” and “Happy Birthday, Mother.”

- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

## 4.0 Price Eligibility for Bound Printed Matter Parcels

### 4.1 Price Eligibility

BPM prices are based on the weight of a single addressed piece or 1 pound, whichever is higher, and the zone (where applicable) to which the piece is addressed. Price categories are as follows:

- a. Nonpresorted Price. The nonpresorted price applies to mailings of fewer than 300 pieces and to BPM not mailed at the Presorted or carrier route prices.
- b. Presorted Price. The Presorted price applies to BPM prepared in a mailing of at least 300 BPM pieces, prepared and presorted as specified in [465.5.0](#), [705.8.0](#), or [705.22.0](#). Each parcel must bear a unique Intelligent Mail package barcode or extra services barcode, including a postal routing code, prepared under [708.5.0](#).
- c. Carrier Route Price. The Carrier Route price applies to BPM prepared in a mailing of at least 300 pieces presorted to carrier routes, prepared and presorted as specified in [465.6.0](#), or [705.8.0](#). Each parcel must bear a unique Intelligent Mail package barcode or extra services barcode, including a postal routing code, prepared under [708.5.0](#).

### 4.2 Nonidentical Weight Pieces

Mailings may contain nonidentical-weight pieces only if Business Mailer Support (BMS) has authorized payment of postage by permit imprint under [705.2.0](#), *Manifest Mailing System*, [705.3.0](#), *Optional Procedure Mailing System*, or [705.4.0](#), *Alternate Mailing System*.

### 4.3 ZIP Code Accuracy

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a



463.5.1

specific 5-digit ZIP Code. Each address in a mailing at Bound Printed Matter presorted or carrier route prices must meet the ZIP Code accuracy requirements in [602.6.0](#).

## 5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Parcels

### 5.1 Basic Standards

In addition to the standards in [2.0](#) and [3.0](#), all pieces in a Bound Printed Matter mailing must:

- a. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
  1. The ZIP Code accuracy standard in [3.3](#).
  2. The carrier route accuracy standard in [5.2](#).
  3. If an alternative addressing format is used, the additional standards in [602.3.0](#).
  4. If pieces are prepared with detached address labels, the additional standards in [602.4.0](#).
- b. Meet the preparation standards under [465.5.0](#), *Preparing Presorted Parcels*, or [705.8.0](#), *Preparing Pallets*.

### 5.2 Carrier Route Accuracy Standard

**[10-7-13]** Addresses used on pieces claiming any Carrier Route prices must meet the carrier route accuracy standard in [602.7.0](#).







## 464 Postage Payment and Documentation

### Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

### 1.0 Basic Standards for Postage Payment

#### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage and fees for Bound Printed Matter must be paid by permit imprint, as defined in [604.5.0](#). Mailings may contain nonidentical-weight pieces only when authorized by Business Mailer Support unless mailed under [2.3](#). Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support. Identical-weight pieces must be separated at acceptance into groups that contain pieces all subject to the same zone and same combination of prices (e.g., all are zone 4), unless mailed under [705.2.0](#) through [705.4.0](#).

#### 1.2 Minimum Volume Requirements

Bound Printed Matter mailings must meet the following minimum volumes:

- a. Presorted and Carrier Route. Must have at least 300 pieces
- b. Nonpresorted. No minimum volume required
- c. Nonpresorted Barcoded. Must have 50 or more pieces

### 2.0 Mailing Documentation

#### 2.1 Completing Postage Statements

All mailings must be accompanied by a completed postage statement signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer to correct the postage statement accordingly and document the correction.

#### 2.2 Basic Documentation Standards

Generally, when a mailing is presented to the USPS, supporting documentation is required from the mailer. Documentation describes the preparation, price levels, content of the mailing, and it details the volume and postage data. By comparison with the actual mailing, it describes and supports the claims contained on the postage statement, which accompanies the mailing. It allows the USPS to validate the accuracy of the mailing. Documentation must be submitted when specified for the price claimed. Mailers may use a single postage statement and a single documentation report for all price levels in a mailing. Documentation of postage is not required if each piece is of identical weight and the pieces are separated by zone and price when presented for acceptance.



### 2.3 Documentation for Nonpresorted, Nonidentical-Weight Mailpieces

Nonpresorted, nonidentical-weight pieces must be separated by weight, reported on separate postage statements and documented under [2.2](#) or must be documented or authorized as follows:

- a. A maximum of 299 nonpresorted, nonidentical-weight pieces may be individually numbered and listed by the mailer on PS Form 8042, *Bound Printed Matter Documentation*, and submitted with a properly completed postage statement.
- b. Mailings of 300 or more nonpresorted, nonidentical-weight pieces must be authorized by Business Mailer Support and mailed under [705.2.0](#) through [705.4.0](#).

### 2.4 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

### 2.5 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

### 2.6 Providing Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607](#).

### 2.7 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

### 2.8 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that





appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.



## 465 Mail Preparation

### Overview

- 1.0 General Information for Mail Preparation
- 2.0 Bundles
- 3.0 Sacks
- 4.0 Sack Labels
- 5.0 Preparing Presorted Parcels
- 6.0 Preparing Carrier Route Parcels
  - b. Line 2: "PSVC MACH CR," followed by the route type and number.

### 1.0 General Information for Mail Preparation

#### 1.1 Basic Preparation—Nonpresorted

There are no presort, sacking, or labeling standards for nonpresorted price Bound Printed Matter.

#### 1.2 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared.

#### 1.3 Definition of Mailings

A mailing is a group of pieces within the same class of mail and, except for certain parcel prices, the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.

#### 1.4 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, Post Office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *5-digit scheme (pallets and sacks) for Bound Printer Matter parcels*: the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code ranges processed by the USPS as a single scheme, as shown in [L606](#).
- d. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).



- e. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see [L005](#)), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- f. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- g. *ASF/NDC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or network distribution center (NDC) (see [L601](#), [L602](#), or [L605](#)).
- h. *Mixed [NDC, ADC, etc.]*: the pieces are for delivery in the service area of more than one NDC, ADC, etc.

### 1.5 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and price claimed.
- c. A *5-digit scheme sort for Bound Printed Matter parcels* yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in [L606](#) and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is always optional, including when 5-digit sortation is required for price eligibility. The 5-digit scheme sort need not be used for all possible 5-digit scheme sorts.
- d. An *origin 3-digit (or origin 3-digit scheme) tray/sack* contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as indicated in [L005](#), a separate tray/sack must be prepared for each.
- e. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- f. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the

specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.

- g. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry NDC”) that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the Post Office of entry determines the *entry facility*. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry NDC* includes subordinate ASFs unless otherwise specified.
- h. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- i. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [2.0](#).
- j. A “*logical presort destination*” represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Bound Printed Matter “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. For pallets, 2,800 pounds of mail may be destined to an SCF destination, and these would form the “logical” SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement.

## 2.0 Bundles

### 2.1 General

A *bundle* is a group of addressed pieces, for a presort destination, secured together as a unit. See [2.2](#) and [601.2.0](#) for bundling standards.

### 2.2 Bundle Sizes for Irregular Parcels

Mailers must prepare unsacked, nonpalletized bundles of irregular parcels for DDU entry according to [601.2.10](#), and as follows:

- a. For Presorted irregular parcels, under [5.2](#) for parcels weighing less than 10 pounds and [5.3](#) for parcels weighing 10 pounds or more.
- b. For carrier route irregular parcels, under [6.2](#) for parcels weighing less than 10 pounds and [6.3](#) for parcels weighing 10 pounds or more.



### 3.0 Sacks

#### 3.1 Preparation

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds.

### 4.0 Sack Labels

#### 4.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.

#### 4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- d. Height (perpendicular to printing):
  1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
  2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

#### 4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes



within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

#### 4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards.
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

CONTENT TYPE	CODE
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG
Machinable	MACH
Mixed	MXD
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under <a href="#">705.9.0</a> )
Package Services	PSVC
Parcels	PARCELS
Post Office Box Section	B
Rural Route	R
Scheme	SCH
Working	WKG

#### 4.5 Line 3 (Origin Line)

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) (see [4.6](#) for eVS labeling information). Line 3 must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

#### 4.6 Electronic Verification System

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under [705.2.9](#) must show “eVS” (or the alternatives “EVS” or “E-VS”) directly below Line 3 using the same size and lettering used for Line 3. As an option, “eVS” may be placed as the first element on Line 3.



465.4.7

### 4.7 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

### 4.8 Placement of Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on Line 3.

## 5.0 Preparing Presorted Parcels

### 5.1 Basic Standards

#### 5.1.1 General Preparation Requirements

All mailings of Presorted Bound Printed Matter (BPM) are subject to these general standards:

- a. Each mailing must meet the applicable eligibility standards in [402.2.0](#), [Placement and Content of Markings](#), [463](#), [Prices and Eligibility](#), [465](#), [Mail Preparation](#), and [466](#), [Enter and Deposit](#),
- b. All pieces in a mailing must be within the same processing category. See [401.1.0](#) for definitions of machinable and irregular parcels.
- c. All pieces must be sorted to the finest extent possible under [5.2](#), [Preparing Irregular Parcels Weighing Less Than 10 Pounds](#), and [5.3](#), [Preparing Irregular Parcels Weighing 10 Pounds or More](#), or palletized under [705.8.0](#).
- d. Subject to [402.2.0](#), pieces must be marked “Bound Printed Matter” (or “BPM”) and “Presorted” (or “PRSRT”).

#### 5.1.2 Separation

Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. Exception: Pieces for different zones may be sacked together, and the sacks do not have to be separated by zone for verification if the mailing is prepared under [705.2.0](#), [Manifest Mailing System](#), [705.3.0](#), [Optional Procedure Mailing System](#), [705.4.0](#), [Alternate Mailing System](#), or [5.1.3](#), [Commingling Zones](#).



### 5.1.3 Commingling Zones

Subject to this section, when zoned BPM is presented as individual pieces, the mailing must be separated by zone. Nonidentical-weight pieces may not be commingled unless authorized by the BMS manager. The mail must be prepared and documented:

- a. A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).
- b. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the Post Office where the mail is to be entered (entry Post Office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the permit number, the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone in the entire mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the pallet. Entries for pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

## 5.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds

### 5.2.1 Required Bundling

Bundling is required before sacking, except for pieces placed in 5-digit scheme and 5-digit sacks when such pieces are enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag and the minimum bundle size is met. Otherwise, a bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces or 10 pounds, whichever occurs first. Smaller volumes are not permitted (except mixed ADC bundles). The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles placed in 5-digit scheme and 5-digit sacks or prepared for and entered at DDU prices may weigh a maximum of 40 pounds each. Each physical bundle must contain at least two addressed pieces (except mixed ADC bundles). Bundling also is subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies), or bundle by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows the number of pieces and their total weight.



- c. Mailers must note on the postage statement whether they applied the piece count, weight, or both, except for eVS mailings prepared under [705.2.9](#).

#### 5.2.2 Bundling and Labeling

Preparation sequence and labeling:

- a. 5-digit (required); red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); green Label 3 or OEL.
- c. ADC (required); pink Label A or OEL.
- d. Mixed ADC (required); tan Label X or OEL.

#### 5.2.3 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches either 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except mixed ADC sacks). Optional SCF sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds, whichever occurs first. Sacking is not required for 5-digit bundles when prepared for and entered at DDU prices. Such bundles may be bedloaded and may weigh up to 40 pounds. Sacking also is subject to these conditions:

- a. Identical-weight pieces weighing 2 pounds or less must be prepared using the 10-piece minimum, those that weigh more must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternatively, sack by the actual piece count or mail weight for each bundle destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the postage statement whether they applied the piece count or weight except for eVS mailings prepared under [705.2.9](#).

#### 5.2.4 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (required); labeling:
  - 1. 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 (see [4.4](#) for overseas military mail).
  - 2. Line 2: For 5-digit scheme sacks, "PSVC IRREG 5D SCH." For 5-digit sacks, "PSVC IRREG 5D."
- b. 3-digit (required); labeling:
  - 1. Line 1: [L002](#), Column A.
  - 2. Line 2: "PSVC IRREG 3D."
- c. SCF (optional); labeling:
  - 1. Line 1: [L005](#), Column B.

2. Line 2: "PSVC IRREG SCF."
- d. ADC (required); labeling:
  1. Line 1: [L004](#), Column B.
  2. Line 2: "PSVC IRREG ADC."
- e. Mixed ADC (required); labeling:
  1. Line 1: [L009](#), Column B. If placed on an ASF or NDC pallet under option in [705.8.10.3](#), use [L010](#).
  2. Line 2: "PSVC IRREG WKG."

### 5.3 Preparing Irregular Parcels Weighing 10 Pounds or More

#### 5.3.1 Piece Preparation

Each piece must be enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag. Bundling is not permitted for pieces weighing 10 pounds or more except under [5.3.2, Required Sacking](#).

#### 5.3.2 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches 20 pounds. Smaller volumes are not permitted (except mixed ADC sacks). Optional 5-digit scheme and optional SCF sacks may be prepared only when there are at least 20 pounds. Smaller volumes are not permitted. Sacking is not required for 5-digit bundles when prepared for and entered at DDU prices. Such bundles may be bedloaded and may weigh up to 40 pounds.

#### 5.3.3 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (required); labeling:
  1. 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 (see [4.4](#) for overseas military mail).
  2. Line 2: For 5-digit scheme sacks, "PSVC IRREG 5D SCH." For 5-digit sacks, "PSVC IRREG 5D."
- b. 3-digit (required); labeling:
  1. Line 1: [L002](#), Column A.
  2. Line 2: "PSVC IRREG 3D."
- c. SCF (optional); labeling:
  1. Line 1: [L005](#), Column B.
  2. Line 2: "PSVC IRREG SCF."
- d. ADC (required); labeling:
  1. Line 1: [L004](#), Column B.
  2. Line 2: "PSVC IRREG ADC."
- e. Mixed ADC (required); labeling:



1. Line 1: [L009](#), Column B. If placed on an ASF or NDC pallet under option in [705.8.10.3](#), use [L010](#).
2. Line 2: "PSVC IRREG WKG."

### 5.4 Preparing Machinable Parcels Not Claiming DNDC Prices

#### 5.4.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches either 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except origin (mixed) NDC sacks). Optional 5-digit scheme sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. Sacking also is subject to these conditions:

- a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies) or sack by the actual piece count or mail weight for each bundle destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the postage statement whether they applied the piece count or weight except for eVS mailings prepared under [705.2.9](#).

#### 5.4.2 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (required); labeling:
  1. 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 (see [4.4](#) for overseas military mail).
  2. Line 2: For 5-digit scheme sacks, "PSVC MACH 5D SCH." For 5-digit sacks, "PSVC MACH 5D."
- b. NDC (required); labeling:
  1. Line 1: [L601](#), Column B.
  2. Line 2: "PSVC MACH NDC."
- c. Mixed NDC (required); labeling:
  1. Line 1: "MXD" followed by the [L601](#), Column B, information for the NDC serving the 3-digit ZIP Code prefix of entry Post Office.
  2. Line 2: "PSVC MACH WKG."

## 5.5 Preparing Machinable Parcels Claiming DNDC Prices

### 5.5.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches either 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except origin (mixed) NDC sacks). Optional 5-digit scheme and optional ASF sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. See [466.4.0](#) for DNDC price eligibility. Sacking also is subject to these conditions:

- a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies) or sack by the actual piece count or mail weight for each sack destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the postage statement whether they applied the piece count or weight except for eVS mailings prepared under [705.2.9](#).

### 5.5.2 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (required); labeling:
  1. 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 (see [4.4](#) for overseas military mail).
  2. Line 2: "PSVC MACH 5D SCHEME" or "PSVC MACH 5D SCH."
- b. ASF (optional, allowed only for mail deposited at an ASF to claim DNDC price); labeling:
  1. Line 1: [L602](#), Column B. DNDC price eligibility determined by [466.4.0](#).
  2. Line 2: "PSVC MACH ASF."
- c. NDC (required); labeling:
  1. Line 1: [L601](#), Column B. DNDC price eligibility determined by [466.4.0](#).
  2. Line 2: "PSVC MACH NDC."
- d. Mixed NDC (required); labeling:
  1. Line 1: "MXD" followed by the [L601](#), Column B information for the NDC serving the 3-digit ZIP Code prefix of entry Post Office.
  2. Line 2: "PSVC MACH WKG."



## 6.0 Preparing Carrier Route Parcels

### 6.1 Basic Standards

#### 6.1.1 General Standards for Carrier Route Preparation

All mailings of Carrier Route Bound Printed Matter (BPM) are subject to the standards in [6.2](#) through [6.4](#) in *Preparing Carrier Route Parcels* and to these general standards:

- a. Each mailing must meet the applicable eligibility standards in [463](#), mail preparation standards in [2.0](#), through [4.0](#), and deposit and entry standards in [466](#).
- b. All pieces in a mailing must be within the same processing category as described in [401.1.0](#). A BPM irregular parcel is a piece that is not a machinable parcel as defined in [401.1.5.1](#). Irregular parcels also are pieces that meet the size and weight standards for a machinable parcel but are not individually boxed or packaged to withstand processing on NDC parcel sorters under [601.7.0](#).
- c. All pieces must be sorted to the finest extent possible under [6.0](#), *Preparing Carrier Route Parcels*, or palletized under [705.8.0](#), *Preparing Pallets*.
- d. Subject to [402.2.0](#), pieces must be marked “Bound Printed Matter” (or “BPM”) and “Carrier Route Presort” (or “CAR-RT SORT”).

#### 6.1.2 Separation

Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. Exception: Pieces for different zones may be sacked together, and the sacks do not have to be separated by zone for verification if the mailing is prepared under [705.2.0](#), *Manifest Mailing System*, [705.3.0](#), *Optional Procedure Mailing System*, [705.4.0](#), *Alternate Mailing System*, or [6.1.3](#), *Commingling Zones*.

#### 6.1.3 Commingling Zones

Subject to this section, when zoned BPM is presented as individual pieces, the mailing must be separated by zone. Nonidentical-weight pieces may not be commingled unless authorized by the BMS manager. The mail must be prepared and documented:

- a. A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).
- b. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the Post Office where the mail is to be entered (entry Post Office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the permit number (if applicable), the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone and in the entire mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the pallet. Entries for pallets

containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

#### 6.1.4 Residual Pieces

Residual pieces not sorted under 6.2 and 6.3 may be prepared as a Presorted Bound Printed Matter mailing under 5.0, *Preparing Presorted Parcels*, provided that they are part of the same mailing job and reported on the same postage statement. Residual pieces paid at the Presorted price do not need to meet a separate 300 piece minimum. These pieces must be separated from the Carrier Route portion when presented to the USPS for verification.

## 6.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds

### 6.2.1 Bundle Preparation

Bundling is not required in direct carrier route sacks. Otherwise, a carrier route bundle (or bundles) must be prepared when the quantity of addressed pieces for a carrier route reaches a minimum of 10 pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. The maximum weight of each physical bundle is 40 pounds. Each bundle must contain at least two addressed pieces except for the last bundle for each carrier route destination under 2.0. Bundles must be labeled with a facing slip unless the bundle is labeled using a carrier route information line (708.6.0) or an optional endorsement line (708.7.0). Bundling also is subject to these conditions:

- a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies), or bundle by the actual piece count or mail weight for each bundle destination, provided that documentation can be provided with the mailing that shows (specifically for each bundle) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count, weight, or both.

### 6.2.2 Required Sacking

Mailers may prepare irregular parcels as unsacked bundles under 601.2.10 or in bundles on pallets. Otherwise, mailers must prepare a direct carrier route sack when the quantity of mail for an individual carrier route reaches either 10 addressed pieces or 20 pounds, whichever occurs first; smaller volumes are not permitted. Mailers then must place remaining bundles in 5-digit scheme carrier routes sacks or 5-digit carrier routes sacks, which have no minimum sack size. Carrier route sacks also are subject to these conditions:



- a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

#### 6.2.3 Sack Preparation

Sack preparation sequence and Line 1 labeling:

- a. Carrier route: required; for Line 1, use city, state, and 5-digit ZIP Code on mail (see 4.3 for overseas military mail).
- b. 5-digit scheme carrier routes: optional (no minimum); for Line 1, use L606, Column B.
- c. 5-digit carrier routes: required (no minimum); for Line 1, use city, state, and 5-digit ZIP Code destination of bundles (for military mail, the ZIP Code is preceded by the prefixes under 4.3).

#### 6.2.4 Sack Label Line 2

Line 2 information:

- a. Carrier route: "PSVC IRREG CR," followed by the route type and number.
- b. 5-digit scheme carrier routes: "PSVC IRREG CR-RTS SCH."
- c. 5-digit carrier routes: "PSVC IRREG CR-RTS."

### 6.3 Preparing Irregular Parcels Weighing 10 Pounds or More

Mailers may prepare irregular parcels as unsacked bundles under 2.6 or in bundles on pallets. When preparing irregular parcels in sacks, place parcels only in direct carrier route sacks. Each carrier route sack must contain a minimum of 20 pounds. Required preparation:

- a. Line 1: use city, state, and 5-digit ZIP Code destination of the pieces.
- b. Line 2: "PSVC IRREG CR," followed by the route type and number.

### 6.4 Preparing Machinable Parcels

#### 6.4.1 Required Carrier Route Sacking

Machinable parcels may be prepared only in direct carrier route sacks. Each carrier route sack must contain a minimum of 10 addressed pieces or 20 pounds, whichever occurs first. Carrier route sacks also are subject to these conditions:

- a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.



- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

#### **6.4.2 Sack Label**

Required preparation:

- a. Line 1: Use city, state, and 5-digit ZIP Code destination of the pieces.
- b. Line 2: "PSVC MACH CR," followed by the route type and number.



## 466 Enter and Deposit

### Overview

- [1.0 Deposit of Nonpresorted Bound Printed Matter](#)
- [2.0 Presenting a Mailing](#)
- [3.0 Destination Entry](#)
- [4.0 Destination Network Distribution Center \(DNDC\) Entry](#)
- [5.0 Destination Sectional Center Facility \(DSCF\) Entry](#)
- [6.0 Destination Delivery Unit \(DDU\) Entry](#)

### 1.0 Deposit of Nonpresorted Bound Printed Matter

#### 1.1 Nonpresorted Mailings

Nonpresorted Bound Printed Matter postage must be paid via permit imprint and be deposited and accepted at the Post Office that issued the permit, at a time and place designated by the postmaster, except as otherwise provided for plant-verified drop shipments under [604.5.0](#).

### 2.0 Presenting a Mailing

#### 2.1 Verification and Entry—Presorted, Carrier Route, Destination Entry, and Barcoded Mailings

All presorted, carrier route, destination entry, and barcoded commercial mailings must be presented for verification and acceptance at the Post Office where the permit is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-verified drop shipment (PVDS) mailings must be presented for verification, acceptance, and entry under [705.17.0](#). Plant-loaded mailings must be presented as specified by the applicable standards and the plant-load agreement.

#### 2.2 Verification and Entry—Nonpresorted Mailings

Nonpresorted Bound Printed Matter is not accepted at retail counters, in collection boxes, or by carriers. Mailers must deposit nonpresorted Bound Printed Matter only at the Post Office where the permit is held at the time and place specified by the postmaster at the office of mailing (see [604.5.0](#)).

#### 2.3 Office of Mailing

Bound Printed Matter must be mailed at the Post Office from which the zone price postage was computed, except under [2.4](#) and [2.5](#).

#### 2.4 Redirected Mailings

A mailer who presents large mailings of Bound Printed Matter may be authorized or directed to deposit such mailings at another postal facility when processing or logistics make such an alternative desirable for the USPS, subject to these conditions:



### 466.2.5

- a. Zoned postage need not be recomputed if both the original Post Office of mailing and the alternative facility use the same zone chart for computing zoned postage, based on the 3-digit prefix of their ZIP Codes.
- b. Postage *must* be recomputed on pieces in mailings redirected to a postal facility that uses a different zone chart for computing zoned postage.

#### 2.5 NDC Acceptance

A mailer may present zoned Bound Printed Matter at a NDC for acceptance if:

- a. Permit imprint postage is paid through an advance deposit account at the NDC parent Post Office or another Post Office in the NDC service area, unless otherwise permitted by standard.
- b. Zoned postage is computed from the NDC parent Post Office.
- c. The NDC is authorized by Form 4410 to act as acceptance agent for the entry Post Office.

#### 2.6 Drop Shipment Information

Essential information for entering drop shipment Package Services mailings at specific postal facilities can be found in the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#)).

### 3.0 Destination Entry

#### 3.1 General

Destination entry prices apply to Presorted and Carrier Route Bound Printed Matter (BPM) that is deposited at a destination network distribution center (DNDC), destination sectional center facility (DSCF), or destination delivery unit (DDU) as specified below. Each piece can claim only one destination entry price; an individual pallet may contain pieces claimed at different destination entry prices. Each BPM parcel entered at a destination entry price must bear a unique Intelligent Mail package barcode or extra services barcode, including a postal routing code, prepared under [708.5.0](#).

#### 3.2 Minimum Volume

A destination entry price BPM mailing is subject to these minimum volume requirements:

- a. Each mailing must contain at least 300 Presorted addressed pieces or 300 Carrier Route addressed pieces.
- b. Except as provided in [3.2e](#), each group of pieces prepared for deposit at different destination entry Post Offices must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by the appropriate Form 3605 postage statement.
- c. Separate Presorted and Carrier Route mailings may be copalletized under [705.8.0](#).

- d. Pieces deposited at the same destination entry Post Office but claimed at different destination entry prices may be included in a single mailing and reported on the same postage statement (subject to one minimum volume requirement) if the destination entry Post Office is the proper facility for claiming each of the destination entry prices.
- e. When Presorted or Carrier Route mailings are presented together under the plant-verified drop shipment (PVDS) procedures in [705.17.0](#), a mailer may use the total piece count from a single presort file (i.e., mailing job) for all line items to all destinations reported on a single Form 3605 and accompanied by a postage statement register to meet the separate 300-piece minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 300 pieces for a Presorted or Carrier Route mailing entered at a single destination entry Post Office if there is a total of at least 300 Presorted price pieces and/or 300 Carrier Route pieces for all entry points combined for the single presort file listed on Form 3605 and the postage statement register.
- f. When Bound Printed Matter presorted mailings are presented together under the Electronic Verification System (eVS), a mailer may use the total piece count for all line items to all destinations reported within the 24-hour mailing period defined in [705.2.9](#). Under this alternative, a mailer may enter fewer than 300 pieces for a presorted mailing at a single destination entry facility if there is at least 300 presorted price pieces for all entry points within the 24-hour mailing period.

### 3.3 Postage Payment

Postage payment for Bound Printed Matter destination price mailings is subject to the same standards that apply generally to Bound Printed Matter and to the following:

- a. Mailers must pay postage and correct mailing fees at each Post Office where they are authorized to present mailings for verification unless using the Electronic Verification System (eVS) under [705.2.9](#). Except for plant-verified drop shipments (see [705.17.0](#)) and eVS shipments (see [705.2.9](#)); mailers must have a permit imprint authorization at the parent Post Office for mailings deposited for entry at a DNDC, ASF, DSCF, or DDU. Correct mailing fees must be paid for the current 12-month period at the USPS facility where postage is paid for the mailing.
- b. Mailers who mail parcels paid with a permit imprint and claimed at Bound Printed Matter destination entry prices may use eVS under [705.2.9](#). Mailers using eVS must pay postage and fees at the Post Office where they hold the permit used for all eVS mailings.

### 3.4 Mailing Fee

A destination entry mailing fee ([463.1.2.5](#)) must be paid once each 12-month period at each postal facility where the mailing(s) are verified. For mail manifested using eVS under [705.2.9](#), only one annual destination entry mailing fee, paid at the Post Office where the eVS permit imprint account is held, is required regardless of the number of Postal Service facilities where mailings are verified. The fee may be paid in advance only for the next 12-month period and only during the last 60 days of the current service period. The fee charged is that in effect on the date of payment.



### 3.5 Documentation

Each mailing must be accompanied by the appropriate Form 3605 and, if applicable, Form 8125. No additional documentation is required for destination entry prices.

### 3.6 Plant Loads

Plant load mailings, including expedited plant load shipments, are not eligible for destination entry prices.

### 3.7 Mailings of Unsacked Bundles

Mailers may present unsacked, nonpalletized bundles of BPM irregular parcels that are properly prepared for and entered at DDU prices and unloaded according to standards in [3.9.9](#). Pieces in these bundles are not eligible for barcode discounts.

### 3.8 Verification

#### 3.8.1 Mail Separation and Presentation

Destination entry mail must be presented and verified under a PVDS or eVS system (see [705.17.0](#) or [705.2.9](#)), presented for acceptance at a BMEU located at a destination postal facility; or presented for acceptance at an origin DMU or BMEU, and then prepared under Priority Mail Express Open and Distribute or Priority Mail Open and Distribute standards ([705.18.0](#)). Mailers may deposit only PVDS and eVS mailings at a destination delivery unit not co-located with a Post Office or other Postal Service facility with a business mail entry unit. If authorized under [705.7.0](#), mailers may commingle Bound Printed Matter parcels with other approved parcel mail using eVS. Mailers presenting destination entry mailings to the Postal Service must meet the following requirements:

- a. Mark each destination entry price piece according to [402.2.5](#). If eVS is used, include the marking “eVS” on each piece as required by [604.5.0](#).
- b. Separate DNDC price mailings by zone for permit imprint mailings of identical-weight pieces that are not mailed using a special postage payment system under [705.2.0](#) through [705.4.0](#), or that are not mailed under [465.1.5](#).
- c. Ensure that all PVDS mailings are accompanied by a completed Form 8125, 8125-C, or 8125-CD. eVS mailings do not require these forms.
- d. Separate each mailing from other mailings for verification. For PVDS mailings and eVS mailings, separate mailings for deposit at different destination Postal Service facilities.
- e. Separate mail from freight transported on the same vehicle.
- f. If Periodicals mail is on the same vehicle, load the Periodicals mail toward the tail of the vehicle.

#### 3.8.2 Form 8125

When mailings are verified and paid for at a postal facility different from the one at which they are deposited as mail, the mailer must ensure that they are accompanied by a completed Form 8125 (or 8125-C or 8125-CD), except for mailings prepared under Priority Mail Express Open and Distribute or Priority Mail Open and Distribute standards in [705.18.0](#).

**3.8.3 At NDC**

For a mailing to be verified at a NDC, the Post Office where the mailer's account or license is held must be within the service area of that NDC. The Post Office must authorize the NDC to act as its agent by sending Form 4410 to the NDC.

**3.8.4 PVDS Seal**

The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility.

**3.8.5 Mailer Transport**

The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility.

**3.8.6 Volume Standards**

Except as permitted for a local mailer under [3.9.12](#), destination entry mailings are subject to these volume standards:

- a. Regardless of total volume, the pieces for which a destination price is claimed must represent more than 50% of the mail (by weight or pieces, whichever is greater) presented by the same mailer within any 24-hour period. For this standard, mailer is the party presenting the material to the USPS (or for whom a transportation company has presented the material to the USPS).
- b. The same mailer may not in a 24-hour period present for verification and acceptance more than four destination price mailings at the same destination postal facility (or at another acting as its agent). The mailer may ask for a waiver of this limit when scheduling the deposit of the mailings. There is no maximum for plant-verified drop shipments.

**3.9 Deposit****3.9.1 Time and Location of Deposit**

Each mailing claimed at a destination price must be deposited at the time and location specified by the USPS. Mailings must be presented in vehicles that are compatible with dock, yard, and DDU operations, as applicable.

**3.9.2 Freight**

Drop shipments are freight until deposited and accepted as mail at the destination facility.

**3.9.3 Appointments**

Appointments must be made for destination entry price mail as follows:

- a. Except for a local mailer under [3.9.12](#) and mailings of perishable commodities, appointments for deposit of destination entry price mail at NDCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one business day in advance. Same-day appointments may be granted by a control center only through a telephone request. All appointments for NDC loads must be scheduled by the appropriate NDC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to 30 calendar days before a desired appointment date. The mailer must adhere to the scheduled mail deposit time



and location. The mailer must cancel any appointment by notifying the appropriate control center at least 24 hours in advance of a scheduled appointment.

- b. Electronic appointments may be made through the Dropship Appointment System (DSAS) by a mailer or agent using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours before the desired time and date. All information required by the USPS appointment system regarding a mailing must be provided.
- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, the mailer must notify the DDU at least one business day in advance of a scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.
- d. When Periodicals are transported together with BPM as a mixed load ([707.29.0, Destination Entry](#)), an appointment must be obtained for deposit at a destination entry facility.

### 3.9.4 Advance Scheduling

Mailers must schedule appointments for deposit of destination entry price mail under [3.9.3](#) and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

### 3.9.5 Adherence to Schedule

The mailer must follow the scheduled deposit time or cancel the appointment by notifying the designated control center. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, NDCs, or SCFs or more than 20 minutes at delivery units.

### 3.9.6 Redirection by USPS

A mailer may be directed to transport destination entry price mailings to a facility other than the designated DDU, SCF, or NDC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints.



**3.9.7 Redirection at Mailer's Request**

For service reasons, a mailer may ask to transport destination SCF price mail to a facility other than the designated SCF. This exception may be approved only by the district control center serving the destination facility. To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

**3.9.8 Recurring Appointments**

Recurring appointments refer to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

**3.9.9 Vehicle Unloading**

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at NDCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. At NDCs and ASFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At destination delivery units (DDUs), drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:
  1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
  2. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.



- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area.

### 3.9.10 Demurrage

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry price mailings.

### 3.9.11 Appeals

Mailers who believe they are denied equitable treatment may appeal to the manager, Customer Service (district), responsible for the destination postal facility.

### 3.9.12 Exception for Local Mailer

The restrictions in [3.8.6, Volume Standards](#), and [3.9.3, Appointments](#), do not apply when a mailer deposits mailings for verification and acceptance at the local Post Office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment authorization. Under this exception, the mailer may claim the destination entry prices for mailings or portions of mailings deposited at the local Post Office that meet the standards in [4.0, Destination Network Distribution Center \(DNDC\) Entry](#), [5.0, Destination Sectional Center Facility \(DSCF\) Entry](#), or [6.0, Destination Delivery Unit \(DDU\) Entry](#).

## 4.0 Destination Network Distribution Center (DNDC) Entry

### 4.1 Eligibility

Pieces in a mailing deposited at a NDC or ASF under [3.0](#) and [4.0](#) are eligible for the DNDC price when the following conditions are met:

- a. The pieces are eligible for and prepared to qualify for Presorted or Carrier Route prices.
- b. The pieces are addressed for delivery to one of the 3-digit ZIP Codes served by the NDC or ASF where deposited under terms in labeling lists [L601](#) and [L602](#).
- c. The pieces are placed in a correct sack or pallet that is labeled to the NDC or ASF where deposited, or labeled to a postal facility within the service area of that NDC or ASF.
- d. Are entered at designated SCFs under [4.2](#).
- e. Except for machinable parcels addressed to ZIP Codes served by the Buffalo NY ASF, mail addressed to ZIP Codes served by an ASF must be entered at the appropriate ASF per [L602](#), and not entered at an NDC.

### 4.2 Acceptance at Designated SCF—Mailer Benefit

Mailers may deposit machinable parcels otherwise eligible for the DNDC prices at an SCF designated by the USPS for destination ZIP Codes listed in labeling list [L607](#). The following standards apply:

- a. The parcels are prepared as, or part of, a mailing of at least 300 presorted pieces.
- b. Eligible machinable parcels are restricted to the ZIP Codes listed in [L607](#).
- c. Parcel Select machinable parcels under [456.2.6](#), and Standard Mail and Parcel Select Lightweight machinable parcels under [705.6.0](#) may be included.
- d. Mailers must prepare parcels on 3-digit pallets or in 3-digit pallet boxes, or unload and physically separate the parcels into containers specified by the destination facility. Parcels are eligible for the applicable DNDC entry price.
- e. All DNDC price parcels must be for delivery within the service area of the SCF where they are deposited by the mailer.
- f. Postage on all parcels deposited at the SCF is computed using the zone chart for that postal facility.
- g. Parcels must contain the correct marking in [402.2.5](#).

#### 4.3 Presorted Machinable Parcels

Presorted machinable parcels in sacks or on pallets at all sort levels may claim DNDC prices. Machinable parcels sacked under [465.5.0](#), or palletized under [705.8.0](#) may be sorted to destination NDCs under [L601](#) or to destination NDCs and ASFs under [L601](#) and [L602](#). Except as provided in [L602](#), sortation of machinable parcels to ASFs is optional but is required for the ASF mail to be eligible for DNDC prices. Mailers may opt to sort some or all machinable parcels for ASF service area ZIP Codes to ASFs only when the mail will be deposited at the respective ASFs where the DNDC prices are claimed, under applicable volume standards, using [L602](#). Mailers also may opt to sort machinable parcels only to destination NDCs under [L601](#). When machinable parcels are sorted under [L601](#), mail for 3-digit ZIP Codes served by an ASF is not eligible for DNDC prices, nor are 3-digit ZIP Codes that appear in footnote 2 in [L601](#). Machinable parcels prepared in mixed NDC sacks or on mixed NDC pallets that are sorted to the origin NDC under [465.5.0](#), [Preparing Presorted Parcels](#), or [705.8.0](#), [Preparing Pallets](#), are eligible for the DNDC prices if both of the following conditions are met:

- a. The mixed NDC sack or pallet is entered at the origin NDC facility to which it is labeled.
- b. The pieces are for 3-digit ZIP Codes listed as eligible destination ZIP Codes as indicated in [L601](#).

#### 4.4 Presorted Irregular Parcels

Presorted irregular parcels in sacks or on pallets at all sort levels may claim DNDC prices. All pieces in an ADC sack or in a palletized ADC bundle are eligible for the DNDC price if the ADC facility ZIP Code (as shown in Line 1 of the corresponding sack label or the ADC facility that is the destination of the palletized ADC bundle as would be shown on an ADC sack label for that facility using [L004](#), Column B) is within the service area of the NDC at which the sack is deposited. Separate mixed ADC sacks must be prepared for pieces eligible for and claimed at the DNDC price and for parcels not claimed at the DNDC price. Use the “label to” ZIP Code for the



466.4.5

ADC to assign ADC bundles to the respective mixed ADC sack. Use the address on the parcels to assign parcels to the respective mixed ADC bundle or sack, as appropriate. Mail must be entered at the appropriate facility under [4.1](#).

#### **4.5 Carrier Route Machinable Parcels**

Carrier Route machinable parcels in individual carrier route sacks may claim DNDC prices. Mail must be entered at the appropriate facility under [4.1, Eligibility](#).

#### **4.6 Carrier Route Irregular Parcels**

Carrier Route irregular parcels in sacks at all sort levels or on pallets at all sort levels may claim DNDC prices. Mail must be entered at the appropriate facility under [4.1, Eligibility](#).

### **5.0 Destination Sectional Center Facility (DSCF) Entry**

#### **5.1 Eligibility**

Pieces addressed for delivery within the service area of a DSCF and in a mailing meeting the standards in [3.0, Destination Entry](#) and [5.0, Destination Sectional Center Facility \(DSCF\) Entry](#) are eligible for the DSCF price when they meet all of the following conditions:

- a. Are eligible for and prepared to qualify for Presorted or Carrier Route prices, subject to the corresponding standards for those prices.
- b. Are deposited at the DSCF (in [L005](#)) or a USPS-designated facility.

#### **5.2 Presorted Machinable Parcels**

Presorted machinable parcels in sacks or on pallets at the 5-digit scheme and 5-digit sort levels may claim DSCF prices. Mail must be entered at the appropriate facility under [5.1, Eligibility](#).

#### **5.3 Presorted Irregular Parcels**

Presorted irregular parcels in sacks at the 5-digit scheme, 5-digit, 3-digit, and SCF sort levels, or on pallets at the 5-digit scheme, 5-digit, 3-digit, SCF, and ASF sort levels may claim DSCF prices. Mail must be entered at the appropriate facility under [5.1, Eligibility](#).

#### **5.4 Carrier Route Machinable Parcels**

Carrier Route machinable parcels in individual carrier route sacks may claim DSCF prices. Mail must be entered at the appropriate facility under [5.1, Eligibility](#).

#### **5.5 Carrier Route Irregular Parcels**

Carrier Route irregular parcels in sacks at all sort levels or on pallets at the 5-digit scheme, 5-digit, 3-digit, SCF, and ASF sort levels may claim DSCF prices. Mail must be entered at the appropriate facility under [5.1, Eligibility](#).

## 6.0 Destination Delivery Unit (DDU) Entry

### 6.1 Eligibility

Pieces in a mailing meeting the standards in [3.0](#), [Destination Entry](#), and [6.0](#), [Destination Delivery Unit \(DDU\) Entry](#), are eligible for the DDU price when they meet all of the following conditions:

- a. Are eligible for and prepared to qualify for Presorted or Carrier Route prices, subject to the corresponding standards for those prices.
- b. Are addressed for delivery within the ZIP Code(s) served by the destination delivery unit.
- c. For parcels prepared using the optional 5-digit scheme sort, use Column B of [L606](#) to determine the 5-digit scheme destination. For parcels prepared using the 5-digit sort, the Drop Shipment Product must be used to determine the 5-digit destination. To determine the location for entry of 5-digit sorted pieces or whether a 5-digit delivery facility can handle pallets (or pallet boxes), refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#)). When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility from which the majority of city carrier routes are delivered as the facility at which the DDU mail must be entered. The Drop Shipment Product identifies the 5-digit ZIP Codes that are exceptions to the “majority of city carriers rule” or other facilities where parcels are normally dropped. If a mailer transports mail to a DDU facility that cannot handle pallets, the driver must unload the pallets into containers as specified by the delivery unit.

### 6.2 Presorted Machinable Parcels

Presorted machinable parcels in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets may claim DDU prices. Mail must be entered at the appropriate facility under [6.1](#).

### 6.3 Presorted Irregular Parcels

Presorted irregular parcels in 5-digit scheme sacks and 5-digit sacks, on 5-digit scheme or 5-digit pallets, or prepared as unsacked 5-digit bundles may claim DDU prices. Mailers must enter mail at the appropriate facility under [6.1](#).

### 6.4 Carrier Route Machinable Parcels

Carrier Route machinable parcels sorted to carrier route sacks may claim DDU prices. Mail must be entered at the appropriate facility under [6.1](#).

### 6.5 Carrier Route Irregular Parcels

Carrier Route irregular parcels in sacks, on 5-digit scheme and 5-digit pallets, or prepared as unsacked carrier route bundles may claim DDU prices. Mailers must enter mail at the appropriate facility under [6.1](#).



## **470      Commercial Parcels Media Mail and Library Mail**

473 Prices and Eligibility

474 Postage Payment and Documentation

475 Mail Preparation

476 Enter and Deposit





## 473 Prices and Eligibility

### Overview

- [1.0 Media Mail and Library Mail Prices and Fees](#)
- [2.0 General Content Standards for Media Mail and Library Mail Parcels](#)
- [3.0 Content Standards for Media Mail Parcels](#)
- [4.0 Content Standards for Library Mail Parcels](#)
- [5.0 Enclosures and Attachments](#)
- [6.0 Price Eligibility for Media Mail and Library Mail Parcels](#)

### 1.0 Media Mail and Library Mail Prices and Fees

#### 1.1 Price Application

Media Mail and Library Mail prices are charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. The minimum postage price per piece is that for a piece weighing 1 pound.

#### 1.2 Prices for Media Mail and Library Mail Parcels

For prices, see [Notice 123–Price List](#).

#### 1.3 Mailing Fees

A mailing fee must be paid once each 12-month period at each Post Office of mailing by or for any person who mails at the Presorted Media Mail prices and a separate annual mailing fee must be paid at each Post Office of mailing to mail at Presorted Library Mail prices. For mail manifested using the Electronic Verification System (eVS) under [705.2.9](#), only one annual mailing fee for Presorted Media Mail prices (and separate annual mailing fee for Presorted Library Mail prices) paid at the Post Office where the eVS permit imprint account is held, is required regardless of the number of Postal Service facilities where mailings are verified. The fee may be paid in advance only for the next 12-month period and only during the last 60 days of the current service period. The fee charged is that in effect on the date of payment.

#### 1.4 Computing Postage

##### 1.4.1 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to two decimal places.

##### 1.4.2 Computing Postage for Affixed Postage

For each piece, affix the postage for the weight increment (including any discounts). To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece.

**1.4.3 Computing Postage for Permit Imprint**

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable price per piece. Round each product off to four decimal places. Add the products and round up the total postage to the nearest whole cent.

**2.0 General Content Standards for Media Mail and Library Mail Parcels****2.1 General**

Mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (except as allowed in [4.2](#) for Library Mail), and that meets the eligibility standards in [3.0](#) for Media Mail or [4.0](#) for Library Mail, may be mailed as Media Mail or as Library Mail, as applicable.

**2.2 Delivery and Return Addresses**

Each Media Mail and Library Mail piece must bear a delivery address and the sender's return address formatted and placed according to [302.2.0](#) and [602.1.0](#). The delivery address must include the correct ZIP Code or ZIP+4 code.

**2.3 Postal Inspection**

Media Mail and Library Mail are not sealed against postal inspection. The mailing of articles at Media Mail or Library Mail prices constitutes consent by the mailer to postal inspection of the contents.

**2.4 Enclosures**

Material mailed at the Media Mail price or the Library Mail price other than books and sound recordings (see [3.2](#) and [4.4](#)) may contain only those additions and enclosures permitted under [5.0](#).

**3.0 Content Standards for Media Mail Parcels****3.1 Basic Content Standards**

Only these items may be mailed at the Media Mail prices:

- a. Books, including books issued to supplement other books, of at least eight printed pages, consisting wholly of reading matter or scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising matter other than incidental announcements of books. Advertising includes paid advertising and the publishers' own advertising in display, classified, or editorial style.
- b. 16-millimeter or narrower width films, which must be positive prints in final form for viewing, and catalogs of such films of 24 pages or more (at least 22 of which are printed). Films and film catalogs sent to or from commercial theaters do not qualify for the Media Mail price.
- c. Printed music, in bound or sheet form.

- d. Printed objective test materials and their accessories used by or on behalf of educational institutions to test ability, aptitude, achievement, interests, and other mental and personal qualities with or without answers, test scores, or identifying information recorded thereon in writing or by mark.
- e. Sound recordings, including incidental announcements of recordings and guides or scripts prepared solely for use with such recordings. Video recordings and player piano rolls are classified as sound recordings.
- f. Playscripts and manuscripts for books, periodicals, and music.
- g. Printed educational reference charts designed to instruct or train individuals for improving or developing their capabilities. Each chart must be a single printed sheet of information designed for educational reference. The information on the chart, which may be printed on one or both sides of the sheet, must be conveyed primarily by graphs, diagrams, tables, or other nonnarrative matter. An educational reference chart is normally but not necessarily devoted to one subject. A chart on which the information is conveyed primarily by textual matter in a narrative form does not qualify as a printed educational reference chart for mailing at the Media Mail prices even if it includes graphs, diagrams, or tables. Examples of qualifying charts include maps produced primarily for educational reference, tables of mathematical or scientific equations, noun declensions or verb conjugations used in the study of languages, periodic table of elements, botanical or zoological tables, and other tables used in the study of science.
- h. Loose-leaf pages and their binders consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students.
- i. Computer-readable media containing prerecorded information and guides or scripts prepared solely for use with such media.

### 3.2 Enclosures in Books

Enclosures in books mailed at Media Mail prices are subject to these additional standards:

- a. Either one envelope or one addressed postcard may be bound into the pages of a book. If also serving as an order form, the envelope or card may be in addition to the order form permitted by [3.2b](#).
- b. One order form may be bound into the pages of a book. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by [3.2a](#).
- c. Announcements of books may appear as book pages. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related or other materials or services. Announcements may fully describe the conditions and methods of ordering books and may contain ordering instructions for use with a separate order form. Up to three such announcements may contain as part of their format a single order form. The order forms permitted with these announcements are in addition to order forms that may be enclosed under [3.2a](#) or [3.2b](#).

## 4.0 Content Standards for Library Mail Parcels

### 4.1 Sender and Recipient Qualifications

Each piece must show in the address or return address the name of a school, college, university, public library, museum, or herbarium or the name of a nonprofit (as defined in [703.1.0](#)) religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organization or association.

### 4.2 Content Standards for Mailings Between Entities

The items described in this section may be mailed at the Library Mail price when sent between: (1) schools, colleges, universities, public libraries, museums, and herbariums and nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, and fraternal organizations or associations; (2) any such institution, organization, or association and an individual who has no financial interest in the sale, promotion, or distribution of the materials; or (3) any such institution, organization, or association and a publisher, if such party has placed an order to buy such materials for delivery to itself:

- a. Books, consisting wholly of reading matter, scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising, except for incidental announcements of books.
- b. Printed music, whether in bound or sheet form.
- c. Bound volumes of academic theses, whether in typewritten or duplicated form.
- d. Periodicals, whether bound or unbound.
- e. Sound recordings.
- f. Other library materials in printed, duplicated, or photographic form or in the form of unpublished manuscripts.
- g. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials for informing and furthering the educational work and interests of museums and herbariums.

### 4.3 Qualified Mailings “To” or “From”

The following specific items may be mailed at the Library Mail price when sent to or from schools, colleges, universities, public libraries, museums, and herbariums and to or from nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organizations:

- a. 16-millimeter or narrower width films, filmstrips, transparencies, slides, and microfilms. All must be positive prints in final form for viewing.
- b. Sound recordings.
- c. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials intended for informing and furthering the educational work and interests of museums and herbariums.
- d. Scientific or mathematical kits, instruments, or other devices.
- e. Catalogs of the materials in [4.3a](#) through [4.3d](#) and guides or scripts prepared solely for use with such materials.

#### 4.4 Enclosures in Books and Sound Recordings

Books and sound recordings mailed at the Library Mail price may contain these enclosures as well as the additions and enclosures permitted under 5.0:

- a. Either one envelope or one addressed postcard. If also serving as an order form, the envelope or card may be in addition to the order form permitted by 4.4b.
- b. One order form. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by 4.4a.
- c. With books, announcements of books in book pages or as loose enclosures. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related materials or services. Announcements may fully describe the conditions and methods of ordering books (such as by membership in book clubs) and may contain ordering instructions for use with the single order form.
- d. With sound recordings, announcements of sound recordings on title labels, on protective sleeves, on the carton or wrapper, or on loose enclosures. These announcements of sound recordings must be incidental and exclusively devoted to sound recordings, without extraneous advertising of recording-related materials or services. Announcements may fully describe the conditions and methods of ordering sound recordings (such as by membership in sound recording clubs) and may contain ordering instructions for use with the single order form.

### 5.0 Enclosures and Attachments

#### 5.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Media Mail or Library Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

#### 5.2 Incidental First-Class Mail Attachments and Enclosures

Incidental First-Class Mail matter may be enclosed in or attached to any Media Mail or any Library Mail piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared to not interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or

greeting included with a product, publication, or parcel. Postage at the applicable Media Mail or Library Mail price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

### **5.3 Loose Enclosures**

In addition to the enclosures and additions listed in [5.1](#), [5.2](#), and [5.4](#), any printed matter that is mailable as Standard Mail may be included loose with any qualifying material mailed at the Media Mail or Library Mail prices.

### **5.4 Written Additions**

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Hand-stamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

## **6.0 Price Eligibility for Media Mail and Library Mail Parcels**

### **6.1 Basic Weight Standards**

There is no minimum weight for Media Mail or Library Mail. A single piece of Media Mail or Library Mail can weigh no more than 70 pounds.

### **6.2 Price Eligibility Standards**

A Presorted Media Mail mailing must contain a minimum of 300 pieces claimed at any combination of 5-digit and basic prices. Each piece must bear a unique Intelligent Mail package barcode or extra services barcode, including a postal routing code, prepared under [708.5.0](#). Presorted parcels must include a unique Intelligent Mail package barcode with a postal routing code. A Presorted Library Mail mailing must contain a minimum of 300 pieces claimed at any combination of 5-digit

and basic prices, and must be a separate mailing from any Media Mail mailing. Pieces that meet the 5-digit presort requirements are eligible for 5-digit presort prices and pieces that meet the basic presort requirements are eligible for basic prices, subject to preparation standards in [475](#) or [705.8.0](#). If pieces are not identical in size and content, they may be presented as a single presorted mailing either with the correct postage affixed to each piece in the mailing or with postage paid with a permit imprint if authorized by Business Mailer Support, USPS headquarters.

### **6.3 Price Categories for Media Mail and Library Mail Parcels**

Media Mail and Library Mail prices are based on the weight of the piece without regard to zone. The price categories and discounts are as follows:

- a. To qualify for the 5-digit price, a piece must be sorted to either 5-digit scheme (machinable parcels only) and 5-digit sacks under [475.5.0](#), or to 5-digit scheme (machinable parcels only) and 5-digit pallets under [705.8.0](#), or [705.22.0](#). All logical 5-digit bundles on pallets must contain at least 10 pieces. Nonmachinable parcels may qualify for the 5-digit price if prepared to preserve sortation by 5-digit ZIP Code as prescribed by the postmaster of the mailing office.
- b. All pieces prepared and sorted under [475.5.0](#), [705.8.0](#), or [705.22.0](#) that are not eligible for the 5-digit price may qualify for the basic price. Nonmachinable parcels may qualify for the basic price if prepared to preserve sortation by NDC as prescribed by the postmaster of the mailing office.
- c. Presorted Media Mail and Library Mail parcels with postage paid through a PC Postage system must bear an Intelligent Mail package barcode prepared under [708.5.0](#).







## 474 Postage Payment and Documentation

### Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

### 1.0 Basic Standards for Postage Payment

#### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Mail manifested using the Electronic Verification System (eVS) under [705.2.9](#) must be paid with a permit imprint. Postage for Media Mail and Library Mail may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct numerical value of postage for which the piece qualifies. Permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters. Permit imprint may be used for identical-weight pieces.

### 2.0 Mailing Documentation

#### 2.1 Completing Postage Statements

Unless manifested using eVS under [705.2.9](#), any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

#### 2.2 Basic Documentation Standards

Unless manifested using eVS under [705.2.9](#), mailings presented to the USPS generally require documentation. Supporting documentation of postage is required unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by price when presented for acceptance. Documentation describes the separation, price levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy.

#### 2.3 Preparing Documentation

Required documentation must be presented with every mailing unless, by standard, it may be provided for multiple mailings or mailings that are part of the same job or cycle. Documentation may be presented in abbreviated form or on computer-readable media.

#### 2.4 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards.



### **2.5 Providing Additional Information**

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0](#).

### **2.6 Reporting Multiple Mailings on One Statement**

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

### **2.7 Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number. All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster.



## 475 Mail Preparation

### Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparing Media Mail and Library Mail Parcels](#)

### 1.0 General Information for Mail Preparation

#### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to the finest extent required by the standards for the price claimed. Not all presort levels are applicable in all situations.

#### 1.2 Definition of Mailings

Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and, except for certain parcel prices, the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Media Mail and Library Mail (and any other type of mail) may not be part of the same mailing even if in the same processing category.

#### 1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. 5-digit: the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. *5-digit scheme (pallets and sacks) for parcels*: the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code zones processed by the USPS as a single scheme, as shown in [L606](#).
- c. 3-digit: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- d. ADC: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- e. ASF/NDC: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or network distribution center (NDC) (see [L601](#), [L602](#), or [L605](#)).



- f. Mixed [NDC, ADC, etc.]: the pieces are for delivery in the service area of more than one NDC, ADC, etc.

#### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. The term, *pieces*, refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and price claimed.
- c. A *5-digit scheme sort for Media Mail or Library Mail parcels* yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in L606 and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is always optional, including when 5-digit sortation is required for price eligibility. The 5-digit scheme sort need not be used for all possible 5-digit scheme sorts.
- d. The *required at* [quantity] instruction (e.g., “required at 10 pieces”) means that the particular unit must be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified required at quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- e. The *optional at* [quantity] instruction means that the particular unit may be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified optional at quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- f. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- g. A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the price claimed require securing the pieces in each group together, the result is a bundle. Bundle preparation is described in [2.0](#).



- h. A “logical” presort destination represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces.

## 2.0 Bundles

### 2.1 General

A bundle is a group of addressed pieces, for a presort destination, secured together as a unit. See [601.2.0](#) for bundling standards.

### 2.2 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye.

### 2.3 Arranging Pieces in a Bundle (“Facing”)

All pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

### 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counter-stacking”)

Bundles of pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.



### 2.5 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
  1. Do not place any bands closer than 1 inch from any bundle edge.
  2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
  3. Do not use wire or metal banding.
  4. Do not use any loose banding.
- b. When using only banding to secure bundles, apply banding under the following additional requirements:
  1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
  2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

### 2.6 Bundle Sizes

Each logical bundle (the total group of pieces for a bundle destination) must meet the applicable minimum and maximum bundle size standards in [5.0](#) and [705.8.0](#). The pieces in the logical bundle must then be secured in a physical bundle or bundles. Wherever possible, each physical bundle for a logical bundle destination should contain at least the minimum bundle size. The size of each physical bundle for a specific logical bundle destination may, however, contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Unless otherwise noted, the maximum weight for bundles in sacks is 20 pounds. Bundles prepared on pallets must meet the additional bundling requirements under [705.8.0](#) and each physical bundle, including carrier route price mail, must always contain at least two pieces.

### 2.7 Exception to Bundle Sizes

An individual bundle may be prepared with fewer than the minimum number of pieces required by the standards for the price claimed without loss of price eligibility under either of these conditions:

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a bundle of eight pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).



## 2.8 Labeling Bundles

The presort level of each bundle must be identified either with an optional endorsement line under 708.7.0 or with a barcoded pressure-sensitive bundle label. The label may be placed anywhere on the address side of the top piece in the bundle. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X.

## 3.0 Sacks

### 3.1 Sack Preparation

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds.

## 4.0 Sack Labels

### 4.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.

### 4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- d. Height (perpendicular to printing):
  1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
  2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

### 4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:



## 475.4.4

- a. *Placement*. Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information*. Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail*. On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

**4.4 Line 2 (Content Line)**

Line 2 (content line) must meet these standards:

- a. *Placement*: Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards.
- b. *Codes*: The codes shown below must be used as appropriate on Line 2 of sack labels.

CONTENT TYPE	CODE
Digit	D
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG
Machinable	MACH
Mixed	MXD
Package Services	PSVC
Parcels	PARCELS
Post Office Box Section	B
Rural Route	R
Working	WKG

**4.5 Line 3 (Origin Line)**

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) (see 4.6 for eVS labeling information). Line 3 must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.



**4.6 Electronic Verification System**

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under [705.2.9](#) must show “eVS” (or the alternatives “EVS” or “E-VS”) directly below Line 3 using the same size and lettering used for Line 3. As an option, “eVS” may be placed as the first element on Line 3.

**4.7 Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

**4.8 Placement of Extraneous Information**

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on Line 3.

**5.0 Preparing Media Mail and Library Mail Parcels****5.1 Basic Standards**

All mailings of Presorted Media Mail and Presorted Library Mail parcels are subject to these general requirements:

- a. Each mailing must meet the applicable price and eligibility standards in [473](#) and [1.0](#) through [4.0](#).
- b. All parcels in a mailing must be within the same processing category. See [401.1.0](#) for definitions of machinable and irregular parcels.
- c. All pieces must be sorted to the finest extent possible or palletized under [705.8.0](#).

**5.2 Preparing Machinable Parcels****5.2.1 Required Sacking**

A sack must be prepared when the quantity of mail for a required presort destination reaches 10 addressed pieces or 20 pounds, whichever occurs first. At the mailer's option, a sack may be prepared when the quantity of mail reaches 1,000 cubic inches. Smaller volumes are not permitted (except in mixed NDC sacks). Sacking also is subject to these conditions:



- a. Identical-weight pieces that weigh 2 pounds or less must be sacked using the 10-piece minimum; those that weigh more must be sacked using the 20-pound or 1,000 cubic inch minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternately, mailers may sack by the actual piece count, mail weight for each bundle destination, or 1,000 cubic inch minimum, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the postage statement which sacking method was used except for eVS mailings prepared under [705.2.9](#).

#### 5.2.2 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit price); labeling:
  1. 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 (see [4.3](#) for overseas military mail).
  2. Line 2: For 5-digit scheme sacks, "PSVC MACH 5D SCH." For 5-digit sacks, "PSVC MACH 5D."
- b. NDC: required.
  1. Line 1: use [L601](#), Column B.
  2. Line 2: "PSVC MACH NDC."
- c. Mixed NDC: required (no minimum).
  1. Line 1: "MXD" followed by the [L601](#), Column B information for the NDC serving the 3-digit ZIP Code of entry Post Office.
  2. Line 2: "PSVC MACH WKG."

#### 5.2.3 Standards for Barcode Discount

The barcode discount applies to machinable parcels (see [401.1.5](#)) that are included in a mailing of at least 50 pieces. The pieces must be entered either at single-piece prices or basic prices and bear a correct, readable barcode for the ZIP Code shown in the delivery address as required by [708.5.0](#). The barcode discount is not available for pieces mailed at 5-digit prices.

### 5.3 Preparing Irregular Parcels

#### 5.3.1 Required Bundling

A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. Bundling is not required for pieces placed in 5-digit scheme sacks and 5-digit sacks when such pieces are enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag and the minimum bundle volume is met. The maximum weight of each physical bundle is 20 pounds, except that 5-digit



bundles placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical bundle must contain at least two addressed pieces. Bundling is also subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies), or bundle by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces in each bundle and their total weight.
- c. Mailers must note on the postage statement which sacking method was used except for the Electronic Verification System (eVS) mailings prepared under [705.2.9](#).

### 5.3.2 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

- a. 5-digit (optional, but required for 5-digit price eligibility); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

### 5.3.3 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches 10 addressed pieces or 20 pounds, whichever occurs first. At the mailer's option, a sack may be prepared when the quantity of mail reaches 1,000 cubic inches. Smaller volumes are not permitted (except in mixed ADC sacks). Optional 5-digit scheme sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds. Smaller volumes are not permitted (except in mixed ADC sacks). Sacking is also subject to these conditions:

- a. Identical-weight pieces weighing 2 pounds or less must be sacked using the 10-piece minimum; those that weigh more must be sacked using the 20-pound or 1,000 cubic inch minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternatively, mailers may sack by the actual piece count, mail weight for each destination, or 1,000 cubic inch minimum, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces in each sack and their total weight.



475.5.3.4

- c. Mailers must note on the postage statement which sacking method was used except for eVS mailings prepared under [705.2.9](#).

### 5.3.4 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit price); labeling:
  - 1. 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 (see [4.3](#) for overseas military mail).
  - 2. Line 2: For 5-digit scheme sacks, "PSVC IRREG 5D SCH." For 5-digit sacks, "PSVC IRREG 5D."
- b. 3-digit: required.
  - 1. Line 1: use [L002](#), Column A.
  - 2. Line 2: "PSVC IRREG 3D."
- c. ADC: required.
  - 1. Line 1: use [L004](#), Column B.
  - 2. Line 2: "PSVC IRREG ADC."
- d. Mixed ADC: required (no minimum).
  - 1. Line 1: "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry Post Office, as shown in [L004](#). If placed on an ASF or NDC pallet under option in [705.8.10.5](#), use [L010](#).
  - 2. Line 2: "PSVC IRREG WKG."

## 476 Enter and Deposit

### Overview

#### [1.0 Verification and Deposit](#)

### 1.0 Verification and Deposit

#### 1.1 **Verification and Entry**

Except for Electronic Verification System (eVS) shipments (see [705.2.9](#)) or metered mail drop shipments (see [705.20.0](#)), all presorted and barcoded discount mailings must be presented for verification and acceptance at the Post Office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster at the office that verifies and accepts the mailing. Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement. Metered mail may be deposited at other than the licensing Post Office only as permitted under [705.20.0](#).



# 500

## Additional Mailing Services

### 503 Extra Services

- Registered Mail
- Certified Mail
- Insured Mail
- Certificate of Mailing
- Return Receipt
- Bulk Proof of Delivery
- Restricted Delivery
- Adult Signature
- Return Receipt for Merchandise
- USPS Tracking
- Signature Confirmation
- Collect on Delivery (COD)
- Special Handling
- IMb Tracing
- Money Orders

### 505 Return Services

- Business Reply Mail (BRM)
- Permit Reply Mail
- Merchandise Return Service
- USPS Return Services
- Parcel Return Service
- Parcel Return Service—Full Network
- Bulk Parcel Return Service

### 507 Mailer Services

- Treatment of Mail
- Forwarding
- Address Correction Services
- Package Intercept
- Requesting Withdrawal and Disposal of a Mailing
- Pickup on Demand Service
- Mailing List Services
- Address Sequencing Services

### 508 Recipient Services

- Recipient Options
- Conditions of Delivery
- Customer Mail Receptacles
- Post Office Box Service
- Caller Service
- General Delivery
- Firm Holdout
- Pandering Advertisements
- Sexually Oriented Advertisements

### 509 Other Services

- Address Information System Services
- Nonpostal Services





## 500

### Additional Services

#### TOPICS

503 Extra Services  
505 Return Services  
507 Mailer Services  
508 Recipient Services  
509 Other Services

## 503

### Extra Services

#### 1.0 Registered Mail

- 1.1 Registered Mail Fees
- 1.2 Basic Information About Registered Mail
- 1.3 Fees and Liability
- 1.4 Mailing
- 1.5 Delivery
- 1.6 Inquiry on Uninsured Article

#### 2.0 Certified Mail

- 2.1 Certified Mail Fees
- 2.2 Basic Information
- 2.3 Mailing

#### 3.0 Insured Mail

- 3.1 Insurance Coverage-Priority Mail Express
- 3.2 Insurance Coverage — Priority Mail
- 3.3 Insured Mail Fees
- 3.4 Basic Information
- 3.5 Mailing
- 3.6 Bulk Insurance for Standard Mail
- 3.7 Delivery

#### 4.0 Certificate of Mailing

- 4.1 Certificate of Mailing Fees
- 4.2 Basic Information
- 4.3 Presentation
- 4.4 Other Bulk Quantities—Certificate of Bulk Mailing

#### 5.0 Return Receipt

- 5.1 Return Receipt Fees
- 5.2 Basic Information
- 5.3 Obtaining Service
- 5.4 Delivery
- 5.5 Requests for Delivery Information

#### 6.0 Bulk Proof of Delivery

- 6.1 Description
- 6.2 Eligibility
- 6.3 Certification
- 6.4 Prices and Fees

#### 7.0 Restricted Delivery

- 7.1 Restricted Delivery Fee
- 7.2 Basic Information
- 7.3 Obtaining Service
- 7.4 Delivery

#### 8.0 Adult Signature

- 8.1 Prices

#### 8.2 Basic Information

#### 8.3 Basic Delivery Standards

#### 8.4 Privately Printed Labels

#### 8.5 Where to Mail

#### 8.6 Firm Sheets - Three or More Pieces

#### 9.0 Return Receipt for Merchandise

##### 9.1 Return Receipt for Merchandise Fees

##### 9.2 Basic Information

##### 9.3 Mailing

##### 9.4 Delivery

#### 10.0 USPS Tracking

##### 10.1 USPS Tracking Fee

##### 10.2 Basic Information

##### 10.3 Labels

##### 10.4 Barcodes

##### 10.5 Electronic File Transmission

##### 10.6 Acceptance

#### 11.0 Signature Confirmation

##### 11.1 Signature Confirmation Fees

##### 11.2 Basic Information

##### 11.3 Labels

##### 11.4 Barcodes

##### 11.5 Electronic File Transmission

##### 11.6 Acceptance

#### 12.0 Collect on Delivery (COD)

##### 12.1 Collect on Delivery Fees

##### 12.2 Basic Information

##### 12.3 Forms

##### 12.4 Mailing

##### 12.5 Delivery

#### 13.0 Special Handling

##### 13.1 Fees for Special Handling

##### 13.2 Basic Information

#### 14.0 IMb Tracing

##### 14.1 Basic Information

##### 14.2 Barcodes

#### 15.0 Money Orders

##### 15.1 Fees for Money Orders

##### 15.2 Issuing Money Orders

##### 15.3 Cashing Money Orders

##### 15.4 Federal Reserve System

## 500 Additional Services

505

### Return Services

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#### **1.0 Business Reply Mail (BRM)**

- 1.1 Business Reply Mail (BRM) Prices and Fees
- 1.2 Qualified Business Reply Mail (QBRM) Prices
- 1.3 Qualified Business Reply Mail (QBRM) Basic Standards
- 1.4 General Information
- 1.5 Permits
- 1.6 Postage, Per Piece Fees, and Account Maintenance Fees
- 1.7 Mailpiece Characteristics
- 1.8 Format Elements
- 1.9 Additional Standards for Letter-Size and Flat-Size BRM
- 1.10 Additional Standards for Qualified Business Reply Mail (QBRM)
- 1.11 BRM Distributed and Received by Agents of a Permit Holder
- 1.12 Bulk Weight Averaged Nonletter-size BRM

#### **2.0 Permit Reply Mail**

- 2.1 General Information
- 2.2 Authorization and Revocation
- 2.3 Format Elements
- 2.4 Permit Imprint Account
- 2.5 Company Permit Reply Mail Imprint

#### **3.0 Merchandise Return Service**

- 3.1 Prices and Fees
- 3.2 Basic Standards
- 3.3 Additional Standards for Permit Holder
- 3.4 Additional Standards for Permit Holder's Customer
- 3.5 Preparation
- 3.6 Enter and Deposit
- 3.7 Priority Mail Reshipment

#### **4.0 USPS Return Services**

- 4.1 Description
- 4.2 Permits, Authorizations and Fees
- 4.3 Extra Services
- 4.4 Pricing
- 4.5 Computing Postage
- 4.6 Label Requirements
- 4.7 Priority Mail Return Service
- 4.8 First-Class Package Return Service
- 4.9 Ground Return Service

#### **5.0 Parcel Return Service**

- 5.1 Basic Information
- 5.2 Postage and Fees
- 5.3 Prices
- 5.4 Label Formats

#### **6.0 Parcel Return Service—Full Network**

- 6.1 Description
- 6.2 Application
- 6.3 Postage and Fees
- 6.4 Prices
- 6.5 Label Formats

#### **7.0 Bulk Parcel Return Service**

- 7.1 Bulk Parcel Return Service (BPRS) Fees
- 7.2 Charges and Fees
- 7.3 General Information
- 7.4 Permits
- 7.5 Label Requirements
- 7.6 Format

507

### Mailer Services

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#### **1.0 Treatment of Mail**

- 1.1 Nondelivery of Mail
- 1.2 USPS Address Adjustments
- 1.3 Directory Service
- 1.4 Basic Treatment
- 1.5 Treatment for Ancillary Services by Class of Mail
- 1.6 Attachments and Enclosures
- 1.7 Mixed Classes
- 1.8 Returning Mail
- 1.9 Dead Mail

#### **2.0 Forwarding**

- 2.1 Change-of-Address Order
- 2.2 Forwardable Mail
- 2.3 Postage for Forwarding

#### **3.0 Premium Forwarding Service**

- 3.1 Prices and Fees
- 3.2 Basic Standards
- 3.3 Preparation

#### **4.0 Address Correction Services**

- 4.1 Address Correction Service
- 4.2 Address Change Service (ACS)
- 4.3 Sender Instruction

## 500 Additional Services

### 5.0 Package Intercept

- 5.1 Description of Service
- 5.2 Postage and Fees
- 5.3 Adding Extra Services
- 5.4 Registered Mail
- 5.5 Request for Intercept

### 6.0 Requesting Withdrawal and Disposal of a Mailing

- 6.1 Request Process

### 7.0 Pickup on Demand Service

- 7.1 Pickup on Demand Service Fee
- 7.2 Basic Standards
- 7.3 Postage and Fees
- 7.4 On-Call Service
- 7.5 Scheduled Service
- 7.6 Priority Mail Express Reshipment Service

### 8.0 Mailing List Services

- 8.1 Mailing List Service Fees
- 8.2 General Information
- 8.3 Fee Assessment
- 8.4 Name and Address List Correction
- 8.5 Occupant Lists
- 8.6 Sortation of Lists on Cards by 5-Digit ZIP Code
- 8.7 Election Boards and Voter Registration Commissions

### 9.0 Address Sequencing Services

- 9.1 Address Sequencing Service Fees
- 9.2 Service Levels
- 9.3 Card Preparation and Submission
- 9.4 Sequencing Cards With Blanks for Missing Addresses or Sequencing Address Files With Missing Sequence Numbers
- 9.5 Sequencing With Address Cards or Address File Sequencing With Addresses Added for Missing and New Addresses
- 9.6 Service Charges
- 9.7 Submitting Properly Sequenced Mailings

## 508 Recipient Services

### 1.0 Recipient Options

- 1.1 Basic Recipient Concerns
- 1.2 Carrier Release Endorsement for Parcels

- 1.3 Jointly Addressed
- 1.4 Delivery to Addressee's Agent
- 1.5 Delivery to Individual at Organization
- 1.6 Delivery at Hotels, Institutions, Schools, and Similar Places
- 1.7 Conflicting Delivery Orders
- 1.8 Commercial Mail Receiving Agencies

### 2.0 Conditions of Delivery

- 2.1 City Delivery Service
- 2.2 Rural Delivery Service
- 2.3 Highway Contract Delivery Service

### 3.0 Customer Mail Receptacles

- 3.1 Basic Information for Customer Mail Receptacles
- 3.2 Curbside Mailboxes
- 3.3 Wall-Mounted Centralized Mail Receptacles

### 4.0 Post Office Box Service

- 4.1 Basic Information for PO Box Service
- 4.2 Service
- 4.3 Conditions of Use
- 4.4 Basis of Fees and Payment
- 4.5 Fee Group Assignments
- 4.6 Fee Refund
- 4.7 Keys and Locks
- 4.8 Service Refusal or Termination

### 5.0 Caller Service

- 5.1 Caller Service Fees
- 5.2 Basic Information
- 5.3 Service
- 5.4 Conditions of Use
- 5.5 Basis of Fees and Payment
- 5.6 Fee Refund
- 5.7 Service Refusal or Termination
- 5.8 Accelerated Reply Mail (ARM)

### 6.0 General Delivery

- 6.1 Purpose
- 6.2 Service Restrictions
- 6.3 Delivery to Addressee
- 6.4 Holding Mail

### 7.0 Hold For Pickup

- 7.1 Fees and Postage
- 7.2 Basic Information
- 7.3 Preparation Definitions and Instructions

### 8.0 Firm Holdout

- 8.1 Purpose

## 500 Additional Services

8.2 Obtaining and Using Service

8.3 Service Cancellation

### 9.0 Pandering Advertisements

9.1 Prohibitory Order

9.2 Taking Action Against Violations

### 10.0 Sexually Oriented Advertisements

10.1 Basic Information for Sexually  
Oriented Advertisements

10.2 Applying for Listing

10.3 Requesting Removal From List

10.4 Availability of USPS Lists

10.5 Envelope Marking

10.6 Violations

10.7 Reporting Unsolicited  
Advertisements

509

## Other Services

### 1.0 Address Information System Services

1.1 General Information

1.2 Address Element Correction

1.3 Address Matching System  
Application Program Interface

1.4 Advance Notification and Tracking  
System

1.5 AEC II Service

1.6 Address Information Service Viewer

1.7 Carrier Route Information System

1.8 CASS Certification

1.9 Change-of-Address Information for  
Election Boards and Registration  
Commissions

1.10 City State

1.11 Computerized Delivery Sequence  
(CDS)

1.12 Delivery Statistics

1.13 Delivery Type

1.14 Delivery Point Validation

1.15 DSF2 Service

1.16 eLine-Of-Travel Service

1.17 Five-Digit ZIP

1.18 Labeling Lists

1.19 LACS<sup>Link</sup>

1.20 MAC Batch System Certification

1.21 MAC Gold System Certification

1.22 MAC System Certification

1.23 MASS Certification

1.24 NCOA<sup>Link</sup>

1.25 NCOA<sup>Link</sup> — ANK<sup>Link</sup> Service  
Option

1.26 Official National Zone Charts

1.27 Periodicals Accuracy, Grading, and  
Evaluation System Certification

1.28 PAVE System Certification

1.29 RDI Service

1.30 Topological Integrated Geographic  
Encoding and Referencing

1.31 Z4CHANGE

1.32 Z4INFO

1.33 ZIP+4 Service

1.34 ZIPMove

1.35 ZIP Code Sortation of Address Lists

1.36 99 Percent Accurate Method

### 2.0 Nonpostal Services

2.1 Bird Hunting Stamps

2.2 U.S. Savings Stamps

2.3 U.S. Savings Bonds

2.4 Postal Savings

## **500 Additional Services**

- 503 Extra Services
- 505 Return Services
- 507 Mailer Services
- 508 Recipient Services
- 509 Other Services



## 503 Extra Services

### Overview

- 1.0 Registered Mail
- 2.0 Certified Mail
- 3.0 Insured Mail
- 4.0 Certificate of Mailing
- 5.0 Return Receipt
- 6.0 Bulk Proof of Delivery
- 7.0 Restricted Delivery
- 8.0 Adult Signature
- 9.0 Return Receipt for Merchandise
- 10.0 USPS Tracking
- 11.0 Signature Confirmation
- 12.0 Collect on Delivery (COD)
- 13.0 Special Handling
- 14.0 IMb Tracing
- 15.0 Money Orders

### 1.0 Registered Mail

#### 1.1 Registered Mail Fees

Registered Mail fees and charges are in addition to postage. Maximum amount of insurance coverage available is \$25,000. Fees for articles valued over \$25,000 are for handling only. See [Notice 123—Price List](#).

#### 1.2 Basic Information About Registered Mail

##### 1.2.1 Description

Registered Mail is the most secure service that the USPS offers. It incorporates a system of receipts to monitor the movement of the mail from the point of acceptance to delivery. Registered Mail provides the sender with a mailing receipt and, upon request, electronic verification that an article was delivered or that a delivery attempt was made. Customers can retrieve the delivery status in three ways: (1) over the Internet at [www.usps.com](http://www.usps.com) by entering the article number shown on the mailing receipt; (2) by telephone at 1-800-222-1811; or (3) by bulk electronic file transfer for mailers who provide an electronic manifest to the USPS. USPS maintains a record of delivery (which includes the recipient's signature) for a specified period of time. Customers may obtain a delivery record by purchasing return receipt (5.0) service. Customers purchasing electronic return receipt service at the time of mailing may also receive bulk proof of delivery (6.0).

##### 1.2.2 Eligible Matter

Only mailable matter prepaid with postage at the First-Class Mail, First-Class Package Service, or Priority Mail (excluding Critical Mail) prices may be sent as Registered Mail. The face (address side) of the registered article must be at least

## 503.1.2.3

5 inches long and 3-1/2 inches high, regardless of thickness. Items returned under merchandise return service (505.3.0) may be registered without prepayment of postage and fees.

**1.2.3 Place of Mailing**

Registration may be obtained by presenting mail to the following:

- a. A retail employee at a Post Office, station, or branch (including any contractor-operated unit). A postmaster may require that an article of unusually high value be presented only at the main office or at designated stations and branches.
- b. A rural carrier on a rural route. The article and sufficient cash for postage and required fees for mailing the article may be left in a rural mailbox. The carrier must hand any change to the sender or place it in an envelope and leave the envelope in the box on the carrier's next trip. Responsibility is not assumed for the article or cash until a receipt is issued. No responsibility is assumed for the change left in the box by the carrier.
- c. A rural carrier at a nonpersonnel rural unit. The sender must meet the rural carrier to have mail registered.

**1.2.4 Ineligible Matter**

Registration may not be obtained for mail that is handled as follows:

- a. Sent as business reply mail or in a business reply envelope.
- b. Placed in a street letterbox or Post Office maildrop.
- c. Addressed to a Post Office to which it cannot be transported safely.
- d. Prepared improperly or packed inadequately to withstand normal handling (see 1.4.7, *Fragile Item*).
- e. Tied or fastened with one or more articles, unless enclosed in the same envelope or wrapper.
- f. Presented for mailing in a padded envelope; envelope or mailer manufactured of spun-bonded olefin, such as Tyvek; plastic envelope or mailer; or envelope or mailer made of glossy-coated paper.
- g. Critical Mail.

**1.2.5 Additional Services**

[1-27-13] Purchasing Registered Mail service allows customers to then add restricted delivery service, return receipt service (Form 3811), or electronic return receipt service. Restricted delivery service and electronic return receipt service must be purchased at the time of mailing. Bulk proof of delivery (6.0) is available to mailers purchasing electronic return receipt service. Customers receiving bulk proof of delivery obtain signature data in a signature extract file format. The following additional services may be combined with Registered Mail if the applicable standards for the services are met and the additional service fees are paid:

- a. Collect on delivery (COD) service.
- b. USPS Tracking.



- c. Signature Confirmation.

## 1.3 Fees and Liability

### 1.3.1 Full Value

Regardless of any insurance that may cover the article, the mailer must always declare its full value to the USPS when presenting it for registration and mailing (see chart below). The mailer must tell the USPS clerk (or enter on the firm sheet if a firm mailer) the full value of mail matter presented for registration. Private insurance carried on Registered Mail does not modify the requirements for declaring the full value. The accepting USPS employee may ask the mailer to show that the full value of the matter presented is declared, and may refuse to accept the matter as Registered Mail if a satisfactory declaration of value is not provided. Only articles of no value may be mailed as Registered Mail without insurance.

MAIL MATTER	VALUE TO BE DECLARED
Negotiable Instrument (instruments payable to bearer, including stock certificates endorsed in blank)	Market value (value based on value at time of mailing)
Nonnegotiable Instrument [registered bonds, warehouse receipts, checks, drafts, deeds, wills, abstracts, and similar documents (certificates of stock considered nonnegotiable so far as declaration of value is concerned unless endorsed in blank)]	No value or replacement cost if postal insurance coverage desired <sup>1</sup>
Money	Full value
Jewelry, Gems, Precious Metal	Market value or cost
Merchandise	Market value or cost
Nonvaluable (matter without intrinsic value such as letters, files, records)	No value or replacement cost if postal insurance coverage desired <sup>1</sup>

1. A mailer who does not know replacement costs should contact a person or firm familiar with such documents and determine replacement costs before mailing the articles.

### 1.3.2 Fee and Postage

The fee and postage may be paid with ordinary postage stamps, meter stamps, or permit imprints. If a permit imprint is used, the exact amount of postage and fees paid must be shown within the permit imprint. For pieces that are part of a manifest mailing, only the registry fee must be shown within the permit imprint. The fee and postage on official mail of authorized federal agencies may also be paid with penalty stamps, penalty meter stamps, or penalty permit imprints. The fees and postage on items registered with merchandise return service are paid through a postage due account under [505.3.0](#).

### 1.3.3 Postal Insurance

Postal insurance is provided for articles with a value of at least \$0.01 up to a maximum insured value of \$25,000. Insurance is included in the fee. Postal insurance is not available for articles with no value (\$0.00).

503.1.3.4

**1.3.4 Refund**

A fee for Registered Mail is not refunded after the USPS accepts the mail even if the sender later withdraws the mail under [1.4.10](#). A fee for return receipt service or restricted delivery service is not refunded unless the USPS fails to provide the service. The sender must present the Registered Mail receipt showing payment of these services.

**1.3.5 Official Mail**

Official mail of authorized government agencies, if prepared under applicable standards in [703.7.0](#) for transmission of mail without prepayment of postage, may be sent by Registered Mail without prepayment of a registration fee.

**1.3.6 Merchandise Return**

Matter registered with merchandise return service under [505.3.0](#) may be sent by Registered Mail without prepayment of postage and fees.

**1.3.7 Indemnity**

Except for matter registered with merchandise return service, no indemnity is paid for any matter registered without prepayment of postage and fees. If a government agency wants indemnity coverage, both the applicable postage and registry fee must be paid in full with stamps or meter stamps.

**1.4 Mailing****1.4.1 USPS**

USPS employees are not permitted to help customers prepare or seal mail to be registered.

**1.4.2 Addressing**

The mail must bear the complete names and addresses of both sender and addressee.

**1.4.3 Opened Envelope**

Any envelope or package that appears to have been opened and resealed, or otherwise improperly prepared, may not be registered.

**1.4.4 Label 200**

Registered Mail must bear a barcoded red Label 200 (see [Exhibit 1.4.4](#)). The label must be placed above the delivery address and to the right of the return address, or to the left of the delivery address on parcels. A large-volume mailer can obtain Label 200 in rolls of 600.

**Exhibit 1.4.4 Label 200****1.4.5 Privately Printed Label 200**

If authorized, a mailer may use a privately printed Label 200 for domestic mail only. Privately printed labels must be nearly identical in design and color to the USPS form, with a barcode and human-readable numbers that meet USPS specifications in Publication 109. Privately printed labels must include an Intelligent Mail package barcode prepared under [708.5.0](#), except that labels must retain the human-readable text, label design elements and color consistent with Label 200. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer's location for review by the mailpiece design analyst. Once approved, the mailer must print sample labels with barcodes to be certified under the technical requirements in Publication 109.

**1.4.6 Sealing**

The mailer must securely seal envelopes. Paper or cellulose strips or wax or paper seals must not be placed over the intersections of flaps of letter-size envelopes where the postmark impressions are made. Packages must be sealed with mucilage or glue or with plain paper or cloth tape. Packages containing currency or securities may not be sealed exclusively by paper strips, but must first be sealed securely with mucilage or glue. Large envelopes (flats) that are completely sealed and that also have paper strips or paper tape across the intersections of the flaps may be considered packages for sealing requirements. To be used on Registered Mail, tape must visibly damage the envelope or wrapper if removed and must absorb the ink in a postmark impression.

**1.4.7 Fragile Item**

The mailer must tell the USPS employee whether the item is fragile and, if so, describe the interior packing. All articles presented for registration must be packed as specified in [601.3.0](#). The USPS may refuse packages not properly packed to withstand normal handling in the mail. Indemnity may be denied if articles are not properly packaged.

**1.4.8 Window Envelope**

A window envelope must have a transparent panel covering the opening to be eligible for registry. If the panel is glued to the envelope, the envelope may contain only matter without intrinsic value. If the panel is part of the envelope, the envelope may be used for all Registered Mail.

503.1.4.9

**1.4.9 Firm Sheet**

If three or more registered articles are presented for mailing at one time, the mailer may use Form 3877 (firm sheet) or privately printed firm sheets. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to Registered Mail. The mailer submits the forms in duplicate and receives one copy as a mailing receipt after the entries are verified by the postal employee accepting the mailing. All entries made on firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line.

**1.4.10 Redirection of Mail**

Registered Mail may be redirected to sender using Package Intercept under [507.5.0](#).

**1.5 Delivery****1.5.1 Basic Standards**

Delivery of Registered Mail is subject to [508.1.0, Recipient Options](#). The postmaster may require the addressee to call for Registered Mail at the Post Office if delivery by carrier would not be safe.

**1.5.2 Bad Condition**

If the addressee accepts a registered article in bad condition (repaired with sealing stamps or reenclosed in a new envelope or wrapper), the addressee must open it without disturbing the seal, in the delivering employee's presence. If anything is missing, the envelope or wrapper must be given to the employee after it is endorsed to show what was missing.

**1.6 Inquiry on Uninsured Article****1.6.1 Who May File**

If postal insurance was purchased, the claim procedures in [609](#) apply. The procedures in this section apply only to Registered Mail with no declared value. Only the mailer may file an inquiry on Registered Mail with no declared value. Only the permit holder may file an inquiry on Registered Mail with no declared value sent using merchandise return service.

**1.6.2 When and How to File**

The mailer may not file any inquiry until 15 days after the mailing date of the article. An inquiry may be filed at any Post Office, classified station, or classified branch, except for an inquiry about matter registered with merchandise return service, which must be filed by the permit holder at the Post Office where the permit is held. An inquiry for Registered Mail with no declared value must be filed by completing a PS Form 1000, *Domestic or International Claim*, which may be obtained from any Post Office or online at [www.usps.com/forms/\\_pdf/ps1000.pdf](http://www.usps.com/forms/_pdf/ps1000.pdf).

**1.6.3 Duplicate Inquiry**

A duplicate inquiry may not be filed sooner than 30 days after the original inquiry.

## 2.0 Certified Mail

### 2.1 Certified Mail Fees

#### 2.1.1 Certified Fees

Certified Mail fee is in addition to postage and other fees, and is charged per piece. See [Notice 123—Price List](#).

#### 2.1.2 Fee and Postage

The Certified Mail fee must be paid in addition to the correct postage. The fee and postage may be paid with ordinary postage stamps, meter stamps, or permit imprints. The fee and postage on official mail of federal government agencies and departments are collected under the applicable reimbursement procedures.

### 2.2 Basic Information

#### 2.2.1 Description

Certified Mail service provides the sender with a mailing receipt and, upon request, electronic verification that an article was delivered or that a delivery attempt was made. Customers can retrieve the delivery status in three ways: (1) over the Internet at [www.usps.com](http://www.usps.com) by entering the article number shown on the mailing receipt; (2) by telephone at 1-800-222-1811; or (3) by bulk electronic file transfer for mailers who provide an electronic manifest to the USPS. Certified Mail is dispatched and handled in transit as ordinary mail. Delivery of Certified Mail is subject to [508.1.0](#) and [508.2.0](#). No insurance coverage is provided. USPS maintains a record of delivery (which includes the recipient's signature) for a specified period of time. Customers may obtain a delivery record by purchasing return receipt ([5.0](#)) service. Customers purchasing electronic return receipt service at the time of mailing may also receive bulk proof of delivery ([6.0](#)).

#### 2.2.2 Eligible Matter

Only mailable matter prepaid with postage at the First-Class Mail, First-Class Package Service, or Priority Mail (excluding Critical Mail) prices may be sent as Certified Mail.

#### 2.2.3 Additional Services

The following services may be combined with Certified Mail if the applicable standards for the services are met and additional service fees are paid:

- a. Return receipt (not available for Adult Signature).
- b. Restricted delivery (not available for Adult Signature).
- c. Adult Signature Required and Adult Signature Restricted Delivery (available only for Priority Mail, but not Critical Mail).

#### 2.2.4 Delivery Record

Mailers may request a delivery record after mailing under [5.0](#), *Return Receipt*.

## 2.3 Mailing

### 2.3.1 Where to Mail

A mailer may mail Certified Mail at a Post Office, branch, or station or give it to a rural carrier. Certified Mail may also be deposited in a Post Office maildrop, a street letterbox, a nonpersonnel unit, or any other receptacle for First-Class Mail, subject to 2.3.5.

### 2.3.2 Available Destinations

Certified Mail may be addressed for delivery only in the United States and its territories and possessions, through APOs and FPOs, or through the United Nations Post Office, New York.

### 2.3.3 Form 3800

Certified Mail must bear a barcoded green Form 3800 (see Exhibit 2.3.3). The label part of the form must be placed above the delivery address and to the right of the return address, or to the left of the delivery address on parcels.

#### Exhibit 2.3.3 Form 3800

### 2.3.4 Privately Printed Form 3800

If authorized, a mailer may use a privately printed Form 3800. The privately printed form must be nearly identical in design and color to the USPS form with a barcode and human readable numbers that meet the USPS specifications in Publication 109. Effective January 7, 2013, privately printed forms must include an Intelligent Mail package barcode prepared under 708.5.0, except that forms must retain the human-readable text, label design elements and color consistent with USPS Form 3800. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer's location for review by the mailpiece design analyst. Once approved, the mailer must print sample labels with barcodes to be certified under the technical requirements in Publication 109.

### 2.3.5 Procedure

A mailer of Certified Mail must:

- Enter on Form 3800 the name and complete address of the person or firm to whom the mail is addressed.

- b. If a return receipt is requested, check the block on the mailing receipt to show the fee. Near the Certified Mail endorsement on the address side, add the endorsement "Return Receipt Requested." Enter the Certified Mail number on the return receipt card, address it to himself or herself, and attach it to the back of a small envelope or on the front of a package or large envelope, if the card does not cover the address. Enter the name and delivery address on the reverse of the return receipt to show where the receipt is to be sent. When a return receipt is requested, a complete return address (sender's name and delivery address) is required on the mailpiece. The name and delivery address entered on the reverse of the return receipt do not have to match the sender's name and return address on the mailpiece.
- c. Affix to the envelope enough postage to pay for the Certified Mail fee and First-Class Mail price and, if requested, the return receipt fee.
- d. If a postmarked sender's receipt is requested, attach the Certified Mail sticker to the address side of the article and present the article and the completed receipt to the USPS employee, who then round-dates the receipt to show when the article was accepted. If asked to do so, the USPS employee also shows on the receipt the time the article was accepted. Otherwise, attach the "Certified Mail" sticker to the address side of the article, detach the receipt, and mail the article. Mark the receipt to show the date.
- e. If restricted delivery of Certified Mail to the addressee or someone named by the addressee in writing is requested, endorse the mail "Restricted Delivery." This service is available only for articles addressed to individuals by name.

### 2.3.6 Firm Sheet—Three or More Pieces

If three or more certified articles are presented for mailing at one time, the mailer may use Form 3877 (firm sheet) or privately printed firm sheets, in lieu of the receipt portion of Form 3800. Privately printed or computer-generated sheets that contain the same information as Form 3877 may be approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to Certified Mail. If the mailer wants the firm sheets receipted by the USPS, the mailer must present the books with the articles to be mailed at a Post Office. The sheets of the books become the mailer's receipts. All entries made in firm sheets must be made by ink or typewritten. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line.

## 3.0 Insured Mail

### 3.1 Insurance Coverage-Priority Mail Express

**[7-28-13]** Priority Mail Express is insured against loss, damage, or missing contents, subject to these standards:

- a. Insurance coverage for Priority Mail Express Open & Distribute shipments ends on receipt at the destination postal facility and the content of each Priority Mail Express container is considered one mailpiece for indemnity coverage.

- b. All Priority Mail Express signed for by the addressee or the addressee's agent constitutes a valid delivery, and no indemnity for loss is paid. For Priority Mail Express items not requiring a signature, a delivered scan event constitutes a valid delivery, and no indemnity for loss is paid.
- c. Merchandise insurance coverage is provided against loss, damage, or missing contents and limited to a maximum liability of \$100.00. (Additional insurance under 3.1.1 may be purchased up to a maximum coverage of \$5,000.00.) Nonnegotiable documents are insured against loss, damage, or missing contents, up to \$100.00 per piece, subject to the maximum limit per occurrence as defined in 609.
- d. Customers may file a claim online for insured Priority Mail Express at [www.usps.com/domestic-claims](http://www.usps.com/domestic-claims). Additional terms, coverage, and procedures of indemnity claims are in 609.

### 3.1.1 Additional Insurance-Priority Mail Express

[7-28-13] Additional insurance, up to a maximum coverage of \$5,000.00, may be purchased for merchandise valued at more than \$100.00 sent by Priority Mail Express. The insurance fee is entered in the block marked "Insurance" on the mailing label. If the label does not contain this specific block, the mailer uses the "COD" block by crossing out "COD," writing "INS" to the right, and entering the fee for the applicable coverage. Coverage is limited to the actual value of the contents, regardless of the fee paid, or the highest insurance value increment for which the fee is fully paid, whichever is lower. When "signature required" service is not requested or when "waiver of signature" is requested, additional insurance is not available.

### 3.1.2 Fees for Priority Mail Express Insurance

[7-28-13] The Priority Mail Express additional insurance fee is in addition to postage and other fees. Priority Mail Express merchandise maximum coverage: \$5,000.00. Document reconstruction maximum liability: \$100.00. See [Notice 123—Price List](#).

## 3.2 Insurance Coverage — Priority Mail

[7-28-13] Priority Mail pieces bearing an Intelligent Mail package barcode (IMpb) or USPS retail tracking barcode (see 10.3.1) are insured against loss, damage, or missing contents, up to a maximum of \$50.00 or \$100.00, subject to the following:

- a. Insurance coverage is provided against loss, damage, or missing contents and is limited to a maximum liability of \$100.00 when the Priority Mail pieces bear an Intelligent Mail package barcode (IMpb) and mailer pays Commercial Plus prices. Additional Priority Mail insurance may be purchased up to a maximum coverage of \$5,000.00. Nonnegotiable documents are insured against loss, damage, or missing contents, up to \$100.00 per piece, subject to the maximum limit per occurrence as defined in 609.
- b. Insurance coverage is provided against loss, damage, or missing contents and limited to a maximum liability of \$50.00 when the Priority Mail pieces bear an IMpb or USPS retail tracking barcode and does not otherwise qualify for \$100.00 of insurance coverage as described in 3.2a. Additional Priority Mail insurance may be purchased up to a maximum coverage of \$5,000.00.



Nonnegotiable documents are insured against loss, damage, or missing contents, up to \$50.00 per piece, subject to the maximum limit per occurrence as defined in 609.

- c. The Priority Mail pieces are not sent using the following services: Merchandise Return Service, Priority Mail Open and Distribute, or Premium Forwarding Service.
- d. Customers may file a domestic claim online for insured Priority Mail at [www.usps.com/domestic-claims](http://www.usps.com/domestic-claims). Additional terms, coverage, and procedures for indemnity claims are in 609.

### 3.2.1 Additional Insurance-Priority Mail

Additional insurance, up to a maximum coverage of \$5,000.00, may be purchased for merchandise valued at more than either \$50.00 or \$100.00 as provided in 3.2a and 3.2b, sent by Priority Mail.

## 3.3 Insured Mail Fees

### 3.3.1 Insurance Fees

Insurance fee is in addition to postage and other fees for merchandise insurance liability, per piece. See [Notice 123—Price List](#).

### 3.3.2 Fee and Postage

The applicable insurance fee must be prepaid in addition to the postage, except on official mail sent under applicable provisions. The fee and postage may be paid with postage stamps, meter stamps, or permit imprints. The mailer guarantees to pay return and forwarding postage, unless the mailer writes instructions on the wrapper or envelope not to forward or return the mail.

## 3.4 Basic Information

### 3.4.1 Description

[7-28-13] The following standards apply to insured mail service:

- a. Insured mail purchased at a retail Post Office location, including self-service or online through Click-N-Ship or a USPS-approved provider of PC Postage products and including customer-generated integrated barcodes (3.5.5, provides up to \$5,000.00 indemnity coverage for articles that are lost, damaged, or have missing contents, subject to the standards for the service and payment of the applicable fees. In order to be eligible for insurance indemnity, a mailpiece must have received at least one USPS processing scan or the customer must provide proof of insurance (see 609.3.1). Customers are encouraged to deposit such mailpieces with a USPS retail associate.
- b. A bulk insurance discount is available for insured articles entered by authorized mailers who meet the criteria in 3.6. This service is not available for insurance purchased online.
- c. Insured mail service provides the mailer with a mailing receipt. No record of insured mail is kept at the office of mailing. For mail insured for \$200.00 or less, the USPS maintains delivery information (not including a signature) for a specified period of time. For mail insured for more than \$200.00, the USPS

## 503.3.4.2

maintains a delivery record (which includes the recipient's signature) for a specified period of time. Customers may obtain a delivery record by purchasing additional services; see [5.0](#) for details.

- d. Postal insurance may be purchased at only one source for each mailpiece; combining postal insurance from multiple sources is not permitted.

**3.4.2 Eligible Matter**

**[1-27-13]** The following types of mail may be insured:

- a. First-Class Mail, First-Class Package Service and Priority Mail (including Critical Mail), if it contains matter that is eligible to be mailed at Standard Mail, Standard Post, or Package Services prices.
- b. Standard Mail and Parcel Select Lightweight parcels (bulk insurance only).
- c. Standard Post, Package Services, and Parcel Select pieces.
- d. Official government mail endorsed "Postage and Fees Paid."

**3.4.3 Ineligible Matter**

The following types of mail may not be insured:

- a. Parcels containing matter offered for sale, addressed to prospective purchasers who have not ordered or authorized their sending. If such matter is mailed, payment is not made for loss, damage, or have missing contents.
- b. Nonmailable matter.
- c. Articles so fragile that they cannot be carried safely in the mail regardless of packaging.
- d. Articles not adequately prepared to withstand normal handling in the mail. As a rule, any mailable package should be insurable.
- e. Mail not bearing the complete names and addresses of the sender and addressee.
- f. Standard Mail letters and flats.
- g. Matter mailed at First-Class Mail prices (including Priority Mail) that consists of items described in [123.3.0, Content Standards for Priority Mail](#); [133.3.0, Content Standards](#); [233.2.0, Content Standards for First-Class Mail Letters](#); [333.2.0, Content Standards for First-Class Mail Flats](#); and [433.2.0, Content Standards for First-Class Package Service Parcels](#), and required to be mailed at First-Class Mail prices.

**3.4.4 Additional Services**

**[7-28-13] [1-27-13]** Insuring an item for more than \$200 allows customers to purchase restricted delivery, a return receipt (PS Form 3811), or an electronic return receipt. Customers purchasing electronic return receipt service at the time of mailing may also receive bulk proof of delivery ([6.0](#)). The following additional services may be combined with insurance if the applicable standards for the services are met and additional service fees are paid:

- a. USPS Tracking.
- b. Parcel airlift service (PAL).

- c. Return receipt for merchandise (for items insured for \$200.00 or less).
- d. Signature Confirmation.
- e. Special handling.
- f. Adult Signature Required and Adult Signature Restricted Delivery are available for insured Priority Mail Express, Priority Mail (including Critical Mail), and Parcel Select Nonpresort.

### 3.4.5 Delivery Record

[7-28-13] Mailers may request a delivery record after mailing under [5.3.2](#).

## 3.5 Mailing

### 3.5.1 Where to Mail

Insured mail may be mailed as follows:

- a. A mailer must mail insured mail at a Post Office, branch, or station or give the mail to a rural carrier. Such mail may be placed in, but not on, a rural box. Such mail must not be placed in a Post Office maildrop or in or on a street letterbox. A mailer may leave the mail in a rural box with a note showing the requested amount of insurance, if stamps are affixed for postage and fees, or money for postage and fees is left in the box. The USPS is not liable for any article or money left in a rural box until the carrier receipts the article. A mailer at a nonpersonnel rural unit must meet the rural carrier at the unit for insurance service.
- b. A mailer who purchases insurance online may mail at a Post Office, branch, station, give the mail to the carrier assigned to that delivery address, or place the mail in a Post Office maildrop or a collection box. A mailer may leave the mail in a rural box, schedule a Pickup on Demand, or schedule a Package Pickup using [www.usps.com](http://www.usps.com). The USPS is not liable for any article or money left in a rural box until the carrier receipts the article.

### 3.5.2 USPS Inquiries

USPS employees are required to ask whether the mailpiece presented for insurance contains anything liquid, fragile, perishable, flammable, or potentially hazardous.

### 3.5.3 Markings and Forms

[7-28-13] The treatment of pieces is determined by the insurance amount:

- a. Retail pieces insured for \$200.00 or less: The mailer must affix a barcoded Form 3813 (see [Exhibit 3.5.3a](#)) to each piece above the delivery address and to the right of the return address. No signature is obtained.

#### Exhibit 3.5.3a Insured Mail Form 3813

<b>1307 0590 0000 0001 2633</b> <b>INSURED MAIL - DOMESTIC ONLY</b> <b>United States Postal Service®</b>		 <b>1307 0590 0000 0001 2633</b> <b>1307 0590 0000 0001 2633</b>		<b>U.S. Postal Service®</b> <b>INSURED MAIL RECEIPT</b>		<b>DOMESTIC ONLY</b> <b>\$200 and under</b>	
				<b>OFFICIAL USE</b>			
Postage		\$	<input type="checkbox"/> Fragile <input type="checkbox"/> Perishable <input type="checkbox"/> Liquid <input type="checkbox"/> Hazardous		Insurance Coverage:		Postmark Here
Insurance Fee							
Special Handling Fee							
Total Postage & Fees		\$					
Sent to: Street, Apt. No.; or PO Box No. City, State, ZIP+4®							
PS Form 3813, May 2007				See Reverse for Instructions			

- b. Retail pieces insured for more than \$200.00: The mailer must affix a barcoded Form 3813-P (see [Exhibit 3.5.3b](#)) to each piece above the delivery address and to the right of the return address.

#### Exhibit 3.5.3b Insured Mail Form 3813-P

<b>VA 269 650 195 US</b> <b>INSURED MAIL - DOMESTIC ONLY</b> <b>United States Postal Service®</b>		 <b>VA 269 650 195 US</b> <b>VA 269 650 195 US</b>		<b>U.S. Postal Service®</b> <b>INSURED MAIL RECEIPT</b>		<b>DOMESTIC ONLY</b> <b>Over \$200</b>	
				<b>OFFICIAL USE</b>			
Postage		\$	<input type="checkbox"/> Fragile <input type="checkbox"/> Perishable <input type="checkbox"/> Liquid <input type="checkbox"/> Hazardous		Insurance Coverage:		Postmark Here
Insurance Fee							
Restricted Delivery Fee (endorsement required)							
Special Handling Fee							
Return Receipt Fee (endorsement required)							
Total Postage & Fees		\$					
Sent to: Street, Apt. No.; or PO Box No. City, State, ZIP+4®							
PS Form 3813-P, May 2007				See Reverse for Instructions			

- c. Mail for which insurance is purchased online must include the text “Insured” in the indicia area of the online label; the markings in [3.5.3a](#) and [3.5.3b](#) are not required.
- d. All insured pieces, regardless of insurance amount, must be postmarked unless postage is paid by postage meter stamp, permit imprint, or PC Postage (when insurance is purchased online).

#### **3.5.4 Privately Printed Form 3813-P**

**[7-28-13]** If authorized, a mailer may use a privately printed Form 3813-P for domestic mail only. The privately printed form must be nearly identical in design and color to the USPS form with a barcode and human readable numbers that meet the USPS specifications in Publication 109. Effective January 7, 2013, privately printed forms must include an Intelligent Mail package barcode prepared under [708.5.0](#). Unless printing integrated forms under [3.5.5](#), forms must retain the label design elements and color consistent with USPS Form 3813-P. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer’s location for review by the mailpiece design analyst. Once approved, the mailer must print sample labels with barcodes to be certified under the technical requirements in Publication 109.

#### **3.5.5 Integrated Barcodes**

The following options are available for mailers who print their own labels:

- a. An integrated barcode may be used by Confirmation Services electronic option mailers who wish to combine insurance with USPS Tracking or Signature Confirmation into a single barcode on the shipping label to eliminate multiple labels and barcodes on packages. Additional information on the integrated barcode solution can be found in Publication 91, *Confirmation Services Technical Guide*.
- b. Mailers have another option for printing labels with insurance (see [Exhibit 3.5.5d](#)). The privately printed label must meet the specifications described in Publication 91. Applicable certification procedures must be followed, also as specified in Publication 91.
- c. Intelligent Mail package barcodes placed on insured packages with indemnity coverage of \$200.00 or less must bear a human-readable service banner with the text “USPS TRACKING #” printed in accordance with [Exhibit 708.5.1.4](#). Other approved extra services barcodes may bear the appropriate human-readable service banner text “USPS DELIVERY CONFIRMATION,” prepared under [708.5.0](#).
- d. Intelligent Mail package barcodes placed on insured packages with indemnity coverage greater than \$200.00 and with electronic Signature Confirmation service must bear a human-readable service banner with the text “USPS SIGNATURE TRACKING #” printed in accordance with [Exhibit 708.5.1.4](#). Other approved extra services barcodes may bear a human-readable service banner with the text “USPS INSURED,” or “USPS SIGNATURE CONFIRMATION,” prepared under [708.5.0](#).

503.3.5.5

**Exhibit 3.5.5d Mailer-Printed Label With Integrated Barcode**

<b>P</b>	<b>VOID</b>
<b>USPS PRIORITY MAIL ®</b>	
ABC COMPANY 10474 COMMERCE BLVD DUPLEX B ANYTOWN, NY 10011	
RONALD RECEIVER 1441 E BUCKEYE RD #117 ANYTOWN, AZ 85034	
<b>USPS TRACKING #</b>	
	
9205 8912 3456 7862 0603 06	

- e. Mailers must use an integrated barcode (see [Exhibit 3.5.5e](#)) when insurance is purchased online for Priority Mail and for parcels mailed at First-Class Mail, First-Class Package Service, Media Mail, Standard Post, or Parcel Select prices.
1. Mailers may purchase insurance online for indemnity coverage of \$200.00 or less with electronic option USPS Tracking service. Prepare barcodes under [3.5.5c](#).
  2. Mailers may purchase insurance online for indemnity coverage of more than \$200.00, up to \$5,000.00, with electronic option USPS Tracking service or Signature Confirmation service using integrated barcodes under [3.5.5d](#).

**Exhibit 3.5.5e Integrated Barcodes With Routing ZIP Code**

Sample integrated label with USPS  
Tracking (insured for \$200 or less)

<b>P</b>	<b>VOID</b>
<b>USPS PRIORITY MAIL ®</b>	
ABC COMPANY 10474 COMMERCE BLVD DUPLEX B ANYTOWN, NY 10011	
RONALD RECEIVER 1441 E BUCKEYE RD #117 ANYTOWN, AZ 85034	
<b>USPS TRACKING #</b>	
	
9205 8912 3456 7862 0603 06	

Sample integrated label with USPS  
Tracking (insured for more than \$200)

<b>P</b>	<b>VOID</b>
<b>USPS PRIORITY MAIL ®</b>	
ABC COMPANY 10474 COMMERCE BLVD DUPLEX B ANYTOWN, NY 10011	
RONALD RECEIVER 1441 E BUCKEYE RD #117 ANYTOWN, AZ 85034	
<b>USPS SIGNATURE TRACKING #</b>	
	
9206 1912 3456 7862 0603 06	

**3.5.6 Prohibited Markings**

Private insurance endorsements or markings may not appear on the address side of mail but may appear elsewhere, if they do not resemble official postal endorsements and are not confused with postal endorsements.

**3.5.7 Receipt**

Receipts are provided as follows:

- a. For each retail insured mail article, the mailer receives a USPS sales receipt and the appropriate postmarked (round-dated) insured mail form as follows:
  1. Form 3813 when the insurance coverage is \$200.00 or less.
  2. Form 3813-P when the insurance coverage is more than \$200.00.
- b. For each online mail article, the mailer has access to an electronic record of purchase and the option for a printed record of purchase as follows:
  1. A computer printout from the web-based application through which the label was printed and insurance was purchased. The printout must clearly identify the following information: the USPS Tracking or Signature Confirmation services number of the insured piece, total postage paid, insurance fee paid, declared value, declared mailing/shipping date, origin ZIP Code, and delivery ZIP Code.
  2. A printed online label record.

503.3.5.8

**3.5.8 USPS Records**

The USPS keeps no mailing records for insured pieces. The mailer must write the addressee's name and address on the receipt and keep it. The mailer must show the receipt when making a claim for loss or filing an inquiry.

**3.5.9 Firm Sheet—Three or More Pieces**

If three or more insured articles are presented for mailing at one time, the mailer may use Form 3877 (firm sheet) or privately printed firm mailing bills, in lieu of the receipt portion of Forms 3813 or 3813-P. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to insured mail. The mailer must present the books with the articles to be mailed at a Post Office. The sheets become the mailer's receipts. All entries made on firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line.

**3.6 Bulk Insurance for Standard Mail****3.6.1 Eligibility**

[7-28-13] To mail at the bulk insured service prices, mailers must obtain an authorization under 3.6.2 and must meet the following criteria:

- a. Enter mailings of insured articles under an approved manifest mailing system agreement.
- b. Mail a minimum of 10,000 insured articles annually. To meet the minimum volume requirement, mailers may total all insured articles mailed at multiple locations.
- c. Provide a printed Form 3877 or facsimile and a copy of Form 3877 on a disk or other electronic medium.
- d. Effective at a future date, provide a soft (electronic) copy of Form 3877 in a new, approved format.
- e. Mailings on which bulk insurance is requested must have postage and fees paid with permit imprint under a manifest mailing system (705.2.0).

**3.6.2 Authorization**

[7-28-13] Mailers must apply for authorization to mail at the bulk insured service prices through their local postmaster or designee by completing the customer portion of the bulk insured service verification form. The postmaster or designee will verify on this form that the mailer meets the requirements in 3.6.1. If the mailer does not meet the requirements, the application will be denied. If the mailer meets the requirements in 3.6.1, the postmaster or designee will certify on the bulk insured service verification form that the mailer qualifies and forward the form to the manager of Claims Processing at the St. Louis Accounting Service Center (ASC). After reviewing the information, the ASC will notify the postmaster of their concurrence of the application and provide a range of claim numbers to be used by the mailer for filing claims. The postmaster or designee will then provide the customer with the approval of the application and with information needed to file claims, including the assigned claim numbers. At a future date, electronic filing of



indemnity claims will become mandatory. Prior to mandatory electronic claims filing, customers will be provided with the format instructions for the new electronic (soft copy) of Form 3877 and instructions for electronic filing of indemnity claims.

### 3.7 Delivery

An item insured for \$200.00 or less receives a delivery scan. An item insured for more than \$200.00 receives a delivery scan and the recipient's signature. Delivery of insured mail is subject to [508.1.0, Recipient Options](#), and [508.2.0, Conditions of Delivery](#).

## 4.0 Certificate of Mailing

### 4.1 Certificate of Mailing Fees

**[1-27-13]** In addition to the correct postage, the applicable certificate of mailing fee must be paid for each article on Form 3817 or Form 3877 ([4.2.3](#)) and for duplicate copies ([4.3.3](#)). When postage evidencing indicia are used to pay the fee, they must bear the full numerical value of the amount paid in the imprint. See Notice 123—Price List.

### 4.2 Basic Information

#### 4.2.1 Description—Individual Pieces

Certificate of mailing service is available only at the time of mailing and provides evidence that mail has been presented to the USPS for mailing. Certificate of mailing service does not provide a record of delivery and the Postal Service does not retain postmarked copies of Form 3817, Form 3877 or USPS-approved facsimiles. Each individual form or firm sheet is postmarked (round-dated) at the time of mailing; the form(s) are then returned to the mailer and become the mailer's receipt.

#### 4.2.2 Eligible Matter—Single Piece

**[1-27-13]** Form 3817, or a USPS approved facsimile, is used for a certificate of mailing for an individual First-Class Mail, First-Class Package Service, Priority Mail (excluding Critical Mail), Parcel Return Service, Standard Post, or Package Services mailpiece.

#### 4.2.3 Three or More Pieces

When requesting a certificate of mailing for three or more pieces presented at one time, a mailer may use Form 3877 (firm sheet) or a USPS- approved facsimile, including computer-generated firm sheets, subject to payment of the applicable fee for each item listed. Except when omitting columns that are not applicable to certificate of mailing, facsimiles of Form 3877 must contain the same information as the USPS form and must be approved by the local postmaster or manager business mail entry. Any alterations made to firm sheet entries must be initialed by the mailer and the accepting employee. All unused portions of the addressee column must be obliterated by drawing a diagonal line through them.

#### 4.2.4 Mailer Preparation

A certificate of mailing must be completed by the mailer and all entries must be typed or printed in ink, computer-generated, or made by ballpoint pen and the form or firm sheets become the mailer's receipts. Individual certificate and firm sheets

must show the names and addresses of the sender and addressee and may show the amount of postage paid. The mailer may also place identifying invoice or order numbers on the certificate as a reference.

#### **4.2.5 Additional Services**

The following services may be combined with certificate of mailing on single pieces if the applicable standards for the services are met and the additional service fees are paid:

- a. Parcel airlift service (PAL).
- b. Special handling.

### **4.3 Presentation**

#### **4.3.1 Rural Carriers**

A mailer on a rural route or at a nonpersonnel rural unit may provide mail to the rural carrier with the fee for the certificate. The carrier obtains the certificate at the Post Office, attaches the stamps, obtains the postmark (round-date) on the certificate on the day of mailing, and delivers the certificate to the mailer on the next trip.

#### **4.3.2 Quantity Mailings—Three or More Pieces**

When the number of articles presented justifies such action, the mailer must comply with these standards:

- a. When the mailer requests multiple individual certificates, Form 3817, the forms must be affixed by the stub to the pieces, or the forms must be fastened together and numbered consecutively in the same order that the pieces are presented.
- b. When the mailer describes and lists three or more individual pieces on Form 3877, but does not present the pieces in the order shown on the sheets, the mailer must consecutively number each entry line on the sheet and lightly number each piece to show both the corresponding sheet and line number.

#### **4.3.3 Duplicate Copies—After Mailing**

To obtain a duplicate copy of the certificate after mailing, the mailer must present the original postmarked certificate and an additional certificate endorsed "Duplicate" or a copy showing the original dates of mailing. The additional certificate is postmarked (round-dated) to show the current date.

### **4.4 Other Bulk Quantities—Certificate of Bulk Mailing**

#### **4.4.1 Certificate of Bulk Mailing Fees**

**[1-27-13]** In addition to the correct postage, the applicable certificate of bulk mailing fee must be paid for mailings of identical-weight pieces reported on Form 3606 or for additional copies of the form. Mailers using Form 3606 may affix ordinary stamps or postage evidencing indicia on the form to pay the fee. When postage evidencing indicia are used, they must bear the full numerical value of the fee in the imprint. Mailers using Form 3606 with a permit imprint mailing also may pay certificate of mailing fees, at the time of mailing, using the same permit imprint. See Notice 123—Price List.

#### 4.4.2 Description

[1-27-13] Form 3606 is available only at the time of mailing and is used to specify only the number of identical-weight pieces mailed; it does not provide evidence that a piece was mailed to a particular address. This certificate is provided only for a mailing of First-Class Mail, First-Class Package Service, Priority Mail (excluding Critical Mail), Standard Post, Package Services, Standard Mail (except Customized MarketMail), and Parcel Select. Each Form 3606 is certified and postmarked (round-dated) at the time of mailing and then returned to the mailer as the mailer's receipt. Certificate of bulk mailing service does not provide a record of delivery and the Postal Service does not retain any copies of Form 3606. The Form 3606 cannot be used as an individual or an itemized list.

## 5.0 Return Receipt

### 5.1 Return Receipt Fees

#### 5.1.1 Fees

Return Receipt fee is in addition to postage and other fees, and is charged per piece. See [Notice 123—Price List](#).

#### 5.1.2 Fee and Postage

The applicable fee for return receipt service must be paid in addition to postage and other fees. For purposes of computing postage, the weight of the return receipt is *excluded* from the weight of the mailpiece to which it is attached.

#### 5.1.3 Refund

Return receipt fees are refunded only if the USPS fails to furnish a return receipt.

### 5.2 Basic Information

#### 5.2.1 Description

[7-28-13] [1-27-13] Return receipt service provides a mailer with evidence of delivery (to whom the mail was delivered and date of delivery), along with information about the recipient's actual delivery address. A mailer purchasing return receipt service at the time of mailing may choose to receive the return receipt by mail (Form 3811) or electronically (by email or by signature extract file format as provided in [6.0](#)). The electronic option is not available for items mailed to APO or FPO addresses or U.S. territories, possessions, or Freely Associated States listed in [608.2.0](#). A mailer purchasing return receipt service after mailing will receive the proof of delivery record by email (electronic signature data) or by mail (Form 3811-A).

#### 5.2.2 Eligible Matter

[7-28-13] [1-27-13] Return receipt service is available for:

- a. Priority Mail Express (receive by mail (Form 3811) option only). If a return receipt is requested, the mailer must show a complete return address on the mailpiece. The return address on the Priority Mail Express label meets this requirement.
- b. First-Class Mail, First-Class Package Service, and Priority Mail (excluding Critical Mail) when purchased at the time of mailing with Certified Mail, COD, insured mail (for more than \$200.00), or Registered Mail service.

## 503.5.2.3

- c. Standard Mail parcels or Parcel Select Lightweight parcels, when bulk insurance (for more than \$200.00) is purchased at the time of mailing.
- d. Standard Post or Package Services when purchased at the time of mailing with COD or insured mail (for more than \$200.00).

**5.2.3 Endorsement**

[1-27-13] Mail for which return receipt service is requested by mail (Form 3811) must be endorsed "Return Receipt Requested" above the delivery address and to the right of the return address. No endorsement is required on mail for which electronic return receipt service is requested or is provided in bulk in a signature extract file format.

**5.2.4 Additional Services**

[7-28-13] [1-27-13] If return receipt service has been purchased with one of the services listed in 5.2.2, one or more of the following extra services may be added at the time of mailing if the standards for the services are met and the additional service fees are paid:

- a. USPS Tracking (Priority Mail; First-Class Mail and First-Class Package Service parcels; Standard Post, Package Services, and Parcel Select parcels).
- b. Parcel airlift service (PAL) (Priority Mail, Standard Post, and Package Services).
- c. Restricted delivery.
- d. Signature Confirmation (Priority Mail; First-Class Mail and First-Class Package Service parcels; Standard Post, Package Services, and Parcel Select parcels).
- e. Special handling.
- f. Adult Signature (Priority Mail Express and Priority Mail only), under restrictions in 8.2.6.

**5.2.5 Privately Printed Form 3811**

If authorized, a mailer may use a privately printed Form 3811. The privately printed form must be nearly identical in design and color to postal-provided forms. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer's location for review and approval by the mailpiece design analyst.

**5.3 Obtaining Service****5.3.1 At Time of Mailing**

The mailer may request the service at the time of mailing by using Form 3811 and marking the mail "Return Receipt Requested." A firm mailer must complete the mailer's entries on the form, including the article identification number; attach the form; and place the correct one on the article. The name and address of the person or organization to which the return receipt is to be returned must be that of the mailer or the mailer's agent. The mailpiece must bear the return address of either the mailer or mailer's agent. An exception is made for certain restricted mailings of cigarettes and smokeless tobacco. When required by 601.12.5.2, 601.11.7.2, or 601.11.8, a mailer must address the sender's address block to the Pricing and Classification Service Center (PCSC) PACT, Mailing Office (see 608.4.1 for address).

**5.3.2 After Mailing**

[1-27-13] The mailer may request a delivery record after mailing for Priority Mail Express, Certified Mail, Registered Mail, COD mail, and mail insured for more than \$200.00. When a delivery record is available, the USPS provides the mailer information from that record, including to whom the mail was delivered and the date of delivery. Mailers may request a delivery record by completing Form 3811-A, paying the appropriate fee in 5.1.1, and submitting the request to the appropriate office as follows:

- a. For items mailed to an APO/FPO, DPO, U.S. territory or possession, or freely associated state (with the exception of Puerto Rico and the U.S. Virgin Islands), the form should be sent to the office of delivery.
- b. For all other items, send the form to any Post Office.

**5.3.3 Time Limit**

[1-27-13] A request for a return receipt after mailing must be submitted within 2 years from the date of mailing.

**5.4 Delivery**

Delivery of mail for which a return receipt is requested is subject to 508.1.0, *Recipient Options*, and 508.2.0, *Conditions of Delivery*.

**5.5 Requests for Delivery Information****5.5.1 Receipt Not Received**

[1-27-13] After a reasonable period, not longer than 2 years after the date of mailing, a mailer who did not receive return receipt service for which the mailer had paid may request information from the delivery record, using Form 3811-A.

**5.5.2 Form 3811-A**

The mailer must complete Form 3811-A at any Post Office. The applicable fee is waived if the mailer can produce a receipt showing that the applicable return receipt fee was paid.

**5.5.3 Fee Not Charged**

The fee for a return receipt after mailing is not charged for a duplicate receipt for Certified Mail if the original Form 3800 was date-stamped by a Post Office at the time of mailing.

**6.0 Bulk Proof of Delivery****6.1 Description**

[7-28-13] [1-27-13] Bulk proof of delivery allows mailers to receive proof of delivery signature data electronically. The proof of delivery records are sent in a signature extract file format. Bulk proof of delivery records are available as follows:

- a. For items delivered only in the United States, including Alaska, Hawaii, the U.S. Virgin Islands, and Puerto Rico.

- b. To participants having the ability to upload electronic files to the USPS, or who use an applicable pre-printed extra service label which provides for obtaining the recipient's signature at the time of delivery.
- c. To participants who have paid the applicable extra service fee by credit card or by affixing postage to the mailpiece.
- d. To participants who have a Mailer ID number, which is obtained through the Business Customer Gateway at <https://gateway.usps.com/bcg/login.htm>.
- e. A participant may choose to have a third-party designee (consolidator, software vendor, etc.) receive its records as provided in Form 5053.
- f. Bulk proof of delivery is available only to mailers using Priority Mail Express Manifesting service and is obtained in a signature extract file format.

## 6.2 Eligibility

[7-28-13] Mailers who use extra service labels procured from a Postal Service retail location cannot participate in bulk proof of delivery. Bulk proof of delivery is available to mailers who participate in the following mailing programs:

- a. Adult Signature Required.
- b. Adult Signature Restricted Delivery.
- c. Priority Mail Express Manifesting (PMEM).
- d. Signature Confirmation service, electronic option.
- e. Signature Confirmation service, retail option (when the mailer prints their own mailing labels or uses privately printed forms generated on their behalf by a third-party designee).

Bulk proof of delivery is also available to mailers who use privately printed forms and purchase electronic return receipt service at the time of mailing in conjunction with Certified Mail service, Collect on Delivery (COD) service, Insured mail service for more than \$200, or Registered Mail service.

## 6.3 Certification

To receive bulk proof of delivery, a mailer (or mailer's designee) must receive the appropriate certification to mail using Confirmation Services, privately print labels or manifest Priority Mail Express, and send and/or receive files as provided in Publication 91 and Publication 199 at <https://ribbs.usps.gov/index.cfm?page=intellmailpackage>. To receive certification the following requirements must be met:

- a. Mailer must have a Mailer ID number which is obtained through the Business Customer Gateway at <https://gateway.usps.com/bcg/login.htm>.
- b. Participant must submit a completed Form 5053 and designate whether the mailer or mailer's designee will receive the records.
- c. Participant must submit a completed Form 5054 if credit card payment for records is being requested.

**6.4 Prices and Fees**

Mailers wishing to receive bulk proof of delivery records must pay the fees for the applicable extra service (6.2) by including the postage affixed to the mailpiece, or by credit card after completing Form 5054.

**7.0 Restricted Delivery****7.1 Restricted Delivery Fee****7.1.1 Fee**

Fee is in addition to postage and other fees, per piece See [Notice 123—Price List](#).

**7.1.2 Fee and Postage**

The applicable fee for restricted delivery service must be paid in addition to postage and other fees. The fee and postage may be paid with postage stamps, meter stamps, or permit imprint.

**7.1.3 Refund**

Restricted delivery fees are refunded only when the USPS fails to give restricted delivery service.

**7.2 Basic Information****7.2.1 Description**

Restricted delivery service permits a mailer to direct delivery only to the addressee or addressee's authorized agent. The addressee must be an individual (or natural person) specified by name.

**7.2.2 Eligible Matter**

[1-27-13] Restricted Delivery service is available for:

- a. First-Class Mail, First-Class Package Service, and Priority Mail (excluding Critical Mail) when purchased at the time of mailing with Certified Mail, COD, insured mail (for more than \$200.00), or Registered Mail service.
- b. Standard Mail parcels or Parcel Select Lightweight parcels when bulk insurance (for more than \$200.00) is purchased at the time of mailing.
- c. Standard Post, Package Services, or Parcel Select pieces when purchased at the time of mailing with COD or insured mail (for more than \$200.00).

**7.2.3 Endorsement**

Mail for which restricted delivery service is requested must be endorsed "Restricted Delivery." The endorsement must be placed above the address and to the right of the return address.

**7.2.4 Return Receipt**

The mailer may obtain a return receipt by paying the applicable fees.

**7.2.5 Additional Services**

In addition to the prerequisites listed in 7.2.2, the following services may be combined with restricted delivery if the applicable standards for the services are met and the additional service fees are paid:

503.7.3

- a. USPS Tracking.
- b. Parcel airlift service (PAL).
- c. Signature Confirmation.
- d. Special handling.

### **7.3 Obtaining Service**

#### **7.3.1 At Time of Mailing**

The mailer may request restricted delivery at the time of mailing by advising the USPS clerk or by marking the mail "Restricted Delivery." A firm mailer must enter the proper fee in the correct column of the firm sheet and place the required endorsement on the mail. If a return receipt is requested, the correct block on Form 3811 must be checked to show that restricted delivery is also required.

#### **7.3.2 After Mailing**

The mailer may request restricted delivery after mailing by notifying the mailing Post Office in writing. The mailer must identify the article, including item number and addressee, and pay the service fee and communication costs required to effect restricted delivery. USPS failure to provide the service because delivery was made before the delivery office received the request is not grounds for a refund of the fee or communication costs.

### **7.4 Delivery**

#### **7.4.1 Conditions**

Mail marked "Restricted Delivery" is delivered only to the addressee or to the person authorized in writing as the addressee's agent to receive the mail, subject to [508.1.0, Recipient Options](#), and [508.2.0, Conditions of Delivery](#), and these exceptions:

- a. Mail for famous personalities and executives of large organizations is normally delivered to an agent authorized to sign for such mail.
- b. Mail for officials of executive, legislative, and judicial branches of the government of the United States or of the states and possessions and their political subdivisions, or to members of the diplomatic corps, may be delivered to a person authorized by the addressee or by regulations or procedures of the agency or organization to receive the addressee's mail.
- c. Mail for the commander, staff sections, or other officials of military organizations by name and title, is delivered to the unit mail clerk, mail orderly, postal clerk, assistant postal clerk, or postal finance clerk, when such individuals are designated on DD (Department of Defense) Form 285 to receipt for all mail addressed to the units for which they are designated. If the person accepting mail is designated on DD Form 285 to receipt for ordinary mail only, then restricted delivery mail addressed to the commander, or other official by name and title, is delivered to the mail clerk only if the addressee authorizes under [7.4.3](#).
- d. Mail for an inmate of a city, state, or federal penal institution, in cases where a personal signature cannot be obtained, is delivered to the warden or designee.



- e. Mail for minors or persons under guardianship may be delivered to their parents or guardians.

#### **7.4.2 Identification**

The USPS may require proof of identification from the addressee (or agent).

#### **7.4.3 Agent Authorization**

An addressee who regularly receives restricted delivery mail may authorize an agent on Form 3801 or by letter to the postmaster. The addressee must make the notation “this authorization is extended to include restricted delivery mail” on Form 3801 (in the area for signatures of authorized agents) or in the letter to the postmaster. Form 3849 may be left for the authorization if the Post Office has no standing delivery order or letter on file. The addressee may enter the name of the agent on the back of Form 3849 in the space provided and sign the form. The agent must sign for receipt of the article on the back of the form.

#### **7.4.4 Joint Addressees**

When mail is addressed to two or more persons jointly (as shown by the word “and” or symbol “&” connecting their names), all addressees or their agents are notified to be present to accept delivery together. The delivery receipt obtained and the return receipt, if any, must be signed by all joint addressees or their agents. The mail may then be delivered to any of the addressees or their agents unless one or more addressees or their agents object, in which case delivery is not made until all the addressees or their agents sign a statement designating who is to receive the mail.

#### **7.4.5 Addressed “In Care Of”**

Either person may sign for mail addressed to one person in care of another.

## **8.0 Adult Signature**

### **8.1 Prices**

#### **8.1.1 Adult Signature Fees and Postage**

The fees for Adult Signature Required and Adult Signature Restricted Delivery are in addition to postage and other fees, and are charged per piece. See [Notice 123—Price List](#).

#### **8.1.2 Postage**

The Adult Signature Required or Adult Signature Restricted Delivery fee must be paid in addition to the correct postage. The fee and postage may be paid with:

- a. Click-N-Ship.
- b. PC Postage.
- c. Permit imprint, if the customer electronically submits postage statements and mailing documentation.
- d. IBI postage meter.

#### **8.1.3 Refund**

Adult Signature Required and Adult Signature Restricted Delivery fees are refunded only if the USPS fails to provide the service.

## 8.2 Basic Information

### 8.2.1 Description

[1-27-13] Adult Signature provides electronic confirmation of the delivery or attempted delivery of the mailpiece and, upon request, the recipient's signature. The recipient must furnish proof of age via a driver's license, passport, or other government-issued photo identification that lists age or date of birth prior to delivery. The USPS maintains a record of delivery (which includes the recipient's signature) for 2 years. The service has two options:

- a. **Adult Signature Required**—Adult Signature Required provides delivery to a person who is confirmed to be 21 years of age or older. Upon delivery, an adult who is 21 years of age or older must provide a driver's license, passport, or other government-issued photo identification that lists age or date of birth and provide a signature for receipt of the mailpiece.
- b. **Adult Signature Restricted Delivery**—Adult Signature Restricted Delivery provides the same service as Adult Signature Required with the additional restriction of limiting delivery to a specific addressee or authorized agent who is 21 years of age or older. If the specific addressee is not 21 years of age or older, the mailpiece will be returned to sender.

### 8.2.2 Obtaining Service

Customers may obtain Adult Signature Required and Adult Signature Restricted Delivery by paying postage (see 8.1.2) and producing qualified shipping labels with Intelligent Mail package barcodes.

### 8.2.3 Eligible Matter

Adult Signature Required and Adult Signature Restricted Delivery are available for:

- a. Priority Mail Express.
- b. Priority Mail (including Critical Mail).
- c. Parcel Select Nonpresort.

### 8.2.4 Ineligible Matter

[1-27-13] Adult Signature Required and Adult Signature Restricted Delivery are not available for:

- a. First-Class Mail.
- b. Standard Mail and Parcel Select Lightweight.
- c. Standard Post.
- d. Package Services.
- e. Periodicals.
- f. Parcel Select destination entry, NDC Presort, and ONDC presort pieces.
- g. Mail addressed to restricted APO, FPO, and DPO destinations.
- h. Mail addressed to the Department of State in accordance with 703.3.0.
- i. Mail addressed to ZIP Codes in the following U.S. territories or Freely Associated States:

ZIP CODE	TWO-LETTER STATE ABBREVIATION	CITY	TERRITORY, POSSESSION OR FREELY ASSOCIATED STATE
96939	PW	PALAU	PALAU
96940	PW	PALAU	PALAU
96941	FM	POHNPEI	FEDERATED STATES OF MICRONESIA
96942	FM	CHUUK	FEDERATED STATES OF MICRONESIA
96943	FM	YAP	FEDERATED STATES OF MICRONESIA
96944	FM	KOSRAE	FEDERATED STATES OF MICRONESIA
96960	MH	MAJURO	MARSHALL ISLANDS
96970	MH	EBEYE	MARSHALL ISLANDS

### 8.2.5 Confirmation of Delivery

[1-27-13] Confirmation of delivery information for Adult Signature is available as follows:

- Information by article number can be retrieved at [www.usps.com](http://www.usps.com) or by calling 800-222-1811. A proof of delivery letter may be provided electronically (see [8.2.5b](#)) or by email.
- Bulk proof of delivery ([6.0](#)) is available to mailers using Adult Signature when the mailer uses privately printed labels. Customers receiving bulk proof of delivery obtain signature data in a signature extract file format.
- Return receipt service (hard copy PS Form 3811 option only), under [5.0](#), may be purchased with Priority Mail Express or Priority Mail pieces requesting Adult Signature.

### 8.2.6 Additional Services

[1-27-13] Adult Signature may also be combined with:

- Certified Mail (available with Priority Mail, but not Critical Mail).
- Insured Mail.
- Hold For Pickup
  - Priority Mail Express (commercial mail only, see [413.4.2.4](#) and [503.3.5.4](#)).
  - Priority Mail (excluding Critical Mail).
  - Parcel Select Nonpresort.
- Return receipt (hard copy PS Form 3811 only) for Priority Mail Express and Priority Mail pieces.

## 8.3 Basic Delivery Standards

Items with Adult Signature require a recipient who is 21 years of age or older to sign at the time of delivery.

**8.3.1 Additional Delivery Conditions**

Mail endorsed “Adult Signature Required” is delivered to anyone who is confirmed to be 21 years of age or older and provides a signature at the time of delivery. Mail endorsed “Adult Signature Restricted Delivery” is delivered only to the addressee or authorized agent who is confirmed to be 21 years of age or older. If the specific addressee is not 21 years of age or older, the mailpiece will be returned to sender. Conditions in 7.4 also apply to Adult Signature Restricted Delivery items.

**8.3.2 Identification**

The USPS requires a driver's license, passport, or other government-issued photo identification that lists age or date of birth to provide proof of age for Adult Signature Required or proof of age and identity for Adult Signature Restricted Delivery.

**8.3.3 Agent Authorization**

An addressee who regularly receives any mail that includes a restricted delivery may authorize an agent to accept mail on their behalf by using Form 3801 or by letter to the postmaster. The authorized agent must be 21 years of age or older. The addressee must make the notation “this authorization is extended to include Adult Signature Restricted Delivery mail” on Form 3801 (in the area for signatures of authorized agents) or in the letter to the postmaster. If the Post Office has no standing delivery order or letter on file, a Form 3849, completed by the addressee, may be left for this authorization. The addressee enters the name of the agent on the back of Form 3849 in the space provided and signs the form. For receipt of the article, the agent must sign on the back of the form.

**8.4 Privately Printed Labels**

Technical specifications for privately printed Adult Signature labels is located in the Intelligent Mail Package Barcode Specification and the addendum to Publication 91, *Addendum for Intelligent Mail Package Barcode (IMpb) and 3-digit Service Type Code*, available on the RIBBS website at [ribbs.usps.gov](http://ribbs.usps.gov).

**8.5 Where to Mail**

Except for shipments of cigarettes and smokeless tobacco by certain individuals under 601.11.0, which requires mailers to present items at a retail counter, mailers may deposit mailpieces (not bearing a permit imprint) with Adult Signature at a Post Office lobby drop, collection box, or with a USPS carrier. Mail bearing a permit imprint must be deposited and accepted at the Post Office that issued the permit, at a time and place designated by the postmaster, except as otherwise provided for plant-verified drop shipments.

**8.6 Firm Sheets - Three or More Pieces**

If three or more mailpieces are presented for mailing at one time, the mailer may use Form 3877. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be used if approved by the local postmaster. The mailer may omit columns on Form 3877 that are not applicable to Adult Signature. Required elements are the package identification code (PIC), address, 5-digit destination ZIP Code, and applicable fees. To obtain firm sheets receipted by the USPS, the mailer must present the firm sheets with the mailpieces at the time of mailing. Alterations must be initialed by the mailer and accepting postal employee. All unused portions of the addressee column must be obliterated with a diagonal line.

## 9.0 Return Receipt for Merchandise

### 9.1 Return Receipt for Merchandise Fees

#### 9.1.1 Fees

Fee is in addition to postage and other fees, per piece. See [Notice 123—Price List](#).

#### 9.1.2 Fee and Postage

The applicable fee for return receipt for merchandise service must be paid in addition to the correct postage and the fees for any other service selected. The fees and postage may be paid with stamps, meter stamps, or permit imprint. The fees and postage on official mail of federal government agencies and departments are collected under applicable reimbursement procedures.

### 9.2 Basic Information

#### 9.2.1 Description

Return receipt for merchandise service is a form of return receipt service that provides the sender with a mailing receipt (PS 3804) and a return receipt (PS 3811). After delivery, the return receipt is mailed back to the sender. A delivery record is maintained by the USPS, but no record is kept at the office of mailing. A return receipt for merchandise also supplies the recipient's actual delivery address if it is different from the address used by the sender. Mail using this service is dispatched and handled in transit as ordinary mail. This service does not include insurance coverage. A return receipt for merchandise may not be requested after mailing, and restricted delivery service is not available.

#### 9.2.2 Eligible Matter

**[1-27-13]** Return receipt for merchandise is available for merchandise sent as Priority Mail (excluding Critical Mail), Standard Mail machinable and irregular parcels, Standard Post, Package Services, and Parcel Select pieces.

#### 9.2.3 Return Receipt for Merchandise for Standard Mail

If return receipt for merchandise is requested for all of the pieces in the mailing and the mailing consists of pieces of identical weight, then postage may be paid with metered postage or permit imprint under the applicable standards in [244.2.0](#) for letters, [344.2.0](#) for flats, and [444.2.0](#) for parcels. If return receipt for merchandise is not requested for all of the pieces in the mailing, or if the pieces are not identical weight, then either the exact metered postage must be affixed to each piece or postage must be paid with permit imprint under a manifest mailing system ([705.2.0](#)). Use of precanceled stamps is not permitted with return receipt for merchandise.

#### 9.2.4 Additional Services

The following services may be combined with return receipt for merchandise if the applicable standards for the services are met and the additional service fees are paid:

- a. USPS Tracking.
- b. Insurance (for up to \$200.00).
- c. Parcel airlift service (PAL).
- d. Special handling.

## 9.3 Mailing

### 9.3.1 Where to Mail

A mailer must mail articles at a Post Office, branch, or station or give them to a rural carrier. Articles must not be placed in Post Office maildrops or in or on street collection boxes. They may be placed in, but not on, rural mailboxes.

### 9.3.2 How to Mail

A mailer can obtain Form 3804 and Form 3811 (return receipt) at the Post Office or from any rural carrier. Observe these procedures:

- a. Enter on the receipt part of the return receipt for merchandise, the name and complete address of the person or firm to whom the mail is addressed.
- b. Affix the numbered part of the gummed label from Form 3804 to the mailpiece.
- c. Place the correct endorsement on the address side. Enter the return receipt for merchandise number on Form 3811. Address the form to yourself and attach it to the front of the mailpiece. If the Form 3811 would cover the address, attach it to the back of the mailpiece. The name of the person to whom the return receipt is to be returned must be the same as that of the sender. If the return receipt is to show the address where the article was delivered, check the block at the top of Form 3811.
- d. Attach to the article, enough postage to pay for the postage price desired, the return receipt for merchandise fee, and the special handling fee.
- e. Attach the return receipt for merchandise label to the address side of the article and give the completed receipt to a USPS employee. If asked to do so, the USPS employee must show on the receipt the time the article is accepted for mailing. If given to a rural carrier, the carrier returns the postmarked receipt to the customer.
- f. By signing the waiver on Form 3804, customers are instructing the USPS to deliver the item without obtaining the addressee's or addressee's agent's signature. Completion of the waiver of signature authorizes the delivery employee to sign upon delivery. The item is delivered to the addressee's mail receptacle or other secure location. To request waiver of signature, detach both parts of the gummed sections of label 3804 and attach to the mailpiece.


### 9.3.3 Available Destinations

Return receipt for merchandise mail may be addressed for delivery only in the United States and its territories and possessions, through Army/Air Force (APO) and Navy (FPO) Post Offices, or through the United Nations Post Office, New York.

### 9.3.4 Form 3804

Return receipt for merchandise mail must bear a barcoded brown Form 3804 (see [Exhibit 9.3.4](#)). The label part of the form and the endorsement "Return Receipt Requested" must be placed above the delivery address and to the right of the return address, or to the left of the delivery address on parcels.

**Exhibit 9.3.4 Form 3804**

8099 3400 0000 5773 9080		RETURN RECEIPT FOR MERCHANDISE		8099 3400 0000 5773 9080		U.S. Postal Service <b>RETURN RECEIPT FOR MERCHANDISE</b> (Domestic Mail Only; No Insurance Coverage Provided)	
						<b>OFFICIAL USE</b>	
		<input type="checkbox"/> <b>WAIVER OF SIGNATURE</b> I wish delivery to be made without obtaining signature of the addressee or insured party. I understand that the signature of the addressee or insured party or employee will constitute valid proof of delivery.		CUSTOMER SIGNATURE _____		Postage \$ _____ Return Receipt for Merchandise Fee (Endorsement Required) _____ Special Handling Fee _____ Total Postage & Fees \$ _____ Waiver of Signature <input type="checkbox"/> YES <input type="checkbox"/> NO	
						Postmark Here	
						Sent To _____ Street, Apt. No., or _____ PO Box No. _____ City, State, ZIP+4 _____	
						PS Form 3804, June 2002 See Reverse for Instructions	

**9.3.5 Privately Printed Form 3804**

If authorized, a mailer may use a privately printed Form 3804. The privately printed form must be nearly identical in design and color to the USPS form with a barcode and human readable numbers that meet the USPS specifications in Publication 109. Effective January 7, 2013, privately printed forms must include an Intelligent Mail package barcode prepared under 9.3.6 and 708.5.0, and must retain the label design elements and color consistent with USPS Form 3804. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer's location for review by the mailpiece design analyst. Once approved, the mailer must print sample labels with barcodes to be certified under the technical requirements in Publication 109.

**9.3.6 Barcodes**

Barcodes printed by mailers must meet the following standards:

- Intelligent Mail package barcodes and other approved extra services barcodes applied by mailers must be prepared in accordance with 708.5.0.
- Intelligent Mail package barcodes must include the human-readable service banner with the text "USPS SIGNATURE TRACKING #" printed in accordance with Exhibit 708.5.1.4.
- Other approved extra services barcodes may bear a human-readable service banner with the text "RETURN RECEIPT FOR MERCHANDISE" prepared in accordance with 708.5.0.

**9.3.7 Firm Sheet—Three or More Pieces**

If three or more return receipt for merchandise articles are presented for mailing at one time, the mailer may use Form 3877 (firm sheet), provided by the USPS at no charge, or privately printed firm sheets, in lieu of the receipt portion of Form 3804. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to return receipt for merchandise mail. The mailer must present the books with the articles to be mailed

503.9.3.8

at a Post Office. The sheets of the books become the mailer's receipts. All entries made in firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line.

**9.3.8 Receipt Not Received**

A mailer who does not receive return receipt for merchandise service for which the mailer has paid may request information from the delivery record, at no additional charge, by using Form 3811-A. Any request must be filed within 2 years after the date of mailing. Mailers cannot request a delivery record unless the item originally was sent with return receipt for merchandise.

**9.4 Delivery**

Delivery of return receipt for merchandise mail is subject to [508.1.0, Recipient Options](#), and [508.2.0, Conditions of Delivery](#).

**10.0 USPS Tracking****10.1 USPS Tracking Fee****10.1.1 Fee**

USPS Tracking fee is in addition to postage and other fees, and is charged per piece. See [Notice 123—Price List](#).

**10.1.2 Fees and Postage**

**[1-27-13]** The applicable USPS Tracking fee must be paid in addition to the correct postage. The retail and electronic option fee, and postage may be paid with postage stamps, meter stamps, PC Postage, or permit imprint. Precanceled stamps are not permitted as postage payment. The electronic price is applicable when customers privately print an electronic USPS Tracking label or Label 400 and establish an electronic link with the USPS to exchange acceptance and delivery data.

**10.2 Basic Information****10.2.1 Description**

USPS Tracking service provides the mailer with information about the date and time an article was delivered and, if delivery was attempted but not successful, the date and time of the delivery attempt. USPS Tracking service is available only at the time of mailing. No record is kept at the office of mailing. USPS Tracking service does not include insurance, but insurance may be purchased as an additional service (see [10.2.6](#)). Some statutes and regulations governing the mailing of documents with legal significance may require the use of Certified Mail or Registered Mail rather than USPS Tracking. For mailings to APO/FPO/DPO destination addresses, USPS Tracking service may not always provide the mailer with online information regarding the date and time of an event scan.



**10.2.2 Eligible Matter**

[1-27-13] USPS Tracking service is available for First-Class Mail parcels and First-Class Package Service parcels (electronic option only); all Priority Mail pieces (at no additional charge); Standard Mail parcels (electronic option only); Package Services parcels, Standard Post parcels (at no additional charge) and Parcel Select parcels. For the purposes of using USPS Tracking with a Package Services or Parcel Select parcel, the parcel must meet these additional requirements:

- a. The surface area of the address side of the parcel must be large enough to contain completely and legibly the delivery address, return address, postage, and any applicable markings, endorsements, and extra service labels.
- b. Except as provided in 10.2.2c, the parcel must be greater than 3/4 inch thick at its thickest point.
- c. If the mailpiece is a parcel under 401.1.0 and no greater than 3/4 inch thick, the contents must be prepared in a strong and rigid fiberboard or similar container or in a container that becomes rigid after the contents are enclosed and the container is secured. The parcel must be able to maintain its shape, integrity, and rigidity throughout processing and handling without collapsing into a letter-size or flat-size piece.

**10.2.3 Electronic Option USPS Tracking for Standard Mail**

If electronic option USPS Tracking is requested for all pieces in the mailing and the pieces are of identical weight, then postage may be paid with metered postage or permit imprint under the applicable standards in 444.2.0 for parcels. If electronic option USPS Tracking is not requested for all of the pieces in the mailing, or if the pieces are not identical weight, then either the exact metered postage must be affixed to each piece or postage must be paid with permit imprint under a manifest mailing system (705.2.0). Use of precanceled stamps is not permitted with USPS Tracking.

**10.2.4 Ineligible Matter**

USPS Tracking is not available for the following:

- a. Priority Mail Express and Periodicals pieces.
- b. First-Class Mail letter-size and flat-size pieces.
- c. Standard Mail letters and flats and all Enhanced Carrier Route Standard Mail pieces.
- d. Package Services letter-size and flat-size pieces.
- e. Mail paid with precanceled stamps.
- f. Mail addressed to restricted APO/FPO and DPO destinations.

- g. Mail addressed to ZIP Codes in the following U.S. territories or Freely Associated States:

Two-Letter State			
ZIP Code	Abbreviation	City	Territory, Possession or Freely Associated State
96939	PW	PALAU	PALAU
96940	PW	PALAU	PALAU
96941	FM	POHNPEI	FEDERATED STATES OF MICRONESIA
96942	FM	CHUUK	FEDERATED STATES OF MICRONESIA
96943	FM	YAP	FEDERATED STATES OF MICRONESIA
96944	FM	KOSRAE	FEDERATED STATES OF MICRONESIA
96960	MH	MAJURO	MARSHALL ISLANDS
96970	MH	EBEYE	MARSHALL ISLANDS

### 10.2.5 Service Options

[3-4-13] [1-27-13] The two USPS Tracking service options are:

- Retail option: Available at the time of mailing and a mailing receipt is provided. Mailers may present mailpieces with an affixed retail option USPS Tracking label at a Post Office, branch, or station, or to their USPS carrier, as listed in 10.3.1. A mailer may also present mailpieces to a retail employee at a Post Office, station, or branch and the retail associate will affix the applicable USPS Tracking label to the item. Mailers can access delivery information over the Internet at [www.usps.com](http://www.usps.com) or by calling 1-800-222-1811 toll-free and providing the article number.
- Electronic option: Privately printed forms or labels or Label 400 options are available to mailers who establish an electronic link with the USPS to exchange acceptance and delivery data. Since no mailing receipt is provided with the electronic option, mailers wishing to obtain a mailing receipt may use Form 3877 (10.2.7).

### 10.2.6 Additional Services

USPS Tracking may be combined with:

- Collect on delivery (COD).
- Insured mail.
- Registered Mail.
- Restricted delivery, if purchased with insurance for more than \$200.00, COD, or Registered Mail service.
- Return receipt, if purchased with insurance for more than \$200.00, COD, or Registered Mail service.
- Return receipt for merchandise.
- Special handling.

### 10.2.7 Firm Sheets—Three or More Pieces

If three or more articles are presented for mailing at one time, the mailer may use Form 3877 provided by the USPS at no charge, or privately printed firm sheets. Privately printed or computer-generated firm sheets that contain the same

information as Form 3877 may be used if approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to USPS Tracking mail. Required elements are the package identification code (PIC), 5-digit destination ZIP Code, and applicable fees. If the mailer wants the firm sheets receipted by the USPS, the mailer must present the books with the articles to be mailed at a Post Office. The sheets of the books are the mailer's receipts. All entries made in firm sheets must be made by typewriter or ink. Alterations must be initialed by the mailer and accepting postal employee. All unused portions of the addressee column must be obliterated with a diagonal line. A receipt is required for refund requests.

## 10.3 Labels

### 10.3.1 Types of Labels

**[3-4-13] [1-27-13]** Mailers not printing their own labels must use one of the label options shown below (for additional information see Publication 199, Intelligent Mail Package Barcode (IMpb) Implementation Guide for: Confirmation Services and Electronic Verification System (eVS) Mailers):

- a. Form 152 may be used until customer supplies are depleted and will be replaced by Label 400 (10.3.1b). This form may be used only with the retail option (see Exhibit 10.3.1a, Form 152).

#### Exhibit 10.3.1a Form 152

- b. Label 400 is intended for use by electronic option mailers. The label may also be used with the retail option as follows:
  1. When affixed to applicable mailpieces by a USPS retail associate at Post Office locations without postage validation imprint (PVI) capability.
  2. When affixed to mailpieces with postage and applicable fees prepaid by metered indicia or ordinary stamps.

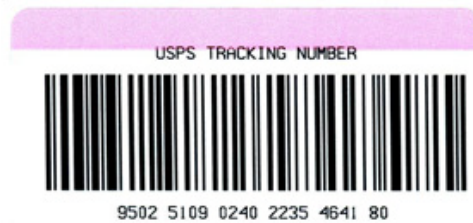
503.10.3.1

**Exhibit 10.3.1b Label 400**

- c. Unique, product specific USPS-provided tracking labels are intended for use by electronic option mailers. In addition to the product service type code, these labels are also populated with the customer's Mailer Identification (MID) number in the Intelligent Mail package barcode (IMpb).

**Exhibit 10.3.1c Electronic Option IMpb Label (example)**

- d. Privately printed barcoded labels must meet the requirements in 10.3 and 10.4 and must include an Intelligent Mail package barcode prepared under 10.4 and 708.5.0. On the Priority Mail label, mailers must use the registered trademark symbol following the Priority Mail text or add the following statement at the bottom of the label in at least 6-point Helvetica type: "Priority Mail is a registered trademark of the U.S. Postal Service."
- e. Integrated Retail Systems Labels may be affixed to mailpieces, as applicable, by a retail associate when presented by a mailer at a Post Office, station, or branch.

**Exhibit 10.3.1e Integrated Retail Systems PVI Label****10.3.2 Label Placement**

The barcoded label section of Label 400 or Form 152 must be placed either above the delivery address and to the right of the return address or to the left of the delivery address. A privately printed USPS Tracking label that is separate from the address label must be placed in close proximity to the address label. In all cases, the entire USPS Tracking label must be placed on the address side and not overlap any adjacent item.

**10.4 Barcodes****10.4.1 Barcode Use and Symbology**

[1-27-13] Labels printed by mailers with Intelligent Mail package barcodes must meet the following GS1-128 barcode symbology requirements:

- a. Mailers printing their own barcodes and using the retail service option (10.2.5a) must use an Intelligent Mail package barcode with GS1-128 barcode symbology. Each barcode must contain a unique Package Identification Code (PIC) as specified in 10.4.2. Barcodes also must meet the specifications in Publication 91.
- b. Mailers printing their own Intelligent Mail package barcodes and using the electronic service option (10.2.5b) must use the GS1-128 barcode symbology. Each barcode must contain a unique PIC as specified in 10.4.2. Barcodes also must meet the specifications in Publication 91. Refer to 505.3.0 for USPS Tracking with Merchandise Return Service.
- c. Mailers have the option of using an Intelligent Mail package barcode, in accordance with 708.5.1.

**10.4.2 Package Identification Code (PIC)**

Each GS1-128 barcode symbology must contain a unique PIC and be made up of five fields totaling 22 characters. Additional information and specifications can be found in Publication 91. The five required data fields are:

- a. Application Identifier (AI): two characters; identifies the article as a USPS Tracking piece.
- b. Service Type Code (STC): two characters; identifies the type of product or service used for each item.
- c. Customer ID: nine characters; Mailer ID that uniquely identifies the customer.
- d. Package Sequence Number (PSN): eight characters; fixed sequential number.
- e. Modulus 10 Check digit: one character.

## 503.10.4.3

**10.4.3 Printing**

Labels with a confirmation services GS1-128 barcode that are printed by mailers must include a USPS Tracking PIC as specified in [10.4.2](#). Labels bearing an Intelligent Mail package barcode must meet the specifications in [708.5.1](#). Labels used for USPS Tracking must meet these additional specifications:

- a. Intelligent Mail package barcodes must bear a human-readable service banner with the text "USPS TRACKING #" printed in accordance with Exhibit [708.5.1.4](#). Other approved extra services barcodes may bear a human-readable service banner with the text "USPS DELIVERY CONFIRMATION," prepared in accordance with [708.5.0](#).
- b. Human-readable characters that represent the barcode ID must be printed in accordance with [Exhibit 708.5.1.4](#).
- c. The barcode must meet the following specifications:
  1. Barcode symbology must be GS1-128, or an Intelligent Mail package barcode may be used.
  2. The range of widths of narrow bars and spaces (X-dimension) is a minimum of 0.013 inch and a maximum of 0.021 inch. The preferred range is a minimum of 0.015 inch and maximum of 0.017 inch.
  3. All bars must be at least 0.75 inch high.
  4. A clear space around the barcode must be maintained at a minimum of 0.125 inch above and below the barcode. A clear space measuring at least 10 times the X dimension shall be maintained immediately to the left and right of the barcode. No text, images, or other markings shall appear in this area. A minimum clear zone of 0.25 inch is recommended.
- d. Identification bars are used to segregate the USPS Tracking barcode from other areas of the shipping label. Only information relating to USPS Tracking and other extra services may be placed between these bars. The identification bars must be printed as follows:
  1. A minimum clear space of 0.031 inch above the human-readable text and below the human-readable representation of the barcode.
  2. Centered horizontally above and below the barcode area.
  3. At minimum 0.031 inch and at maximum 0.063 inch thick.
  4. The line length should extend across the width of the label but must extend at least the length of the barcode.
- e. Each barcode must meet the requirements in [10.4.1](#) for the type of service requested.
- f. Except for mailers shipping 10,000 or more packages a month and using software from vendors participating in the Confirmation Services/eVS Barcoded Label Precertification Program, mailers must obtain USPS certification for each printer used to print barcoded USPS Tracking labels. For certification, a mailer must forward for evaluation and approval 10 barcoded labels/forms generated by each printer to the National Customer Service Center (NCSC), Attention

Barcode Certification (see [608.8.0](#) for address). The USPS will issue the mailer a Form 3152 for each printer certified. All barcodes must be in accordance with [10.3](#) and [10.4](#). Further certification instructions are included in Publication 91.

- g. Barcodes that do not meet specifications will not be accepted by the USPS. The USPS will contact the mailer if problems with the barcodes are found and will try to resolve the problem. The USPS may suspend a mailer's certification if electronic file quality does not meet specifications.
- h. The indicator "e/" or the optional "ELECTRONIC PRICE APPROVED #[Mailer ID]" text is not used for USPS Tracking Electronic Verification System (eVS) mailpieces (see [705.2.9](#)). Additionally, mailers approved for the electronic service option, at their discretion, may print the text "ELECTRONIC PRICE APPROVED #[Mailer ID]" in minimum 8-point or 0.08 inch to 10-point or 0.10 inch bold sans serif type directly below the bottom horizontal identification bar (see [Exhibit 10.4.3](#)).

#### Exhibit 10.4.3 Electronic Service Option Identification



#### 10.4.4 Integrated Barcodes

**[1-27-13]** An integrated barcode may be used by mailers printing their own barcodes and using the electronic service option. Mailers may combine USPS Tracking and insurance services into a single barcode on the shipping label to eliminate multiple labels and barcodes on packages. Mailers who use the GS1-128 barcode symbology for confirmation services must still meet existing specifications in [10.4.1](#) and [10.4.2](#). Mailers using the Intelligent Mail package barcode should refer to [708.5.1](#). Minor modifications allow users to request multiple extra services on Priority Mail, Standard Post, and Package Services parcels. Two required changes are:

- a. Change the text above the barcode to identify the service requested. Exhibits are included in Publication 91.
- b. Change the service type code in the barcode to identify the class of mail and/or type of extra services combined with USPS Tracking. Additional information on the Service Type Code Matrix can be found in Publication 91.

### 10.5 Electronic File Transmission

Mailers must meet the following standards for electronic file transmission:

503.10.6

- a. Publication 91 contains specifications for electronic file transmission. A test file transmission must be uploaded and approved before mailings begin. Upon certification, the USPS will issue the mailer Form 3152.
- b. Mailers using the electronic option must transmit a file with a unique record for each article mailed. The USPS will contact the mailer if problems with the file are found and will try to resolve those problems. The USPS may suspend a mailer's certification if the electronic file quality does not meet specifications. In addition, USPS acceptance units will be notified to charge the customer the retail USPS Tracking fee.
- c. Mailers using the electronic option must include additional fields in the electronic file when planning to use the integrated barcode. For more information consult Publication 91.

#### **10.6 Acceptance**

Customers must meet the following requirements when presenting electronic option USPS Tracking mail for acceptance:

- a. Presorted or permit imprint mailings containing pieces for which fees are paid for USPS Tracking service must be presented to a Post Office business mail entry unit (BMEU), detached mail unit (DMU) at the mailer's plant, network distribution center or auxiliary service facility business mail entry unit, or other postal facility capable of properly verifying the mailing and at which the mailer has obtained the necessary permits or license and paid any applicable mailing fee.
- b. Mailers who use the electronic option or print their own labels must submit a copy of the original Form 3152 with their first mailing using Confirmation Services (see exception in 10.6c). The business mail or detached mail entry unit office will retain a copy of the form. However, mailers who wish to obtain an electronic entry scan must submit Form 3152 with each mailing to include the electronic file number associated with that mailing. The electronic file number on the form must be in either a barcode format (preferred) or written on the form. All barcode formats must comply with the standards in Publication 91. Mailers should keep the certification form on file while using Confirmation Services. If requested by the USPS, the form must be presented within 24 hours.
- c. Mailers of single-piece price mail with postage affixed using the electronic option price are not required to submit Form 3152 with their initial mailing. This includes mailings generated from the USPS online shipping label application at [www.usps.com](http://www.usps.com) or labels generated from a third-party vendor or system that supports the electronic option prices. All labels must meet USPS format and design requirements, including the "e" (electronic price) endorsement in the barcode text line.



## 11.0 Signature Confirmation

### 11.1 Signature Confirmation Fees

#### 11.1.1 Fee

Signature Confirmation fee is in addition to postage and other fees, and is charged per piece. See [Notice 123—Price List](#).

#### 11.1.2 Fees and Postage

The applicable Signature Confirmation fee in [11.1.1](#) must be paid in addition to the correct postage. The retail and electronic option fee, and postage may be paid with postage stamps, meter stamps, PC Postage, or permit imprint. Precanceled stamps are not permitted as postage payment. The electronic price is applicable when customers privately print an electronic Signature Confirmation label.

### 11.2 Basic Information

#### 11.2.1 Description

[\[1-27-13\]](#) Signature Confirmation service provides the mailer with information about the date and time an article was delivered and, if delivery was attempted but not successful, the date and time of the delivery attempt. A delivery record, including the recipient's signature, is maintained by the USPS and is available electronically or by email, upon request. No acceptance record is kept at the office of mailing. Signature Confirmation service is available only at the time of mailing. Signature Confirmation service does not include insurance, but insurance may be purchased as an additional service (see [11.2.6](#)). Some statutes and regulations governing the mailing of documents with legal significance may require the use of Certified Mail or Registered Mail rather than Signature Confirmation.

#### 11.2.2 Eligible Matter

[\[1-27-13\]](#) Signature Confirmation is available for First-Class Mail parcels and First-Class Package Service parcels (electronic option only); all Priority Mail pieces; Standard Post, Package Services, and Parcel Select parcels under [401.1.0](#). For the purposes of using Signature Confirmation with Standard Post, Package Services or Parcel Select parcels, the parcel must meet these additional requirements:

- a. The surface area of the address side of the parcel must be large enough to contain completely and legibly the delivery address, return address, postage, and any applicable markings, endorsements, and extra service labels.
- b. Except as provided in [11.2.2c](#) for machinable parcels, the parcel must be greater than 3/4 inch thick at its thickest point.
- c. If the mailpiece is a machinable parcel under [401.1.0](#) and no greater than 3/4 inch thick, the contents must be prepared in a strong and rigid fiberboard or similar container or in a container that becomes rigid after the contents are enclosed and the container is secured. The parcel must be able to maintain its shape, integrity, and rigidity throughout processing and handling without collapsing into a letter-size or flat-size piece.

#### 11.2.3 Ineligible Matter

Signature Confirmation is not available for the following:

- a. Priority Mail Express, Periodicals, Standard Mail, and Parcel Select Lightweight.

## 503.11.2.4

- b. First-Class Mail letter-size and flat-size pieces.
- c. Package Services letter-size and flat-size pieces.
- d. Mail paid with precanceled stamps.
- e. Mail addressed to APO/FPO and DPO destinations.
- f. Mail addressed to ZIP Codes in the following U.S. territories or Freely Associated States:

Two-Letter State			
ZIP Code	Abbreviation	City	Territory, Possession or Freely Associated State
96939	PW	PALAU	PALAU
96940	PW	PALAU	PALAU
96941	FM	POHNPEI	FEDERATED STATES OF MICRONESIA
96942	FM	CHUUK	FEDERATED STATES OF MICRONESIA
96943	FM	YAP	FEDERATED STATES OF MICRONESIA
96944	FM	KOSRAE	FEDERATED STATES OF MICRONESIA
96960	MH	MAJURO	MARSHALL ISLANDS
96970	MH	EBEYE	MARSHALL ISLANDS

**11.2.4 Service Options**

The two Signature Confirmation service options are:

- a. Retail option: Available at Post Offices at the time of mailing. A mailing receipt is provided. Mailers can access delivery information over the Internet at [www.usps.com](http://www.usps.com) or by calling 1-800-222-1811 toll-free and providing the article number.
- b. Electronic option: Available to mailers who establish an electronic link with the USPS to exchange acceptance and delivery data. No mailing receipt is provided.

**11.2.5 Proof of Delivery**

Proof of delivery information for Signature Confirmation is available as follows:

- a. Individual requests by article number can be retrieved at [www.usps.com](http://www.usps.com) or by calling 1-800-222-1811. A proof of delivery letter is provided via fax or mail.
- b. Bulk proof of delivery (6.0) is available to mailers using Signature Confirmation service, electronic option, or privately printed extra service labels, as applicable, when the mailer uses privately printed labels.

**11.2.6 Additional Services**

Signature Confirmation may be combined with:

- a. Collect on delivery (COD).
- b. Insured mail.
- c. Registered Mail.
- d. Restricted delivery, if purchased with insurance for more than \$200.00, COD, or Registered Mail service.

- e. Return Receipt (PS Form 3811), if purchased with insurance for more than \$200.00, COD, or Registered Mail service.
- f. Special handling.

### 11.2.7 Where to Mail

A mailer may mail articles with retail option Signature Confirmation at a Post Office, branch, or station, or give articles to a rural carrier.

### 11.2.8 Firm Sheets—Three or More Pieces

If three or more articles are presented for mailing at one time, the mailer may use Form 3877 provided by the USPS at no charge, or privately printed firm sheets. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be used if approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to Signature Confirmation mail. Required elements are the package identification code (PIC), 5-digit destination ZIP Code, and applicable fees. If the mailer wants the firm sheets receipted by the USPS, the mailer must present the books with the articles to be mailed at a Post Office. The sheets of the books are the mailer's receipts. All entries made in firm sheets must be made by typewriter or ink. Alterations must be initialed by the mailer and accepting postal employee. All unused portions of the addressee column must be obliterated with a diagonal line. A receipt is required for refund requests.

## 11.3 Labels

### 11.3.1 Types of Labels

Mailers must use one of the label options shown below (for additional information see Publication 91, *Confirmation Services Technical Guide*):

- a. Form 153, obtained from the Post Office at no charge. This form may be used only with the retail option (see [Exhibit 11.3.1a](#)).

#### Exhibit 11.3.1a Form 153

United States Postal Service®  
**SIGNATURE CONFIRMATION™**

2303 2160 0000 0884 1158

SIGNATURE CONFIRMATION NUMBER:  
2303 2160 0000 0884 1158

U.S. Postal Service™ Signature Confirmation™ Receipt

Postage and Signature Confirmation fees must be paid before mailing.

Article Sent To: (to be completed by mailer)

(Please Print Clearly)

Postmark  
Here

CUSTOMER:  
Keep this receipt. For Inquiries:  
Access Internet web site at  
[www.usps.com](http://www.usps.com)®  
or call 1-800-222-1811

CHECK ONE (POSTAL USE ONLY)

☐ Priority Mail® Service

☐ First-Class Mail® parcel

☐ Package Services parcel

PS Form 153, January 2005 (See Reverse)

- b. Label 315 is available to electronic option mailers. Effective January 7, 2013, labels must include an Intelligent Mail package barcode prepared under [708.5.0](#).

503.11.3.2

**Exhibit 11.3.1b Label 315**

- c. Privately printed barcoded labels must meet the requirements in [11.3](#) and [11.4](#). Effective January 7, 2013, privately printed labels must include an Intelligent Mail package barcode prepared under [11.4](#) and [708.5.0](#). On the Priority Mail label, mailers must use the registered trademark symbol following the Priority Mail text or add the following statement at the bottom of the label in at least 6-point Helvetica type: "Priority Mail is a registered trademark of the U.S. Postal Service."

**11.3.2 Label Placement**

The barcoded label section of Label 315 or Form 153 must be placed either above the delivery address and to the right of the return address or to the left of the delivery address. A privately printed Signature Confirmation label that is separate from a privately printed address label must be placed in close proximity to the address label. In all cases, the entire Signature Confirmation label must be placed on the address side of the mailpiece and not overlap any adjacent item.

**11.4****Barcodes****11.4.1 Barcode Use and Symbology**

Labels printed by mailers must meet the following barcode symbology requirements:

- Mailers printing their own barcodes and using the retail service option ([11.2.4a](#)) must use the GS1-128 barcode symbology. Each barcode must contain a unique Package Identification Code (PIC) as specified in [11.4.2](#). Barcodes also must meet the specifications in Publication 91.
- Mailers printing their own barcodes and using the electronic service option ([11.2.4b](#)) must use the GS1-128 barcode symbology. Each barcode must contain a unique PIC as specified in [11.4.2](#). Barcodes also must meet the specifications in Publication 91. Refer to [505.3.0](#) for USPS Tracking with Merchandise Return Service.

- c. Mailers have the option of using an Intelligent Mail package barcode in accordance with [708.5.1](#).

#### 11.4.2 Package Identification Code (PIC)

Each barcode symbology must contain a unique PIC:

- a. For GS1-128, each barcode must contain a unique PIC and be made up of five fields totaling from 16 to 22 characters. Additional information and specifications can be found in Publication 91. The five required data fields are:
  - 1. Application Identifier (AI): two characters; identifies the barcode as a postal barcode.
  - 2. Service Type Code (STC): two characters; identifies the type of product or service used for each item.
  - 3. Customer ID: nine characters; Mailer ID that uniquely identifies the customer.
  - 4. Package Sequence Number (PSN): variable from two to eight numbers.
  - 5. Modulus 10 Check digit: one character. See Publication 91 for use of the concatenated barcode for routing purposes.
- b. For USS Code Interleaved 2 of 5, each barcode must contain a unique PIC and be made up of four fields totaling 20 characters. The four required data fields are fields 2 through 5 above with a fixed sequential number of 8 digits. Additional information and specifications can be found in Publication 91. This symbology does not use an Application Identifier (AI).

#### 11.4.3 Printing

Labels with a confirmation services GS1-128 barcode that are printed by mailers must include a Signature Confirmation PIC as specified in [11.4.2](#). Labels bearing an Intelligent Mail package barcode must meet the specifications in [708.5.1](#). Labels used for Signature Confirmation must meet these additional specifications:

- a. Intelligent Mail package barcodes must bear a human-readable service banner with the text "USPS SIGNATURE TRACKING#" printed in accordance with [Exhibit 708.5.1.4](#). Other approved extra services barcodes may bear a human-readable service banner with the text "USPS SIGNATURE CONFIRMATION" prepared in accordance with [708.5.0](#).
- b. Human-readable characters that represent the barcode ID must be printed in accordance with [Exhibit 708.5.1.4](#).
- c. The barcode must meet the following specifications:
  - 1. Barcode symbology must be GS1-128, or an Intelligent Mail package barcode may be used.
  - 2. The range of widths of narrow bars and spaces (X-dimension) is a minimum of 0.013 inch and a maximum 0.021 inch. The preferred range is a minimum 0.015 and maximum 0.017 inch.
  - 3. All bars must be at least 0.75 inch high.

## 503.11.4.3

4. A clear space around the barcode must be maintained at a minimum of 0.125 inch above and below the barcode and a minimum of 0.25 inch on the left and right side of the barcode. A clear space measuring at least 10 times the X dimension shall be maintained immediately to the left and right of the barcode. No text, images, or other markings shall appear in this area. A minimum clear zone of 0.25 inch is recommended.
- d. Identification bars are used to segregate the Signature Confirmation barcode from other areas of the shipping label. Only information relating to Signature Confirmation and other extra services may be placed between these bars. The identification bars must be printed as follows:
  1. A minimum clear space of 0.031 inch above the human-readable text and below the human-readable representation of the barcode.
  2. Centered horizontally above and below the barcode area.
  3. A minimum 0.031 inch and maximum 0.063 inch thick.
  4. The line length should extend across the width of the label but must extend at least the length of the barcode.
- e. Each barcode must meet the requirements in [11.4.1](#) for the type of service requested.
- f. Except for mailers shipping 10,000 or more packages a month and using software from vendors participating in the Confirmation Services/eVS Barcoded Label Precertification Program, mailers must obtain USPS certification for each printer used to print barcoded Signature Confirmation labels. For certification, a mailer must forward for evaluation and approval 10 barcoded labels/forms generated by each printer to the National Customer Support Center (NCSC), Attention Barcode Certification (see [608.8.0](#) for address). The USPS will issue the mailer a Form 3152 for each printer certified. All barcodes must be in accordance with [11.3](#), [Labels](#), and [11.4](#). Further certification instructions are included in Publication 91.

**Exhibit 11.4.3f Electronic Service Option Identification**

e/ USPS SIGNATURE CONFIRM

9121 0268 3733 1000 0010 10
ELECTRONIC RATE APPROVED #026837331

- g. Barcodes that do not meet specifications will not be accepted by the USPS. The USPS will contact the mailer if problems with the barcodes are found and will try to resolve the problem. The USPS may suspend a mailer's certification if electronic file quality does not meet specifications.
- h. Mailers who have previously received certification for label printing under the USPS Tracking program are not required to obtain any additional certification to use Signature Confirmation.
- i. The indicator "e/" or the optional "ELECTRONIC PRICE APPROVED # [Mailer ID]" text is not used for Signature Confirmation Electronic Verification System (eVS) mailpieces (see [705.2.9](#)). Additionally, mailers approved for the electronic service option, at their discretion, may print the text "ELECTRONIC PRICE APPROVED # [Mailer ID]" in minimum 8-point or 0.08 inch to 10-point or 0.10 inch bold sans serif type directly below the bottom horizontal identification bar (see [Exhibit 11.4.3f](#)).

#### 11.4.4 Integrated Barcodes

An integrated barcode may be used by mailers printing their own barcodes and using the electronic service option. Mailers may combine Signature Confirmation and insurance services into a single barcode on the shipping label to eliminate multiple labels and barcodes on packages. Mailers who use the GS1-128 barcode symbology for confirmation services must still meet existing specifications in [11.4.1](#) and [11.4.2](#). Mailers using the Intelligent Mail package barcode should refer to [708.5.1](#). Minor modifications allow users to request multiple extra services on Priority Mail and Package Services parcels. Two required changes are:

- a. Change the text above the barcode to identify the service requested. Exhibits are included in Publication 91.
- b. Change the service type code in the barcode to identify the class of mail and/or type of extra services combined with Signature Confirmation. Additional information on the Service Type Code Matrix can be found in Publication 91.

### 11.5 Electronic File Transmission

Mailers must meet the following standards for electronic file transmission:

- a. Publication 91 contains specifications for electronic file transmission. A test file transmission must be uploaded and approved before mailings begin. Upon certification, USPS will issue the mailer Form 3152.
- b. Mailers using the electronic option must transmit a file with a unique record for each article mailed. The USPS may suspend a mailer's certification if the electronic file quality does not meet specifications. In addition, USPS acceptance units will be notified to charge the customer the retail option Signature Confirmation fee.
- c. Mailers who previously received certification for electronic file transmission under the USPS Tracking program are not required to obtain an additional certification for Signature Confirmation use.
- d. Mailers using the electronic option must include additional fields in the electronic file when planning to use the integrated barcode. For more information see Publication 91.

503.11.6

**11.6 Acceptance**

Customers must meet the following requirements when presenting electronic option Signature Confirmation mail for acceptance:

- a. Presorted or permit imprint mailings containing pieces for which fees are paid for Signature Confirmation service must be presented to a Post Office business mail entry unit (BMEU), detached mail unit (DMU) at the mailer's plant, network distribution center or auxiliary service facility, business mail entry unit, or other postal facility capable of properly verifying the mailing and at which the mailer has obtained the necessary permits or license and paid any applicable mailing fee.
- b. Mailers who use the electronic option or print their own labels must submit a copy of their original Form 3152 with their first mailing using Confirmation Services (see exception in [11.6c](#)). The business mail or DMU office will retain a copy of the form. However, mailers who wish to obtain an electronic entry scan must submit Form 3152 with each mailing to include the electronic file number associated with that mailing. The electronic file number on the form must be in either a barcode format (preferred) or written on the form. All barcode formats must comply with standards in Publication 91. Mailers should keep the certification form on file while using Confirmation Services. If requested by the USPS, the form must be presented within 24 hours.
- c. Mailers of single-piece price mail with postage affixed using the electronic option price are not required to submit Form 3152 with their initial mailing. This includes mailings generated from the USPS online shipping label application at [www.usps.com](http://www.usps.com) or labels generated from a third-party vendor or system that supports the electronic option prices. All labels must meet USPS format and design requirements, including the "e" (electronic price) endorsement in the barcode text line.

**12.0 Collect on Delivery (COD)****12.1 Collect on Delivery Fees****12.1.1 Fee**

COD fee is in addition to postage and other fees, and is charged per piece. For Priority Mail Express COD shipments valued at \$100 or less, the COD fee is based on the amount to be collected. See [Notice 123—Price List](#).

**12.1.2 Fee and Postage**

The applicable COD fee must be paid in addition to the correct postage and the fees for other services requested. The amount to be collected or the amount of insurance coverage desired, whichever is higher, determines the COD fee. The fees for COD service include insurance against articles that are lost, damaged, or have missing contents, or failure to receive a postal money order or the recipient's check. Postal liability for failure to receive the recipient's check or a postal money order is limited to loss in transit.



## 12.2 Basic Information

### 12.2.1 Description

[7-28-13] Any mailer may use collect on delivery (COD) service to mail an article for which the mailer has not been paid and have its price and the cost of the postage collected from the addressee (or addressee's agent). The recipient has the option to pay the COD charges using either cash, or a personal check or money order made payable to the mailer. Only one form of payment may be used for a single mailpiece. If the recipient pays the amount due by check or money order payable to the mailer, the USPS forwards the check or money order to the mailer. The Postal Service cannot intervene in disputes between mailers and recipients of COD mail after postal records indicate payment was returned to the mailer. The amount collected from the recipient may not exceed \$1000.00. COD service provides the mailer with a mailing receipt. USPS maintains a record of delivery (which includes the recipient's signature) for a specified period of time. Customers may obtain a delivery record by purchasing return receipt (5.0). Bulk proof of delivery service is available only to mailers purchasing electronic return receipt service at the time of mailing.

### 12.2.2 Eligible Matter

[7-28-13] [1-27-13] COD service may be used for Priority Mail Express (next day and second day service only), First-Class Mail, Priority Mail (excluding Critical Mail), Standard Post, and any Package Services or Parcel Select (except Parcel Select Lightweight) sub-category if:

- a. The mail has the complete names and addresses of the mailer and addressee.
- b. The mailer guarantees to pay any return postage, unless otherwise specified on the mail.
- c. The goods shipped are ordered by the addressee.

### 12.2.3 Additional Services

[7-28-13] Purchasing COD service allows customers to then purchase restricted delivery service or a return receipt. The following additional services may be combined with COD if the applicable standards for the services are met and the additional service fees are paid:

- a. USPS Tracking (not available for purchase with Priority Mail Express COD).
- b. Registered Mail.
- c. Signature Confirmation (not available for purchase with Priority Mail Express COD).
- d. Special handling.

### 12.2.4 Registered COD Mail

Sealed domestic mail of any class bearing First-Class Mail or First-Class Package Service postage may be sent as registered COD mail. Such mail is handled the same as other Registered Mail. The maximum amount collectible from the recipient on an individual parcel is \$1,000.00. Indemnity may be purchased up to the registry limit of \$25,000 by paying the applicable registry fee for the value declared. The total fees charged for registered COD service include the proper registry fee for the value declared plus the registered COD fee. The mailer must declare the full value of the

## 503.12.2.5

article being mailed, regardless of the amount to be collected from the recipient. The registered label and the COD form must be affixed to each article. The registration number is used for delivery receipt and indemnity claims.

**12.2.5 Priority Mail Express COD**

[7-28-13] Any article sent COD also may be sent by Priority Mail Express Next Day and Priority Mail Express Second Day service when a signature is requested. Such mail is handled in the same manner as other Priority Mail Express. The maximum amount collectible from the addressee on an individual article is \$1,000.00, and indemnity for failure to collect or issue payment is limited to \$1,000.00. Priority Mail Express postage and the proper COD fees must be paid. Both the Priority Mail Express label and COD form must be affixed to each article. The Priority Mail Express article number is used for delivery receipt and indemnity claims.

**12.2.6 Ineligible Matter**

COD service may not be used for:

- a. Articles sent to or from an APO or FPO address, including official mail and shipments to Armed Forces agencies.
- b. The return of merchandise about which some dissatisfaction arises, unless the new addressee consents in advance to such return.
- c. The mailing of only bills or statements of account, even with the addressee's consent. If a legitimate COD shipment of merchandise is mailed, the balance due on a past or expected transaction may be included in the charges on a COD article, if the addressee consents in advance to such action. In such a case, USPS indemnity is limited to the value of the article lost or damaged, not the full COD charges to be collected.
- d. Moving-picture films mailed by exhibitors to moving-picture manufacturers, distributors, or exchanges. Such films may be sent as insured mail or, if sealed, as Registered Mail.
- e. Collection agency purposes.
- f. Articles sent to or from the Republic of the Marshall Islands and the Federated States of Micronesia.

**12.2.7 Redirecting COD Articles**

[7-28-13] The mailer of a COD article may use USPS Package Intercept service to redirect the COD article to a new addressee, to a designated Post Office using Hold For Pickup service (508.7.0), or to the sender by paying the applicable fee and as provided in 507.5.0.

**12.3 Forms****12.3.1 Form 3816**

[9-3-13] [7-28-13] Mailers must complete barcoded Form 3816 (see Exhibit 12.3.1) and attach it either above the delivery address and to the right of the return address, or to the left of the delivery address on parcels. If more than three articles are sent at a time, the mailer may use a privately printed PS Form 3816-AS in a 5-ply or 3-ply

format. If the PS Form 3816-AS does not provide detachable second and third copies, mailers must use PS Form 3877 (or USPS approved facsimile) in conjunction with the PS Form 3816-AS as provided in 12.3.2.

### Exhibit 12.3.1 Form 3816

**DELIVERY EMPLOYEE - Remove Copies 1 & 2 at Time of Delivery**  
Write clearly to make all copies legible.

Collect the amount shown below, if customer pays by CHECK OR MONEY ORDER (MO) made payable to the mailer. Collect the amount shown below, if customer pays by CASH (includes MCO fee or fees).

Check/MO Amount \$ Cash Amount \$

☐ Registered Mail service ☐ Priority Mail express service

Date of Mailing Remit COD Charges to Sender via Priority Mail express service JEPBCA No.

From To

Delivered By Date Delivered Check Number

Date Payment Sent to Mailer MCO Number(s)

PS Form 3816, July 2013 PSN 7530-02-030-6002 Copy 1 - Delivery Unit

1. DO NOT allow the recipient (addressee or agent) to examine the contents before payment.  
2. DO NOT deliver this article until payment is collected.  
3. If payment is by check, enter check number above.  
4. Have customer sign Form 3849.  
Follow proper scanning procedures for COD delivery and clearance.

### 12.3.2 Privately Printed Form 3816-AS

[9-3-13] If authorized, a mailer may use a privately printed PS Form 3816-AS. The privately printed form must be nearly identical in design and color to postal-provided forms, with COD article numbers that can be read by automated postal equipment. Privately printed forms must include an Intelligent Mail package barcode prepared under 708.5.0, and must retain the human-readable text, label design elements and color consistent with PS Form 3816. As provided in Publication 199, Intelligent Mail Package Barcode (IMpb) Implementation Guide, available on RIBBS at <http://ribbs.usps.gov/> mailers must provide pre-production barcoded COD labels to the National Customer Service Center (NCSC) for format and technical review prior to use. Mailers may use these privately-printed labels upon notice of approval by the NCSC.

### 12.3.3 Nursery Stock

A firm that mails nursery stock (the sender) may print special COD forms if the forms have instructions for disposing of shipments not delivered immediately, include a remittance coupon to be returned with the money order or recipient's check, and meet these conditions:

- a. If the firm does not want the undeliverable parcel disposed of to the highest bidder, the firm's instructions on the back of the delivery office part of the COD form (1), and on the remittance coupon (2), should read as follows:
  1. "If recipient refuses to pay charges for any reason, deliver at once without collecting the charges. Notify sender at once if parcel is not delivered and, if no reply is received in 10 days, destroy parcel. See remittance coupon for further instructions."

503.12.4

2. "Return this coupon with money order. If parcel is delivered without collection of charges, or is destroyed after 10 days, check disposition and send coupon to sender in penalty envelope."
  - ☐ Delivered to addressee without collecting charges.
  - ☐ Destroyed after 10 days.
- b. If the firm wants the undeliverable parcel disposed of to the highest bidder, the firm's instructions on the back of the delivery office part of the COD form (1), and on the remittance coupon (2), should read as follows:
  1. "If addressee refuses to pay charges for any reason, deliver at once without collecting the charges. Notify sender at once if parcel is not delivered and if no reply is received in 10 days, sell to highest bidder and remit proceeds, less commission. If sale cannot be made, destroy parcel. See remittance coupon for further instructions."
  2. "Return this coupon with money order or addressee's check. If parcel is delivered without collection of charges, is destroyed after 10 days, or is sold, check disposition and send coupon to sender in penalty envelope."
    - ☐ Delivered to addressee without collecting charges.
    - ☐ Destroyed after 10 days.
    - ☐ Sold for \$\_\_\_\_\_ remittance, less commission, herewith.

## 12.4 Mailing

### 12.4.1 Identifying Number

COD articles are identified by a number that appears on each section of the COD form. When Priority Mail Express COD service is used, the mailer must place the completed Priority Mail Express label and the COD form on the front of the article. The Priority Mail Express article number is used for delivery receipt and indemnity claims. When registered COD mail service is used, the mailer must place the completed registered label and the COD form on the front of the article. The registration number is used for delivery receipt and indemnity claims.

### 12.4.2 Numbering for Large Volumes

A mailer who regularly mails a large volume of COD mail must ensure that a unique COD number is used for each article mailed.

### 12.4.3 Completing COD Forms

The mailer must securely affix a COD form to each COD article. The form must show article number, names and addresses of mailer and recipient, amount due mailer, and amount of money order fee necessary to make remittance. The USPS is not responsible for errors that a mailer makes in stating the charges to be collected. The mailer may use USPS forms or privately printed forms approved by the USPS. The information required on the COD form must be handwritten with ink, typewritten, or computer printed. The mailer may not stipulate "Cash Only" on the COD form.

### 12.4.4 Addressing Forms

The name and address of the person to whom the remittance is to be sent must appear in the proper spaces on the COD form and in the return address area on the COD article itself, with the postal endorsements for return if undeliverable. The return address on the COD form must be the same as the return address on the

COD article, except that a mailer using a privately printed COD form may print a different address on the remittance coupon where payments are to be sent. The mailer's address where undeliverable articles are to be returned must appear on the other parts of the form. Only domestic addresses may be used.

#### 12.4.5 Receipt

**[9-3-13]** A mailer using PS Form 3816 receives a section of this form as a receipt. If three or more COD articles are presented for mailing at one time, the mailer may use PS Form 3877 (firm sheet) or privately printed firm sheets in conjunction with PS Form 3816. Mailers sending three or more COD articles using privately printed PS Form 3816-AS that do not provide detachable second and third copies must also use PS Form 3877 (firm sheets) or a USPS-approved facsimile in conjunction with PS Form 3816-AS. Privately printed or computer-generated firm sheets that contain the same information as PS Form 3877 may be approved by the local postmaster or manager, business mail entry. Mailers may omit columns from PS Form 3877 that are not applicable to COD mail. When used, the mailer must submit firm sheets in duplicate and will receive one copy of the postmarked form as a mailing receipt (in lieu of Copy 3 of PS Form 3816 or PS Form 3816-AS) after the entries are verified by the postal employee accepting the mailing. The acceptance Post Office will retain the second copy (in lieu of Copy 4 of PS Form 3816 or PS Form 3816-AS). All entries made on PS Form 3877 or privately-printed firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line.

#### 12.4.6 Where to Mail

**[1-27-13]** COD mail must be mailed at a Post Office, station, or branch or through a rural carrier. It may not be placed in a Post Office maildrop or in or on a street letterbox. It may be placed in, but not on, a rural mailbox.

#### 12.4.7 Rural Carriers

COD articles may be given to rural carriers for mailing. The articles must be prepared properly and stamps for the required postage and fees affixed. If the mailer wants insurance for an amount more than the COD amount to be collected, that amount must be shown. The USPS assumes no responsibility for any article or money left in a rural mailbox until the carrier issues a receipt. Customers at nonpersonnel rural units must meet the rural carrier at the unit for COD service.

#### 12.4.8 Delays

Mailers may report delays in remittance (more than 60 days for domestic mailings) to the Postal Inspection Service giving all necessary particulars.

### 12.5

#### Delivery

Delivery of COD mail is subject to [508.1.0, Recipient Options](#), and [508.2.0, Conditions of Delivery](#). Except for Priority Mail Express COD, a postmaster may restrict delivery of COD mail if the amount to be collected makes the carrier a potential target for theft or if previous experience indicates that the addressee will be unavailable to receive the article at the time of delivery. If payment is by check, the recipient's check, made payable to the mailer, may be accepted by the USPS

503.13.1

employee upon the recipient's presentation of adequate identification. If payment is made by cash, in addition to the COD amount, a money order fee is collected from the recipient.

## 13.0 Special Handling

### 13.1 Fees for Special Handling

#### 13.1.1 Fees

Fee is in addition to postage and other fees, per piece. See [Notice 123—Price List](#).

#### 13.1.2 Fee and Postage

The applicable special handling fee must be paid in addition to postage for each addressed piece for which special handling service is desired. Except for official mail, the special handling fee must be paid at the time of mailing. For official mail, the special handling fee is collected under established reimbursement procedures.

### 13.2 Basic Information

#### 13.2.1 Description

Special handling service provides preferential handling, but not preferential delivery, to the extent practicable in dispatch and transportation. The service does not itself insure the article against loss or damage. Special handling service is mandatory for material that requires extra care in handling, transportation, and delivery.

#### 13.2.2 Eligible Matter

**[1-27-13]** Special handling service is available only for First-Class Mail, Priority Mail (excluding Critical Mail), Standard Post, Package Services, and Parcel Select (except Parcel Select Lightweight) pieces.

#### 13.2.3 Additional Services

**[1-27-13]** The following extra services may be combined with special handling if the applicable standards for the services are met and the additional service fees are paid:

- a. COD.
- b. USPS Tracking.
- c. Insurance.
- d. PAL (for Standard Post or Package Services only).
- e. Return receipt for merchandise.
- f. Signature Confirmation.

#### 13.2.4 Bees and Poultry

Unless sent at First-Class Mail, First-Class Package Service, or Priority Mail prices, special handling is required for parcels containing honeybees or baby poultry.

**13.2.5 Marking**

The marking “Special Handling” must appear prominently above the address and to the right of the return address on each piece for which special handling service is requested.

**13.2.6 Parcel Select - Nonmachinable Parcels**

The Parcel Select nonmachinable surcharge is not charged on parcels sent with special handling.

**14.0 IMb Tracing****14.1 Basic Information****14.1.1 General Information**

[1-27-13] IMb Tracing is available at no charge without a subscription. Requirements for participation in IMb Tracing are the use of the Intelligent Mail barcode, the use of a Mailer Identifier that has been registered (via the Business Customer Gateway, accessible on [usps.com](https://usps.com)) to receive scan data, and verification by the Postal Service that the Intelligent Mail barcode (IMb) as printed meets all applicable postal standards.

**14.1.2 Description of Service**

[1-27-13] IMb Tracing provides a mailer with data electronically collected from the scanning of barcoded mailpieces as they pass through automated mail processing operations. Scanned data can include the postal facility where such pieces are processed, the postal operation used to process the pieces, the date and time when the pieces are processed, and the numeric equivalent of a barcode(s) that helps to identify the specific pieces. Any piece intended to generate scanned data must meet the physical characteristics and standards in [14.0](#), although not every piece is guaranteed such data or complete data. This service does not provide a delivery scan or proof of delivery.

**14.1.3 Availability**

IMb Tracing is available to mailers for obtaining scan data for automation-compatible letter-size and automation-compatible flat-size mail.

**14.2 Barcodes****14.2.1 General Barcode Requirements**

[1-27-13] Each piece in a mailing that is intended to generate IMb Tracing information must bear an Intelligent Mail barcode under [14.2.2](#). Mailers must apply Intelligent Mail barcodes under [708.4.0](#) and the following standards:

- a. Reply pieces must meet the following standards:
  1. For Business Reply Mail, the piece must bear a barcode that corresponds to the subscriber's Business Reply Mail ZIP+4 codes assigned by the USPS under [507.9.0](#).
  2. For other reply mail, the piece must bear a barcode that correctly corresponds to the delivery address.

503.14.2.2

- b. Outgoing pieces must bear an Intelligent Mail barcode that correctly corresponds to the delivery address.

**14.2.2 Intelligent Mail Barcode Requirements**

[1-27-13] To obtain IMb Tracing, mailers must apply Intelligent Mail barcodes on letter-size pieces or on flat-size pieces meeting automation-compatibility standards in 201.3.0 (letters) or 301.3.0 (flats). The following standards apply:

- a. Intelligent Mail barcodes must meet the barcode and format standards in 708.4.0 and in Specification USPS-B-3200 at <http://ribbs.usps.gov/>.
- b. Place barcodes on letters according to 202.5.0, and on flats according to 302.5.0.

## 15.0 Money Orders

**15.1 Fees for Money Orders**

Money order fees are charged per each money order. See [Notice 123—Price List](#).

**15.2 Issuing Money Orders****15.2.1 Availability**

Domestic money orders may be purchased from:

- a. All Post Offices, branches, and stations in the United States and its territories and possessions.
- b. Money order facilities for members of the U.S. Armed Forces.
- c. Rural route carriers and authorized highway contract route carriers. A customer fills out Form 6387 (available from the carrier) and gives it and the payment to the carrier. Unless the customer provides a preaddressed envelope and pays postage and any required fees for mailing, the carrier delivers the money order on the next trip.

**15.2.2 Purchase Restrictions**

A postal customer may buy multiple money orders at the same time, in the same or differing amounts, subject to these restrictions:

- a. The maximum amount of any single money order is \$1,000.
- b. Any customer whose daily total of purchased money orders is \$3,000 or more, regardless of the number of visits made by the customer to one or more postal facilities, must complete Form 8105-A, Funds Transaction Report (FTR), and show identification bearing the purchaser's photograph, name, and address.

**15.2.3 Purchase Method**

Money orders must be paid for in one of these ways:

- a. In U.S. currency and coins (in any amount).
- b. With established traveler's checks payable in U.S. dollars if the purchase is for at least 50% of the value of the traveler's checks.



- c. With ATM/debit cards at locations approved by USPS Corporate Treasury where the customer's personal identification number must be entered on a keypad connected to a credit/debit terminal.

#### **15.2.4 Purchaser**

The purchaser must complete the money order and customer's receipt by filling in the names and addresses of the payee and purchaser. Money orders must be made payable to a single identifiable party, which can be the purchaser. The USPS does not guarantee a 100% refund on a stolen money order if the customer's receipt is not presented with the claim for refund.

#### **15.2.5 Replacement**

The USPS replaces without charge a defective money order or one that is spoiled during imprinting or customer completion if the customer returns the negotiable portion of the money order and the matching customer receipt.

### **15.3 Cashing Money Orders**

#### **15.3.1 Validity and Value**

Domestic money orders are paid regardless of the time passed since their issue. Money orders are not interest-bearing instruments; they are paid only in the exact amount imprinted up to the authorized maximum amount. USPS records serve as the basis for adjudicating claims for payment of money orders.

#### **15.3.2 Redemption**

All U.S. money orders, including military, may be cashed at any U.S. Post Office or bank. Subject to funds availability, money orders may be cashed by rural carriers. Any customer whose daily total of cashed money orders exceeds \$10,000.00, irrespective of the number of Post Offices visited to cash the money orders, must also complete Form 8105-A, Funds Transaction Report (FTR), and show identification bearing the customer's photograph, name, and address.

#### **15.3.3 Identification**

When presenting a money order for payment, the customer seeking payment must sign in the presence of a USPS employee. If the customer is not known to the employee, suitable identification can be required. The USPS may refuse payment on any money order when the identity of the customer seeking payment is not proved to the satisfaction of the employee.

#### **15.3.4 Acceptable Signature**

The paying Post Office may accept any signature of the payee, purchaser, or endorsee that is not different from the name shown on the money order, subject to these conditions:

- a. A customer who cannot write may sign by using a mark, if a witness (who may not be a USPS employee) is present at the time of cashing.
- b. All money orders payable to a business firm, an organization, society, institution, or government agency must be signed in the name of the organization by an authorized representative (who must also sign with his or her own name and organizational title). Evidence of the representative's authority may be required.

## 503.15.3.5

- c. If the money order is drawn in favor of an official by name and presented by a successor, the successor must sign accordingly (e.g., “William Jones, treasurer, successor to George Thompson”).
- d. Use of a title (e.g., Mrs., M.D.) is not required in signing a money order for payment, whether such title is used on the face of the money order.
- e. A stamped signature is an acceptable endorsement on a money order drawn in favor of a firm, corporation, association, society, or individual, when the money order is presented to a bank for payment. A Post Office accepts a stamped signature only if an agreement is on file specifying the individual responsible for the correctness of such payments.

**15.3.5 More Than One Payee**

A money order completed by the purchaser to show more than one firm or person as payee is paid to either payee if the conjunction “or” is used to connect the payees. If no conjunction is used, or if the conjunction “and” is used to connect the payees, then all the listed payees must endorse the money order.

**15.3.6 Payment to Another Party**

Money orders may be paid to another party under these conditions:

- a. Only the payee of a money order may endorse it to any other person or firm. A person with power of attorney may cash money orders for a payee who gave the person that authority. A copy of the power of attorney must be filed at the office of payment. A payee may file a separate written order with the Post Office authorizing payment to another person. The person must be designated by name as the one to receive payment.
- b. When a payee (e.g., an individual or firm) makes an assignment and intends that money orders be paid to the assigned person, the payee must file a copy of a power of attorney or a written order with the USPS. The person who is designated to receive payment must sign the money order and write below the signature the capacity in which he or she acts.
- c. A money order may be paid to an executor or court-appointed administrator of the estate of the deceased person who was entitled to payment, provided that a copy of the appointment as executor or administrator is filed with the local postmaster. Such payments are made pursuant to the law of the state in which the deceased was a resident.
- d. Money orders are paid to the legal representative of a firm, association, or company that has ceased to exist. Appropriate documents proving legal representation must be provided to the USPS.
- e. Money orders are not issued or paid to a ward when declared incompetent by a court. They are paid only to the committee, guardian, or other duly authorized person responsible for the ward. Appropriate proof of authority must be provided to the USPS.
- f. A money order payable to a minor may be paid to the father or mother as natural guardian, unless prohibited by court order. Proof of parenthood may be required.

**15.3.7 Second Endorsement**

A money order with more than one endorsement is invalid, except under [15.3.5](#).

**15.3.8 COD Parcel**

No payment is made when a money order is issued in return for a COD parcel, and is presented by the addressee (purchaser), and the money order is not endorsed by the payee (shipper) or the payee has not authorized payment to the purchaser by written approval.

**15.3.9 Payment Inquiry**

A purchaser, payee, or endorsee may, at any time, inquire about payment of a domestic money order by completing, signing, and filing Form 6401 and paying the appropriate fee; a separate form and fee are required for each money order. The fee is not required if Form 6401 is filed by a bank, other financial institution, government agency that processes money orders directly with the Federal Reserve Bank, or postal official engaged in official USPS business.

**15.4 Federal Reserve System****15.4.1 General**

All money orders are forwarded through the Federal Reserve Banking System, to which commercial banks have access. For this standard:

- a. *Money order* means a U.S. Postal Money Order.
- b. *Federal Reserve Bank* means a Federal Reserve Bank or branch thereof that presents a money order for payment by the postmaster general.
- c. *Presenting bank* means a bank that presents a money order to and receives credit for the money order from a Federal Reserve Bank.
- d. *Reclamation* means the action taken by the postmaster general to obtain refund of the amounts of paid money orders.
- e. *Examination* includes examination of money orders for indicia of theft, forged endorsements, forged signatures or initials of issuing employees, raised amounts, and other material defects by electronic methods and visual inspection for defects that cannot be discovered electronically.
- f. *Stolen money order* means a U.S. Postal Money Order stolen from a Post Office, classified or contract station or branch, or USPS employee before it is officially issued by the Post Office, classified or contract station or branch, or by a USPS employee discharging his or her official duties.

**15.4.2 Payment**

The postmaster general has the usual right of a drawee to examine money orders presented for payment by banks through the Federal Reserve System and to refuse payment of money orders, and has a reasonable time after presentation to make each examination. Provisional credit is given to the Federal Reserve Bank when it furnishes the money orders for payment by the postmaster general. Money orders are deemed paid only after examination is completed, subject to the postmaster general's right to make reclamation under [15.4.4](#).

503.15.4.3

**15.4.3 Endorsement**

The presenting bank and the endorser of a money order presented for payment are deemed to guarantee to the postmaster general that all prior endorsements are genuine, whether an express guarantee to that effect is placed on the money order. When an endorsement is made by a person other than the payee personally, the presenting bank and the endorser are deemed to guarantee to the postmaster general, in addition to other warranties, that the person who so endorsed had capacity and authority to endorse the money order for the payee.

**15.4.4 Reclamation**

The postmaster general has the right to demand refund from the presenting bank of the amount of a paid money order if, after payment, the money order is found to be stolen, or to have a forged or unauthorized endorsement, or to contain any material defect or alteration not discovered on examination. Such right includes, but is not limited to, the right to make reclamation of the amount by which a genuine money order with a proper and authorized endorsement has been raised. Such right must be exercised within a reasonable time after the postmaster general discovers that the money order is stolen, bears a forged or unauthorized endorsement, or is otherwise defective. If refund is not made by the presenting bank within 60 days after demand, the postmaster general takes such actions as may be necessary to protect the interests of the United States.

## 505 Return Services

### Overview

- [1.0 Business Reply Mail \(BRM\)](#)
- [2.0 Permit Reply Mail](#)
- [3.0 Merchandise Return Service](#)
- [4.0 USPS Return Services](#)
- [5.0 Parcel Return Service](#)
- [6.0 Parcel Return Service—Full Network](#)
- [7.0 Bulk Parcel Return Service](#)

## 1.0 Business Reply Mail (BRM)

### 1.1 Business Reply Mail (BRM) Prices and Fees

#### 1.1.1 Basic BRM

For basic BRM, an annual permit fee is required. A per-piece fee is applied to each mailpiece in addition to the applicable First-Class Mail or Priority Mail postage. See [Notice 123—Price List](#) for applicable prices and fees.

#### 1.1.2 High-Volume BRM

For high-volume BRM, an annual permit fee and annual account maintenance fee are required. A per-piece fee is applied to each mailpiece in addition to the applicable First-Class Mail or Priority Mail postage. See [Notice 123—Price List](#) for applicable prices and fees.

#### 1.1.3 Basic Qualified BRM

For basic qualified BRM, an annual permit fee and annual account maintenance fee are required. A per-piece fee is applied to each mailpiece in addition to the applicable First-Class Mail QBRM postage. See [Notice 123—Price List](#) for applicable prices and fees.

#### 1.1.4 High-Volume Qualified BRM

For high-volume qualified BRM, an annual permit fee, an annual account maintenance fee, and a quarterly fee are required. A per-piece fee is applied to each mailpiece in addition to the applicable First-Class Mail QBRM postage. See [Notice 123—Price List](#) for applicable prices and fees.

#### 1.1.5 Bulk Weight Averaged Nonletter-Size BRM

For bulk weight average nonletter-size BRM, an annual permit fee, an annual account maintenance fee (for advanced deposit accounts), and a monthly fee are required. A per-piece fee is applied to each mailpiece in addition to the applicable First-Class Mail or Priority Mail postage. See [Notice 123—Price List](#) for applicable prices and fees.

505.1.1.6

**1.1.6 Special Standards for BRM Pieces with an Optical Disc**

A letter-size BRM piece containing one standard optical disc will not be charged a nonmachinable surcharge if the piece meets the standards in [233.2.8](#). A flat-size BRM piece containing one standard optical disc and weighing no more than 2 ounces will be charged postage applicable for a 1-ounce First-Class Mail flat if the piece meets the standards in [333.2.7](#).

**1.2 Qualified Business Reply Mail (QBRM) Prices****1.2.1 Cards**

See [Notice 123—Price List](#) for QBRM card prices and fees.

**1.2.2 Letters**

See [Notice 123—Price List](#) for QBRM letter prices and fees.

**1.3 Qualified Business Reply Mail (QBRM) Basic Standards****1.3.1 Description**

**[1-27-13]** Qualified Business Reply Mail (QBRM) is First-Class Mail that:

- a. Is letter-size and is prepared to meet the automation compatibility requirements in [201.3.0](#) (except [201.3.13.1, Use](#)).
- b. Meets all the Business Reply Mail (BRM) standards in [1.4](#) through [1.12](#).
- c. Has postage and per piece charges deducted from a BRM advance deposit account.
- d. Is authorized to mail at QBRM prices and fees under [1.3.2](#). During the authorization process, the mailer is assigned a unique ZIP+4 code for each price category of QBRM to be returned under the system (one for card-price pieces, one for letter-size pieces weighing 1 ounce or less, and one for letter-size pieces weighing over 1 ounce up to and including 2 ounces).
- e. Bears the proper ZIP+4 code, assigned by USPS for the appropriate price category, in the address of each piece. The ZIP+4 codes assigned for this program must be used only on the organization's appropriate QBRM pieces.
- f. Bears the correct Intelligent Mail barcode that corresponds to the unique ZIP+4 code in the address on each piece distributed. The barcode must be correctly prepared under [1.9](#) and [708.4.0](#).
- g. Bears a properly prepared facing identification mark (FIM) C on each piece distributed (see [708.9.0](#)).

**1.3.2 Authorization**

To participate in QBRM, a mailer must have a valid BRM permit, must pay the annual account maintenance fee, and must submit Form 6805 to the postmaster or manager, Business Mail Entry at the Post Office to which the QBRM pieces are to be returned. The USPS reviews Form 6805 and preproduction samples provided by the mailer for compliance with relevant standards. If the mailer's request is approved, the USPS issues the mailer an authorization via the approved Form 6805.

**1.3.3 QBRM Postage**

The single-piece postage prices for QBRM First-Class Mail are applied to each returned piece as follows:

- a. The QBRM price for cards in [1.2.1](#) applies to a card meeting the applicable standards in [1.3.1](#) and [201.1.0](#).
- b. The QBRM price for letters in [1.2.2](#) applies to a letter meeting the applicable standards in [1.3.1](#) that is not eligible for and claimed at the QBRM price for cards.

#### **1.3.4 QBRM Per Piece Charges**

Each piece of returned QBRM is charged the per piece charge in [1.1](#).

#### **1.3.5 QBRM Fees**

The following fees apply to QBRM First-Class Mail:

- a. The annual BRM permit fee.
- b. The annual BRM account maintenance fee.
- c. At the mailer's option, a quarterly fee.

### **1.4 General Information**

#### **1.4.1 Description**

Business Reply Mail (BRM) service enables a permit holder to receive First-Class Mail and Priority Mail back from customers and pay postage and a per piece fee only for the pieces returned. BRM cards, envelopes, self-mailers, cartons, and labels may be distributed by a BRM permit holder in any quantity for return to any Post Office in the United States and its territories and possessions, including military Post Offices overseas. Qualified Business Reply Mail (QBRM) is a subset of BRM available for specific automation-compatible letter-size pieces that qualify for an automation postage price and a reduced per piece fee (see [1.10](#)). Domestic BRM may not be distributed to foreign countries. Standards for International Business Reply Service (IBRS) are in the [International Mail Manual](#).

#### **1.4.2 Payment Guarantee**

The permit holder guarantees payment of the applicable First-Class Mail or Priority Mail postage, plus a per piece fee, on all returned BRM. This includes any incomplete, blank, or empty BRM cards and envelopes and any mailable matter with a BRM label affixed.

#### **1.4.3 Services**

No extra services are permitted with BRM, except for BRM parcels bearing a USPS-approved USPS Tracking service label, or BRM parcels bearing an Intelligent Mail package barcode including USPS Tracking service.

#### **1.4.4 Address**

The delivery address on a piece of BRM may not be altered to redirect the mailpiece to any address other than the one preprinted on the piece.

#### **1.4.5 Official Mail**

Authorized users of official (penalty) mail may distribute BRM subject to the additional standards in [703.7.0](#), which supersede any conflicting standards in [1.0](#).

505.1.4.6

**1.4.6 Intentions of the Permit Holder**

BRM may not be used for any purpose other than that intended by the permit holder, even when postage is affixed. In cases where a BRM card or letter is used improperly as a label, the USPS treats the item as waste.

**1.4.7 Samples**

Prior to printing, permit holders are encouraged, but not required, to submit preproduction samples of BRM to the USPS for approval. QBRM pieces require USPS approval (1.3).

**1.4.8 Error Notification**

If the USPS discovers a BRM format error, the responsible permit holder or authorized agent receives written notification of the error. The permit holder must correct the error and make sure that all future BRM pieces meet appropriate specifications. The repeated distribution of BRM with format errors is grounds for revoking a BRM permit (1.5.6).

**1.5 Permits****1.5.1 Required**

Any mailer who wants to distribute BRM must apply for and receive a permit. The permit number, city, and state where the permit is held must appear on all pieces of BRM.

**1.5.2 Application Process**

The mailer may apply for a BRM permit by submitting a completed Form 3615 to the Post Office issuing the permit and paying the annual permit fee. If a completed Form 3615 is already on file for the mailer for other permits at that office, then the mailer must submit the annual BRM permit fee and the USPS amends Form 3615 by adding the BRM authorization.

**1.5.3 Annual Permit Fee**

A permit fee must be paid once each 12-month period at each Post Office where a BRM permit is held. Payment of the permit fee is based on the anniversary date of the permit's issuance. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. Agents authorized by a permit holder under 1.11 are not required to pay an annual permit fee at the Post Office where their BRM is received.

**1.5.4 Renewal of Annual Permit Fee**

An annual renewal notice is provided to each BRM permit holder by the USPS. The notice and the payment for the next 12 months must be returned by the expiration date to the Post Office that issued the permit. After the expiration date, if the permit holder has not paid the annual permit fee, then returned BRM pieces are treated as follows:

- a. Postcards of no obvious value are treated as waste and disposed of at the delivery unit.
- b. Pieces (excluding postcards) with a return address are endorsed "Business Reply Permit Canceled" and are returned to the sender.



- c. Pieces without a return address are endorsed “Business Reply Permit Canceled” and forwarded to the mail recovery center for handling.

### **1.5.5 Other Post Offices**

A permit holder may distribute BRM through any Post Office for delivery at any Post Office under [1.11](#).

### **1.5.6 Revocation of a Permit**

The USPS may revoke a BRM permit because of format errors or for refusal to pay permit fees (annual, accounting, quarterly, or monthly), postage, or per piece fees. If the permit was revoked due to format errors, then a former permit holder may obtain a new permit and permit number by completing and submitting a new Form 3615, paying the required BRM annual permit fee, paying a new annual account maintenance fee (if applicable), and, for the next 2 years, submitting two samples of each BRM format to the appropriate Post Office for approval.

## **1.6 Postage, Per Piece Fees, and Account Maintenance Fees**

### **1.6.1 Postage**

Each piece of returned BRM is charged the applicable single-piece First-Class Mail or Priority Mail postage ([423.1.0, \*Prices and Fees\*](#), and [133.1.0, \*First-Class Mail Prices and Fees\*](#)). Cards must meet the standards in [201.1.0](#) to qualify for card price postage. Any card larger than those dimensions is charged the applicable First-Class Mail letter price. For Priority Mail if the zone cannot be determined from a return address or cancellation, then the permit holder is charged zone 4 postage for the weight of the piece. For QBRM, see [1.10](#).

### **1.6.2 Per Piece Fees**

Per piece fees listed in [1.1](#) are charged for each piece of returned BRM (in addition to postage in [1.6.1](#)). If a permit holder has not paid an annual account maintenance fee and established a BRM advance deposit account, then the basic (higher) BRM per piece fee must be paid. If a permit holder has paid the annual account maintenance fee and has established a BRM advance deposit account, then the high-volume (lower) BRM per piece fee is paid. For QBRM, see [1.10](#).

### **1.6.3 Advance Deposit Account and Annual Account Maintenance Fee**

A permit holder may choose to pay an annual account maintenance fee and establish an advance deposit account, which qualifies returned BRM pieces for the high-volume per piece fee. The account maintenance fee must be paid once each 12-month period at each Post Office where a permit holder holds an advance deposit account. Payment of the account maintenance fee is based on the anniversary date of the initial payment. The fee may be paid in advance only for the next 12-month period and only during the last 60 days of the current 12-month period. The fee charged is that which is in effect on the date of payment. A separate advance deposit account solely for BRM is not required. An advance deposit account can be used for BRM under these conditions:

- a. For each withdrawal, only one statement is provided for each annual account maintenance fee paid.

505.1.6.4

- b. If a permit holder distributes BRM with different addresses (including Post Office box numbers) under the same permit number going to the same delivery unit and has only one business reply account, then the BRM is separated by each different address but only one statement is provided and only one annual account maintenance fee is paid.
- c. The permit holder must pay an annual account maintenance fee for each separate statement (accounting) requested. If only one annual account maintenance fee is paid, then the permit holder receives only one statement.
- d. The permit holder must maintain a balance in the BRM advance deposit account that is sufficient to cover postage and per piece fees for returned mailpieces. The permit holder is notified if funds are insufficient. After 3 calendar days, if no funds are deposited, then BRM on hand is charged the basic BRM per piece fee and postage and charges are collected from the permit holder (e.g., in cash) prior to delivery.
- e. BRM addressed to several different firms at the same delivery unit may be delivered to an agent authorized by a valid BRM permit holder. The agent pays one annual account maintenance fee for all the firms represented by the agent in the same delivery unit. If the agent, or any of the firms represented by the agent, wants a separation of charges, then separate (additional) account maintenance fees must be paid.

#### **1.6.4 Renewal of Annual Account Maintenance Fee**

An annual renewal notice is provided to each BRM permit holder with a BRM advance deposit account. The notice and the payment for the next 12 months must be returned by the expiration date to the Post Office that holds the advance deposit account. After the expiration date, if the permit holder has not paid the annual account maintenance fee but still has a valid BRM permit, returned BRM pieces no longer qualify for the high-volume BRM per piece fee and are charged the basic BRM per piece fee in [1.1.1](#).

#### **1.6.5 Combined Pieces as a Single Item**

Two or more BRM pieces may be mailed as a single piece if the BRM pieces are identically addressed and prepared for mailing in accordance with [201.1.0](#). The permit holder is charged postage based on the total weight of the combined piece plus one per piece fee. If the combined pieces become separated, then the permit holder must pay postage and a per piece fee for each individual piece. Combined pieces are not eligible for QBRM postage prices or per piece fees.

#### **1.6.6 With Postage Affixed**

[\[7-28-13\]](#) BRM with postage affixed is handled the same as other BRM. No effort is made to identify or separate BRM pieces with postage affixed. The amount of affixed postage is not deducted from the postage or per piece fees owed. The permit holder may request a credit to the advance deposit account for postage affixed to BRM. A refund may be requested under [604.9.2](#) for postage affixed to BRM only if an advance deposit is not used.

**1.6.7 Payment Options**

Permit holders may pay for postage and per piece fees on returned pieces by cash or check upon delivery, through a regular postage due account ([604.6.3](#)), or through a BRM advance deposit account. A regular postage due account does not qualify the permit holder for high-volume BRM per piece fees, and no annual account maintenance fee is charged to maintain the account.

**1.7 Mailpiece Characteristics****1.7.1 Paper Weight**

BRM paper envelopes must have a minimum basis weight of 20 pounds (500 17- by 22-inch sheets). Other pieces (cards and self-mailers) must meet the basis weight requirements in [201.3.0](#).

**1.7.2 Nonpaper Envelopes**

USPS Engineering must approve nonpaper envelopes for mailability. See [201.3.0](#).

**1.7.3 Envelope Reflectance**

Envelope material must not have a red fluorescence exceeding 4.0 phosphor meter units.

**1.7.4 Sealing and Edges**

BRM pieces must be rectangular, with four square corners, and parallel opposite sides, but may have finished corners as described in [201.1.0](#) for letter-sized pieces or [301.1.0](#) for flat-sized pieces. BRM pieces are not mailable if they are sealed with wax, clasps, string, staples, or buttons.

**1.7.5 Window Envelopes**

The following standards apply to BRM prepared in an open-panel or a covered window envelope:

- a. All window envelopes:
  1. When a mailpiece has a barcode in the address block, the mailpiece must meet the applicable standards in [202.5.6](#) for letters or [302.5.3](#) for flats.
  2. The address showing through the window must be that of the permit holder or an authorized representative.
  3. The facing identification mark (FIM) must be printed on the envelope as specified in [708.9.0](#).
  4. See [601.6.4](#) for required clearances for information showing within a window envelope.
- b. Covered window envelopes:
  1. The “No Postage Necessary” imprint, the business reply legend, and the horizontal bars must be printed either directly on the envelope or on the insert appearing through the covered window. The minimum size of the information appearing in the covered window is 2 inches high and 4-1/4 inches long. Horizontal bars may be omitted only on letter-size BRM bearing Intelligent Mail barcodes.

## 505.1.7.6

2. The window cover must be of a nontinted clear or transparent material (e.g., cellophane or polystyrene) that permits the barcode and its background, as viewed through the window material, to meet the reflectance standards in [708.4.4](#). The edges of the window cover must be securely glued to the envelope.
- c. Open panel window envelopes:
  1. The “No Postage Necessary” imprint, the business reply legend, and the horizontal bars must be printed directly on the envelope. Horizontal bars may be omitted only on letter-size BRM bearing Intelligent Mail barcodes.
  2. Other required and optional elements in [1.8](#) may be printed on the insert appearing through the address window.

**1.7.6 Self-Mailers and Reusable Mailpieces**

In addition to the standards in [1.7](#) and [1.8](#), self-mailers and reusable mailpieces must meet the standards in [201.3.14](#) and [601.6.5](#) (or [601.6.6](#)). Permit holders must provide instructions to the user for re-folding and sealing (see [601.6.5](#) or [601.6.6](#)) so that upon return the piece meets sealing and folding requirements in [201.3.0](#).

**1.7.7 Cards**

Cards must meet the standards in [201.1.2](#).

**1.7.8 Labels**

For general use, the minimum size of a BRM label is 2 inches high and 3 inches long. BRM labels are not required to have a FIM or a ZIP+4 barcode, but all other format standards in [1.8](#) must be met. In cases where a BRM card or letter is used improperly as a label, the USPS treats the item as waste. See [1.7.9](#) for labels for letter-size pieces.

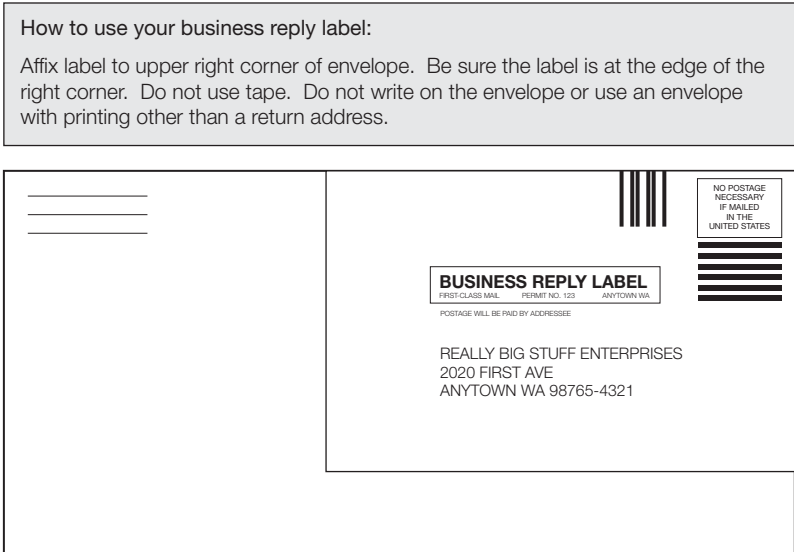
**1.7.9 Labels for Letter-Size Pieces**

The following standards apply to BRM labels for use on letter-size pieces:

- a. The minimum size of a BRM label is 2-5/8 inches high and 4-1/4 inches long. All format elements, including a FIM, must be printed on the label. *Exception:* The vertical series of horizontal bars must be at least 3/4-inch high. *Exception:* The vertical series of horizontal bars must be at least 3/4-inch high. Horizontal bars may be omitted on BRM letter-size pieces bearing Intelligent Mail barcodes. The back of the label must be coated with a permanent adhesive strong enough to firmly attach the label to an envelope.
- b. The permit holder must provide instructions to the user describing how the label should be applied to a mailpiece and what precautions must be observed when applying the label (see [Exhibit 1.7.9](#)). A pictorial diagram showing proper placement of the label must be included with the instructions. At a minimum, the instructions must include the following directions:
  1. Place the label squarely in the upper right corner of the envelope.
  2. Do not write on the envelope or label.
  3. Do not use a window envelope, an envelope that is less than 1 inch higher than the label an envelope that is more than 4-1/2 inches high, or an envelope with any printing other than a return address.

- 4. Do not use tape to affix the label.
- c. When the label is affixed to an envelope, the address must be placed within the OCR read area (see 202.2.1).
- d. Pieces with business reply labels cannot qualify for QBRM prices.

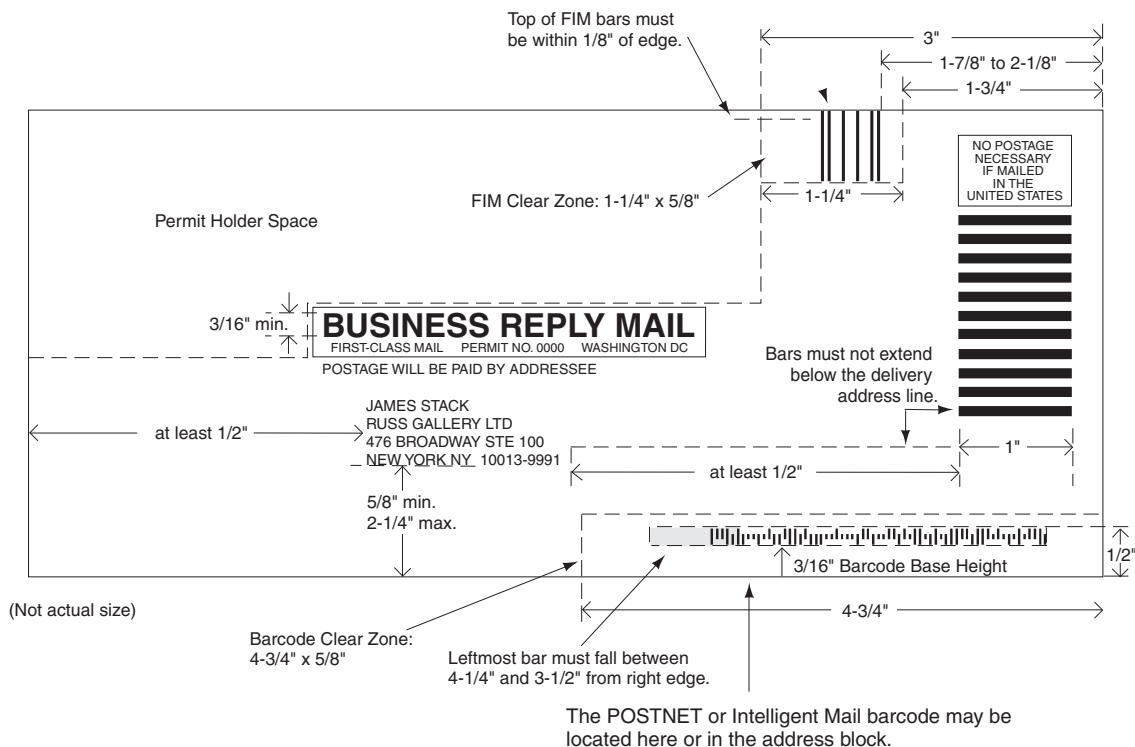
Exhibit 1.7.9 Instructions for Affixing Business Reply Label



1.8 Format Elements

1.8.1 General

[1-27-13] All pieces of BRM are subject to these format elements. An Intelligent Mail barcode (IMb) is not required, except for QBRM prices; if an IMb is used, it must be printed and placed under 1.9 and as shown in Exhibit 1.8.1. Pieces of QBRM and bulk weight averaged nonletter-size BRM are subject to additional format standards listed in 1.10 and 1.12, respectively. BRM format elements are shown in Exhibit 1.8.1.

**Exhibit 1.8.1 Business Reply Mail Format****1.8.2 Printing and Print Reflectance**

All forms of printing are permissible if legible to the satisfaction of the USPS. Handwriting, typewriting, and handstamping may not be used to prepare BRM. Printed borders are not permitted on letter-size BRM, but are permitted on business reply labels and cartons and envelopes greater than 6-1/8 inches high or 11-1/2 inches long or 1/4 inch thick. All ink colors are acceptable if the piece meets the appropriate reflectance standards in [708.4.4](#).

**1.8.3 "No Postage Necessary" Imprint**

The imprint "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" must be printed in the upper right corner of the address side of the piece, except as allowed under [601.6.6](#) for reusable mailpieces with outgoing permit imprint indicia. The "NO POSTAGE NECESSARY" imprint must not extend more than 1-3/4 inches from the right edge of the piece.

**1.8.4 Business Reply Legend**

The legend "BUSINESS REPLY MAIL" or "BUSINESS REPLY LABEL," as appropriate, must appear on all pieces. This legend must appear above the address in capital letters at least 3/16 inch high. At the permit holder's discretion, the business reply legend may be surrounded by a rule or border.

### 1.8.5 Permit Number and Postage Endorsement

Directly below the business reply legend, the words “FIRST-CLASS MAIL PERMIT NO. [NO., CITY, STATE]” (representing the permit holder's number and Post Office that issued the permit) must appear in capital letters. Directly below that, the endorsement “POSTAGE WILL BE PAID BY ADDRESSEE” must appear in capital letters. At the permit holder's discretion, the permit number and postage endorsement may be surrounded by a rule or border.

### 1.8.6 Delivery Address

[1-27-13] The complete address (including the permit holder's name, delivery address, city, state, and BRM ZIP Code) must be printed directly on the piece, except as allowed under 1.7.5 or under item a below, subject to these conditions:

- a. Preprinted labels with only delivery address information (including an Intelligent Mail barcode under 1.9) are permitted, but the permit holder's name and other required elements must be printed directly on the BRM piece.
- b. On letter-size pieces, the complete delivery address must appear within the OCR read area (see 202.2.1).
- c. There must be at least a 1/2-inch clearance between the ZIP Code and the horizontal bars.
- d. A unique ZIP Code (i.e., firm ZIP Code) must not be used for BRM unless the ZIP Code has been assigned specifically for BRM. A unique 4-digit add-on to denote BRM may not be used with a unique 5-digit ZIP Code not specifically assigned to BRM.

### 1.8.7 Horizontal Bars

A vertical series of horizontal bars parallel to the length of the piece must be printed directly below the imprint “NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES.” The bars must be uniform in length, at least 1 inch long and 1/16 inch to 3/16 inch thick, and evenly spaced. On letter-size nonbarcoded BRM, the bars must not extend below the delivery address line (the line above the line containing the ZIP Code). On barcoded BRM, the bars must not extend lower than 5/8 inch from the bottom edge of the piece. Horizontal bars may be omitted on BRM letter-size and cards bearing Intelligent Mail barcodes.

### 1.8.8 Facing Identification Mark (FIM)

A FIM must be printed on all letter-size BRM and on business reply labels affixed to letter-size mail (see 1.7.9). FIM B must be used with BRM without a barcode. FIM C must be used with any BRM printed with a barcode. The FIM must meet the physical standards in 708.9.0.

### 1.8.9 Company Logo

A company logo is permitted:

- a. On nonbarcoded BRM, if it is placed outside the OCR read area (see 202.2.1).
- b. On letter-size barcoded BRM, if it is placed no lower than 5/8 inch from the bottom edge of the piece.
- c. On any piece, if the logo does not interfere with any required format elements.

**1.9 Additional Standards for Letter-Size and Flat-Size BRM**

[1-27-13] In addition to the format standards in 1.81.8, QBRM letters and cards must be barcoded with an Intelligent Mail barcode. QBRM pieces must bear the ZIP+4 codes and equivalent Intelligent Mail barcodes assigned by the USPS. When an Intelligent Mail barcode is printed on any BRM pieces, it must contain the barcode ID, service type ID, and correct ZIP+4 routing code, as specified under 708.4.3. The IMb must be placed on the address side of the piece and positioned as part of the delivery address block under 202.5.7 or within the barcode clear zone in the lower right corner of the piece if printed directly on the piece.

**1.10 Additional Standards for Qualified Business Reply Mail (QBRM)****1.10.1 Description**

Qualified business reply mail (QBRM) is a subset of business reply mail. Permit holders distribute automation-compatible letter-size pieces that qualify for automation postage prices and reduced per piece fees. QBRM postage and per piece fees must be deducted from a BRM advance deposit account.

**1.10.2 Eligibility**

To qualify for QBRM, pieces must meet the eligibility requirements in 1.3.

**1.10.3 Authorization**

BRM permit holders must apply for authorization to participate in QBRM under 1.3.

**1.10.4 Postage**

Each piece of returned QBRM is charged the automation postage price for QBRM pieces in 1.2. Pieces that do not meet the format requirements for QBRM cannot qualify for automation postage prices and are charged First-Class Mail postage according to 1.6.1, *Postage*.

**1.10.5 Per Piece Fees**

Per piece fees listed in 1.1.3 are charged for each piece of returned QBRM (in addition to postage in 1.10.4). Pieces that do not meet the format requirements for QBRM cannot qualify for QBRM per piece fees and are charged the high-volume BRM per piece fees in 1.1.2.

**1.10.6 Annual Account Maintenance Fee and Advance Deposit Account**

Permit holders are required to pay QBRM postage and per piece fees through a BRM advance deposit account, which requires payment of an annual account maintenance fee (see 1.6.3).

**1.10.7 Quarterly Fee for High-Volume QBRM**

Mailers may choose to pay a quarterly fee in addition to the annual account maintenance fee. Payment of the quarterly fee entitles mailers to a lower per piece fee (the high-volume QBRM per piece fee listed in 1.1.4). The quarterly fee and annual account maintenance fee must be paid at each Post Office where mail is returned and for each separate billing desired. Mailers are eligible for the high-volume QBRM rates and per piece fees only for the time they pay the quarterly fee (i.e., mailers can opt out of the quarterly fee and related high-volume QBRM per piece fees simply by not paying the fee for the next quarter). The quarterly fee



cannot be paid or renewed retroactively to receive a lower per piece fee on pieces already paid for and delivered. The quarterly fee can be paid for any three consecutive calendar months.

#### **1.10.8 Payment Period for Quarterly Fee**

The quarterly fee must be paid in advance for at least one but no more than four quarterly periods. A quarterly period begins on either the first day of the month (if a mailer pays on or before the 15th of the month) or the first day of the following month (if a mailer pays after the 15th of the month) and continues for three consecutive calendar months. A mailer who pays the quarterly fee is entitled to the high-volume QBRM per piece fee from the date of payment through the end of the quarterly period. The fee paid is that which is in effect on the date of payment.

### **1.11 BRM Distributed and Received by Agents of a Permit Holder**

#### **1.11.1 Description**

Permit holders may give permission to subsidiary offices, agents, or authorized representatives to distribute and receive BRM using a single (corporate) permit number. BRM pieces are distributed by and returned to agents, who pay postage and per piece fees on those returned pieces. Agents may use any type of BRM service.

#### **1.11.2 Permit**

The main permit holder or “corporate” office applies for the permit number and pays the permit fee. The agent must present a letter of authorization from the permit holder showing the name, address, and telephone number of the local agent authorized to receive the BRM to the Post Office where the BRM is to be returned. Any time there is a change to the original permit application or the authorization letter, each agent must provide an amended letter of authorization to their local Post Office.

#### **1.11.3 Annual Permit Fee**

The annual permit fee must be paid by the permit holder (1.6.3). Agents do not pay a separate annual permit fee but must submit evidence (usually a copy of Form 3544) to the local office once each 12-month period to show that the annual permit fee has been paid. This evidence is not required if the permit holder has a centralized account processing system (CAPS) account through which the local Post Office can determine that the permit fee has been paid.

#### **1.11.4 Postage, Per Piece Fees, and Annual Account Maintenance Fees**

Agents receiving BRM or QBRM pay the postage, per piece fees, and annual account maintenance fees listed in 1.1 for the type of service received. The agent may choose to pay an annual account maintenance fee and establish a BRM advance deposit account. The agent receiving BRM is responsible for paying all postage and per piece fees.

#### **1.11.5 Payment Guarantee**

The permit holder is ultimately responsible for postage and per piece fees for all pieces returned under that permit number. If a local agent refuses or neglects to pay postage or per piece fees on returned pieces, then those pieces are forwarded to the Post Office that issued the original permit for collection of postage and per piece

505.1.11.6

fees from the permit holder. Once forwarded to the permit holder, these pieces cannot qualify for QBRM postage and per piece fees. The permit holder's refusal to accept and pay the required postage and per piece fees for BRM offered for delivery is grounds for immediate revocation of the BRM permit (1.5.6).

**1.11.6 Format**

BRM distributed by agents must meet all required format standards in 1.7 and 1.8. Authorized representatives distributing BRM on behalf of a permit holder must have the permit holder's name and permit number printed on the BRM and their own names and addresses printed below the permit holder's name, except:

- a. When the agent is a branch of an authorized business.
- b. The permit holder notifies a Post Office that authorized representatives may use the permit holder's permit number without printing the permit holder's name.

**1.12 Bulk Weight Averaged Nonletter-size BRM****1.12.1 Description**

Bulk weight averaging is a method of counting, rating, and billing incoming nonletter-size BRM based on principles of mathematical statistics. Probability sampling techniques are used to measure the characteristics of the total BRM volume by examining a fraction of the volume. Statistically valid samples that are drawn from the incoming BRM volume each postal accounting period are used by Post Offices to compute average postage due per pound and average piece count per pound factors. The net bulk weight of mail received is multiplied by these conversion factors to get the estimated volume received and postage and fee amounts.

**1.12.2 Eligibility**

BRM pieces rated by the weight averaging method must:

- a. Meet the basic standards for BRM in 1.0.
- b. Not be letter-size (201.1.0) or card-size (201.1.2).
- c. Not exceed 5 pounds.

**1.12.3 Postage, Per Piece Fees, and Other Fees**

Returned pieces of bulk weight averaged nonletter-size BRM are charged postage and per piece fees according to 1.1.5. Permit holders participating in bulk weight averaged nonletter-size BRM must pay an annual account maintenance fee (see 1.6.3) and a monthly maintenance fee (1.3).

**1.12.4 Application Procedures**

A permit holder who wants to use bulk weight averaged BRM for nonletter-size pieces must submit a written request to the postmaster of the office where the BRM permit is held. The postmaster forwards this information to the manager, Customer Service Standardization, USPS Headquarters (see 608.8.0 for address). The request must include the following information:

- a. Permit holder's name and address.
- b. Name and location of the Post Office at which BRM will be received and a CAPS account number, if available.

- c. Information about the number of pieces expected to be returned over a 24-hour period and a 30-day period, and a breakdown of the weight distribution of those pieces (in nearest ounces or pounds) (e.g., X number of 3-ounce pieces, Y number of 4-ounce pieces, and Z number of 5-ounce pieces).
- d. Based on the estimated volume in [1.12.4c](#), a 24-hour estimate and a 30-day estimate of postage and per piece fees using the postage and charges listed in [1.1.5, Bulk Weight Averaged Nonletter-Size BRM](#).
- e. A statement indicating whether the piece volume has seasonal variation and, if applicable, estimates of monthly volumes for a 12-month period.

#### **1.12.5 Authorization**

The permit holder's request will be reviewed and approved by the manager, Customer Service Standardization, USPS Headquarters. If the request is approved, then a letter of authorization is sent to the permit holder from the Post Office where the BRM permit is held. The permit holder signs a service agreement and, if necessary, is assigned a Post Office box address.

#### **1.12.6 Denial of Authorization**

If the permit holder's request is not approved, then the Post Office sends a written notice, giving reasons for the denial. The permit holder has 15 days following receipt of the notice to file a written appeal of the decision with the postmaster and to furnish further information. If the postmaster still finds that the application should be denied, then the postmaster forwards the file to the manager, Customer Service Standardization, USPS Headquarters, who issues a final written decision to the permit holder.

#### **1.12.7 Revoking Authorization**

To revoke authorization for bulk weight averaging, the postmaster sends written notice to the permit holder. A postmaster may terminate authorization for bulk weight averaged BRM for any of the following reasons:

- a. The permit holder provided incorrect or incomplete information on the request for authorization.
- b. The permit holder's BRM pieces no longer meet the eligibility requirements in [1.0](#).
- c. The USPS finds that bulk weight averaging no longer provides adequate revenue protection.
- d. The permit holder no longer desires to participate in bulk weight averaging.

#### **1.12.8 Notice and Appeal**

Termination takes effect 15 days from the permit holder's receipt of the notice unless the permit holder files a written appeal within that period with the postmaster. The postmaster forwards the permit holder's appeal together with all pertinent information to the manager, Customer Service Standardization, USPS Headquarters, who issues a final agency decision to the permit holder. The permit holder may continue to use the bulk weight averaging method until a final decision is made on the appeal.

505.2.1

## 2.0 Permit Reply Mail

### 2.1 General Information

#### 2.1.1 Description

Permit reply mail (PRM) enables a permit imprint permit holder to receive First-Class Mail and Priority Mail back from customers by prepaying postage for reply pieces at the time of mailing. Mailers must distribute PRM pieces as part of a First-Class Mail mailing (see [230](#)) using a permit imprint, and not through any other means.

#### 2.1.2 Services

No extra services (e.g., Certified Mail, insurance, Registered Mail) are permitted with PRM.

#### 2.1.3 Address

The delivery address on a PRM mailpiece may not be altered to redirect it to any address other than the one preprinted on the piece.

#### 2.1.4 Permit Holder Intentions

PRM may not be used for any purpose other than the purpose intended by the permit holder, even when postage is affixed.

#### 2.1.5 Special Standards for PRM Pieces with an Optical Disc

A letter-size PRM piece containing one standard optical disc will not be charged a nonmachinable surcharge if the piece meets the standards in [233.2.8](#). A flat-size PRM piece containing one standard optical disc and weighing no more than 2 ounces will be charged postage applicable for a 1-ounce First-Class Mail flat if the piece meets the standards in [333.2.7](#).

### 2.2 Authorization and Revocation

#### 2.2.1 Authorization

PRM customers must apply for authorization through the district manager of Business Mail Entry at the office where the permit imprint account is held.

#### 2.2.2 Samples

Permit holders must submit preproduction samples of PRM pieces to the Postal Service for approval prior to distribution.

#### 2.2.3 Error Notification

If the Postal Service discovers a PRM format error, the permit holder or authorized agent will receive a written notification of the error. The permit holder must correct the error and ensure that all future PRM pieces meet appropriate specifications. The Postal Service may revoke a PRM authorization if a mailer repeatedly distributes PRM with format errors (see [2.2.4](#)).

#### 2.2.4 Revocation of Authorization

The Postal Service may revoke a PRM authorization because of format errors or misuse. If the authorization is revoked due to format errors, the format errors must be corrected before reauthorization.

### 2.3 Format Elements

#### 2.3.1 General

All pieces of PRM must include the format elements shown in [Exhibit 2.3.1](#).

**Exhibit 2.3.1 Permit Reply Mail Format Elements**

The diagram illustrates the required format for a Permit Reply Mail piece. It is enclosed in a rectangular border. In the top right corner, there is a box containing the text: "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES". To the left of this box are four vertical bars of equal height. In the center of the piece, the text "PERMIT REPLY MAIL" is printed in bold, capital letters. Below this, in smaller capital letters, is "FIRST-CLASS MAIL PERMIT NO. 0000 ANYTOWN, AB", followed by "POSTAGE HAS BEEN PREPAID BY ADDRESSEE". Below the text is a long Intelligent Mail barcode. At the bottom, the address is printed in capital letters: "ABC COMPANY", "123 MAIN ST STE 100", and "ANYTOWN AB 98765-4321".

**2.3.2 Printing and Print Reflectance**

All legible forms of printing are permitted. Mailers may not use handwriting, typewriting, or handstamping to prepare PRM.

**2.3.3 No Postage Necessary Imprint**

The imprint, "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES," must be printed in the upper right corner of the address side of the piece. The imprint must not extend more than 1-3/4 inches from the right edge of the piece.

**2.3.4 Permit Reply Mail Legend**

The legend, "PERMIT REPLY MAIL," must appear on all pieces. The legend must appear above the address in capital letters at least 3/16 inch high. At the permit holder's discretion, the permit reply mail legend may be surrounded by a rule or border.

**2.3.5 Permit Number and Postage Endorsement**

Directly below the permit reply mail legend, the words, "FIRST-CLASS MAIL PERMIT NO. [NO., CITY, STATE]" (representing the permit holder's number and the Post Office that issued the permit) must appear in capital letters. The permit holder may replace the permit number and the Post Office with a company permit as described in 2.5. Directly below that, the endorsement, "POSTAGE HAS BEEN PREPAID BY ADDRESSEE," must appear in capital letters. At the permit holder's discretion, the permit number and postage endorsement may be surrounded by a rule or border.

**2.3.6 Delivery Address**

**[1-27-13]** The complete address (including the permit holder's name, delivery address, city, state, and ZIP+4 code) must be printed on the piece. PRM pieces must bear an Intelligent Mail barcode encoded with the correct delivery point routing code, matching the delivery address and meeting the standards in 202.5.0 and 708.4.0.

505.2.3.7

**2.3.7 Facing Identification Mark**

A facing identification mark (FIM) C must be printed on all letter-size PRM. The FIM C must meet the physical standards in [708.9.0](#).

**2.3.8 Company Logo**

A company logo is permitted as follows:

- a. On letter-size PRM, if the logo is placed no lower than 5/8 inch from the bottom edge of the piece.
- b. On any piece, if the logo does not interfere with any required format element.

**2.4 Permit Imprint Account**

Mailers may distribute PRM as part of the contents of an outgoing mailing only by using a valid permit imprint account. The standards for using permit imprints are located in [604.5.0](#).

**2.5 Company Permit Reply Mail Imprint****2.5.1 Definition**

A company permit reply mail imprint is one in which the exact name of the company holding the permit is shown in the permit reply mail indicia in place of the city, state, and permit number.

**2.5.2 Use**

A customer may use a company permit reply mail imprint if, for 1 year from the date of mailing, the permit holder or its agent keeps records of each mailing paid with a company permit reply mail imprint and makes them available for USPS review on request. These records must include the weight of a single piece; the total number of pieces mailed; the total postage; and the dates and Post Offices of mailing. A complete sample mailpiece must be included for each mailing.

**2.5.3 Format**

To create a company permit reply mail imprint, replace the words "PERMIT No. [NO., CITY, STATE]" (representing the permit holder's number and the Post Office that issued the permit), with "PERMIT PAID BY [COMPANY NAME]" (representing the name of the company in the delivery address of the mailpiece) in capital letters.

**3.0 Merchandise Return Service****3.1 Prices and Fees****3.1.1 Permit Fee**

An annual permit fee must be paid once each 12-month period at each Post Office where a Merchandise Return Service (MRS) permit is held. See [Notice 123—Price List](#) for the applicable fee. Payment of the annual permit fee is based on the anniversary date of the permit's issuance. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

### 3.1.2 Advance Deposit Account and Account Maintenance Fee

There is an annual account maintenance fee for the advance deposit account (see [Notice 123—Price List](#)). The permit holder must pay postage and extra service fees through an advance deposit account and must pay an annual account maintenance fee (see [3.1](#)). The account maintenance fee is charged once each 12-month period on the anniversary date of the initial account maintenance fee payment. The fee may be paid in advance only for the next year and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. A separate advance deposit account for MRS is not required; the annual account maintenance fee is charged if MRS postage and fees are paid from an existing account:

- a. For each withdrawal, only one statement is provided for each annual account maintenance fee paid.
- b. The permit holder must pay an annual account maintenance fee for each separate statement (accounting) requested. If only one annual account fee is paid, then the permit holder receives only one statement.

### 3.1.3 Postage

Merchandise return service parcels are charged single-piece price postage and extra service fees based on the class or subclass marking on the label. If a parcel is unmarked, then it is charged Standard Post prices. If the postage for the returned parcel is zoned and there is no way to determine its zone of origin (i.e., no postmark or return address), then postage is calculated at zone 4 (for Priority Mail or Standard Post). Postage is deducted from an advance deposit account.

### 3.1.4 Postage Due Weight Averaging

MRS mailers may participate in the Postage Due Weight Averaging program described in [705.21.0](#).

### 3.1.5 Priority Mail Commercial Base and Commercial Plus Prices

Priority Mail Commercial Base and Commercial Plus prices are available to MRS permit holders when the following criteria are met:

- a. Commercial Base prices are available for permit holders using MRS for Priority Mail items ([423.1.2](#)) when all MRS requirements for Priority Mail are met. See [Notice 123—Price List](#) for applicable prices.
- b. Commercial Plus prices are available for permit holders using MRS for Priority Mail items who qualify for Commercial Base prices ([423.1.2](#)) and whose account volume exceed 100,000 pieces in the previous calendar year or who have a customer commitment agreement with the USPS ([423.1.3.2](#)).

## 3.2 Basic Standards

### 3.2.1 Description

[\[6-3-13\]](#) [\[1-27-13\]](#) Merchandise return service allows an authorized permit holder to pay the postage and extra service fees on single-piece price First-Class Mail, First-Class Package Service, Priority Mail, Standard Post, and Package Services parcels that are returned to the permit holder by the permit holder's customers via a special label produced by the permit holder.

## 505.3.2.2

**3.2.2 Availability**

Merchandise return service is available to the permit holder for mailing to the postage due unit at any Post Office where authorized by an approved application.

**3.2.3 Payment Guarantee**

The permit holder guarantees payment of the proper postage and extra service fees (except for insurance and certificate of mailing purchased by the sender) on all parcels returned via a special label produced by the permit holder.

**3.2.4 Where Service Established**

Merchandise return service may be established at any Post Office in the United States and its territories and possessions or at any U.S. military Post Office overseas (APO/FPO). It is not available for any foreign country.

**3.2.5 Official Mail**

Any authorized user of official (penalty) mail may use merchandise return service subject to the standards in [703.7.0](#), which supersede conflicting standards below.

**3.2.6 Application Process**

The applicant must submit a completed Form 3615 and the annual permit fee to the Post Office issuing the permit. If the applicant already has a completed Form 3615 on file at that office, the form may be amended by adding the merchandise return service authorization to existing permit authorizations. Except for MRS labels generated by the USPS Application Program Interface (API), the Form 3615 must be accompanied by copies of the MRS labels (including printed copies of labels intended to be faxed to customers or transmitted to customers electronically) and the instructions provided to the permit holder's customers. All MRS labels that have preprinted USPS Tracking barcodes must be approved by the USPS ([503.10.0](#)). If articles are to be returned from customers as Registered Mail, the applicant must write "Registered Mail" on the application. After a permit is obtained, any change to label formats or customer instructions must be approved by the Post Office where the permit is held. The permit is valid for 12 months after the approval date of the application.

**3.2.7 Procedure**

An approved merchandise return permit on Form 3615 must be on file at every Post Office to which parcels are returned.

**3.2.8 Multiple Accounts**

When an advance deposit account is kept at each entry location, a separate permit is needed and the annual merchandise return service permit and annual account maintenance fees must be paid at each Post Office.

**3.2.9 Renewal**

To renew the permit, the permit holder must send the annual fee to the issuing Post Office by the expiration date of the permit or authorize the postmaster to deduct the fee from the advance deposit account. Written authorization is not needed for permit renewal if there is no change to the authorization on file at the delivery unit.



**3.2.10 Nonrenewed Permit**

If the permit is not renewed, merchandise return mail is returned to the sender if a return address is provided. Merchandise return mail that does not contain the sender's return address is treated as dead mail.

**3.2.11 Permit Cancellation**

The USPS may cancel a permit if the permit holder refuses to accept and pay postage and fees on merchandise return service parcels, fails to keep sufficient funds in the advance deposit account to cover postage and fees, or distributes merchandise return labels or tags that do not meet USPS standards.

**3.2.12 Reapplying After Cancellation**

To receive a new permit at the same Post Office after a merchandise return permit is canceled, the applicant must amend the Form 3615 on file at that office to reflect the new application date; pay a new permit fee; submit for approval two samples of any label format to be used; provide evidence that the reasons for the permit cancellation are corrected; and provide and keep funds in an advance deposit account to cover normal returns for at least 2 weeks.

**3.2.13 Using Other Post Offices**

The permit holder may distribute merchandise return labels for return through other Post Offices without paying an additional permit fee if the permit holder opens and keeps a centralized advance deposit account at the Post Office where the permit is issued and supplies the postmaster of the Post Office where the application is submitted the name, address, and telephone number of a representative in each additional location if different from the information on the application.

**3.3 Additional Standards for Permit Holder****3.3.1 Insurance**

The permit holder may obtain insured mail service with MRS. Only Package Services matter (matter not required to be mailed at First-Class Mail prices under [133.3.0, Content Standards](#)) may be insured. Insured mail may be combined with USPS Tracking and special handling, or both. To request insured mail service, the permit holder must preprint or rubber-stamp "Insurance Desired by Permit Holder for \$\_\_\_\_\_ (value)" to the left of and above the "Merchandise Return Label" legend and below the "Total Postage and Fees Due" statement on the merchandise return label. The value part of the endorsement, showing the dollar amount of insurance for the article, may be handwritten by the permit holder. If insurance is paid for by the MRS permit holder, then only the MRS permit holder may file a claim ([609](#)).

**3.3.2 Registered Mail**

The permit holder may obtain Registered Mail service with MRS. The following standards apply:

- a. The customer using the MRS label must declare the full value of the article to be registered when presented at the Post Office. Registered Mail service may be obtained only on articles returned at First-Class Mail or Priority Mail prices and may not be combined with any other extra service.

## 505.3.3.3

- b. A permit holder wanting to add Registered Mail service under an existing permit must submit a written request to the Post Office where the permit is held, with samples of the merchandise return labels and a copy of the instructions to be provided to the permit holder's customers. The permit holder must not distribute labels that request Registered Mail service before receiving USPS written approval.

**3.3.3 USPS Tracking**

The permit holder may obtain USPS Tracking service with MRS. If the permit holder chooses to preprint the USPS Tracking barcode on labels, then those labels must be approved by the USPS. MRS labels with USPS Tracking barcodes must meet the standards in [503.10.0](#) as shown in [Exhibit 3.5.13d](#). USPS Tracking may be combined with insurance and special handling, or both. USPS Tracking is always charged at the retail price ([503.10.1](#)).

**3.3.4 Return Receipt for Merchandise**

The permit holder may obtain return receipt for merchandise ([503.5.0](#)) with MRS.

**3.3.5 Special Handling**

The permit holder may obtain special handling service with MRS.

**3.3.6 Pickup on Demand Service**

The permit holder may obtain Pickup on Demand service with MRS. Pickup on Demand service may be combined with Certified Mail (Priority Mail only), USPS Tracking, and special handling.

**3.3.7 Mailing Acknowledgment**

The permit holder may prepare a detachable mailing acknowledgment form, subject to these conditions:

- a. The acknowledgment must not bear adhesive but must be attached to the label and perforated or designed for easy separation at the time of mailing.
- b. The acknowledgment establishes no USPS liability for the parcel if damaged, lost, or stolen.
- c. The acknowledgment provides documentation for account management between the mailing customer and the permit holder. The USPS charges no fee, keeps no records, and does not provide copies of or further information about the acknowledgment.
- d. A merchandise return service parcel containing the detachable mailing acknowledgment form must be presented to the USPS acceptance employee at the time of mailing to be executed.
- e. Each mailing acknowledgment part of the label must include a unique parcel identification number assigned by the permit holder; the return address of the customer mailing the parcel, in the upper part of the detachable form; the permit holder's address, in the lower part of the form; an initials section in the acknowledgment portion for use by the USPS acceptance employee; and space in the acknowledgment part where the USPS acceptance employee places the date stamp.

### **3.4 Additional Standards for Permit Holder's Customer**

#### **3.4.1 Customer Options**

If the permit holder has not indicated the extra services listed in [3.3.1](#) through [3.3.6](#) a customer may request the extra services listed in [3.3.1](#) through [3.3.6](#) at their own expense.

#### **3.4.2 Insurance**

If insurance is paid by the customer, then only the customer may file a claim ([609](#)).

#### **3.4.3 Certificate of Mailing**

A customer mailing merchandise return service articles may also obtain a certificate of mailing at the customer's own expense at the time of mailing by presenting the certificate at a Post Office to obtain the receipt.

### **3.5 Preparation**

#### **3.5.1 Distribution of Labels**

Merchandise return service labels may be distributed to customers as an enclosure with merchandise, as a separate item, as part of a double postcard subject to [201.1.2.8](#) and the approval of the PCSC, as a facsimile transmission (fax), as an electronic transmission for customer downloading and printing, or through one of the permit holder's designated pickup facilities. Any such label distributed to a customer must meet the format standards in [3.5.13](#), including the requirement to furnish instructions.

#### **3.5.2 Labels**

The label or tag used for merchandise return service must have the delivery address of the postage due unit at the Post Office where the permit is held, the permit holder's address, a space for the customer's return address, and otherwise meet the format standards in [3.5.13](#).

#### **3.5.3 Mailer Markings and Endorsements**

It is recommended but not required that permit holders preprint a price marking on the merchandise return service labels they distribute. Preprinting a price marking guarantees that returned parcels will be given service and charged postage according to the wishes of the permit holder. Regardless of weight, all unmarked parcels will be treated as Standard Post and charged Standard Post prices.

#### **3.5.4 Label Preparation**

Any photographic, mechanical, or electronic process or any combination of such processes other than typewriting or handwriting may be used to prepare the MRS label or tag and detachable acknowledgment form. The background may be any light color that allows the address, postmark, and other endorsements to be readily discerned. Brilliant colors may not be used for the background. If labels are faxed to customers or electronically transmitted to customers for their local printing, the permit holder must advise customers of these preparation requirements as part of the instructions required by [3.5.6](#). All MRS labels that include USPS Tracking barcodes must be certified for use by the USPS prior to distribution. Labels with USPS Tracking barcodes cannot be faxed to customers.

### 3.5.5 Labeling Methods

If all applicable content and format standards are met (including the written instructions required by 3.5.6), a merchandise return service label may be produced by any of the following methods:

- a. As an impression printed by the permit holder directly onto the mailpiece to be returned.
- b. As a separate label preprinted by the permit holder for affixing by the customer onto the mailpiece to be returned. The reverse side of the label must bear an adhesive strong enough to bond the label securely to the mailpiece.
- c. As a facsimile transmission (fax) of a preprinted label sent by the permit holder to the customer. The facsimile transmission must include instructions that explain how to affix the label securely to the mailpiece to be returned and that caution against covering with tape or other material any part of the label where postage and fee information is to be recorded.
- d. As an electronic file created by the permit holder for local output and printing by the customer. The electronic file must include instructions that explain how to affix the label securely to the mailpiece to be returned and that caution against covering with tape or other material any part of the label where postage and fee information is to be recorded.

### 3.5.6 Instructions

[11-4-13] Written instructions must be provided with the label that, at a minimum, directs the customer to do the following:

- a. "If your name and address are not already preprinted in the return address area, print them neatly in that area or attach a return address label there."
- b. "Attach the label squarely onto the largest side of the mailpiece, centered if possible. Place the label so that it does not fold over to another side. Do not place tape over any barcodes on the label or any part of the label where postage and fee information will be recorded."
- c. "Obliterate any other addresses and barcodes on the outside of the parcel."
- d. "Mail the labeled parcel at a Post Office, drop it in a collection box, leave it with your letter carrier, or schedule a package pickup at [usps.com](https://usps.com)."

### 3.5.7 Insured Markings

The permit holder must either leave a clear space on the merchandise return label to the right of the return address for the insured label or instruct the customer to affix the merchandise return label to the article so that the USPS acceptance employee can place the insured label on the article directly above the merchandise return label.

### 3.5.8 Registered Mail Endorsement

To request Registered Mail service, the permit holder must preprint or rubber-stamp "Registered Mail Service without Postal Insurance Desired by Permit Holder" or "Registered Mail Service with Postal Insurance Desired by Permit Holder," as applicable, to the left of and above the "Merchandise Return Label" legend and

below the “Total Postage and Fees Due” statement on the merchandise return label. The First-Class Mail or Priority Mail marking must also be preprinted or hand-stamped on the labels.

### **3.5.9 Placement of Registered Mail Label**

The permit holder must either leave a clear space on the merchandise return label to the right of the return address for the placement of Label 200 or instruct the customer to affix the merchandise return label to the article so that the USPS acceptance employee can place the Registered Mail label on the article directly above the merchandise return label.

### **3.5.10 Placement of Return Receipt for Merchandise Label**

The permit holder must either leave a clear space on the MRS label to the right of the return address for the placement of Label 3804 or instruct the customer to affix the MRS label to the article so that the USPS acceptance employee can place Label 3804 on the article directly above the MRS label.

### **3.5.11 Special Handling Endorsement**

To request special handling, the permit holder must preprint or rubber-stamp “Special Handling Desired by Permit Holder” to the left of and above the “Merchandise Return Label” legend and below the “Total Postage and Fees Due” statement on the merchandise return label.

### **3.5.12 Special Handling Label**

The permit holder must provide “Special Handling” labels with instructions to customers about their placement on the parcel, leave a clear space on the merchandise return label to the right of the return address for the placement of the “Special Handling” marking, or instruct the customer to affix the merchandise return label to the article so that the USPS acceptance employee can place the “Special Handling” marking on the article directly above the merchandise return label.

### **3.5.13 Format Elements**

Format standards required for the merchandise return label are shown in [Exhibit 3.5.13a](#) through [Exhibit 3.5.13d](#), and described as follows:

- a. Postage Guarantee. The endorsement “No Postage Necessary if Mailed in the United States” must be printed in the upper right corner on the face of the label. The left edge of the endorsement must not extend more than 1-3/4 inches from the right edge of the label.

### Exhibit 3.5.13a Merchandise Return Label With No Extra Services or With Insurance, Special Handling, or Pickup on Demand Service (\*see 3.5.13d)

Recommended blank space for Insurance Label or Special Handling Marking:  
2-7/8" x 1-5/16"

Extra Service Endorsements

FROM: \_\_\_\_\_

POSTAGE DUE COMPUTED BY  
ACCEPTANCE POST OFFICE

POSTAGE \_\_\_\_\_

INSURANCE FEE (IF ANY) \_\_\_\_\_

SPECIAL HANDLING FEE (IF ANY) \_\_\_\_\_

PICKUP ON DEMAND FEE (IF ANY) \_\_\_\_\_

TOTAL POSTAGE AND FEES DUE \$ \_\_\_\_\_

INSURANCE DESIRED BY  
PERMIT HOLDER FOR \$ \_\_\_\_\_  
(VALUE)

1-5/16"

2-7/8"

**PRIORITY MAIL**

NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

**MERCHANDISE RETURN LABEL**  
PERMIT NO. 1  
ABC CO.  
CONESTOGA PA 17516  
1234 MAIN ST

POSTAGE DUE UNIT  
US POSTAL SERVICE  
PO BOX 9998  
CONESTOGA PA 17516

- b. "Merchandise Return Label" Rectangle. The "Merchandise Return Label" rectangle must be placed above the return delivery address and must enclose these lines:
1. Line 1: The words "MERCHANDISE RETURN LABEL" (the "Merchandise Return Label" legend) must be shown in capital letters at least 3/16 inch high.
  2. Line 2: The words "PERMIT NUMBER" or "PERMIT NO.," followed by the permit number, and the name of the issuing Post Office (city and state), followed by the ZIP Code, must be shown in capital letters.
  3. Line 3: The name and delivery address (street or Post Office box number) of the permit holder at that Post Office must be placed directly below the permit number line. Alternatively, a permit holder may use a name other than the permit holder's own name on this line if a written notification of the change is provided to the issuing Post Office. A separate permit or fee is not required for using this alternative name.

**Exhibit 3.5.13b Merchandise Return Label With Registered Mail Service**

The diagram shows a Priority Mail envelope layout with the following components and annotations:

- FROM:** Address lines.
- POSTAGE DUE COMPUTED BY ACCEPTANCE POST OFFICE**
- POSTAGE**, **REGISTERED FEE (IF ANY)**, **TOTAL POSTAGE AND FEES DUE \$**
- REGISTERED MAIL SERVICE WITHOUT POSTAL INSURANCE DESIRED BY PERMIT HOLDER** (Annotated with "Registered Mail Endorsements (Must indicate with or without Postal Insurance)")
- PRIORITY MAIL** (Annotated with "Recommended blank space for Registered Mail label" pointing to a 7/8" high area)
- NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES** (Indicated by horizontal bars)
- MERCHANDISE RETURN LABEL** (Annotated with "Registered Mail Endorsements (Must indicate with or without Postal Insurance)" pointing to the label area)
  - PERMIT NO. 1
  - ABC CO.
  - CONESTOGA PA 17516
  - 1234 MAIN ST
- Address below label: **POSTAGE DUE UNIT**, **US POSTAL SERVICE**, **PO BOX 9998**, **CONESTOGA PA 17516**

Dimensions: 2-1/4" wide for the endorsement area, 7/8" high for the blank space above the Priority Mail logo.

- c. **Price Marking.** If a price marking is used, it must be placed in the space to the right and above the "Merchandise Return Label" legend. The marking must be at least 3/16 inch high and printed or rubber-stamped. Only the permit holder may apply this marking.

505.3.5.13

**Exhibit 3.5.13c Merchandise Return Label With Mailing Acknowledgment**  
 (\*see 3.5.13d)

Recommended Blank Space for Insurance Label, or Elliptical Insurance Marking, or Special Handling Marking: 2-7/8" x 1-5/16"

Location of Rate Marking

FROM: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 I.D. # 654321A

POSTAGE \_\_\_\_\_  
 \*INSURANCE FEE (IF ANY) \_\_\_\_\_  
 \*SPECIAL HANDLING FEE (IF ANY) \_\_\_\_\_  
 \*PICKUP ON DEMAND FEE (IF ANY) \_\_\_\_\_  
 TOTAL POSTAGE AND FEES DUE \$ \_\_\_\_\_

INSURANCE DESIRED BY  
 PERMIT HOLDER FOR \$ \_\_\_\_\_

**MERCHANDISE RETURN LABEL**  
 PERMIT NO. 1  
 ABC CO.  
 CONESTOGA PA 17516  
 1234 MAIN ST

POSTAGE DUE UNIT  
 US POSTAL SERVICE  
 PO BOX 9998  
 CONESTOGA PA 17516

NO POSTAGE  
 NECESSARY  
 IF MAILED  
 IN THE  
 UNITED STATES

FROM: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 I.D. # 654321A

ROUND DATE  
 STAMP \_\_\_\_\_

ACCEPTANCE EMPLOYEE  
 INITIAL \_\_\_\_\_

**MERCHANDISE RETURN  
 MAILING ACKNOWLEDGEMENT**  
 PERMIT NO. 1  
 ABC CO.  
 CONESTOGA PA 17516-9998  
 1234 MAIN ST

Extra Service Endorsements

Perforated Edge (tear here)

Customer Portion

- d. Extra Services Except Registry. If no extra service is requested, or if extra services other than registry service are requested, the applicable entries below must be shown in capital letters above the "Merchandise Return Label" legend rectangle and to the left of the space reserved for any class marking:
1. If no extra service is requested, "POSTAGE DUE COMPUTED BY DELIVERY UNIT" must appear; if any available extra service other than registry is requested, "POSTAGE DUE COMPUTED BY ACCEPTANCE POST OFFICE" must appear.



2. As marked with an asterisk below, insurance, special handling, USPS Tracking, return receipt for merchandise, and Pickup on Demand service fee entries may not appear if the permit holder does not choose the corresponding service(s). As appropriate, these postage and fee markings must appear:

POSTAGE \_\_\_\_\_

\*INSURANCE FEE (IF ANY) \_\_\_\_\_

\*USPS TRACKING FEE (IF ANY) \_\_\_\_\_

\*RETURN RECEIPT FOR MERCHANDISE FEE (IF ANY) \_\_\_\_\_

\*SPECIAL HANDLING FEE (IF ANY) \_\_\_\_\_

\*PICKUP ON DEMAND SERVICE FEE (IF ANY) \_\_\_\_\_

TOTAL POSTAGE AND FEES DUE \$ \_\_\_\_\_

INSURANCE DESIRED BY \_\_\_\_\_

PERMIT HOLDER FOR \$ \_\_\_\_\_

(VALUE)

**Exhibit 3.5.13d Merchandise Return Label With USPS Tracking Service**

<p>FROM: _____</p> <p>_____</p> <p>POSTAGE DUE COMPUTED BY ACCEPTANCE POST OFFICE</p> <p>POSTAGE _____</p> <p>DELIVERY CONFIRMATION FEE _____</p> <p>TOTAL POSTAGE AND FEES DUE \$ _____</p>	<div data-bbox="1165 966 1283 1029"><p>NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES</p></div> <div data-bbox="1165 1033 1283 1182"></div>
<div data-bbox="558 1089 861 1192"><p><b>USPS DELIVERY CONFIRM</b></p><p>8202 6837 3310 0000 0012 ↑</p></div>	<div data-bbox="893 1094 1283 1281"><p><b>MERCHANDISE RETURN LABEL</b></p><p>PERMIT NO. 1 ABC CO.</p><p>CONESTOGA PA 17516 1234 MAIN ST.</p></div> <div data-bbox="893 1285 1283 1362"><p>POSTAGE DUE UNIT US POSTAL SERVICE PO BOX 9998 CONESTOGA PA 17516</p></div>

- Delivery Confirmation barcode

- e. Registry Service. If registry service is requested, the appropriate class marking must appear for First-Class Mail (“First-Class” or “First-Class Mail”) or Priority Mail (“Priority” or “Priority Mail”). In addition, the following applicable endorsements must appear in capital letters above the “Merchandise Return Label” legend rectangle and to the left of the space reserved for the class marking:
1. “ACCEPTANCE POST OFFICE COMPUTE POSTAGE DUE.”

505.3.5.14

2. The following postage and fee entries:

POSTAGE \_\_\_\_\_

REGISTERED FEE \_\_\_\_\_

TOTAL POSTAGE AND FEES DUE \$ \_\_\_\_\_
3. The appropriate insurance endorsement, below the "TOTAL POSTAGE AND FEES DUE" entry: if matter returned has value (\$0.01 or greater), "REGISTERED MAIL SERVICE WITH POSTAL INSURANCE DESIRED BY PERMIT HOLDER"; if matter returned has no value (\$0.00), "REGISTERED MAIL SERVICE WITHOUT POSTAL INSURANCE DESIRED BY PERMIT HOLDER."
- f. Customer's Return Address. The return address of the customer mailing the article back to the permit holder must be shown in the upper left corner. Space must be provided for the customer's return address if it is not preprinted by the permit holder.
- g. Delivery Address. The lines "POSTAGE DUE UNIT" and "US POSTAL SERVICE," followed by the delivery address line and by the city, state, and ZIP Code line of the postage due unit at the Post Office where the permit is authorized, must be printed on the front of the mailpiece, at least 1 inch from the left edge of the piece, in capital letters at least 1/8 inch high.
- h. Horizontal Bars. Horizontal bars must be placed on the label below the postage endorsement that appears in the upper right corner. The bars must be uniform in length, at least 1 inch long, 1/16 inch thick, and evenly spaced. The vertical column of horizontal bars must not extend below the delivery address line, which is the line above the line containing the ZIP Code. A facing identification mark (FIM) must not be used on this label.
- i. Additional information. Additional information (e.g., company logo, return authorization number, inventory barcode) is permitted if it does not interfere with any required format elements. Inventory barcodes must not resemble the barcodes described in [402.4.0](#).

### 3.5.14 Certificate of Mailing

A customer mailing merchandise return service articles may obtain a certificate of mailing at the customer's own expense at the time of mailing by presenting the certificate at a Post Office to obtain the receipt.

## 3.6 Enter and Deposit

### 3.6.1 Customer Mailing Options

The permit holder's customers must mail the parcel within the service area of the Post Office shown in the return address on the label by depositing it at the main Post Office or any associated office, station, or branch; in any collection box (except a Priority Mail Express box); with any rural carrier; on business routes during regular mail delivery if prior arrangements are made with the carrier; as part of a collection run for other mail (special arrangements might be required); or at any place designated by the postmaster for the receipt of mail. Parcels with extra services must be mailed either with the rural carrier or at the main Post Office or any

associated office, station, or branch. Any such parcels deposited in collection boxes are returned to the sender or, if there is no return address, treated as undeliverable mail.

### **3.7 Priority Mail Reshipment**

#### **3.7.1 Description**

[1-27-13] An authorized permit holder may use merchandise return service to have mail (previously sent at First-Class Mail, Standard Post, and Package Services prices) reshipped by Priority Mail to the Post Office where the permit is held. The permit holder must make a written request for reshipment and send the request to the postmaster where the merchandise return service permit is authorized, specifying how often the reshipments are to be made from each affected postal facility. Reshipment is activated by the use of tags and address labels provided by the permit holder to those designated postal facilities that the permit holder authorizes to reship the mail by Priority Mail merchandise return service.

#### **3.7.2 Reshipment Service**

The USPS gathers mail addressed to Post Office boxes or business street addresses and, pursuant to the written request of the addressee and consequent service agreement between the addressee and the USPS, dispatches it as a Priority Mail merchandise return service shipment subject to these standards:

- a. Service frequency is scheduled.
- b. Priority Mail postage and fees are paid against the merchandise return service permit. The sack or container and its contents are considered a single piece for calculation of the Priority Mail price of postage and must not exceed 70 lbs.
- c. The mailer must keep a postage-due, merchandise return service account, or business reply mail account at the postal facility where the Post Office box or business street address is located for any shortpaid, merchandise return service, or business reply mail. The letter of request must state that such an account exists.
- d. USPS Tracking and accountable mailpieces (Certified Mail, COD, insured, Signature Confirmation, or Priority Mail Express) are reshipped and charged separately from non-accountable mailpieces. Registered Mail is not allowed for Priority Mail reshipment service.
- e. The written request by the customer must list the postmaster at the originating office as the "Firm Representative" and show the pickup time is when the USPS employee gathers the mail and prepares it for dispatch as Priority Mail merchandise return service.
- f. A written request to the postmaster by the customer to terminate the agreement must be submitted 30 days in advance

#### **3.7.3 Sack Tag**

If a sack is used as the mail container for Priority Mail reshipment, the permit holder must provide a tag and an address label containing the delivery address of the postage due unit at the Post Office where the permit is held, the permit holder's address, a space for the customer's return address, and otherwise meet the format

standards in [3.6](#) for each affected postal facility. The sack or container and its contents are considered a single piece for calculation of the Priority Mail price of postage.

## 4.0 USPS Return Services

### 4.1 Description

[\[1-27-13\]](#) Priority Mail Return Service (including Critical Mail), First-Class Package Return Service and Ground Return Service provide return service options to customers who meet the applicable standards in this section. Except as provided below, restricted material described in [601.8.0](#) and live animals under [601.9.3](#), any mailable matter may be mailed using any of the USPS Return Service options. Any content that constitutes First-Class Mail matter may only be mailed using Priority Mail Return Service or using First-Class Package Return Service at Commercial Plus prices. All USPS Return Service labels, except those using Parcel Return Service, must include an Intelligent Mail package barcode. Mailers using Priority Mail Return Service, First-Class Package Return Service or Ground Return Service must participate in a scan based payment program (SBP) under [705.25.0](#).

### 4.2 Permits, Authorizations and Fees

#### 4.2.1 Permit Fee

An annual Merchandise Return Service permit fee, under [3.1.1](#), is required for the return services described in [4.1](#).

#### 4.2.2 Advance Deposit Account and Account Maintenance Fee

The participant must pay postage through an advance deposit account and must pay a Merchandise Return Service annual account maintenance fee, under [3.1.2](#), for the return services described in [4.1](#).

### 4.3 Extra Services

[\[1-27-13\]](#) Only USPS insurance for items with a value of \$200 or less can be purchased by the mailer at retail for Priority Mail Return Service (including Critical Mail), First-Class Package Return Service and Ground Return Service.

### 4.4 Pricing

#### 4.4.1 Commercial Base Prices

Commercial Base prices are available for permit holders receiving mailpieces under [4.0](#) bearing USPS-authorized labels and participating in a scan based payment program (SBP) under [705.25.0](#).

#### 4.4.2 Commercial Plus Prices

[\[1-27-13\]](#) Permit holders may combine cumulative volumes for Priority Mail Return Service and First-Class Package Return Service. Eligibility for Commercial Plus prices are available to permit holders who qualify for Commercial Base prices, and at least one of the following:

- a. Have cumulative Priority Mail Return Service, First-Class Package Return Service, and Ground Return Service volume exceeding a combined total of 25,000 return pieces in the previous calendar year.

- b. Have cumulative returns Commercial Plus cubic volume exceeding a combined total of 85,000 pieces returned in approved packaging in the previous calendar year.
- c. Have cumulative returns and outbound volume exceeding a combined total of 90,000 pieces in the previous calendar year.
- d. Have a signed Commercial Plus returns customer commitment agreement with USPS.
- e. Have a signed commercial plus Critical Mail commitment agreement with USPS.

#### 4.5 Computing Postage

[1-27-13] Postage is calculated based on the weight of the parcel and zone, except for First-Class Package Return Service, for which postage is based on the weight of the parcel and Critical Mail returns, for which postage is based on flat rate pricing. Commercial Base and Commercial Plus customers must pay postage under 705.25.0 and via an eVS/CAPS account.

#### 4.6 Label Requirements

##### 4.6.1 Label Preparation

[11-4-13] Returns labels must be certified by the USPS for use prior to distribution. In addition, permit holders must obtain USPS certification for barcode symbology. Any photographic, mechanical, or electronic process or any combination of these processes may be used to produce labels. Labels must be prepared in accordance with 708.5.0 and PUB 205, Electronic Verification System (eVS®) Business and Technical Guide. PUB 205 content information can be found at [https://ribbs/evs/documents/tech\\_guides/pubs/Pub205.PDF](https://ribbs/evs/documents/tech_guides/pubs/Pub205.PDF).

##### 4.6.2 Labeling Methods

Permit holders or their agents may distribute approved USPS Return Service labels and instructions by any of the following methods:

- a. As an enclosure with merchandise when initially shipped, or as a separate label mailed by the permit holder to the customer. If the reverse side of the label bears an adhesive, it must be strong enough to bond the label securely to the mailpiece.
- b. As an electronic file created by the permit holder for local printing by the customer.

##### 4.6.3 Label Instructions

[11-4-13] Permit holders or their agents must provide written instructions to the label end-user (mailer), advising them at a minimum as follows:

- a. "If your name and address are not already preprinted in the return address area, print them neatly in that area or attach a return address label there."
- b. "Attach the label squarely onto the largest side of the mailpiece, centered if possible. Place the label so that it does not fold over to another side. Do not place tape over any barcodes on the label."
- c. "Obliterate any other addresses and barcodes on the outside of the parcel."

505.4.6.4

- d. "Mail the labeled parcel at a Post Office, drop it in a collection box, leave it with your letter carrier, or schedule a package pickup at [usps.com](https://usps.com)."

**4.6.4 Label Format Elements**

USPS Return Services standard label sizes are 3 inches by 6 inches, 4 inches by 4 inches, or 4 inches by 6 inches. All other label sizes require written approval from the National Customer Support Center (NCSC). The label must accommodate all required elements. All labels, except those using Parcel Return Service, must be prepared according to [708.5.1](#) and must include an Intelligent Mail package barcode. All USPS Returns label elements must be legible.

**4.7 Priority Mail Return Service****4.7.1 Description**

Priority Mail Return Service is an expedited service and may contain any mailable matter weighing no more than 70 pounds. Lower weight limits apply to Commercial Plus cubic (see [1.1.4](#)), APO/FPO mail is subject to [703.2.0](#) and [703.4.0](#), and Department of State mail is subject to [703.3.0](#).

**4.7.2 4.7. 2 Service Objectives**

Priority Mail Return Service receives expeditious handling and transportation, with service standards in accordance with Priority Mail.

**4.7.3 Prices and Eligibility**

Priority Mail Return Service items mailed under a specific customer agreement is charged postage according to the individual agreement. Otherwise Priority Mail Return Service eligibility is under [4.7](#). Commercial Base and Commercial Plus prices are the same as for outbound Priority Mail in [Notice 123—Price List](#).

**4.7.4 Labels**

Labels must be prepared under [4.6](#). See exhibit [Exhibit 4.7.4](#).

**Exhibit 4.7.4 Priority Mail Return Service Label Example****4.7.5 Critical Mail Returns**

[1-27-13] In addition to the applicable standards in 4.0, mailers may use Critical Mail barcoded letters and flats meeting eligibility standards in 223 and 323 for returns.

**4.8 First-Class Package Return Service****4.8.1 Description**

First-Class Package Return Service is an expedited service. Items subject to Commercial Base First-Class Package Service parcel prices may contain any mailable merchandise matter weighing no more than 13 ounces. Items subject to Commercial Plus First-Class Package Service parcel prices may contain any mailable matter weighing less than 16 ounces. Parcels greater than 13 ounces will be charged the one-pound Priority Mail price unless they are eligible for Commercial Plus prices for items over 13 ounces but less than 16 ounces.

**4.8.2 Service Objectives**

First-Class Package Return Service receives expeditious handling and transportation, with service standards in accordance with First-Class Mail.

**4.8.3 Prices and Eligibility**

First-Class Package Return Service eligibility of contents is the same as for outbound First-Class Package Service parcels under 433. Parcels weighing more than 13 ounces but less than 16 ounces may be included in the eligibility calculation for Commercial Plus prices and parcels weighing 13 ounces or less are eligible for Commercial Base prices.

505.4.8.4

#### 4.8.4 Labels

Labels must be prepared under 4.6. See [Exhibit 4.8.4](#).

#### Exhibit 4.8.4 First-Class Mail Package Return Service Label Example

 UNITED STATES POSTAL SERVICE®	
<b>F</b>	NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES
<b>FIRST-CLASS™ PACKAGE RETURN SERVICE</b>	
John Smith 901 D ST SW STE 101 WASHINGTON DC 20024-2198	
ABC Company 475 LENFANT PLZ SW WASHINGTON DC 20260-0004	
<b>USPS TRACKING #</b>	
	
9221 6912 3456 7800 0043 04	

### 4.9 Ground Return Service

#### 4.9.1 Description

Ground Return Service provides ground transportation for mailpieces containing mailable matter weighing no more than 70 pounds and meeting the content standards in [153.3.0](#).

#### 4.9.2 Service Objectives

Ground Return Service assumes the handling and transportation and service objectives for delivery of Standard Post.

#### 4.9.3 Prices and Eligibility

[\[1-27-13\]](#) Ground Return Service mailpieces are charged per pound; any fraction of a pound is rounded up to the next whole pound. The minimum postage amount per addressed piece is the one-pound price. Ground Return Service eligibility and pricing are the same as retail Standard Post.

#### 4.9.4 Labels

Labels must be prepared in accordance with 4.6. See [Exhibit 4.9.4](#).



**Exhibit 4.9.4 Ground Return Service Label Example**

	<b>UNITED STATES POSTAL SERVICE®</b>
<div>NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES</div>	
<b>GROUND RETURN SERVICE</b>	
John Smith 901 D ST SW STE 101 WASHINGTON DC 20024-2198	
ABC Company 475 LENFANT PLZ SW WASHINGTON DC 20260-0004	
<b>USPS TRACKING #</b>	
	
9239 6912 3456 7800 0043 11	

## 5.0 Parcel Return Service

### 5.1 Basic Information

#### 5.1.1 Description

Parcel Return Service (PRS) applies to parcels that are picked up in bulk by authorized permit holders or their agents. Permit holders guarantee payment of postage for all parcels mailed with a PRS label. By providing an approved PRS label to its customers, the merchant or other party designates the permit holder identified on the label as their agent for receipt of mail bearing that label, and authorizes the USPS to provide that mail to the permit holder or its designee. The permit holder must retrieve parcels at each of the return network distribution centers (RNDC). For this purpose, an RNDC is each NDC as noted in [L601](#). PRS permit holders also may retrieve parcels at one or more designated return sectional center facility (RSCF) or designated return delivery units (RDU). Payment for parcels returned under PRS is deducted from a separate advance deposit (postage-due) account funded through the Centralized Account Processing System (CAPS). The permit holder must be authorized to use eVS (see [705.2.9](#)).

#### 5.1.2 Conditions for Mailing

Parcels may be mailed as PRS when all of the following conditions apply:

- a. Parcels contain eligible matter as described in [153.3.0](#) and [153.4.0](#).
- b. Parcels bear a PRS label that meets the standards in [5.4](#).

## 505.5.1.3

- c. Parcels show the permit number, and the permit holder has paid the annual PRS permit fee and the annual PRS account maintenance fee.

**5.1.3 Services**

Pieces using PRS may not bear an ancillary service endorsement (see [102.4.0](#) and [507.1.5](#)). Only a Certificate of Mailing, when the fee is paid by the mailer returning the parcel, is available as an extra service.

**5.1.4 Customer Mailing Options**

Returned parcels may be deposited as follows:

- a. At any Post Office, station, or branch.
- b. In any collection box (except a Priority Mail Express box).
- c. With any letter carrier.
- d. As part of a collection run for other mail (special arrangements may be required).
- e. At any place designated by the postmaster for the receipt of mail.

**5.1.5 Application**

Companies who wish to participate in PRS must send a request on company letterhead to the manager, Business Mailer Support (see [608.8.0](#) for address). The request must contain the following information:

- a. Company name and address.
- b. An individual's contact name, telephone number, fax number, and e-mail address.
- c. The price category or categories to be used, and the proposed retrieval locations (delivery units, sectional center facilities and network distribution centers).
- d. A description of the electronic returns manifesting system to be used to document returns listed by location and price eligibility.

**5.1.6 Approval**

The manager, Business Mailer Support reviews each request and proceeds as follows:

- a. If the applicant meets the criteria, the manager, Business Mailer Support approves the letter of request and sends an authorization letter outlining the terms and conditions for the program.
- b. If the application does not meet the criteria, the manager, Business Mailer Support denies the request and sends a written notice to the applicant with the reason for denial.

**5.1.7 Cancellation**

USPS may cancel a PRS permit for any of the following reasons:

- a. The permit holder fails to pay the required postage and fees for returned parcels.

- b. The permit holder does not maintain adequate available funds to cover postage and fees for returned parcels.
- c. The permit holder does not fulfill the terms and conditions of the PRS permit authorization.
- d. The return labels do not conform to the specifications in 5.4.

#### 5.1.8 Reapplying After Cancellation

To receive a new PRS permit after cancellation under 5.1.7 the mailer must:

- a. Submit a letter to the manager, Business Mailer Support requesting a permit and a new agreement.
- b. Pay a new permit fee.
- c. Provide evidence showing that the reasons for cancellation no longer exist.
- d. Maintain adequate available funds to cover the expected number of returns.

#### 5.1.9 Pickup Schedule and Location

[11-4-13] Permit holders or their agents must set up recurring or standing appointments to retrieve PRS parcels. If the permit holder (or agent) has existing appointments to deliver Parcel Select parcels to destination facilities and those facilities are one of the NDCs, designated RSCFs, or designated RDUs, those appointments can be used for retrieving PRS parcels at the same time. Permit holders or their agents must retrieve parcels on a regular schedule as follows:

- a. From RNDs, at a minimum of every 48 hours, excluding Sundays and USPS holidays.
- b. From all listed RSCFs, at a minimum of every 24 hours, excluding Saturdays, Sundays and USPS holidays. The Postal Service maintains a list of active RSCFs and provides permit holders 30 days notice of changes to the list. This list is available on the Facility Access and Shipment Tracking system (FAST) at <https://fast.usps.gov/fast/>.
- c. From RDUs, according to the authorization letter. The USPS maintains a list of active RDUs and provides permit holders 30 days notice of changes to the list. This list is available on the Facility Access and Shipment Tracking system (FAST) at <https://fast.usps.gov/fast/>.
- d. For parcels picked up from RNDs and that are shipped from origin ZIP Codes 006-009, 967-969, and 995-999, see 5.3.

#### 5.1.10 Parcels Endorsed Hold for Pickup

PRS participants must pay the appropriate Parcel Return Service RDU price under 5.3 for any unclaimed, refused, undeliverable as addressed, or recalled parcels that are endorsed "Hold For Pickup" (under 508.7.0) and that bear the marking "PARCEL RETURN SERVICE REQUESTED" or "PRS REQUESTED" followed by a unique 569 prefix ZIP Code.

## 5.2 Postage and Fees

### 5.2.1 Postage

There are three PRS price categories:

## 505.5.2.2

- a. Parcel Return Service — RDU. Parcels returned as Standard Post to, and retrieved in bulk from, a designated delivery unit.
- b. Parcel Return Service — RSCF. Parcels returned as Standard Post to, and retrieved in bulk from, a designated SCF.
- c. Parcel Return Service — RNDC. Parcels returned as Standard Post to, and retrieved in bulk from, a designated NDC.

**5.2.2 Permit Fee**

The participant must pay an annual permit fee at the Post Office where the PRS permit is held. See [Notice 123—Price List](#) for applicable fee.

**5.2.3 Advance Deposit Account and Annual Account Maintenance Fee**

The participant must pay postage through an advance deposit account and pay an annual account maintenance fee. See [Notice 123—Price List](#) for applicable fee.

**5.3 Prices****5.3.1 Parcel Return Service Prices**

Parcel Return Service prices are based on the price that applies to the weight increment of each addressed piece, and on the designated return facility, RDU, RSCF, or RNDC. The price is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if an item weighs 4.225 pounds, the weight increment is 5 pounds. The minimum price per piece is the 1-pound price.

**5.3.2 Parcel Return Service—Nonmachinable Prices**

Parcels exceeding the maximum machinable dimensions in [401.1.5](#) or are considered an outside parcel under [401.1.7](#) are subject to nonmachinable prices.

**5.3.3 Balloon and Oversized Prices**

RSCF and RNDC parcels that weigh less than 20 pounds but measure more than 84 inches in combined length and girth are charged the applicable price for a 20-pound parcel (balloon price). Regardless of weight, any parcel that measures more than 108 inches (but not more than 130 inches) in combined length and girth must pay the oversized price.

**5.3.4 Standard Post Prices**

[\[1-27-13\]](#) PRS-labeled parcels shipped from origin ZIP Codes 006-009, 967-969, and 995-999 that are picked up at an RNDC are subject to retail Standard Post prices.

**5.3.5 Noncompliant Labels**

[\[1-27-13\]](#) PRS permit holders must use USPS-certified labels meeting the standards in [5.4](#). When noncompliant labels are affixed to PRS parcels, which travel through the Postal network to the delivery address of the label, the permit holder will be assessed the appropriate Standard Post price, calculated from the parcel's entry point in the USPS network to its delivery address. If the parcel's entry point can not be determined, then postage will be calculated at zone 4.

## 5.4 Label Formats

### 5.4.1 Label Preparation

PRS labels must be certified by the USPS for use prior to distribution as defined in the service agreement. In addition, permit holders must obtain USPS certification for barcode symbologies. Any photographic, mechanical, or electronic process or any combination of these processes may be used to produce PRS labels. The background of the label may be any light color that allows the address, barcodes, and other required information to be easily distinguished. If labels are electronically transmitted to customers for their local printing, the permit holder must advise customers of these printing requirements as part of the instructions in [5.4.3](#).

### 5.4.2 Labeling Methods

If all applicable contents and formats are approved (including instructions to the user), permit holders or their agents may distribute a PRS label by any of the following methods:

- a. As an enclosure with merchandise when initially shipped as part of the original invoice accompanying the merchandise, or as a separate label preprinted by the permit holder. If the reverse side of the label bears an adhesive, it must be strong enough to bond the label securely to the mailpiece.
- b. As an electronic file created by the permit holder for local printing by the customer.

### 5.4.3 Instructions

**[11-4-13]** Regardless of label distribution method, permit holders or their agents must always provide written instructions to the user of the PRS label that, at a minimum, direct the user as follows:

- a. "If your name and address are not already preprinted in the return address area, print them neatly in that area or attach a return address label there."
- b. "Attach the label squarely onto the largest side of the mailpiece, centered if possible. Place the label so that it does not fold over to another side. Do not place tape over any barcodes on the label."
- c. "Obliterate any other addresses and barcodes on the outside of the parcel."
- d. "Mail the labeled parcel at a Post Office, drop it in a collection box, leave it with your letter carrier, or schedule a package pickup at [usps.com](https://usps.com)."

### 5.4.4 Label Format Elements

There is no minimum size for PRS labels; however, the label must be big enough to accommodate all of the label elements and standards in this section. All PRS label elements must be legible. Except where a specific type size is required, elements must be large enough to be legible from a normal reading distance and be separate from other elements on the label. See the PRS label format examples in [5.4.5a](#) and [5.4.5b](#). The following elements are required:

- a. *Postage guarantee*. The imprint "No Postage Necessary If Mailed in the United States" must appear in the upper right corner.

## 505.5.4.4

- b. *Horizontal bars.* A minimum of three horizontal bars must appear directly below the imprint in the upper right corner. The bars must be uniform in length, at least 1 inch long, 1/16 inch thick, and evenly spaced.
- c. *Parcel Return Service legend.* The legend must be placed directly above the address and must include:
  - 1. Line 1: In capital letters at least 3/16" high, "PARCEL SELECT RETURN SERVICE" (or "PARCEL SELECT RTN SVC").
  - 2. Line 2: In all capital letters, the permit holder's name, left justified, followed by "PERMIT NO.," followed by the actual permit number.
- d. *Customer's return address.* The return address of the customer using the label to mail the parcel back to the permit holder must appear in the upper left corner. If it is not preprinted by the permit holder or merchant, space must be provided for the customer to enter the return address.
- e. *Address for Parcel Return Service labels.* The address must contain the unique PRS ZIP Code (569 prefix) assigned by the USPS to the particular customer or agent. The address must consist of two or three lines in all capital letters, as specified below. The ZIP Code must be printed in at least 12-point type on a line directly below the Parcel Return Service line.
  - 1. Line 1: PRS AGENT'S OR MERCHANT'S NAME.
  - 2. Line 2: "PARCEL RETURN SERVICE" (or "PARCEL RETURN SVC").
  - 3. Line 3: The unique PRS 569## ZIP Code assigned by the USPS in the service agreement. The unique ZIP Code alternatively may be located as part of the second line of the address.
- f. *Parcel Return Service barcode.* A PRS barcode must be printed directly on the label. The barcode may appear in any location on the label except the upper left, upper right, and lower right corners. The barcode must meet the standards for barcodes in Publication 91, *Confirmation Services Technical Guide*, with the following exceptions:
  - 1. The barcode must be produced using the GS1-128 barcode symbology.
  - 2. The service type code (STC) contained in the barcode on PRS labels must contain the value "58."
  - 3. Text above the barcode must read "USPS PARCEL RETURN SERVICE" (or "USPS PARCEL RTN SVC"). If the barcode is a single concatenated barcode with the postal routing code described in [5.4.4g](#), the text above the barcode must read "NDC ZIP - USPS PARCEL RETURN SERVICE" (or "NDC ZIP - USPS PARCEL RTN SVC"). In the text below the barcode, the leading application identifier ("420"), ZIP Code information, and subsequent numbers must be parsed as shown in [5.4.5b](#).
  - 4. The clear zone between the barcode, the human-readable text, and the horizontal bar above and below the barcode must be at least 1/16 inch.
- g. *Postal routing barcode.* If a single concatenated barcode is not used for the PRS barcode, a postal routing barcode also must be printed directly on the label. The barcode may appear in any location on the label, except the upper




left, upper right, and lower right corners. Postal routing barcodes must meet the standards in [708.5.0](#), except that the text below the barcode must read “NDC ZIP -,” followed by the unique PRS ZIP Code assigned by USPS in the service agreement.

- h. ***Mailer identification (ID).*** The permit holder assigns a mailer ID to each individual client (merchant). An individual mailer ID must appear in the lower right corner as follows:
  - 1. The mailer ID must consist of a single, uppercase alpha character followed by a two-, three-, or four-digit number, with no spaces or dashes.  
For example: X01.
  - 2. The mailer ID must be at least 3/16 inch high and be surrounded by a box, with a clearance of at least 1/16 inch between the mailer ID characters and the edges of the box.
  - 3. The mailer ID may be reverse-printed.
- i. ***Additional information.*** Additional information (e.g., company logo, return authorization number, inventory barcode) is permitted on the PRS label if it does not interfere with any required format elements. Inventory barcodes must not resemble the barcodes described in [708.5.0, Standards for Package and Extra Service Barcodes](#).

#### 5.4.5 PRS Label Format Examples

The following are PRS label format examples. Note: The ZIP Code 56999 appears in each example for demonstration purposes only.

- a. Parcel Return Service label using a separate PRS barcode and postal routing barcode.

John Smith 901 D ST SW STE 101 WASHINGTON DC 20024-2198	 NDC ZIP - 56999	NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES 
<div><b>PARCEL RETURN SERVICE</b> ABC RETURNS INC PERMIT NO. 77999</div>		
<b>USPS PARCEL RETURN SVC</b>  9158 0268 3733 1000 0010 154	AGENT / CLIENT NAME <b>PARCEL RETURN SERVICE 56999</b>	
		<b>X01</b>

- b. Parcel Return Service label using a concatenated barcode.

John Smith 901 D ST SW STE 101 WASHINGTON DC 20024-2198		NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES
		=====
<b>PARCEL RETURN SERVICE</b> ABC RETURNS INC		PERMIT NO. 77999
NDC ZIP - USPS PARCEL RETURN SVC		AGENT / CLIENT NAME
		PARCEL RETURN SERVICE
420 56999 9158 0268 3733 1000 0010 14		56999
		<b>X01</b>

## 6.0 Parcel Return Service—Full Network

### 6.1 Description

[1-27-13] Parcel Return Service—Full Network (PRS—Full Network) provides for the bulk delivery of parcels to authorized permit holders or their agents. Permit holders must guarantee payment of postage for all parcels mailed with a PRS—Full Network label. By providing an approved PRS—Full Network label to its customers, the merchant or other party designates the permit holder identified on the label as their agent for receipt of mail bearing that label, and authorizes the USPS to deliver that mail to the permit holder or its designee. Payment for parcels returned under PRS—Full Network is deducted from a separate advance deposit (postage-due) account funded through the Centralized Account Processing System (CAPS) debit account as provided in [705.25.0](#), *Scan Based Payment*.

#### 6.1.1 Conditions for Mailing

[1-27-13] Parcels may be mailed as PRS—Full Network when all of the following conditions apply:

- Parcels contain only matter that is eligible as Standard Post, as described in [153.3.0](#) and [153.4.0](#).
- Parcels bear a PRS—Full Network label that meets the standards in [6.4](#).
- The permit holder has paid the annual PRS permit fee and the annual PRS account maintenance fee.



- d. Permit holders must participate in the scan based payment (SBP) program under [705.25.0](#).
- e. Permit holders must demonstrate an annual volume of at least 50,000 qualifying parcels to each location.
- f. Each mailpiece must bear an accurate Intelligent Mail package barcode prepared under [708.5.0](#).

#### **6.1.2 Services**

[1-27-13] Pieces using PRS—Full Network may not bear an ancillary service endorsement (see [102.4.0](#) and [507.1.5](#)).

#### **6.1.3 Customer Mailing Options**

[1-27-13] Returned parcels may be deposited as follows:

- a. At any Post Office, station, or branch.
- b. In any collection box (except a Priority Mail Express box).
- c. With any letter carrier.
- d. As part of a collection run for other mail (special arrangements may be required).
- e. At any place designated by the postmaster for the receipt of mail.

### **6.2 Application**

[1-27-13] Companies who wish to participate in PRS—Full Network must send a request on company letterhead to the manager, Business Mailer Support (see [608.8.0](#) for address). The request must contain the following information:

- a. Company name and address.
- b. An individual's contact name, telephone number, fax number, and e-mail address.
- c. The proposed delivery locations requested.

#### **6.2.1 Approval**

[1-27-13] The manager, Business Mailer Support reviews each request and proceeds as follows:

- a. If the applicant meets the criteria, the manager, Business Mailer Support approves the letter of request and sends an authorization letter outlining the terms and conditions for the program.
- b. If the application does not meet the criteria, the manager, Business Mailer Support denies the request and sends a written notice to the applicant with the reason for denial.

#### **6.2.2 Cancellation**

[1-27-13] The USPS may cancel a PRS—Full Network permit for any of the following reasons:

- a. The permit holder fails to provide for adequate facilities to permit the delivery of PRS—Full Network mailpieces in bulk.
- b. The permit holder fails to meet the terms of their SBP authorization or CAPS account agreement.

## 505.6.2.3

- c. The permit holder does not fulfill the terms and conditions of the PRS—Full Network permit authorization.
- d. The return labels do not conform to the specifications in [6.4](#).

**6.2.3 Reapplying After Cancellation**

**[1-27-13]** To receive a new PRS—Full Network permit after cancellation under [6.2.2](#) the mailer must:

- a. Submit a letter to the manager, Business Mailer Support requesting a permit and a new agreement.
- b. Pay a new permit fee.
- c. Provide evidence showing that the reasons for cancellation no longer exist.
- d. Maintain adequate available funds to cover the expected number of returns.

**6.2.4 Delivery Schedule and Location**

**[1-27-13]** Permit holders or their agents will receive parcels on a regular schedule from designated Postal facilities. Permit holders must provide an adequate location, appropriate to the volume of parcels received, for which to receive delivery of their PRS—Full Network mailpieces. When volume dictates, permit holders may be required to provide a delivery location with a dock or lift, and the ability to accept pallets or other USPS mail transport equipment.

**6.3 Postage and Fees****6.3.1 Postage**

**[1-27-13]** Postage for PRS—Full Network includes prices for any machinable and non-machinable parcels. See Notice 123—Price List.

**6.3.2 Fees**

**[1-27-13]** The participant must pay an annual PRS permit fee and an annual PRS account maintenance fee at each location where a PRS—Full Network permit is held. See Notice 123—Price List for applicable fee.

**6.4 Prices****6.4.1 PRS—Full Network Prices**

**[1-27-13]** PRS—Full Network prices are zone-based, beginning from where the article entered the postal network to its designated delivery location.

**6.4.2 Balloon and Oversized Prices**

**[1-27-13]** Parcels weighing less than 20 pounds but measuring more than 84 inches in combined length and girth are charged the applicable price for a 20-pound parcel (balloon price). Regardless of weight, any parcel that measures more than 108 inches (but not more than 130 inches) in combined length and girth must pay the oversized price.

**6.5 Label Formats****6.5.1 Label Preparation**

**[1-27-13]** PRS—Full Network labels must be certified by the USPS for use prior to distribution as defined in the service agreement. Labels must be prepared in accordance with the standards for Intelligent Mail package barcodes under [708.5.0](#).

Any photographic, mechanical, or electronic process or any combination of these processes may be used to produce PRS—Full Network labels. The background of the label may be any light color that allows the address, barcodes, and other required information to be easily distinguished. If labels are electronically transmitted to customers for their local printing, the permit holder must advise customers of these printing requirements as part of the instructions in [6.5.3](#).

### 6.5.2 Labeling Methods

**[1-27-13]** If all applicable contents and formats are approved (including instructions to the user), permit holders or their agents may distribute a PRS—Full Network label by any of the following methods:

- a. As an enclosure with merchandise when initially shipped as part of the original invoice accompanying the merchandise, or as a separate label preprinted by the permit holder. If the reverse side of the label bears an adhesive, it must be strong enough to bond the label securely to the mailpiece.
- b. As an electronic file created by the permit holder for local printing by the customer.

### 6.5.3 Instructions

**[11-4-13] [1-27-13]** Regardless of label distribution method, permit holders or their agents must always provide written instructions to the PRS — Full Network label end-user that, at a minimum, direct them as follows:

- a. “If your name and address are not already preprinted in the return address area, print them neatly in that area or attach a return address label there.”
- b. “Attach the label squarely onto the largest side of the mailpiece, centered if possible. Place the label so that it does not fold over to another side. Do not place tape over any barcodes on the label.”
- c. “Obliterate any other addresses and barcodes on the outside of the parcel.”
- d. “Mail the labeled parcel at a Post Office, drop it in a collection box, leave it with your letter carrier, or schedule a package pickup at [usps.com](https://usps.com).”

### 6.5.4 Label Format Elements


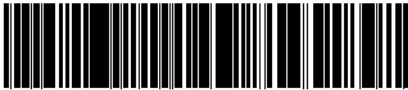
**[1-27-13]** PRS—Full Network standard label sizes are 3 inches by 6 inches, 4 inches by 4 inches, or 4 inches by 6 inches. All other label sizes require written approval from the National Customer Support Center (NCSC). The label must accommodate all required elements and must be prepared according to standards in this section and in [708.5.1](#). All PRS—Full Network label elements must be legible including the required Intelligent Mail package barcode (IMpb). Except where a specific type size is required, elements must be large enough to be legible from a normal reading distance and be separate from other elements on the label (see [Exhibit 6.5.4](#) ). The following elements, in addition to the standards in [708.5.1](#), are required:

- a. *Product Marking*. All PRS—Full Network mailpieces will bear “Ground Return Service” product marking as illustrated in [Exhibit 6.5.4](#) .

## 505.7.1

- b. *Customer's return address.* The return address of the customer using the label to mail the parcel back to the permit holder must appear in the upper left corner. If it is not preprinted by the permit holder or merchant, space must be provided for the customer to enter the return address.
- c. *Address for PRS—Full Network labels.* The address must consist of three or four lines in all capital letters, as specified below. The ZIP Code must be printed in at least 12-point type.
  1. Line 1: PRS PERMIT HOLDER'S/AGENT'S OR MERCHANT'S NAME.
  2. Line 2: ATTENTION: RETURNS.
  3. Line 3: The complete address and ZIP Code of the PRS Permit Holder/Agent or Merchant's delivery location, or unique Postal ZIP Code if assigned by the USPS in the service agreement.

**Exhibit 6.5.4 PRS—Full Network Label**

	
<div style="border: 1px solid black; padding: 2px; float: right;">           NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES         </div>	
<b>GROUND RETURN SERVICE</b>	
<small>USPS HEADQUARTERS ATTENTION: RETURNS 475 L'ENFANT PLAZA SW WASHINGTON, DC 20260-5419</small>	
<p style="text-align: center;"><b>USPS HEADQUARTERS ATTENTION: RETURNS 475 L'ENFANT PLAZA SW WASHINGTON, DC 20260-5419</b></p>	
<b>USPS TRACKING #</b>	
	
<b>9202 4900 0065 8976 0000 50</b>	

## 7.0 Bulk Parcel Return Service

## 7.1 Bulk Parcel Return Service (BPRS) Fees

**7.1.1 Permit Fee**

An annual permit fee is required. See [Notice 123—Price List](#) for applicable fee.

**7.1.2 Account Maintenance Fee**

An annual account maintenance fee is required. See [Notice 123—Price List](#) for applicable fee.

**7.1.3 Per Piece Charge**

There is a per piece charge for each mailpiece returned, regardless of weight. See [Notice 123—Price List](#) for applicable fee.

**7.2 Charges and Fees****7.2.1 Permit Fee**

An annual permit fee must be paid once each 12-month period at each Post Office where a BPRS permit is held. Payment of the annual permit fee is based on the anniversary date of the permit's issuance. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

**7.2.2 Per Piece Fee**

Each piece returned through BPRS is charged only the per piece fee in [7.1](#). Postage is not charged for pieces returned through BPRS.

**7.2.3 Advance Deposit Account and Annual Account Maintenance Fee**

The permit holder must pay BPRS fees through an advance deposit account and must pay an annual account maintenance fee (see [7.1](#)). This fee covers the administrative cost of maintaining the account and provides the mailer with a single accounting of all charges deducted from that account. The account maintenance fee is charged once each 12-month period on the anniversary date of the initial account maintenance fee payment. The fee may be paid in advance only for the next year and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

**7.2.4 Existing Advance Deposit Account**

A separate advance deposit account for BPRS is not required; the annual account maintenance fee is charged if BPRS fees are paid from an existing account.

**7.2.5 Payment Guarantee**

The permit holder guarantees payment of all applicable fees. The Post Office returns BPRS items to the permit holder only when there are sufficient funds in the advance deposit account to pay the fees on returned pieces.

**7.2.6 Postage Due Weight Averaging**

BPRS mailers may participate in the Postage Due Weight Averaging program described in [705.21.0](#).

**7.3 General Information****7.3.1 Description**

Bulk parcel return service (BPRS) allows mailers of large quantities of Standard Mail or Parcel Select Lightweight machinable parcels that are either undeliverable-as-addressed or opened and remailed by addressees to be returned to designated postal facilities. The mailer has the option of picking up all returned parcels from a designated postal facility at a predetermined frequency specified by the USPS or having them delivered by the USPS in a manner and frequency

## 505.7.3.2

specified by the USPS. For this service a mailer pays an annual permit fee and a per piece charge for each parcel returned. Payment for the returned pieces is deducted from an advance deposit account.

**7.3.2 Availability**

[1-27-13] A mailer may be authorized to use BPRS when the following conditions apply:

- a. All returned parcels are initially prepared as regular or Nonprofit Standard Mail, or Parcel Select Lightweight, and are machinable parcels as defined in [401.1.0](#).
- b. At least 10,000 Standard Mail or Parcel Select Lightweight machinable parcels will be returned to a designated postal facility during a 12-month period.
- c. Parcels are returned to the mailer either because they are undeliverable-as-addressed or because they have been opened, resealed, and redeposited in the mail by the recipient and it is impractical or inefficient for the USPS to return them.
- d. Parcels bear one of the following BPRS endorsements ([507.2.0](#)):  
  
"Return Service Requested — BPRS"  
"Address Service Requested — BPRS"
- e. Parcels have a return address that is in the delivery area of the Post Office that issued the BPRS permit.
- f. The postal facility designated for returned parcels is located in the United States, its territories or possessions, or is a U.S. military Post Office overseas (APO or FPO).
- g. The mailer has a valid postage due advance deposit account and pays the annual BPRS permit fee.
- h. BPRS parcels may be combined with the shipper paid forwarding service ([507.4.2.9](#)).
- i. Standard Mail or Parcel Select Lightweight parcels that qualify for a Media Mail or Library Mail price under the applicable standards, and that contain the name of the Package Service price in the mailer's ancillary service endorsement ([507.1.5.3d.](#)) are not eligible for BPRS.

**7.3.3 Optional Label**

An authorized BPRS permit holder has the option to use a label to identify BPRS parcels for return to a designated postal facility. The label is prepared at the mailer's expense and must meet all format requirements described in [7.5](#) and [7.6](#) and specifications in [402.4.0](#), *General Barcode Placement for Parcels*, for a postal routing barcode symbology used to produce a correct, readable barcode for the return address. Each label must be accompanied by complete instructions for its use.

**7.3.4 Extra Services**

Extra services cannot be added to pieces returned via bulk parcel return service.

## **7.4 Permits**

### **7.4.1 Application Procedures**

To obtain a BPRS permit, a mailer must send a written request to the postmaster at each Post Office where parcels are to be returned. The request must include the following:

- a. Payment for the annual BPRS permit fee.
- b. Information pertinent to each requested delivery point that documents either the receipt of at least 10,000 machinable parcels originally mailed at Standard Mail prices during the past 12 months, or that there are reasonable grounds to expect at least 10,000 machinable parcels originally mailed at Standard Mail prices will be returned during the next 12-month period.
- c. A description of the returned parcels (e.g., piece size and packaging).
- d. A statement of the desired frequency and location of the parcel pickup or delivery point.
- e. Sample documentation that will be used to substantiate the number of parcels returned daily to each location.
- f. If labels will be furnished for returning opened parcels, sample labels prepared in accordance with 7.5 along with instructions for their use.
- g. A written statement agreeing to pay the per piece fee for each returned parcel from a centralized advance deposit account.

### **7.4.2 Authorization**

Upon approval of a mailer's request, the Post Office issues an authorization letter and provides a postage due service agreement with a BPRS permit number. The permit number is used for account administration only and is not for use on mail.

### **7.4.3 Postage Due Service Agreement**

A BPRS mailer will be required to sign a postage due service agreement with each Post Office that issues a permit for the return of BPRS parcels.

### **7.4.4 Permit Renewal**

A Post Office provides BPRS permit holders with annual renewal notices advising that their permits are due to expire. A notice must be returned to the issuing Post Office with the fee payment or authorization for the postmaster to deduct the fee from the advance deposit account by the permit expiration date. Written authorization is not necessary for renewal of a permit if there is no change to the authorization on file at the Post Office where the parcels are returned. If a permit holder does not renew a BPRS permit after having been given notice, the USPS will endorse the mail "Bulk Parcel Return Service Canceled" and will charge postage due at the single-piece First-Class Mail or Priority Mail price as appropriate for the weight of the piece. If the single-piece First-Class Mail or Priority Mail price is not paid, the mail is forwarded to the nearest mail recovery center.

### **7.4.5 Permit Cancellation**

A BPRS permit may be canceled by the USPS for any of the following reasons:

- a. Failure to meet the minimum volume requirement of 10,000 parcels returned during a 12-month period to each postal facility.
- b. Failure of the mailer to pay the required postage and fees for returned parcels.
- c. Insufficient funds in an advance deposit account to cover postage and fees that are due for returned parcels.
- d. Failure to fulfill the terms and conditions of the BPRS permit authorization.
- e. Failure to conform return labels to the specifications in sections 7.5 and 7.6.

#### **7.4.6 Reapplying After Cancellation**

A mailer must do the following to receive a new BPRS permit at the same Post Office where a permit was previously canceled:

- a. Submit a letter to that office requesting a permit and new agreement.
- b. Pay a new permit fee.
- c. Provide evidence showing that the reasons for cancellation of the previous permit no longer exist.
- d. Maintain adequate funds in an advance deposit account to cover the number of returns expected over at least a 2-week period.

## **7.5 Label Requirements**

### **7.5.1 Production Methods**

Any photographic, mechanical, or electronic process, or any combination of such processes other than typewriting or handwriting may be used to prepare the BPRS label. The background may be any light color that allows the address, postmark, and other endorsements to be easily read. Brilliant colors may not be used for the background. If a label is prepared with adhesive on its reverse side, the adhesive must be capable of securely bonding the label to the parcel.

### **7.5.2 Label Instructions**

[11-4-13] Written instructions must be provided with the label that, at a minimum, direct the user to do the following:

- a. "If your name and address are not already preprinted in the return address area, print them neatly in that area or attach a return address label there." Print a complete return address in the location provided in the upper left corner of the label.
- b. "Attach the label squarely onto the largest side of the mailpiece, centered if possible. Place the label so that it does not fold over to another side. Do not place tape over any barcodes on the label."
- c. "Obliterate any other addresses and barcodes on the outside of the parcel."
- d. "Mail the labeled parcel at a Post Office, drop it in a collection box, leave it with your letter carrier, or schedule a package pickup at [usps.com](https://usps.com)."

### **7.5.3 Distribution**

BPRS return labels may be distributed to customers as an enclosure with merchandise, as a separate item, as a facsimile transmission (fax), or as an electronic transmission for customer downloading and printing. Regardless of



distribution method, all standards in [7.5.2](#) and [7.6](#) must be met. An electronic file must include instructions that explain how to affix the label securely to the parcel as required in [7.5.2](#).

## **7.6 Format**

### **7.6.1 General**

The BPRS label contents and format must meet all applicable standards before the label may be distributed for use. Format requirements are shown in [Exhibit 7.6.9](#).

### **7.6.2 Postage Guarantee**

The endorsement “NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES” must be printed in the upper right corner of the face of the piece. The endorsement must not extend more than 1-3/4 inches (1.75 inches) from the right edge of the label.

### **7.6.3 Horizontal Bars**

To facilitate recognition of BPRS parcels, a series of horizontal bars parallel to the label length must be printed directly below the endorsement “NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES.”

- a. The bars must be uniform in length, at least 1 inch long and 1/16 inch (0.0625 inch) to 3/16 inch (0.1875 inch) thick, and evenly spaced.
- b. There must be at least a 1/2 inch (0.500 inch) clearance between the right edge of the ZIP Code in the delivery address and the left edge of the horizontal bars.
- c. The bottom bar in the series must be above (not on or below) the top of the delivery address line (the next-to-last line in the address, just above the line with the city, state, and ZIP Code).
- d. Do not use a facing identification mark (FIM) on this label.

### **7.6.4 Class Endorsement**

The “STANDARD MAIL” class endorsement must be at least 1/4-inch (.25 inch) high and shown in capital letters to the left of the postage guarantee endorsement.

### **7.6.5 Bulk Parcel Return Service Legend**

The “BULK PARCEL RETURN SERVICE” legend must be placed above the return delivery address on all BPRS parcels. The legend means that the BPRS permit holder guarantees payment of postage and fees on all returned Standard Mail parcels. The following information must be enclosed in a rectangle:

- a. Line 1: Show the words “BULK PARCEL RETURN SERVICE” in capital letters at least 3/16 inch (0.1875 inch) high, enclosed in a rectangle.
- b. Line 2: The name of the BPRS permit holder must also be printed in capital letters in the rectangle directly below the words “BULK PARCEL RETURN SERVICE.”

- c. The permit holder's city, state, and ZIP Code must appear in capital letters and must be located on the same line as the company name.
- d. The Post Office box number and/or street address must appear in capital letters on the line beneath this information.

#### **7.6.6 Delivery Address**

A complete delivery address (city, state, ZIP Code) specified by the Post Office that issued the BPRS permit and to which parcels are returned must be printed in capital letters at least 3/16 inch (0.1875) high below the "BULK PARCEL RETURN SERVICE" rectangle and at least 1 inch from the left edge of the label. There must be at least a 1/2-inch (0.50 inch) clearance between the ZIP Code and the horizontal bars.

#### **7.6.7 Customer's Return Address**

The complete return address (street, city, state, ZIP Code) of the customer mailing the article back to the permit holder must be shown in the upper left corner of the label. Space must be provided for the customer's return address if it is not preprinted by the permit holder.

#### **7.6.8 Optional Information**

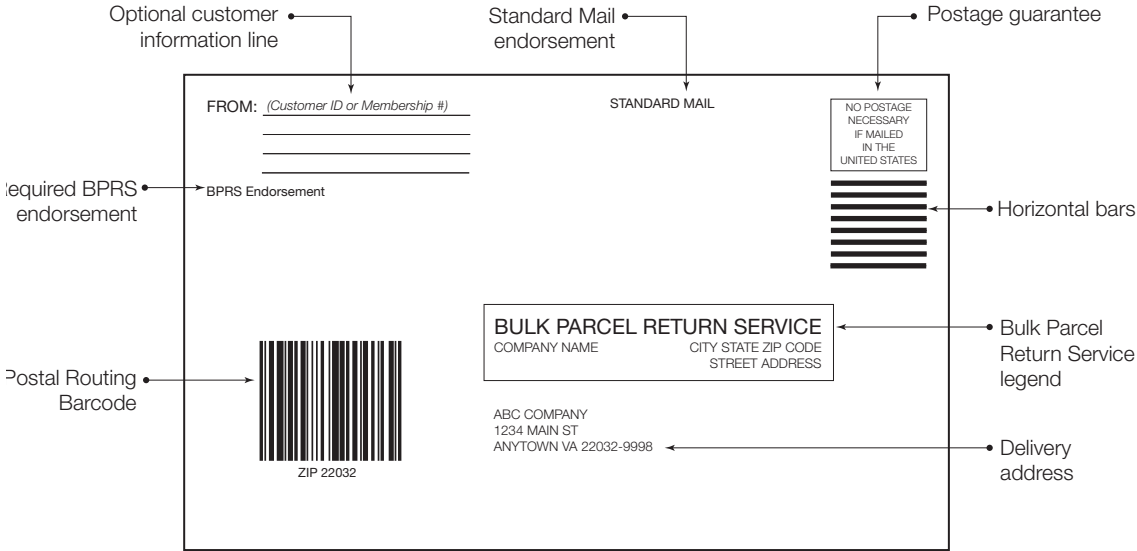
At the option of the permit holder, a single line above the top line of the customer return address may be used for customer account or other information.

#### **7.6.9 Postal Routing Barcode**

Every BPRS label must include a properly prepared barcode that represents the correct ZIP Code information for the delivery address of the returned parcel plus the appropriate verifier character suffix or application identifier prefix characters appropriate for the barcode symbology as described in [402.4.0, General Barcode Placement for Parcels](#), for machinable parcels. In addition to the barcode requirements in [402.4.0](#), the following requirements must be met in preparing BPRS labels:

- a. Barcode Location. The barcode must be placed on the label immediately adjacent to the address and the label must be located on the parcel so the barcode is at least 1 inch from the parcel edge.
- b. Barcode Clear Zone. No printing may appear in the area 1/8 inch (0.125 inch) above and below the barcode regardless of location on the label. A minimum clear zone equal to 10 times the average measured narrow element (bars or space) width must be maintained to the left and right of the barcode.
- c. Human-Readable Barcode Information. The human-readable equivalent of the ZIP Code or ZIP+4 code encoded in the barcode as referenced in [402.4.0](#) may be omitted.

**Exhibit 7.6.9 Bulk Parcel Return Service Label**





## 507 Mailer Services

### Overview

- [1.0 Treatment of Mail](#)
- [2.0 Forwarding](#)
- [3.0 Premium Forwarding Service](#)
- [4.0 Address Correction Services](#)
- [5.0 Package Intercept](#)
- [6.0 Requesting Withdrawal and Disposal of a Mailing](#)
- [7.0 Pickup on Demand Service](#)
- [8.0 Mailing List Services](#)
- [9.0 Address Sequencing Services](#)

### 1.0 Treatment of Mail

#### 1.1 Nondelivery of Mail

Mail can be undeliverable for these reasons:

- a. No postage.
- b. Incomplete, illegible, or incorrect address.
- c. Addressee not at address (unknown, moved, or deceased).
- d. Mail unclaimed.
- e. Mail refused by the addressee at time of delivery.
- f. Mail refused by the addressee after delivery when permitted.
- g. Minimum criteria for mailability not met.

#### 1.2 USPS Address Adjustments

##### 1.2.1 Types of Adjustments

Mail can be undeliverable because of USPS adjustments such as the following:

- a. Renumbering of houses.
- b. Renaming of streets.
- c. Conversion from rural-style addresses (rural route and box number or highway contract route and box number) to city-style addresses (house number and street name).
- d. Realignment of rural or highway contract routes.
- e. Conversion from rural or highway contract service to city delivery service.
- f. Consolidation of routes.
- g. Consolidation of Post Offices or adjustment of delivery districts.

## 507.1.2.2

**1.2.2 Charges**

For 3 years after the date when the new address information appears in Address Information System (AIS) products, a mailer who regularly sends bulk mailings into an area affected by USPS adjustments is not charged for requested corrections to galley lists when such corrections relate to those adjustments.

**1.2.3 Disposal**

Mail that is undeliverable because of USPS adjustments is redirected and delivered to the destination without an additional postage charge as follows:

- a. For an adjustment under [1.2.1a](#) through [1.2.1c](#), for 1 year from the date when the new address appears in the AIS bimonthly products released in February, April, June, August, October, and December.
- b. For an adjustment under [1.2.1d](#) through [1.2.1g](#), for 1 year from the end of the month in which the adjustment occurs.
- c. For mail bearing the simplified address “Postal Customer,” “Residential Customer,” “Rural Route Box Holder,” “Highway Contract Route Box Holder,” or “Post Office Box Holder,” for 90 days or until the next June 30, whichever is later.

**1.2.4 Records**

Records of address changes caused by USPS adjustments are kept by the local Post Office for 3 years.

**1.3 Directory Service**

USPS letter carrier offices give directory service to the types of mail listed below that have an insufficient address or cannot be delivered at the address given (the USPS does not compile a directory of any kind):

- a. Mail with extra services (certified, COD, registered, special handling).
- b. Foreign, except circulars. (Foreign mail received in quantities with letter-class postage but the general characteristics of circular mail is not given directory service.)
- c. Mail from overseas Armed Forces.
- d. Parcels mailed at any Package Services or Parcel Select price.
- e. Perishable matter.
- f. Official USPS mail.
- g. Priority Mail Express Next Day Service (Post Office to Addressee only).

**1.4 Basic Treatment****1.4.1 General**

**[7-28-13]** Mail that is undeliverable as addressed is forwarded, returned to the sender, or treated as dead mail, as authorized for the particular class of mail. Undeliverable-as-addressed mail is endorsed by the USPS with the reason for nondelivery as shown in [Exhibit 1.4.1 USPS Endorsements for Mail Undeliverable as Addressed](#). All nonmailable pieces are returned to the sender.

**Exhibit 1.4.1 USPS Endorsements for Mail Undeliverable as Addressed**

ENDORSEMENT	REASON FOR NONDELIVERY
Attempted—Not Known	Delivery attempted, addressee not known at place of address.
Box Closed—No Order*	Post office box closed for nonpayment of rent.
Deceased	Used only when known that addressee is deceased and mail is not properly deliverable to another person. This endorsement must be made personally by delivery employee and under no circumstance may it be rubber-stamped. Mail addressed in care of another is marked to show which person is deceased.
Delivery Suspended to Commercial Mail Receiving Agency	Failure to comply with 508.1.8.1 through 508.1.8.3.
Illegible*	Address not readable.
In Dispute*	Mail returned to sender by order of chief field counsel (or under 508.1.0 and 508.2.0) because of dispute about right to delivery of mail and cannot be determined which disputing party has better right to mail.
Insufficient Address*	Mail without number, street, box number, route number, or geographical section of city or city and state omitted and correct address not known.
Moved, Left No Address	Addressee moved and filed no change-of-address order.
No Mail Receptacle*	Addressee failed to provide a receptacle for receipt of mail.
No Such Number*	Addressed to nonexistent number and correct number not known.
No Such Office in State*	Addressed to nonexistent Post Office.
No Such Street*	Addressed to nonexistent street and correct street not known.
Not Deliverable as Addressed—Unable to Forward	Mail undeliverable at address given; no change-of-address order on file; forwarding order expired.
Outside Delivery Limits*	Addressed to location outside delivery limits of Post Office of address. Hold mail for out-of-bounds customers in general delivery for specified period unless addressee filed order.
Refused*	Addressee refused to accept mail or pay postage charges on it.
Returned for Better Address*	Mail of local origin incompletely addressed for distribution or delivery.
Returned for Postage	Mail without postage or indication that postage fell off.
Returned to Sender, Mailpiece Contains Nonmailable Contents.	Mail returned to sender due to contents that are nonmailable.
Returned to Sender Due to Addressee's Violation of Postal False Representation and Lottery Law*	Mail returned to sender under false representation order and lottery order.
Returned to Sender Due to Addressee's Violation of Postal False Representation Law*	Mail returned to sender under false representation order.

\* Alternative addressing formats may not be used on the following: Priority Mail Express pieces; mail with any extra service listed in 602.3.1.2e; mail sent with any ancillary service endorsement, except as allowed in 1.5.1b; and mail sent to any overseas military Post Office. When an alternative addressing format is used on Periodicals pieces, the publisher is notified of nondelivery only for those reasons marked with an asterisk (\*).

## 507.1.4.2

ENDORSEMENT	REASON FOR NONDELIVERY
Returned to Sender Due to Addressee's Violation of Postal Lottery Law*	Mail returned to sender under lottery order
Temporarily Away*	Addressee temporarily away and period for holding mail expired.
Unclaimed*	Addressee abandoned or failed to call for mail.
Undeliverable as Addressed, Missing PMB or # Sign	Failure to comply with <a href="#">508.1.8.2e</a> .
Vacant*	House, apartment, office, or building not occupied. (Use only if mail addressed "Occupant.")

\* Alternative addressing formats may not be used on the following: Priority Mail Express pieces; mail with any extra service listed in 602.3.1.2e; mail sent with any ancillary service endorsement, except as allowed in 1.5.1b; and mail sent to any overseas military Post Office. When an alternative addressing format is used on Periodicals pieces, the publisher is notified of nondelivery only for those reasons marked with an asterisk (\*).

### 1.4.2 Official Mail

Official mail is treated the same as mail for the general public. All fees and services must be paid or collected on delivery of mail or address correction notices.

### 1.4.3 Mailer Endorsement

A mailer endorsement is used to request forwarding, return, or address correction service. This endorsement (and other marking) must be prepared under [102](#), [202](#), [302](#), or [402](#). The endorsements authorized for each class of mail and the required wording are listed in the charts according to class of mail.

### 1.4.4 Order

The information in the charts in this unit is associated with a customer's change-of-address order. Information on temporary changes of address is not provided.

### 1.4.5 Extra Services

[\[1-27-13\]](#) Mail with extra services is treated according to the charts for each class of mail in [1.5](#), except that:

- Undeliverable-as-addressed Certified Mail is treated as First-Class Mail.
- All insured First-Class Mail. First-Class Package Service and Priority Mail pieces are forwarded and returned at no additional charge. All insured Standard Mail, Standard Post, Package Services, and Parcel Select pieces are forwarded or returned.
- Parcels with special handling that are undeliverable as originally addressed and forwarded to the addressee continue to receive special handling service without an additional special handling fee.
- Undeliverable-as-addressed return receipt for merchandise mail receives the treatment appropriate for the class of mail of the host piece.
- All Registered Mail items are treated as registered while they are being forwarded or returned.



#### 1.4.6 Metered Pieces

Mail paid by postage meter that does not have a delivery address and a return address is returned to the Post Office of mailing. The reason for nondelivery is attached but the address correction fee is not charged. The piece is returned to the meter licensee upon payment of the applicable return postage.

### 1.5 Treatment for Ancillary Services by Class of Mail

#### 1.5.1 First-Class Mail, First-Class Package Service, and Priority Mail

[7-28-13] Undeliverable-as-addressed First-Class Mail (including postcards), First-Class Package Service, and Priority Mail pieces are treated under [Exhibit 1.5.1](#), with these additional conditions:

- a. First-Class Mail and Priority Mail cards and unregistered letters that do not appear to contain merchandise and do not bear “Return Service Requested” or “Change Service Requested” (Option 1 only) may be forwarded to international addresses.
- b. Alternative addressing formats under [602.3.0](#) may not be used on mail with any extra service or mail with any ancillary service endorsement except Change Service Requested (Option 1). Forwarding service is not provided for such mail. Undeliverable First-Class Mail, First-Class Package Service, or Priority Mail pieces with any alternative addressing format are returned with the reason for nondelivery attached, only if the address is incorrect or incomplete or the mail is undeliverable for another reason as shown in [Exhibit 1.4.1](#); however, if such mail is endorsed Change Service Requested, piece is disposed of and an ACS record is provided for the same reasons.
- c. The Priority Mail portion of a Priority Mail Open and Distribute shipment receives the forwarding, return, and address correction services described in [Exhibit 1.5.1](#). The mail enclosed within the Priority Mail Open and Distribute shipment receives the services appropriate for its class.
- d. First-Class Mail, First-Class Package Service or Priority Mail pieces bearing Standard Mail markings and endorsements under [202](#) and [244.5.1](#) for letters, [302](#) and [344.5.1](#) for flats, and [402](#) and [444.4.1](#) for parcels receives forwarding, return, and address correction services for Standard Mail under [1.5.3](#).
- e. “Change Service Requested” is not permitted for the following:
  1. Priority Mail, other than Priority Mail containing perishable matter under [601.9.0](#) (except for live animals).
  2. First-Class Mail, First-Class Package Service, or Priority Mail pieces containing hazardous materials under [601.10.0](#).
  3. First-Class Mail, First-Class Package Service or Priority Mail pieces with an extra service other than USPS Tracking or Signature Confirmation.
- f. Address Change Service under [4.0](#) is available for First-Class Mail, First-Class Package Service, and Priority Mail pieces with the ACS participant code for an authorized ACS participant and a valid ancillary service endorsement. Mailers participating in OneCode ACS under [4.2.6](#) may print an Intelligent Mail barcode on First-Class Mail automation letters instead of a participant code and endorsement. The only endorsements permitted on First-Class Mail, First-Class

## 507.1.5.1

Package Service and Priority Mail valid ACS pieces are “Address Service Requested”, “Change Service Requested” or “Electronic Service Requested” subject to the following:

1. “Address Service Requested” (Option 1) is valid for use on all mailpieces, including ACS participating pieces. “Address Service Requested” (Option 2) is valid for use only on ACS participating pieces.
2. “Change Service Requested” (Options 1 and 2) are valid for use only on ACS participating pieces.
3. The words “Option 1” or “Option 2” must not be part of the “Address Service Requested” or “Change Service Requested” endorsement on mailpieces.
4. Participating ACS mailers are limited to selecting only one of the two options available for “Address Service Requested” and one of the two options available for “Change Service Requested.” The option(s) selected along with the mailer's ACS participant code will be programmed at the CFS unit to facilitate processing of valid ACS pieces within the conditions that apply to ACS.

#### Exhibit 1.5.1 Treatment of Undeliverable First-Class Mail, First-Class Package Service and Priority Mail

MAILER ENDORSEMENT USPS TREATMENT OF UAA PIECES		
<b>No Endorsement</b> In all cases: Same treatment as “Forwarding Service Requested.”		
<b>“Electronic Service Requested”</b>	In all cases: Mailpiece is directed to a Computerized Forwarding System (CFS) or Postal Automated Redirection System (PARS) site for processing. “Address Service Requested” and “Change Service Requested” handling instructions and options are required to be predefined within the ACS mailer profile data. OneCode ACS mailers are also required to insert this service request through a valid service type code in an Intelligent Mail barcode. The service type code in the Intelligent Mail barcode will take precedence over the instructions in the mailer account profile.	
<b>“Address Service Requested”</b>	<i>OPTION 1</i> <sup>1</sup>	<b>If no change-of-address order on file:</b> Piece returned with reason for nondelivery attached (no charge). <b>If change-of-address order on file:</b> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Piece forwarded (no charge); separate notice of new address provided (address correction fee charged).</li> <li>• <i>Months 13 through 18:</i> Piece returned with new address attached (no charge).</li> <li>• <i>After month 18:</i> Piece returned with reason for nondelivery attached (no charge).</li> </ul>
	<i>OPTION 2</i> <sup>2</sup>	<b>If no change-of-address order on file:</b> Piece returned with reason for nondelivery attached (no charge); separate notice of reason for nondelivery provided (address correction fee charged). <b>If change-of-address order on file:</b> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Piece forwarded (no charge); separate notice of new address provided (address correction fee charged).</li> <li>• <i>Months 13 through 18:</i> Piece returned with new address attached (no charge); separate notice of new address provided (address correction fee charged).</li> <li>• <i>After month 18:</i> Piece returned with reason for nondelivery attached (no charge); separate notice of reason for nondelivery provided (address correction fee charged).</li> </ul>
<b>“Forwarding Service Requested”<sup>3</sup></b>	<b>If no change-of-address order on file:</b> Piece returned with reason for nondelivery attached (no charge). <b>If change-of-address order on file:</b> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Piece forwarded (no charge).</li> <li>• <i>Months 13 through 18:</i> Piece returned with new address attached (no charge).</li> <li>• <i>After month 18:</i> Piece returned with reason for nondelivery attached (no charge).</li> </ul>	

**MAILER****ENDORSEMENT USPS TREATMENT OF UAA PIECES**

<b>“Return Service Requested”</b>	<i>OPTION 1</i>	<b>In all cases (regardless of whether a change-of-address order is on file):</b> Piece returned with new address or reason for nondelivery attached (in either case, no charge).
	<i>OPTION 2</i>	<b>In all cases (regardless of whether a change-of-address order is on file):</b> Piece returned with new address or reason for non-delivery attached and separate ACS notice of new address provided. Address correction fee charged. For First-Class Mail letters or flats, request must be made via the correct STID embedded in the Intelligent Mail barcode on the mailpiece.
<b>“Change Service Requested”</b>	<i>OPTION 1 <sup>2</sup></i>	<b>In all cases (regardless of whether a change-of-address order is on file):</b> Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS.
	<i>OPTION 2 <sup>2</sup></i>	<b>If no change-of-address order on file:</b> Piece disposed of by USPS; separate notice of reason for nondelivery provided (address correction fee charged). <b>If change-of-address order on file:</b> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Piece forwarded (no charge); separate notice of new address provided (address correction fee charged).</li> <li>• <i>Months 13 through 18:</i> Piece disposed of by USPS; separate notice of new address provided (address correction fee charged).</li> <li>• <i>After month 18:</i> Piece disposed of by USPS; separate notice of reason for nondelivery provided (address correction fee charged).</li> </ul>
	<i>RESTRICTIONS (FOR OPTIONS 1 AND 2)</i>	The following restrictions apply: (1) This endorsement is limited to use on valid mailpieces bearing a proper ACS participant code and only for: (a) Priority Mail containing perishable matter (other than live animals) and the marking “Perishable” and; (b) First-Class Mail and First-Class Package Service (excluding hazardous materials). (2) USPS Tracking and Signature Confirmation are the only extra services permitted with this endorsement.
<b>“Temp—Return Service Requested”</b>	<i>OPTION 1</i>	<b>If no change-of-address order on file:</b> Returned with reason for nondelivery attached (no charge). <b>If permanent change-of-address order on file:</b> Piece returned with new address or reason for nondelivery attached (in either case, no charge). <b>If temporary change-of-address order on file:</b> Piece forwarded to temporary address (no charge); no separate notice of temporary address provided.
	<i>OPTION 2</i>	<i>Request must be made via the correct STID embedded in the Intelligent Mail barcode on the mailpiece for First-Class Mail letters or flats.</i> <b>If no change-of-address order on file:</b> Piece returned with reason for nondelivery attached (no charge) and separate ACS notice provided. Address correction fee charged. <b>If permanent change-of-address order on file:</b> Piece returned with new address or reason for nondelivery attached and separate ACS notice of new address provided. Address correction fee charged. <b>If temporary change-of-address order on file:</b> Piece forwarded to temporary address (no charge) with no notice to the mailer.

1. Valid for all pieces, including Address Change Service (ACS) participating pieces subject to 507.4.0.

2. Valid only for ACS participating pieces subject to 507.4.0 other than pieces containing hazardous materials.

3. Does not meet Move Update requirement.

**1.5.2 Periodicals**

Undeliverable-as-addressed (UAA) Periodicals publications (including publications pending Periodicals authorization) are treated as described in Exhibit 1.5.2, with these additional conditions:

## 507.1.5.2

- a. Periodicals matter is forwarded only to domestic addresses.
- b. Publications with an alternative addressing format under [602.3.0](#) are delivered to the address when possible. Forwarding service is not provided for such mail. Periodicals publishers are notified only when mailpieces with the occupant or exceptional address formats are undeliverable for solely address-related reasons.
- c. Address correction service is mandatory for all Periodicals publications, and the address correction service fee must be paid for each notice issued.
- d. Address correction service is provided for the first issue after 60 days for all publications, unless copies are to be returned at the publisher's request. ACS participants may receive the change notice before day 60, if so requested. Copies received after the address correction notice is mailed are disposed of by the USPS. When copies of the publication cannot be forwarded, the address correction notice is prepared for the first undeliverable issue of the publication received.
- e. The publisher may request the return of copies of undelivered Periodicals by printing the endorsement "Address Service Requested" on the envelopes or wrappers, or on one of the outside covers of unwrapped copies, immediately preceded by the sender's name, address, and ZIP Code. This endorsement obligates the publisher to pay return postage. Each returned piece is charged the single-piece First-Class Mail price for the weight and shape of the piece, and the letter-size nonmachinable surcharge if applicable, or the Priority Mail price for the weight and destination of the piece. When the address correction is provided incidental to the return of the piece, there is no charge for the correction.
- f. A publisher may request a refund of the fees paid for duplicate address correction notices on Forms 3579 provided by the USPS if the customer submitted a change-of-address order and the first and duplicate notices are provided electronically via ACS or on printed copy by a Computerized Forwarding System (CFS) unit. The refund request must be supported by documentation showing the number of duplicate notices received. The USPS does not process refunds for duplicate notices if the original and duplicate notices are not provided both by ACS or both by CFS.

**Exhibit 1.5.2 Treatment of Undeliverable Periodicals**

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES
<b>No Endorsement<sup>1</sup></b>	<p><b>If no change-of-address order on file:</b> Separate notice of reason for nondelivery provided (address correction fee charged); piece disposed of by USPS.</p> <p><b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>First 60 days:</i> Piece forwarded (no charge).</li> <li>• <i>After 60-day period:</i> Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS.</li> </ul>

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES
<b>“Electronic Service Requested”</b>	<b>In all cases:</b> Mailpiece is directed to a Computerized Forwarding System (CFS) or Postal Automated Redirection System (PARS) site for processing. Handling instructions and options are required to be predefined within the ACS mailer profile data. OneCode ACS mailers are also required to insert this service request through a valid service type code in an Intelligent Mail barcode. The service type code in the Intelligent Mail barcode will take precedence over the instructions in the mailer account profile
<b>“Address Service Requested”<sup>1</sup></b>	<p><b>If no change-of-address order on file:</b>            Piece returned with reason for nondelivery attached (only return postage charged at First-Class Mail single-piece price or Priority Mail single-piece price, as appropriate for weight of piece).</p> <p><b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>First 60 days:</i> Piece forwarded (no charge).</li> <li>• <i>After 60-day period:</i> Piece returned with new address or reason for nondelivery attached (in either case, only return postage charged at First-Class Mail single-piece price or Priority Mail single-piece price, as appropriate for weight of piece).</li> </ul>

1. Valid for all pieces, including Address Change Service (ACS) participating pieces.

### 1.5.3 Standard Mail and Parcel Select Lightweight

**[7-28-13]** Undeliverable-as-addressed (UAA) Standard Mail and Parcel Select Lightweight pieces are treated as described in Exhibit 1.5.3, with these additional conditions:

- a. Standard Mail and Parcel Select Lightweight are forwarded only to domestic addresses.
- b. The exceptional address format under [602.3.0](#) may not be used on mail with any ancillary service endorsement or mail with any extra service (except as allowed for Marketing parcels with USPS Tracking service).
- c. The endorsement “Change Service Requested” is not permitted for Standard Mail or Parcel Select Lightweight pieces containing hazardous materials under [601.10.0](#). Standard Mail containing hazardous materials must bear the endorsement “Address Service Requested,” “Forwarding Service Requested,” or “Return Service Requested.”
- d. Standard Mail or Parcel Select Lightweight pieces can be forwarded or returned at the appropriate Media Mail or Library Mail price if the content of the mail qualifies as Media Mail or Library Mail under [173](#), [373](#), or [473](#) and the mail is marked “Media Mail” or “Library Mail” directly below the ancillary service endorsement.
- e. If a Standard Mail or Parcel Select Lightweight piece including any attachment to that piece is not opened by the addressee and the piece is endorsed “Address Service Requested,” “Forwarding Service Requested,” or “Return Service Requested,” the addressee may refuse delivery of the piece and have it returned to the sender without affixing postage. If a Standard Mail or Parcel Select Lightweight piece, or any attachment to that piece, is opened by the addressee, the addressee must affix the required postage to return the piece to the sender, except for Bulk Parcel Return Service (BPRS) pieces under [505.7.3.1](#).
- f. Standard Mail and Parcel Select Lightweight pieces with bulk insurance or return receipt for merchandise must be endorsed “Address Service Requested,” “Forwarding Service Requested,” or “Return Service Requested.” Standard Mail and Parcel Select Lightweight pieces, except for Marketing

## 507.1.5.3

parcels, with USPS Tracking must be endorsed “Address Service Requested,” “Forwarding Service Requested,” “Return Service Requested,” or “Change Service Requested.”

- g. When a large volume of identical-weight pieces originates from a single mailer and is endorsed “Return Service Requested,” the USPS may weigh a sample of at least 25 pieces and divide that weight by the number of pieces to determine the weight of a single piece. After the per-piece weight is determined, all the pieces are weighed in bulk and divided by the per-piece weight to determine the total number of pieces. Calculate the return postage using these numbers.
- h. A returned piece endorsed “Return Service Requested” is charged the applicable single-piece First-Class Mail price for the weight and shape of the piece, and the nonmachinable surcharge if applicable, or the Priority Mail price for the weight and destination of the piece.
- i. Mail sent as BPRS under [505.6.0](#) is returned at the BPRS per piece fee if the endorsement includes “— BPRS” as shown in [Exhibit 1.5.3](#).
- j. Customized MarketMail under [705.1.0](#) is not eligible to use ancillary service endorsements.

#### Exhibit 1.5.3 Treatment of Undeliverable Standard Mail and Parcel Select Lightweight

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES
No Endorsement <sup>1</sup>	<p><b>In all cases:</b> Piece disposed of by USPS.</p> <p><i>RESTRICTIONS:</i> Standard Mail containing hazardous materials must bear a permissible endorsement (see <a href="#">507.1.5.3c</a>).</p>
“Electronic Service Requested”	<p><b>In all cases:</b> Mailpiece is directed to a Computerized Forwarding System (CFS) or Postal Automated Redirection System (PARS) site for processing. “Address Service Requested” and “Change Service Requested” handling instructions are required to be predefined within the ACS mailer profile data. OneCode ACS mailers are also required to insert this service request through a valid service type code in an Intelligent Mail barcode. The service type code in the Intelligent Mail barcode will take precedence over the instructions in the mailer account profile.</p>

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES
"Address Service Requested"	(Does not include Shipper Paid Forwarding or BPRS participants)
	<p><b>OPTION 1 If no change-of-address order on file:</b> Piece returned with reason for nondelivery attached (only weighted fee<sup>2</sup> charged).</p> <p><b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Piece forwarded (no charge); separate notice of new address provided. Address correction fee charged.</li> <li>• <i>Months 13 through 18:</i> Piece returned with new address attached (only weighted fee<sup>2</sup> charged).</li> <li>• <i>After month 18:</i> Piece returned with reason for nondelivery attached (only weighted fee charged).</li> </ul> <p><b>OPTION 2 If no change-of-address order on file:</b> Piece returned with reason for nondelivery attached and separate ACS notice provided. Weighted fee<sup>2</sup> charged for return of piece and address correction fee charged.</p> <p><b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Piece forwarded (no charge); separate ACS notice of new address provided. Address correction fee charged.</li> <li>• <i>Months 13 through 18:</i> Piece returned with new address attached and separate ACS notice of new address provided. Weighted fee<sup>2</sup> charged for return of piece and address correction fee charged.</li> <li>• <i>After month 18:</i> Piece returned with reason for nondelivery attached and separate ACS notice of reason for nondelivery provided. Weighted fee<sup>2</sup> charged for return of piece and address correction fee charged.</li> </ul>
"Address Service Requested"	<p>(Shipper Paid Forwarding participants via ACS only)</p> <p><b>If no change-of-address order on file:</b> Parcel returned with reason for nondelivery attached; mailer is charged postage due as follows: at applicable First-Class Mail or Priority Mail single-piece price for the weight of the parcel (electronic ACS fee charged).</p> <p><b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Parcel forwarded. Postage due is charged to the mailer as follows: at applicable First-Class Mail or Priority Mail single-piece price for the weight of the parcel. Separate notice of new address provided (electronic ACS fee charged).</li> <li>• <i>Months 13 through 18:</i> Parcel returned with new address attached; (postage charged as above: "Months 1 through 12").</li> <li>• <i>After month 18:</i> Parcel returned with reason for nondelivery attached; (postage charged as above "Months 1 through 12").</li> </ul>
"Address Service Requested – BPRS"	<p>(BPRS participants only)</p> <p><b>If no change-of-address order on file:</b> Piece returned with reason for nondelivery attached (only Bulk Parcel Return Service fee charged).</p> <p><b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Piece forwarded (no charge to addressee); separate ACS notice of new address provided (ACS address correction fee and forwarding postage charged at First-Class Mail single-piece price or Priority Mail single-piece price, as appropriate for weight of piece, via mailer's ACS participant code).</li> <li>• <i>Months 13 through 18:</i> Piece returned with new address attached (only Bulk Parcel Return Service fee charged).</li> <li>• <i>After month 18:</i> Piece returned with reason for nondelivery attached (only Bulk Parcel Return Service fee charged).</li> </ul>

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES
<b>"Forwarding Service Requested"<sup>2</sup></b>	<p><b>If no change-of-address order on file:</b> Piece returned with reason for nondelivery attached (only weighted fee<sup>2</sup> charged).</p> <p><b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Piece forwarded (no charge).</li> <li>• <i>Months 13 through 18:</i> Piece returned with new address attached (only weighted fee<sup>2</sup> charged).</li> <li>• <i>After month 18:</i> Piece returned with reason for nondelivery attached (only weighted fee<sup>2</sup> charged).</li> </ul>
<b>"Return Service Requested"</b>	<p><b>(Except for BPRS participants)</b></p> <p><b>OPTION 1</b> Piece returned with new address or reason for nondelivery attached. In either case, only return postage is charged at First-Class Mail or Priority Mail single-piece price, as appropriate for weight of piece.</p> <p><b>OPTION 2</b> <i>Request must be made via the correct STID embedded in the Intelligent Mail barcode on the mailpiece for Standard Mail letters or flats.</i></p> <p><b>In all cases (regardless of whether a change-of-address order is on file):</b> Piece returned with new address or reason for non-delivery attached and separate ACS notice of reason for nondelivery provided. In either case, both the address correction fee is charged, and return postage is charged at First-Class Mail or Priority Mail single-piece price, as appropriate for weight of piece.</p>
<b>"Return Service Requested—BPRS"</b>	<p><b>(For BPRS participants only)</b></p> <p><b>In all cases:</b> Piece returned with new address or reason for nondelivery attached (in either case, only Bulk Parcel Return Service fee charged).</p>
<b>"Change Service Requested"<sup>1, 3</sup></b>	<p><b>(Except for Shipper Paid Forwarding participants)</b></p> <p><b>If no change-of-address order on file, or if change-of-address order is on file:</b> Notice of new address or reason for nondelivery provided (address correction fee charged); piece disposed of by USPS.</p> <p><b>Restrictions:</b> The following restrictions apply: (1) USPS Tracking is the only extra service permitted with this endorsement. (2) This endorsement is not permitted for Standard Mail containing hazardous materials.</p>
<b>"Change Service Requested"</b>	<p><b>(Shipper Paid Forwarding participants via ACS only)</b></p> <p><b>If no change-of-address order on file:</b> Reason for nondelivery provided to mailer (electronic ACS fee charged); parcel disposed of by USPS.</p> <p><b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Parcel forwarded; postage due charged to the mailer as follows; at applicable First-Class Mail or Priority Mail single-piece price for the weight of the parcel; separate notice of new address provided (electronic ACS fee charged).</li> <li>• <i>Months 13 through 18:</i> Parcel disposed of by USPS; separate notice of new address provided (electronic ACS fee charged).</li> <li>• <i>After month 18:</i> Parcel disposed of by USPS; separate notice of reason for nondelivery provided (electronic ACS fee charged).</li> </ul> <p><b>Restrictions:</b> The following restrictions apply: (1) USPS Tracking is the only extra service permitted with this endorsement. (2) This endorsement is not permitted for Standard Mail containing hazardous materials.</p>

1. Not valid for pieces containing hazardous materials.

2. Does not meet the Move Update requirement.

3. Not valid for pieces containing hazardous materials. Valid for all other pieces, including ACS participating pieces.



**1.5.4 Standard Post, Package Services and Parcel Select**

[1-27-13] Undeliverable-as-addressed (UAA) Standard Post, Package Services, and Parcel Select mailpieces are treated as described in [Exhibit 1.5.4](#) , with these additional conditions:

- a. Standard Post, Package Services, and Parcel Select mail is forwarded only to domestic addresses.
- b. The exceptional address format under [602.3.0](#) may not be used on mail with any ancillary service endorsement or mail with any extra service. Forwarding service is not provided for such mail. Undeliverable Standard Post, Parcel Select, Media Mail, and Library Mail with this address format are returned with the reason for nondelivery attached only if the address is incorrect or incomplete, or the mail is undeliverable for another address-related reason. Undeliverable Bound Printed Matter with this address format is disposed of by the USPS.
- c. The endorsement “Change Service Requested” is not permitted for Standard Post, Package Services, or Parcel Select mailpieces containing hazardous materials under [601.10.0](#).
- d. If a Standard Post, Package Services (except for unendorsed Bound Printed Matter), or Parcel Select mailpiece and any attachment are not opened by the addressee, the addressee may refuse delivery of the piece and have it returned to the sender without affixing postage. Pieces endorsed “Change Service Requested” are not returned to sender. If a Standard Post, Package Services, or Parcel Select piece or any attachment to that piece is opened by the addressee, the addressee must affix the applicable postage to return the piece to the sender.
- e. An undeliverable Standard Post, Package Services (except for unendorsed Bound Printed Matter), or a Parcel Select mailpiece that bears postage with a postage evidencing imprint and that has an illegible (or no) return address is returned to the meter licensee or PC Postage customer upon payment of the return postage. The reason for nondelivery is attached, with no address correction fee. All Standard Post, Package Services (except unendorsed Bound Printed Matter), and Parcel Select pieces must have a legible return address.
- f. Bound Printed Matter with no ancillary service endorsement and with an extra service other than USPS Tracking or Signature Confirmation service is treated as though endorsed “Forwarding Service Requested.”
- g. See [1.5.3](#) for instructions for undeliverable Parcel Select Lightweight pieces.

### Exhibit 1.5.4 Treatment of Undeliverable Standard Post, Package Services, and Parcel Select

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES
<b>No Endorsement</b>	<p><b>In all cases:</b> Same treatment as "Forwarding Service Requested."</p> <p><i>Exception:</i> Bound Printed Matter with USPS Tracking or Signature Confirmation service, but with no other extra service is disposed of by USPS.</p>
<b>"Electronic Service Requested"</b>	<p><b>In all cases:</b> Mailpiece is directed to a Computerized Forwarding System (CFS) or Postal Automated Redirection System (PARS) site for processing. "Address Service Requested" and "Change Service Requested" handling instructions are required to be predefined within the ACS mailer profile data. OneCode ACS mailers are also required to insert this service request through a valid service type code in an Intelligent Mail barcode. The service type code in the Intelligent Mail barcode will take precedence over the instructions in the mailer account profile.</p>
<b>"Address Service Requested" <sup>1</sup></b>	<p><b>(Except for Shipper Paid Forwarding participants)</b> <b>If no change-of-address order on file:</b> Piece is returned with reason for nondelivery attached (only return postage charged) as follows:</p> <ul style="list-style-type: none"> <li>Parcel Select: at the Parcel Select Nonpresort price plus the additional service fee.</li> <li>Standard Post and Package Services: at the appropriate single-piece price for the specific class of mail.</li> </ul> <p><b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li><i>Months 1 through 12:</i> Standard Post or Package Services forwarded postage due at the single-piece price for the class of mail. Parcel Select forwarded as postage due to addressee at the Parcel Select Nonpresort price plus the additional service fee. In both cases, separate notice of new address is provided (address correction fee charged). If addressee refuses to pay postage due, piece is returned with reason for nondelivery attached and postage charged as follows: <ul style="list-style-type: none"> <li>a. Parcel Select: at the Parcel Select Nonpresort price plus the additional service fee.</li> <li>b. Standard Post and Package Services: at the single-piece price for the class of mail.</li> </ul> </li> <li><i>Months 13 through 18:</i> Piece returned with new address attached (postage charged as noted in items a and b under "Months 1 through 12.")</li> <li><i>After month 18:</i> Piece returned with reason for nondelivery attached (postage charged as noted in items a and b under "Months 1 through 12.")</li> </ul>
<b>"Address Service Requested"</b>	<p><i>(For Shipper Paid Forwarding participants via ACS only)</i> <b>If no change-of-address order on file:</b> Parcel is returned with reason for nondelivery attached; return postage charged to the mailer as follows: at applicable Standard Post or Package Services single-piece price for the specific class of mail or the Parcel Select Nonpresorted price plus the additional service fee; separate notice of new address provided (electronic ACS fee charged).</p> <p><b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li><i>Months 1 through 12:</i> Parcel is forwarded. Postage due is charged to the mailer as follows: at the applicable Standard Post or Package Services single-piece price for the specific class of mail or the Parcel Select Nonpresort price plus the additional service fee. Separate notice of new address provided (electronic ACS fee charged).</li> <li><i>Months 13 through 18:</i> Piece returned with new address attached (postage charged as above "Months 1 through 12.")</li> <li><i>After month 18:</i> Piece returned with reason for nondelivery attached (postage charged as above "Months 1 through 12.")</li> </ul>

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES
<b>“Forwarding Service Requested”</b> <sup>2</sup>	<p><b>If no change-of-address order on file:</b>            Piece returned with reason for nondelivery attached; return postage charged as follows:</p> <ul style="list-style-type: none"> <li>• Parcel Select: at the Parcel Select Nonpresort price plus the additional service fee.</li> <li>• Standard Post and Package Services: at the appropriate single-piece price for the specific class of mail.</li> </ul> <p><b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Standard Post or Package Services forwarded postage due at the single-piece price for the class of mail. Parcel Select forwarded as postage due to addressee at the Parcel Select Nonpresort price plus the additional service fee. If addressee refuses to pay postage due, piece is returned with reason for nondelivery attached; postage charged as follows:               <ul style="list-style-type: none"> <li>a. Parcel Select: at the Parcel Select Nonpresort price plus the additional service fee.</li> <li>b. Standard Post and Package Services: at the single-piece price for the class of mail.</li> </ul> </li> <li>• <i>Months 13 through 18:</i> Piece returned with new address attached (postage charged as noted in items a and b under “Months 1 through 12.”)</li> <li>• <i>After month 18:</i> Piece returned with reason for nondelivery attached (postage charged as noted in items a and b under “Months 1 through 12.”)</li> </ul>
<b>“Return Service Requested”</b>	<p><b>In all cases:</b>            Piece returned with new address or reason for nondelivery attached; return postage charged as follows:</p> <ul style="list-style-type: none"> <li>• Parcel Select: at the Parcel Select Nonpresort price plus the additional service fee.</li> <li>• Standard Post or Package Services: at the appropriate single-piece price for the specific class of mail.</li> </ul>
<b>“Change Service Requested”</b> <sup>3</sup>	<p><i>(Except for Shipper Paid Forwarding participants)</i></p> <p><b>If no change-of-address order on file, or if change-of-address order is on file:</b>            Notice of new address or reason for nondelivery provided (address correction fee charged); piece disposed of by USPS.</p> <p><i>Restrictions:</i>            The following restrictions apply:            (1) USPS Tracking and Signature Confirmation services are the only extra services permitted with this endorsement.            (2) This endorsement is not permitted for Standard Post or Package Services containing hazardous materials.</p>
<b>“Change Service Requested”</b>	<p><i>(For Shipper Paid Forwarding participants via ACS only)</i></p> <p><b>If no change-of-address order on file:</b>            Reason for nondelivery provided (electronic ACS fee charged); parcel disposed of by USPS.</p> <p><b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Parcel forwarded; postage due charged to the mailer as follows: at the Standard Post or Package Services single-piece price for the specific class of mail or the Parcel Select Nonpresort price plus the additional service fee; separate notice of new address provided (electronic ACS fee charged).</li> <li>• <i>Months 13 through 18:</i> Parcel disposed of by USPS; separate notice of new address provided (electronic ACS fee charged).</li> <li>• <i>After month 18:</i> Parcel disposed of by USPS; separate notice or reason for nondelivery is provided (electronic ACS fee charged).</li> </ul> <p><i>Restrictions:</i>            The following restrictions apply:            (1) USPS Tracking and Signature Confirmation services are the only extra services permitted with this endorsement.            (2) This endorsement is not permitted for Standard Post or Package Services containing hazardous materials.</p>

## 507.1.5.4

1. Valid for all pieces, including Address Change Service (ACS) participating pieces.
2. Does not meet the Move Update Requirement.
3. Not valid for pieces containing hazardous materials. Valid for all other pieces, including ACS participating pieces.

**1.5.5 Priority Mail Express**

[7-28-13] Undeliverable-as-addressed (UAA) Priority Mail Express is treated as described in [Exhibit 1.5.5](#), with these additional conditions:

- a. Priority Mail Express is forwarded only to domestic addresses.
- b. Directory service is provided for Priority Mail Express that cannot be delivered because of an incorrect or incomplete address.
- c. The Priority Mail Express portion of a Priority Mail Express Open and Distribute shipment receives the forwarding, return, and address correction services described in [Exhibit 1.5.5](#). The mail enclosed within the Open and Distribute shipment receives the services appropriate for its class.
- d. Undeliverable or unclaimed Priority Mail Express is held by the USPS for 5 calendar days before it is returned to the sender at no additional postage, unless either of the following applies:
  1. The mail is refused before the end of the 5 calendar days.
  2. The mail is not refused and the sender has specified in the return address a longer holding period (not to exceed 30 days). The sender may also place an instruction above the return address, subject to [202.4.0](#), [302.4.0](#), or [402.3.0](#), directing the return of undeliverable mail after fewer than 5 calendar days.

**Exhibit 1.5.5 Treatment of Undeliverable Priority Mail Express**

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES
No endorsement	<b>In all cases:</b> Same as USPS treatment for "Forwarding Service Requested."
"Address Service Requested"	<b>If no change-of-address order on file:</b> Piece returned with reason for nondelivery attached (no charge).  <b>If change-of-address order on file:</b> <ul style="list-style-type: none"> <li>Months 1 through 12: Piece forwarded (no charge); separate notice of new address provided (address correction fee charged).</li> <li>Months 13 through 18: Piece returned with new address attached (no charge).</li> <li>After month 18: Piece returned with reason for nondelivery attached (no charge).</li> </ul>
"Forwarding Service Requested"	<b>If no change-of-address order on file:</b> Piece returned with reason for nondelivery attached (no charge).  <b>If change-of-address order on file:</b> <ul style="list-style-type: none"> <li>Months 1 through 12: Piece forwarded (no charge).</li> <li>Months 13 through 18: Piece returned with new address attached (no charge).</li> <li>After month 18: Piece returned with reason for nondelivery attached (no charge).</li> </ul>
"Return Service Requested"	<b>In all cases:</b> Piece returned with new address or reason for nondelivery attached (in either case, no charge).
"Change Service Requested"	Not available for Priority Mail Express.

## **1.6 Attachments and Enclosures**

### **1.6.1 Periodicals**

Undeliverable Periodicals (including publications pending Periodicals authorization) with a nonincidental First-Class Mail attachment or enclosure are returned at the single-piece First-Class Mail price for the weight and shape of the piece, and the nonmachinable surcharge if applicable, or Priority Mail price for the weight and destination of the piece. The weight of the attachment or enclosure is not included when computing the charges for return of the mailpiece. Undeliverable Periodicals (including publications pending Periodicals authorization) with an incidental First-Class Mail attachment or enclosure are treated as dead mail unless endorsed "Address Service Requested."

### **1.6.2 Standard Mail**

Undeliverable, unendorsed Standard Mail with a nonincidental First-Class Mail attachment or enclosure is returned at the single-piece First-Class Mail price for the weight and shape of the piece or Priority Mail price for the weight and destination of the piece. The weight of the First-Class Mail attachment or enclosure is not included when computing the charges for return of the mailpiece. Undeliverable, unendorsed Standard Mail with an incidental First-Class Mail attachment or enclosure is treated as dead mail.

### **1.6.3 Package Services and Parcel Select**

Undeliverable, unendorsed mailpieces with a First-Class Mail attachment or enclosure are forwarded or returned as follows:

- a. Parcel Select at the Parcel Select barcoded nonpresort price plus the additional service fee.
- b. Package Services at the single-piece price for the specific class of mail.
- c. For both types of host pieces, if the attachment or enclosure is a nonincidental First-Class Mail attachment or enclosure, the weight of the attachment or enclosure is not included when computing charges.

## **1.7 Mixed Classes**

### **1.7.1 Combination With First-Class Mail**

Combination mailings of First-Class Mail with Standard Mail or Package Services are provided the forwarding and return service of Standard Mail, as appropriate:

- a. An undeliverable combination mailpiece, including a piece that cannot be forwarded, one part of which is First-Class Mail (other than an incidental First-Class Mail attachment or enclosure), must be returned to the sender, subject to the charge for return according to its class. The weight of the First-Class Mail piece is not included when computing the charge for return of the Periodicals, Standard Mail, or Package Services part.
- b. Items with incidental First-Class Mail enclosures or attachments are returned according to the class of the host piece.
- c. An undeliverable combination mailpiece *that is not returnable to the sender*, of which one part is First-Class Mail, is given the treatment that applies to the class of the other part.

**1.7.2 Other Combinations**

Pieces of Periodicals, Standard Mail, Package Services, or Parcel Select with other classes of mail attached or enclosed (other than incidental First-Class Mail attachments or enclosures) must be forwarded under standards for the host piece. Neither the enclosures nor the host piece are provided the forwarding service of First-Class Mail.

**1.7.3 Host Piece**

Any undeliverable combination mailpiece that does not include First-Class Mail matter is given the treatment applicable to the host piece.

**1.7.4 Parcel**

A combination parcel containing Media Mail and Bound Printed Matter is charged postage at the Standard Post price when forwarded or returned.

**1.8 Returning Mail****1.8.1 Nonmailable**

Nonmailable matter is returned to the sender immediately.

**1.8.2 Refused Mail**

Returnable mail is returned if refused by the addressee.

**1.8.3 Priority Mail Express, Priority Mail, First-Class Mail, and First-Class Package Service**

Mailpieces sent as Priority Mail Express, Priority Mail, First-Class Mail, or First-Class Package Service that cannot be delivered as addressed or forwarded to a new address, unless otherwise requested by the sender, are returned to the sender at no additional charge. Excluding pieces containing live animals, the following are disposed of by the USPS:

- a. Priority Mail pieces with a valid Address Change Service (ACS) participant code marked "Perishable" and endorsed "Change Service Requested."
- b. First-Class Mail or First-Class Package Service pieces with a valid ACS participant code and endorsed "Change Service Requested."

**1.8.4 Other Classes**

Other returnable mail is treated as appropriate for the class of mail and the sender's instructions except as noted below.

**1.8.5 Extra Services**

[7-28-13] If a return receipt is attached to a certified, collect on delivery (COD), numbered insured, registered, return receipt for merchandise, or Priority Mail Express piece to be returned, the reason for nondelivery is shown on the face of the piece. The receipt stays attached to the piece and is returned to the sender. Registered Mail is returned through the registry system. The sender must sign a delivery receipt for returned Priority Mail Express and for Registered Mail, COD articles, mail insured for more than \$200, and any mail sent with return receipt for merchandise service. Returned Priority Mail Express (when waiver of signature is requested by sender), Certified Mail, and mail with Signature Confirmation, or return receipt for merchandise service may be returned to the sender without obtaining a signature when those mailpieces are properly returned to sender as undeliverable.

507.1.8.6

**1.8.6 No Sender Instructions**

Mail without a specific address or instructions from the sender is held:

- a. For 5 days if for delivery by rural or highway contract route carrier.
- b. For 10 days if for general delivery at an office with city carrier service. If the addressee notifies the postmaster of a delay in claiming the mail, the postmaster may hold such mail up to 30 days.
- c. For 15 days if for general delivery at an office without city carrier service.

**1.8.7 Post Office Box**

Deliverable mail addressed to a Post Office box is not returned until after the box is declared vacant, except for certified, collect on delivery (COD), insured, registered, postage due, and perishable mail.

**1.8.8 Franked Mail**

Unclaimed franked mail from a Member of Congress is returned to the origin Post Office (if known) or the Washington, DC, Post Office.

**1.9 Dead Mail****1.9.1 Basic Information**

**[3-4-13] [1-27-13]** Dead mail is matter deposited in the mail that is undeliverable and cannot be returned to the sender. A reasonable effort is made to match articles found loose in the mail with the envelope or wrapper and to return or forward the articles. The disposition of dead mail items is as follows:

- a. Nonmail matter (e.g., wallets and bank deposits) found in collection boxes or at other points within USPS jurisdiction is returned postage due at the single-piece First-Class Mail or Priority Mail price for keys and identification devices that is applicable based on the weight of the matter.
- b. Undeliverable, unendorsed Standard Mail, printed matter, circulars, newspapers, magazines, and other publications, and unidentified articles that have no value are disposed of as waste.
- c. Undeliverable articles of \$25 or more in value are treated as dead mail.
- d. Dead letters are opened at mail recovery centers to determine the name and address of the addressee or sender to permit delivery or return.
- e. Except for unendorsed Standard Mail, undeliverable Standard Mail, Standard Post, Package Services, and insured First-Class Mail or First-Class Package Service pieces containing Standard Mail, Standard Post, or Package Services enclosures, that cannot be returned because of an incorrect, incomplete, illegible, or missing return address is opened and examined to identify the sender or addressee.
- f. Dead parcels are opened at mail recovery centers to determine name and address of the addressee or sender to permit delivery or return. Dead parcels returned to the sender or delivered to the addressee are priced postage due at the zone price from the dead parcel branch. If parcels are endorsed to show that they are USPS property, or that the sender refused to pay postage due on return as undelivered, the parcels are considered USPS property.



**1.9.2 USPS Policy and Procedures**

The *Postal Operations Manual* contains USPS policy and procedures for handling and disposing of dead mail (including through sale at auction or by donation to institutions).

**2.0 Forwarding****2.1 Change-of-Address Order****2.1.1 Normal Time Limit**

Records of permanent change-of-address orders are kept by city delivery Post Offices for 18 months, for forwarding and for address correction purposes, from the end of the month when the change takes effect. A record of change-of-address orders from general delivery to a permanent local address without time limit is kept 6 months. A record of change-of-address orders to other than a permanent local address is kept 30 days.

**2.1.2 Time Limit Extension**

When a customer notifies the Post Office of a permanent change in mailing address or the USPS changes a customer's mailing address, the postmaster may extend the forwarding period for 1 additional year if mail is regularly received addressed to the old address. To qualify for this extension, the customer must show that a financial hardship will ensue if extended forwarding is not granted. The customer must also show that reasonable effort is being made to notify correspondents of the new address.

**2.1.3 Temporary Forwarding**

A customer temporarily moving away may have mail forwarded for a specific period of time, not to exceed 12 months (364 total consecutive days). The Postal Service provides temporary forwarding service for a period of two weeks to six months (15 to 185 days) in response to an initial temporary change-of-address order. Customers may extend the temporary forwarding period up to a maximum of 12 months (364 days), by filing a second change-of-address order to begin on the first day of the second six-month period (the 186th day), and expiring on the desired date, up to and including the last day of the second six-month period (364th day). Every temporary change-of-address order must specify both beginning and end dates.

**2.1.4 Methods of Filing**

Customers may use one of the following methods to file a change-of-address with the Post Office:

- a. Mail or submit Form 3575 or other written notice to any Post Office, or as otherwise directed by the Postal Service.
- b. Use Internet Change of Address (ICOA) at <https://moversguide.usps.com>. Customers using the ICOA method must provide a valid credit card number for identity verification. The customer's credit card is charged \$1.00 for the verification.

## 507.2.1.5

- c. Use Telephone Change of Address (TCOA) at 1-800-ASK-USPS. Customers using the TCOA method must provide a valid credit card number for identity verification. The customer's credit card is charged \$1.00 for the verification.

**2.1.5 Restricted or Prohibited Use**

A change-of-address order cannot be filed or is restricted for the following:

- a. An addressee (e.g., an individual or a business entity or other organization) may not file a change-of-address order for mail originally addressed to the addressee at an organization, business, place of employment, or other affiliation. The organization or business may change the address (but not the addressee's name) on a mailpiece to redirect it to the addressee. Barcodes on redirected mailpieces should be obliterated to facilitate automation processing.
- b. Individuals may not file a change-of-address order for mail originally addressed to the individuals at Department of State ZIP Code 20521. Additionally, individuals may not file a change-of-address order to have mail forwarded to Department of State ZIP Code 20521.
- c. Individuals may file a change-of-address order for mail addressed to or from Department of State ZIP Code 20189 only under the following conditions:
  - 1. The change-of-address order is submitted through the Internet Change of Address (ICOA) entry under [2.1.4b](#). All other change-of-address methods are prohibited.
  - 2. Only "Individual" orders are permitted.
  - 3. Only "Permanent" orders are permitted.

**2.2 Forwardable Mail****2.2.1 Classes**

Forwarding is available for all classes of mail, subject to the corresponding conditions described in [1.0](#).

**2.2.2 Reforwarding**

The address (but not the name) may be changed and the mail reforwarded as many times as necessary to reach the addressee.

**2.2.3 Discontinued Post Office**

**[1-27-13]** All Priority Mail Express, Priority Mail, First-Class Mail, First-Class Package Service, Periodicals, Standard Post, and Package Services pieces addressed to a discontinued Post Office may be forwarded without added charge to a Post Office that the addressee designates as more convenient than the office to which the USPS ordered the mail sent.

**2.2.4 Rural Delivery**

**[1-27-13]** When rural delivery service is established or changed, a customer of any office receiving mail from the rural carrier of another office may have all Priority Mail Express, Priority Mail, First-Class Mail, First-Class Package Service, Periodicals, Standard Post, and Package Services pieces forwarded to the latter office for delivery without added charge, if the customer files a written request with the postmaster at the former office.

**2.2.5 Converted Service**

Mail addressed to Post Office, rural, or highway contract route boxholders is delivered to customers residing in the affected area until June 30 following establishment of, or conversion to, city delivery service or for 90 days, whichever is later.

**2.2.6 Mail for Military Personnel**

[1-27-13] All Priority Mail Express, First-Class Mail, First-Class Package Service, Periodicals, Standard Post, and Package Services mailpieces addressed to persons in the U.S. Armed Forces (including civilian employees) serving where U.S. mail service operates is forwarded at no added charge when the change of address is caused by official orders. This free forwarding also applies to mail for household members whose change of address is caused by official orders to persons serving in or who are civilian employees of the U.S. Armed Forces. If the official permanent change of station order is to an overseas APO/FPO or DPO address, military authorities forward mail between the United States and those addresses; forwarding is limited to 60 days.

**2.2.7 Mail Addressed to CMRA Customers**

Mail addressed to an addressee at a commercial mail receiving agency (CMRA) is not forwarded through the USPS. The CMRA customer may make special arrangements for the CMRA operator to remail the mail with payment of new postage. A CMRA must accept and remail mail to former customers for at least 6 months after termination of the agency relationship. After the 6-month period, the CMRA may refuse mail addressed to a former customer.

**2.3 Postage for Forwarding****2.3.1 Origin**

Forwarding postage is computed by using the forwarding office as the origin office.

**2.3.2 Priority Mail Express**

Priority Mail Express is forwarded without charge.

**2.3.3 Priority Mail, First-Class Mail, and First-Class Package Service**

Priority Mail, First-Class Mail (including postcards), and First-Class Package Service mailpieces are forwarded without charge when postage is fully prepaid by the sender.

**2.3.4 Periodicals**

Periodicals publications (including publications pending Periodicals authorization) are forwarded without charge for 60 days when postage is fully prepaid by the sender.

**2.3.5 Standard Mail and Parcel Select Lightweight**

Generally, Standard Mail and Parcel Select Lightweight are subject to collection of additional postage from the mailer when forwarding service is provided by charging the Standard Mail weighted fee on all returns. Shipper Paid Forwarding, under provisions 4.2.9, provides mailers of Standard Mail and Parcel Select Lightweight parcels an option of paying forwarding postage on those parcels, or return postage if undeliverable, at the applicable single-piece First-Class Mail or Priority Mail price, instead of the addressee paying postage due charges. Mail that qualifies for Bulk

Parcel Return Service (BPRS) is returned at the BPRS per piece charge if the mailer uses one of the ancillary service endorsements that specifies BPRS (e.g., “Return Service Requested—BPRS”).

### **2.3.6 Standard Post, Package Services, and Parcel Select**

**[1-27-13]** Standard Post, Package Services, and Parcel Select pieces are subject to the collection of additional postage at the applicable price for forwarding; Parcel Select at the Parcel Select Nonpresort price plus the additional service fee and Standard Post or Package Services at the single-piece price for the specific class of mail. See [2.3.5](#) for forwarding instructions for Parcel Select Lightweight. The addressee may refuse any piece of Standard Post, Package Services or Parcel Select that has been forwarded. Shipper Paid Forwarding, under provisions in [4.2.9](#), provides mailers of Package Services and Parcel Select parcels an option of paying forwarding postage on those parcels, or return postage if undeliverable, instead of the addressee paying postage due charges.

### **2.3.7 Extra Services**

Certified, collect on delivery (COD), USPS Tracking, insured, registered, Signature Confirmation, and special handling mail is forwarded without additional extra service fees, subject to the applicable postage charge (to a domestic address only).

## **3.0 Premium Forwarding Service**

### **3.1 Prices and Fees**

#### **3.1.1 Application Fee**

Customers must pay a nonrefundable application fee. See [Notice 123—Price List](#) for applicable fee.

#### **3.1.2 Weekly Reshipment Charge**

There is a reshipment charge for each Priority Mail shipment to one temporary address for each week of service requested. Except for online customers under [3.2.2b](#), upon submission of the application, the amount due for the total weeks requested must be paid in full.

#### **3.1.3 Extension of Service**

Premium Forwarding Service (PFS) customers may contact the Post Office responsible for delivery to the primary address prior to the last shipment date and extend PFS service (up to 1 year maximum service from the initial start date) as needed. An extension of service may also be performed online at [www.usps.com/premiumforwarding](http://www.usps.com/premiumforwarding) for customers who completed their application online. Except for online customers under [3.2.2b](#), an extension is processed only after the Post Office receives payment of the reshipment charges due for the total weeks of extension requested.

### 3.1.4 Early Termination of Service

Except for online customers under [3.2.2b](#), a customer who terminates PFS early (e.g., a customer prepays for 10 weeks but returns to a primary address after 8 weeks, either temporarily or permanently) may request a refund for any unused weekly shipment charges from the Post Office serving the primary address. The application fee is nonrefundable.

## 3.2 Basic Standards

### 3.2.1 Description

Except as provided in [3.2.2b](#), Premium Forwarding Service (PFS) provides residential delivery customers, and certain Post Office Box customers, an option to have all mail addressed to their primary address reshipped or rerouted to a temporary address mainly by means of a weekly Priority Mail shipment. PFS is available for a period of not less than 2 weeks and not more than 1 year. This optional service is separate from the piece-by-piece forwarding service offered in [2.0](#), whereby only certain mailpieces are forwarded.

### 3.2.2 Use

Participation in PFS is subject to the following standards:

- a. Except as provided in [3.2.2b](#), PFS is available to residential delivery customers and to Post Office Box customers with a size-one or size-two Post Office Box.
- b. Customers may submit a completed Form 8176, *Premium Forwarding Service (PFS) Application*, at the Post Office serving the primary address or online. Customer may complete an online application at [www.usps.com/premiumforwarding](http://www.usps.com/premiumforwarding). A PFS application completed online is only available for residential delivery customers. The application fee and recurring weekly installments are processed as services are rendered and must be paid by credit card. Modification or cancelation of the service can only be done online when the initial request was completed online.
- c. Except as provided in [3.2.2d](#), customers must designate on the application whether the order is for an “Individual” or an “Entire Household.”
- d. For customers whose primary address is a Post Office box, only the box customer is authorized to initiate the application and “Entire Household” must be designated on the application.
- e. PFS is available for a period of not less than 2 weeks and not more than 1 year.
- f. PFS is available only from and to domestic addresses.
- g. PFS is available to, but not from, single-point central delivery addresses such as RV parks, hospitals, hotels, and U.S. Department of State addresses. See [703.3.0](#) for additional U.S. Department of State requirements.

### 3.2.3 Prohibited Use

PFS cannot be combined with any ancillary or extra services beyond those purchased by the original sender. In addition, PFS is not available for:

- a. Customers who have an active temporary or permanent change-of-address (COA).

## 507.3.3

- b. Customers who have an active Hold Mail Authorization (PS Form 8076). Mail that has previously been held at the primary address Post Office cannot be included in PFS reshipments to a customer's temporary address.
- c. Customers whose primary address is a size-three, size-four, or size-five Post Office box. Residential customers who use these Post Office box sizes due to the unavailability of smaller boxes may request a waiver of this restriction.
- d. Customers whose primary address is a business delivery address.
- e. Customers whose primary address is a central point to which the USPS provides delivery in bulk to a third party, such as a commercial mail receiving agency (CMRA), RV park, trailer park, or hotel.
- f. Customers whose primary address or temporary address is an APO or FPO.
- g. Customers whose temporary address is within the 969 3-digit ZIP Code area or is otherwise in a U.S. territory or possession that requires a customs declaration.

### 3.3 Preparation

#### 3.3.1 Weekly Priority Mail Reshipments

Regardless of any mailer's ancillary service endorsement on a mailpiece, all mail is reshipped in the weekly Priority Mail shipment, except as specified in [3.3.2](#) through [3.3.8](#).

#### 3.3.2 Mailpieces Arriving at the Primary Address Endorsed "Surface Mail Only" or With Other Hazardous Materials Markings

Any mailpiece arriving at the primary address that indicates surface only transportation such as Label 127, "Surface Mail Only" or bears other hazardous materials markings such as "Consumer Commodity ORM-D", cannot be reshipped in the weekly Priority Mail shipment and must be rerouted separately via surface transportation.

#### 3.3.3 Mailpieces Requiring a Scan or Signature at Delivery

**[1-27-13]** Mailpieces requiring a scan or signature at delivery, such as Priority Mail Express or numbered insured mail, are scanned, and then rerouted immediately and separately to the temporary address, subject to the following:

- a. Priority Mail Express, Priority Mail, First-Class Mail and First-Class Package Service mailpieces are rerouted at no additional charge.
- b. Standard Mail parcels and Parcel Select Lightweight are separately rerouted postage due at the appropriate 1-pound Standard Post price.
- c. Standard Post, Package Services (Bound Printed Matter, Media Mail, and Library Mail), and Parcel Select mailpieces are separately rerouted postage due at the appropriate single-piece price in the class or subclass in which the mailpiece was originally shipped.

**3.3.4 Priority Mail Not Requiring a Scan or Signature at Delivery**

Priority Mail that does not require a scan or signature at delivery is immediately and separately rerouted to the temporary address, unless it will fit into the weekly Priority Mail shipment and such inclusion does not delay its delivery to the temporary address.

**3.3.5 First-Class Mail, First-Class Package Service, and Periodicals Parcels Not Requiring a Scan or Signature at Delivery**

First-Class Mail, First-Class Package Service, and Periodicals parcels not requiring a scan or signature at delivery and that do not fit into the weekly Priority Mail shipment are separately rerouted at no additional charge.

**3.3.6 Standard Mail or Parcel Select Lightweight Parcels Not Requiring a Scan or Signature at Delivery**

Eligible Standard Mail or Parcel Select Lightweight parcels that do not require a scan or signature at delivery are included in the weekly Priority Mail shipment provided they will fit. Parcels that do not fit or are otherwise ineligible (e.g., mailpieces identified as surface transportation only) are separately rerouted postage due at the appropriate 1-pound Standard Post single-piece price.

**3.3.7 Standard Post, Package Services and Parcel Select Mailpieces Not Requiring a Scan or Signature at Delivery**

[1-27-13] Standard Post, Package Services, and Parcel Select mailpieces not requiring a scan or signature at delivery are separately rerouted postage due at the appropriate single-piece price in the class or subclass in which the mailpiece was originally shipped.

**3.3.8 Mailpieces Arriving Postage Due at the Primary Address**

[1-27-13] Any mailpiece arriving postage due at the Post Office serving a customer's primary address is not reshipped in the weekly Priority Mail shipment and will be rerouted individually. Mailpieces arriving postage due are rerouted as follows:

- a. Postage due First-Class Mail and First-Class Package Service mailpieces are rerouted as First-Class Mail or First-Class Package Service postage due. Only the original postage due amount is collected. There is no additional charge for rerouting the mailpiece.
- b. Postage due Priority Mail mailpieces are rerouted as Priority Mail postage due. Only the original postage due amount is collected. There is no additional charge for rerouting the mailpiece.
- c. Postage due Standard Post, Package Services, and Parcel Select mailpieces are rerouted postage due at the appropriate single-piece price in the class or subclass in which the mailpiece was originally shipped. The total postage due for Standard Post, Package Services, and Parcel Select mailpieces is the sum of the postage due at the time of receipt at the primary address plus the postage due for rerouting the mailpiece from the primary Post Office to the temporary address at the appropriate single-piece price.

## 4.0 Address Correction Services

### 4.1 Address Correction Service

#### 4.1.1 Address Correction Service Fee

See [Notice 123—Price List](#).

#### 4.1.2 Purpose

If mail cannot be delivered as addressed, address correction service allows the sender on request, using the appropriate ancillary service endorsement under [1.0](#), to obtain the addressee's new (forwarding) address (if the addressee filed a change-of-address order with the USPS) or the reason for nondelivery. Address corrections and notices are not provided for customers who file a temporary change of address or for individuals at a business address (see [2.1](#)). Address correction service is available alone or in combination with forwarding and return service.

#### 4.1.3 Invalid Endorsement

Any obsolete ancillary service endorsement or similar sender endorsement not shown in [1.0](#) is considered invalid. Material bearing invalid or conflicting ancillary service endorsements will not be accepted for mailing. If discovered in the mailstream, pieces bearing an invalid ancillary service endorsement or conflicting endorsements are treated as unendorsed mail. *Exception:* Undeliverable Standard Post, Media Mail, Library Mail, and Parcel Select pieces that bear invalid or conflicting ancillary service endorsements are treated as if endorsed "Forwarding Service Requested."

#### 4.1.4 Periodicals

Address correction service is provided automatically for all Periodicals publications (including publications pending Periodicals authorization) and begins 60 days after the effective date of the addressee's change of address. Address corrections are provided as separate notices or, at the mailer's request, on the returned pieces.

#### 4.1.5 Other Classes

**[1-27-13]** When possible, "on-piece" address correction is provided for Priority Mail Express, Priority Mail, First-Class Mail, First-Class Package Service, Standard Mail, Standard Post, Package Services, and Parcel Select pieces. If the piece cannot be forwarded, it is returned with new address information or reason for nondelivery attached. When separate corrections are necessary, Form 3547 is mailed to the sender with the address correction fee charged and the mail is forwarded. This service is not available for mailpieces to be delivered by military personnel at any military installation, including APOs and FPOs.

#### 4.1.6 Fee and Return Postage

Unless excepted, the applicable fee for address correction service is charged for each separate notification of address correction or the reason for nondelivery. When "on-piece" address correction is provided, no address correction fee is charged but return postage can be charged, depending on mail class.



## 4.2 Address Change Service (ACS)

### 4.2.1 Description

Address Change Service (ACS) is an automated or electronic process providing mailers with notices of address correction or reason for nondelivery. ACS is designed to reduce the volume of manual notifications provided for valid participating ACS mailpieces, but it does not completely eliminate manual notifications. Mailers must keep their address records in electronic format and mark or encode their mailpieces with the correct ACS symbology under [4.2](#) and the correct ancillary service endorsement under [1.5](#) to obtain address corrections. See [4.2.6](#) for an option to use OneCode ACS with an Intelligent Mail barcode for letters and flats in First-Class Mail, Periodicals, and Standard Mail. To obtain nondelivery information under [1.4.1](#), mailers must use an ACS keyline or an Intelligent Mail barcode on mailpieces. Mailers also can use traditional ACS, along with Shipper Paid Forwarding under [4.2.9](#), to pay forwarding postage on most Standard Mail and Package Services pieces. Mailers can find additional information about traditional ACS and OneCode ACS in Publication 8a, Address Change Service - Traditional, and Publication 8b, Address Change Service - OneCode ACS.

### 4.2.2 Service Options

ACS offers three levels of service, as follows:

- a. An automated option for letters and flat-size mailpieces bearing an Intelligent Mail barcode, mailed as First-Class Mail, Standard Mail, and Periodicals, with electronic notices processed using Intelligent Mail technology (see [4.2.6](#)). Only automated First-Class Mail and Standard Mail letters qualify for automated address correction prices when using the Intelligent Mail barcode (see [4.1.1](#)).
- b. An electronic option for notices processed electronically, except automated notices under [4.2.2a](#).
- c. A default manual process for notices generated manually.

### 4.2.3 Participant Code and Mailer ID

Participant codes or Mailer IDs are used on ACS mailpieces as follows:

- a. Traditional Address Change Service (ACS) human-readable participant codes are provided to authorized mailers by the National Customer Support Center (NCSC) (see [608.8.0](#) for address). A participant code consists of seven alpha characters, aligned left, and must be preceded by a single pound sign (#) delimiter on the top or OEL line of the address block. Additional information for using the human-readable option is available in Publication 8a, Address Change Service—Traditional.
- b. When using Intelligent Mail barcodes, mailers can participate in the OneCode ACS option of ACS (see [4.2.6](#) for restrictions). The NCSC provides the numeric OneCode ACS Mailer ID, the equivalent of a participant code, to authorized mailers using an Intelligent Mail barcode (see [708.4.3](#)). As part of the application process, a Mailer ID is assigned to identify the participant, or mailers can choose to register one or more of their existing Mailer IDs for use with OneCode ACS. Mailers must incorporate the Mailer ID in the Mailer Identifier field, the unique mailpiece identifier in the Serial Number field, and the appropriate

## 507.4.2.4

service in the Service Type Identifier field of the Intelligent Mail barcode according to Specification USPS B-3200. Customers can access the Intelligent Mail barcode specification at <http://ribbs.usps.gov/>.

**4.2.4 Basic Standards for All ACS Mailpieces**

Mailers preparing ACS mailpieces must meet these specifications:

- a. When using a window envelope, maintain a clearance between the top line of the address block and the top edge of the address window of at least 1/25 inch. This clearance must be maintained during the insert's range of movement in the envelope.
- b. When using an address label, maintain a clearance between the top line of the address block and the top edge of the address label of at least 1/25 inch.

**4.2.5 Additional Standards—When Using Human-Readable ACS Participant Codes**

Mailers must use human-readable ACS participant codes according to the following specifications:

- a. Print and place the ancillary service endorsement according to the requirements in [102.4.0](#) and [1.5](#).
- b. Print the ancillary service endorsement and the participant code in a non-narrow variant of Helvetica or Arial sans serif font in the range of 10 to 12 points.
- c. Use equal line spacing in the address block, including the participant code line and mailer keyline.
- d. When placing the participant code in an optional endorsement line (OEL), the participant code must occupy the first eight positions in the left part of the OEL and be formatted as indicated in [708.7.2.3](#).
- e. When placing the participant code in the address block, place it on the top line. The address block information may be on an insert in a window, on an address label, or preprinted on the mailpiece.
- f. Mailers preprinting the participant code on an envelope (rather than printing it in the address block or on a label) must meet the conditions in [4.2.4](#) in addition to the following:
  1. The participant code must be left-justified with the address block, with a tolerance of 1/4 inch left or right. Place the participant code not more than two line spaces above the top line of the address block (using the same line spacing size as used in the address block).
  2. When using a mailer keyline, place it in the top line of the address block (but below the preprinted participant code).
  3. OELs are prohibited when a mailer keyline is used.
- g. If using delivery point barcodes in the address block, mailers must place them in one of the following positions:
  1. When using a mailer keyline, place the barcode between the top line of the address information and the mailer keyline.

2. When not using a mailer keyline, place the barcode between the top line of the address information and the participant code.
3. Below the City-State-ZIP Code line.
4. Above the participant code and OEL, except when placing the participant code under [4.2.5f](#).

#### **4.2.6 Additional Standards—When Using Intelligent Mail Barcodes**

Mailers can access OneCode ACS using an Intelligent Mail barcode, which is capable of encoding a valid Service Type Identifier indicating the ancillary service requested; a numeric Mailer ID; and the Serial Number, a unique numeric mailpiece identifier (keyline equivalent). This option is available for letters and flat-size mailpieces mailed as First-Class Mail, Standard Mail, and Periodicals. Address Service and Change Service ancillary services are available for letters and flat-sized mailpieces mailed as First-Class Mail or Standard Mail by choosing the appropriate Service Type Identifier and registering the same choice in the mailer profile maintained by the NCSC, ACS Department. In order to receive requested information, mailers wishing to change their ancillary service choice or endorsement must notify the NCSC, ACS Department in Memphis, TN, in writing, seven days prior to the mailing. Periodicals mailers not requesting Address Service will receive their current address correction notification option. The Service Type Identifier will indicate the ancillary service requested, and this choice must be indicated in the mailer's ACS profile maintained at the NCSC, ACS Department. In order to receive requested information, mailers wishing to change their ancillary service endorsement must notify the NCSC, ACS Department in Memphis, TN, in writing, seven days prior to the mailing. Standard Mail pieces with OneCode ACS using an Intelligent Mail barcode require the use of a printed on-piece endorsement. ACS mailers are encouraged to use the "Electronic Service Requested" text endorsement. Other printed endorsements are not required to request ancillary services in conjunction with an Intelligent Mail barcode used on First-Class Mail or Periodicals mailpieces, and their use may produce unintended results. Mailpieces must meet the following specifications:

- a. Letter-size mailpieces must be automation-compatible.
- b. Flat-size mailpieces may be mailed at nonautomation or automation prices. The Intelligent Mail barcode may appear anywhere a POSTNET barcode can be placed.
- c. If using a window envelope, maintain a clearance between the leftmost and rightmost bars and any printing or window edge of at least 0.125 (1/8) inch, and maintain a clearance between the Intelligent Mail barcode and the top and bottom window edges of at least 0.040 (1/25) inch. These clearances must be maintained during the insert's range of movement in the envelope.
- d. The Intelligent Mail barcode must contain an 11-digit delivery point code that correctly corresponds to the delivery address.
- e. The Intelligent Mail barcode must meet the technical specifications as described in [708.4.3](#) and USPS Specification USPS-B-3200.

**4.2.7 Periodicals**

Address correction by ACS is provided based on the mailer profile option chosen by participating Periodicals publications (including publications pending Periodicals authorization).

**4.2.8 Address Correction Service Fee**

Unless excepted, the applicable fee for address correction is charged for each separate notification of address correction or the reason for nondelivery provided.

**4.2.9 Shipper Paid Forwarding**

Shipper Paid Forwarding is an ACS fulfillment vehicle which allows mailers of Standard Mail, Package Services and Parcel Select (including Parcel Select Lightweight) parcels to pay forwarding charges via approved ACS participant code(s) when used with “Address Service Requested” or “Change Service Requested” endorsements. For information about Shipper Paid Forwarding, contact the National Customer Support Center (see [608.8.0](#) for address). Mailers choosing to pay forwarding charges through a postage due advance deposit account must pay an annual account maintenance fee.

**4.2.10 Shipper Paid Forwarding Fee**

Annual account maintenance fee required for (optional) advance deposit account. See [Notice 123—Price List](#).

**4.3 Sender Instruction****4.3.1 Mail Not Forwarded**

The following types of mail are not forwarded:

- a. Mail addressed to “Occupant” or “Postal Customer.”
- b. Mail with exceptional address format.
- c. Mail showing specific instructions of the sender (e.g., “Return Service Requested” or “Change Service Requested”).
- d. Perishable items not marked to abandon that cannot be delivered before spoiling, or day-old poultry that cannot be delivered within 72 hours after hatching. These items are returned to the sender immediately, if the return can be made before spoilage or within the 72-hour period.

**4.3.2 Extra Services**

[\[7-28-13\]](#) A change-of-address order covers Certified Mail, collect on delivery (COD), insured, Registered Mail, and return receipt for merchandise mail unless the sender gives other instructions or the addressee moves outside the United States. This mail is treated as follows:

- a. COD mail is not forwarded to overseas military Post Offices.
- b. Ordinary, insured, and COD parcels marked on the envelope or wrapper with the mailer’s instructions to abandon or sell perishable items are treated following the instructions, such as:
  1. “Do not forward or return. If not accepted within \_\_\_\_ days, treat as abandoned. Notify mailer of disposition.”

2. "Do not forward or return. If undelivered after \_\_\_\_\_ days, sell contents to highest bidder and remit proceeds, less commission, to mailer." (A commission of 10%, but not less than \$0.25, is kept by the USPS from the amount for which perishable items are sold.)
- c. The mailer of a COD article also may use USPS Package Intercept service to redirect the COD article to a new addressee, to a designated Post Office using Hold For Pickup service (508.7.0), or to the sender by paying the applicable fee and as provided in 507.5.0. The USPS returns the article to the mailer at the end of the COD holding period if no other request is received. When COD articles are addressed to a person who moved and left no forwarding address, the article is returned to the mailer. The postage charge (but not registration or COD fees) for returning the mail, if any, is collected from the mailer.
- d. Insured Standard Mail is forwarded and returned.
- e. Insured Package Services without any other endorsement is forwarded at no charge locally and postage due nonlocally. (For forwarding, local means within the same Post Office.) If the mailpiece is undeliverable, the USPS returns it to the sender with the new address or the reason for nondelivery. The sender is charged for the return of the piece only and the attempted forwarding, when appropriate.
- f. The USPS holds undeliverable Certified Mail, insured, Registered Mail, and return receipt for merchandise mail for no fewer than 3 days nor more than 15 days (unless the sender specifies fewer).
- g. The USPS holds undeliverable collect on delivery (COD) articles for no fewer than 3 days and no more than 10 days.

#### 4.3.3 Priority Mail Express Pouch

The USPS opens an undeliverable-as-addressed Priority Mail Express pouch to find a delivery address on any envelope or article inside. The USPS does not open the wrappers or envelopes or break the seals of any Priority Mail Express article in the pouch. If no address information is found, the pouch is treated as dead mail. Priority Mail Express is held no more than 5 calendar days unless the sender sets a shorter period.

#### 4.3.4 Holding Mail

At the sender's request, the delivery Post Office holds mail, other than Registered Mail, insured, Certified Mail, COD, and return receipt for merchandise, for no fewer than 3 days nor more than 30 days. A specific retention time of not less than 3 nor more than 30 days, if requested, must be included by the sender in the return address on the mailpiece (e.g., "Return in 30 days to" followed by sender's return address).

## 5.0 Package Intercept

### 5.1 Description of Service

#### 5.1.1 Basic Standards

Package Intercept service provides a method for customers to authorize redirection of any mailable domestic mailpieces with a tracking barcode as provided in [5.1.2](#). If the item is found and redirected, additional postage is charged as provided under [5.2](#). Package Intercept requests are active for 10 business days from the date of the request. Interception of eligible mailpieces is not guaranteed. Requests must be made as provided under [5.5](#).

#### 5.1.2 Eligibility

**[1-27-13]** Package Intercept service is available for any Priority Mail Express, Priority Mail (including Critical Mail), First-Class Mail, First-Class Package Service, Parcel Select, Standard Post, and Package Services mailpieces with a tracking barcode, addressed to, from or between domestic destinations ([608.2.0](#)) that do not bear a customs declarations label, and measuring not more than 108 inches in length and girth combined except as noted in [5.1.2](#).

#### 5.1.3 Ineligible

Package Intercept is not available to:

- a. Mailpieces sent to or from International destinations..
- b. Mailpieces sent to or from APO/FPO/DPO destinations.
- c. Domestic mailpieces requiring a customs declarations label (see [608.2.4](#)).
- d. Mailpieces that indicate surface-only transportation such as Label 127, "Surface Mail Only" or that bear other hazardous materials markings such as "Limited Quantity," "Consumer Commodity" or "ORM-D".
- e. Mailpieces that do not contain a tracking barcode.

### 5.2 Postage and Fees

**[11-4-13]** Customers must pay a nonrefundable per-piece fee to initiate the USPS process of attempting to intercept the mailpiece. The USPS does not guarantee the interception of a mailpiece. Intercepted mailpieces mailed at Parcel Select or a Package Services price that are redirected to the sender are subject to payment of the applicable postage based on how the piece was originally mailed. Parcel Select pieces being redirected to sender are charged at the Parcel Select Nonpresort price plus the additional service fee. All intercepted mailpieces that are redirected to a new delivery address or a Post Office as Hold For Pickup service, available only through the electronic commercial method, are relabeled and handled as a new Priority Mail piece. The new Priority Mail piece is charged at the applicable Priority Mail Commercial Based price from the location where intercepted to the new destination based on the dimensions, weight and zone of the piece. Fee payments are as follows:

- a. For retail customers, payment of fees may be made by cash, check, credit card, or debit card at any retail Post Office location. Payment of any applicable return postage will be collected from the sender as postage due upon delivery.

- b. For commercial customers, payment of fees and any applicable postage must be processed through the mailer's Centralized Account Payment System (CAPS) account.

### 5.3 Adding Extra Services

Extra services may be added to Package Intercept mailpieces under limited circumstances. Customers who register and file their request through the Business Customer Gateway at <https://gateway.usps.com/bcg/login.htm> may add, and pay additional postage for, extra services on the new Priority Mail piece being redirected to a new address or a Post Office for Hold For Pickup, at the time of their intercept request. The relabeled item will be assigned a new extra service identification number and barcode applicable to the extra service purchased. An Intelligent Mail package barcode will be included on all redirected pieces and all available USPS scans will be available to the customer at no charge. Extra services may not be added to items being redirected to the sender. The following extra services may be added to the new Priority Mail item at the time of the online intercept request as follows:

- a. Adult Signature Required
- b. Adult Signature Restricted Delivery
- c. Insurance may be added if the original shipment included insurance and for the original value stated, but may not be otherwise added.
- d. Signature Confirmation

### 5.4 Registered Mail

Package Intercept, redirect to sender option only, is available for eligible matter mailed using Registered Mail service. In addition to 5.2 and 5.5, customers requesting to intercept Registered Mail must write on the receipt "Withdrawn" and sign and surrender the receipt to the Post Office.

### 5.5 Request for Intercept

Retail customers may request to have their package intercepted and redirected to sender by submitting PS Form 1509, *Sender's Request for USPS Package Intercept Service*, at any Post Office when presenting valid Government-issued photo identification. Commercial customers may request to have their package redirected to sender, to a new postal delivery address, or to a Post Office as Hold For Pickup service through the Business Customer Gateway at <http://pe.usps.com/>. Packages designated for redirection to a new address provided by the mailer that are undeliverable as addressed will be returned to sender as provided in 2.0. Only the sender or authorized representative can request Package Intercept.

## 6.0 Requesting Withdrawal and Disposal of a Mailing

### 6.1 Request Process

#### 6.1.1 Mail Without Scheduled Delivery Date

The mailer may request the USPS to withdraw and dispose of mail without a scheduled delivery date before its delivery if:

## 507.6.1.2

- a. The mailing contains at least 200 pieces.
- b. The mailer gives the USPS a written and signed request, describing the mail by size, color, weight, identifying markings, number of pieces, class of mail, and type of postage payment. The request must include the authorization to withdraw and dispose of the mail.
- c. The mailer sends the request to the postmaster of the accepting Post Office (if the mailing has been deposited but not accepted) or to the postmaster of each destination office (if the mailing has been accepted).

**6.1.2 Mail With Scheduled Delivery Date**

The mailer may request the USPS to withdraw and dispose of mail with a scheduled delivery date (time-dated) before its delivery if:

- a. The mailing contains at least 200 pieces.
- b. The mailer entered the mailing early enough so that delivery can be expected on or before the scheduled delivery date.
- c. The mailer sends the request to the postmaster of the accepting Post Office (if the mailing has been deposited but not accepted) or, if the mailing has been accepted, the mailer either:
  1. Attaches a facing slip to each bundle of mail showing the company name, person to contact, telephone number (where collect calls are accepted), and the scheduled delivery date after which the mailer does not want the mail delivered. The mailer also authorizes the withdrawal but not the disposal of the mail.
  2. Sends a written request to the postmasters of destination Post Offices before depositing the mail, stating that time-dated mail is to be received at their offices and describing the mail by size, color, weight, identifying markings, number of pieces, class of mail, and type of postage payment. The mailer also authorizes the withdrawal and disposal of time-dated mail if received after the scheduled dates.

**6.1.3 No Guarantee**

The USPS does not guarantee success in preventing delivery of all pieces in a withdrawn mailing.

**6.1.4 Mail Disposal**

Disposal of mail at the mailer's request creates no obligation of the USPS to refund postage. The mailer must pay all expenses that the USPS incurred in disposing of the mail.

## 7.0 Pickup on Demand Service

### 7.1 Pickup on Demand Service Fee

Available for Priority Mail Express, Priority Mail, and Standard Post, charged per pickup. See [Notice 123—Price List](#).



## 7.2 Basic Standards

### 7.2.1 Availability

[1-27-13] Pickup on Demand service is available from designated Post Offices for:

- a. Priority Mail Express.
- b. Priority Mail.
- c. Standard Post.
- d. Certain types of international mail; see [7.2.8](#) for more information.

### 7.2.2 Stamped Pieces over 13 Ounces

Mailpieces weighing more than 13 ounces bearing only postage stamps as postage must be presented to an employee at a retail service counter in a Postal Service facility. Letter carriers may not pick up or accept mail weighing more than 13 ounces bearing only stamps as postage. If this mail is discovered in collection boxes, Postal Service lobby drop, Postal Service dock, customer mailbox, or other unattended location, it will be returned to the sender for proper presentation at a retail counter.

### 7.2.3 Extra Services

Certified Mail, USPS Tracking, and Signature Confirmation are the only extra postal services that may be used with pieces that are picked up.

### 7.2.4 Volume

There are no limits on the number of pieces that may be picked up. The USPS may defer pickup or make multiple pickups at no additional charge to the customer if the volume to be picked up exceeds available vehicle capacity. The USPS may establish plant load service if warranted.

### 7.2.5 Standards

[7-28-13] Each piece of Priority Mail Express, Priority Mail, or Standard Post must meet all applicable eligibility and preparation standards. Material prepared as Priority Mail Express or Priority Mail Open and Distribute shipments must meet the applicable standards in [705.18.0](#).

### 7.2.6 Collecting Other Mail

Incidental amounts of other postage-affixed, full-price mail also may be collected when Pickup on Demand service is provided.

### 7.2.7 Service Changes

The USPS may suspend or refuse Pickup on Demand service due to exceptional or unsafe situations (e.g., hazardous weather or road conditions, facility emergencies on customer or USPS property, unforeseen employee or vehicle shortages, or unsafe or inadequate mailer facilities).

### 7.2.8 International Mail

[1-27-13] The following types of international mail are available for Pickup on Demand, including a package pickup (under [7.3.3c](#)), when all eligibility and preparation standards in the International Mail Manual are met:

- a. Global Express Guaranteed.
- b. Priority Mail Express International.

- c. Priority Mail International.

## 7.3 Postage and Fees

### 7.3.1 Postage

The correct amount of postage must be affixed to each piece. *Exception:* Priority Mail Express paid with a corporate account, Priority Mail or Standard Post with a merchandise return service permit label (505.3.0), and manifest mailings approved by Business Mailer Support (BMS) do not need to have postage affixed.

### 7.3.2 Fee Charged

Pickup on Demand fees are listed in Notice 123—Price List. The customer is charged the required fee: Every time Pickup on Demand service is provided, regardless of the number of pieces or combination of classes of mail. See 7.3.3 for when fee is not charged.

- a. For additional trips to pick up exceptional volume of which the serving Post Office was not notified.

### 7.3.3 Fee Not Charged

[1-27-13] The customer is not charged for:

- a. A scheduled Pickup on Demand that is canceled as required.
- b. An on-call Pickup on Demand that is canceled before the USPS employee is dispatched for the pickup.
- c. A package pickup that occurs as part of a regularly scheduled delivery or collection stop.
- d. Priority Mail or Standard Post using a merchandise return service label that indicates that the permit holder will pay for Pickup on Demand service.
- e. A minimum of seven pieces of the eligible types of mailpieces in 7.2.1 from a customer who has an authorized signed agreement (PS Form 5543) with the local Post Office. This agreement must be completed and signed in advance of any pickup request made under this standard.

### 7.3.4 Fee Payment Method

[1-27-13] The Pickup on Demand fee must be paid online at [www.usps.com](http://www.usps.com).

## 7.4 On-Call Service

### 7.4.1 Availability

On-call Pickup on Demand service is available only from designated Post Offices with city delivery.

### 7.4.2 Requesting Pickup on Demand Service

[1-27-13] A customer may request Pickup on Demand service and schedule a pickup at [www.usps.com](http://www.usps.com). Pickups may be requested within 2 hours of the required pickup time unless the customer and the serving Post Office agree, and service is not adversely affected. Depending on the time of the request and the delivery schedule of the serving Post Office, the pickup may be deferred to the next business day. When scheduling a Pickup on Demand, the customer must indicate the quantity and the class of mail to be picked up.

## 7.5 Scheduled Service

### 7.5.1 Availability

[1-27-13] Pickup on Demand service is available from Post Offices with city delivery and from other Post Offices where the customer's address is within the servicing area of that post office.

### 7.5.2 Service Agreement

A customer requesting scheduled Pickup on Demand service must enter into a service agreement as follows:

- a. Use PS Form 5542, *Scheduled Pickup on Demand Service Agreement*, to specify the time, place, day or date, frequency of service, and approximate volume per pickup.
- b. The terms of the service agreement may be amended with the consent and approval of both parties.

### 7.5.3 Service hours

Scheduled Pickup on Demand service may be requested during the regular business hours of the serving Post Office. Scheduled Pickup on Demand service begins the day after the service agreement is finalized and continues until the service agreement's stated end date or termination.

### 7.5.4 Customer Changes

[1-27-13] The customer must notify the serving Post Office at least 24 hours before a scheduled pickup if the pickup is to be canceled or the volume of mail to be picked up is more than 20% higher than the volume specified in the service agreement. The customer may terminate scheduled Pickup on Demand service, effective 24 hours after the USPS receives customer's written notice of termination at the serving Post Office. The customer must pay all fees for Pickup on Demand service provided before termination of service. Customers should make notifications of change to their requests through the [www.usps.com](http://www.usps.com) Pickup on Demand application.

### 7.5.5 USPS Changes

[1-27-13] The USPS may terminate Pickup on Demand service, effective 24 hours after the customer receives written notice of termination from the serving Post Office. Termination is based upon the customer's failure to pay postage and fees or to meet the standards for Pickup on Demand service in 7.0. The customer may appeal this termination of services to the manager, Post Office Operations, but must pay for all fees for Pickup on Demand service provided during the appeal period.

## 7.6 Priority Mail Express Reshipment Service

### 7.6.1 Reshipment Service

The USPS gathers mail addressed to Post Office boxes or business street addresses and dispatches it as a Custom Designed or Next Day Service shipment under a service agreement (PS Form 5637, Corporate Account/Custom Designed Agreement) between the USPS and the mailer, subject to these standards:

- a. Service frequency is scheduled.

## 507.7.6.2

- b. The mailer is charged a Pickup on Demand fee each time mail is collected for reshipment from a Post Office no matter how many Post Office boxes or business street addresses the mailer may have at that office.
- c. Priority Mail Express postage and fees are paid by USPS Corporate Account or federal agency "Postage and Fees Paid" indicia. The sack or container and its contents are considered a single piece for calculation of the Priority Mail Express price of postage and must not exceed 70 lbs.
- d. The mailer must keep a postage-due, merchandise return service, or business reply mail account at the postal facility where the Post Office box or business street address is located for any shortpaid, merchandise return service, or business reply mail. The service agreement (PS Form 5637) must state that such an account exists.
- e. USPS Tracking and accountable mailpieces (Certified Mail, COD, insured, Signature Confirmation, or Priority Mail Express) are reshipped and charged separately from non-accountable mailpieces. Registered Mail is not allowed for Priority Mail Express reshipment service.
- f. The service agreement must list the Business Development Team at the originating office as the "Firm Representative" and show the pickup time is when the USPS employee gathers the mail and prepares it for dispatch as Priority Mail Express.
- g. Commencement and termination of service agreements are subject to the standards for Priority Mail Express Custom Designed Service.

**7.6.2 Delivery**

Delivery of Priority Mail Express is subject to [508.1.1.7](#).

## 8.0 Mailing List Services

### 8.1 Mailing List Service Fees

Available for correction of name and address on occupant lists; for sorting mailing lists on cards by 5-digit ZIP Code; and for address changes provided to election boards and voter registration commission. See [Notice 123—Price List](#).

### 8.2 General Information

#### 8.2.1 Definition

A *mailing list* is a listing of names and addresses, or addresses only, produced on individual cards or in sheet form.

#### 8.2.2 Carrier Route Information System

The official city delivery scheme, called the Carrier Route Information System, is available to mailers.

#### 8.2.3 Purpose

To improve address quality, the USPS offers (for a designated fee) mailing list services to correct name and address lists; correct occupant lists; and sort mailing lists on cards by 5-digit ZIP Code (available only for multi-ZIP Code Post Offices). These services are available for mailing lists submitted by members of Congress;

federal agencies; departments of state governments; municipalities; religious, fraternal, and recognized charitable organizations; and concerns or persons who solicit business by mail. For the designated fee, the USPS also provides address changes to election boards and voter registration commissions.

#### **8.2.4 Lists**

In providing services, the USPS does not compile any mailing list, including an occupant list. All corrections are marked on the list submitted by the customer.

#### **8.2.5 Prohibitions**

Persons other than USPS employees may not copy, or record by any means, names or addresses from carrier cases. Labels, wrappers, envelopes, stamped cards, or postcards indicating one-time use are not accepted as mailing lists.

### **8.3 Fee Assessment**

#### **8.3.1 Corrections**

The fee for correcting name and address lists or occupant lists is assessed for each name or street address on the list. Individual apartments are considered separate addresses. The minimum fee in [8.1](#) applies to lists with fewer than 30 names or addresses. For assessing the fee, the USPS considers a list to be all the addresses sent at one time to the appropriate postal facility.

#### **8.3.2 Rural Route Consolidation**

No fee is charged for correcting name and address lists or occupant lists where rural routes are consolidated or changed to another Post Office, or where rural route and box number addresses are changed to city-style addresses. The lists must contain only names and/or addresses of persons residing on the routes involved, and the lists must be submitted for correction during the time when the local Post Office is required to keep the address conversion information.

#### **8.3.3 Cards**

The fee for sorting mailing lists on cards by 5-digit ZIP Code is assessed per 1,000 addresses or fraction thereof.

#### **8.3.4 Election Board and Voter Commissions**

The fee for address changes provided to election boards and voter registration commissions is assessed for each Form 3575 submitted. The fee is collected on a per card basis regardless of the number of changes made on the card and whether the change concerns a person on the board's or commission's list of registrants. Instead of the actual forms, the USPS may supply facsimiles of the forms or copies of the information they contain at no additional fee.

#### **8.3.5 Payment**

The Post Office providing the correction service annotates the total fee due on the outside of the package containing the corrected cards or lists. Payment must be made to the postal installation to which the list was submitted. Payment must be in cash or by check or money order made payable to the postmaster. Payment for correcting a list submitted by a federal agency or a person authorized to send matter as official mail may be made under the official mail reimbursement program. Payment may be made when the list is submitted or when the corrected list is delivered.

**8.3.6 Time Limit**

The USPS corrects and returns a mailing list to the owner within 15 workdays after receipt. This time limit does not apply to mailing lists received for correction between November 16 and January 1; they are returned as soon as possible.

**8.4 Name and Address List Correction****8.4.1 Preparation**

If addresses are submitted in list form, the list must be typewritten, printed, or computer-prepared and in sheet form, with enough space between or next to each address to permit entry of corrections. The list owner's name must appear in the upper left corner of each page or sheet. Lists must be separated by Post Office. A separate list must be presented for each carrier route served by a Post Office with 190 or more revenue units. Each Post Office can advise customers in this regard.

**8.4.2 Card Size**

If the addresses are submitted on cards, the cards must be about the size (3-1/2 by 5-1/2 inches) and quality of a stamped card; data processing cards are acceptable. Information on the cards must be typewritten, printed, or computer-prepared, having only one name and address per card, and with enough space to permit entry of corrections. The list owner's name must appear in the upper left corner of each card. Lists (groups of cards) must be separated by individual Post Office.

**8.4.3 Submission**

The customer must submit the address cards or mailing lists to the district manager of Address Management Systems for addresses within the district. (The address of each district may be found [here](#).) Unless directed otherwise by the district, the customer must address the submission as follows:

MANAGER  
ADDRESS MANAGEMENT SYSTEMS  
[STREET ADDRESS]  
[CITY STATE ZIP CODE]

**8.4.4 Postage**

Cards or lists may be mailed by their owners to the designated district, but the list owner must prepay the postage for such items at the applicable price. The submitted items are returned free of postage.

**8.4.5 Elements Corrected**

USPS employees:

- a. Cross off names to which mail cannot be delivered or forwarded.
- b. Correct initials and/or last names when the name apparently is known to the owner of the list.
- c. Correct the house, rural, or Post Office box number; correct the last line (Post Office name, state abbreviation, and 5-digit ZIP Code); and, in multiple-unit buildings, add apartment, suite, or room numbers if known by the USPS employee.
- d. Correct spelling of street names, suffixes, and placement of directionals to conform to the Carrier Route File scheme.

- e. Provide new addresses, including ZIP Codes, for customers who have moved and filed permanent forwarding orders that are still active, and for addresses, if known, that are undeliverable because of USPS adjustments.
- f. Mark an "X" in the upper right corner of the card or next to each entry on the sheet where no change is necessary.

#### **8.4.6 No Additions**

In making list corrections, USPS employees do not add a new name or address to a card or list.

### **8.5 Occupant Lists**

#### **8.5.1 Submission**

Customers must submit occupant lists of street addresses in the same way as for name and address corrections. Customers must not submit lists that include more than 110% of the possible deliveries for a specific 5-digit ZIP Code delivery area.

#### **8.5.2 Elements Corrected**

USPS employees:

- a. Provide new addresses, if known, for addresses that are undeliverable because of USPS adjustments.
- b. Correct last lines (Post Office names, state abbreviations, and 5-digit ZIP Codes), spelling of street names, suffixes, and placement of directionals to conform to the Carrier Route File scheme.
- c. Cross off numbers representing incorrect or nonexistent street addresses, but do not change or add numbers.
- d. Indicate business addresses with a "B" in the upper right corner of the card, or opposite the street number as printed on the sheet, as applicable.
- e. Indicate rural route addresses with an "R" in the upper right corner of the card, or opposite the street number as printed on the sheet, as applicable.
- f. Enter the number of separate family units opposite addresses of multiple-unit dwellings.
- g. Mark an "X" in the upper right corner of the card or next to each entry on the sheet where no change is necessary.
- h. Group the corrected cards or sheets by carrier route for return to the list owner.

### **8.6 Sortation of Lists on Cards by 5-Digit ZIP Code**

#### **8.6.1 Coding**

The customer must code mailing lists by 5-digit ZIP Code for single 5-digit ZIP Code Post Offices.

#### **8.6.2 Preparation**

To allow the USPS to sort a mailing list to 5-digit ZIP Codes, a mailing list of addresses only for multi-ZIP Code Post Offices must be prepared on cards about the size (3-1/2 by 5-1/2 inches) and quality of a stamped card; data processing cards are acceptable. Only one address may appear on each card. The owner must separate the cards by Post Office of address and submit each group to the district

507.8.6.3

manager of Address Management Systems serving that Post Office. The list owner must wrap mailing lists (cards) for mailing when practicable. The owner's name and address must appear on the outside of the wrap or container.

**8.6.3 USPS Sortation**

USPS employees sort cards by 5-digit ZIP Code and securely package them with a facing slip marked "All for ZIP Code Area (00000)." ZIP Codes are not written on individual cards.

**8.7 Election Boards and Voter Registration Commissions****8.7.1 General**

Election boards or voter registration commissions may use the "Return Service Requested" endorsement and/or the National Change of Address Linkage System (NCOA<sup>Link</sup>) to maintain current address lists.

**8.7.2 Procedure**

Election boards or voter registration commissions using permanent registration also may obtain residential change-of-address information from Forms 3575:

- a. An authorized official of the board or commission must sign and submit to the manager, address management systems (district), a written request that lists the Post Offices for which change-of-address information is desired.
- b. If the request is approved, an agreement must be obtained from and signed by an authorized official of the board or commission detailing the terms under which the change-of-address information is to be released.
- c. The board or commission receives the requested information from the postmasters of the listed Post Offices and pays those postmasters the applicable fees.

**9.0 Address Sequencing Services****9.1 Address Sequencing Service Fees**

See [Notice 123—Price List](#).

**9.2 Service Levels**

The USPS provides the following levels of manual or electronic address sequencing service for city carrier routes, rural routes, highway contract routes, and Post Office box sections:

- a. Sequencing of address cards or electronic address files.
- b. Sequencing of address cards or electronic address files, plus inserting only blank cards for missing addresses or missing sequence numbers for the addresses missing from the electronic files.
- c. Sequencing of address cards or electronic address files, plus inserting cards with addresses for missing or new addresses, or inserting addresses into electronic files for missing or new addresses.



- d. For address cards or electronic files, if qualification is met, the USPS will provide seeded addresses to the list owners for inclusion in their address files for file protection.
- e. If a request for sequencing contains a seeded address, the owner of the seeded address will be notified within 30 days of detection. If all known possibilities of fraud cannot be ruled out, the request will be denied and the Postal Inspection Service will be notified.

### 9.3 Card Preparation and Submission

#### 9.3.1 Color, Size, and Quantity

When submitting cards, all address cards must be made of white or buff-colored card stock and of an identical size (5 to 8-5/16 inches long and 2-1/4 to 4-1/4 inches high). Blank cards for missing and/or new addresses must be of the same size as the submitted address cards but of a different color. A customer must provide enough blank cards to equal at least 10% of the number of address cards submitted.

#### 9.3.2 Limitation

The customer must not submit address cards or an address file in excess of 110% of the possible deliveries for a specific 5-digit ZIP Code delivery area. Customers requesting the service level in [9.2c](#) will be allowed three attempts to qualify a ZIP Code for the service within a 12-month period. Failure to qualify within three attempts within 12 months will result in a suspension of 1 year for any additional attempts to qualify the ZIP Code.

#### 9.3.3 Addressing Format

Addressing format is specific to the media being used.

- a. Card Processing. Cards must be faced in the same direction and bear only one address each. The customer's current address information must be computer-generated, typed, or printed along the top of the card. The address must be within 1 inch from the top edge of the card in about the same location on each card submitted. Each card must include a complete address, but the ZIP Code is optional. Street designators may be abbreviated as shown in Publication 28, *Postal Addressing Standards*. When sequence cards are used to obtain address sequencing information for Post Office boxes, the box section number must be substituted for the carrier route number (if shown).
- b. Electronic Processing. The customer must submit address files on electronic media, as described by USPS. Call the National Customer Support Center at 1-800-331-5747 for a copy of the required format.

#### 9.3.4 Header Cards

When submitting address cards, customers must provide carrier route header cards prepared with standard 80-column computer card stock (or another size as described in [9.3.1](#)). The header cards must be typed, computer-generated, or printed by the customer. A route header card of the same size as the address cards must be placed in front of the cards for each route. All columns must be provided on

## 507.9.3.5

the header cards, regardless of the service level requested. Column headings may be abbreviated. Examples of the required format for the route header card can be obtained from the National Customer Support Center (see [608.8.0](#) for address).

**9.3.5 Delivery Unit Summary**

A Delivery Unit Summary must be typed, computer-generated, or printed and provided by the customer for card processing. A printed copy or electronic file will be acceptable for address file submissions. When submitting address cards, an original and two copies must be submitted for each 5-digit ZIP Code. When submitting an address file, an original and two copies of a printed form or one electronic file must be submitted for each 5-digit ZIP Code. This form, used by the USPS to provide summary information to the customer, is necessary for calculating total charges for the service level provided. For address card submissions, the original is returned to the customer with the cards as the customer's bill. For electronic address file submissions, a computer-generated Delivery Unit Summary is returned as the customer's bill. Upon receipt of payment, the ZIP Code will be qualified for Computerized Delivery Sequence (CDS), and product fulfillment will begin. Examples of the required printed or electronic format of the Delivery Unit Summary can be obtained from the National Customer Support Center (see [608.8.0](#) for address).

**9.3.6 5-Digit ZIP Codes**

When submitting address cards, the cards for each 5-digit ZIP Code must be placed in separate containers, each with an envelope affixed containing a packing list and Delivery Unit Summary sheets for that 5-digit ZIP Code. For each 5-digit ZIP Code, the customer must also show the number of containers submitted on the Delivery Unit Summary and number those containers sequentially (e.g., "1 of 3," "2 of 3," and "3 of 3"). If there is more than one container for the 5-digit ZIP Code, the Delivery Unit Summary must be affixed to the first container.

**9.3.7 Submitting Cards or Electronic Files**

The designated place for submission of addresses for sequencing depends on the type of media used.

- a. Card Processing. The customer must submit the containers of address cards to the district manager of Address Management Systems for carrier routes within the corresponding district. (Exception: Address cards only for addresses in the city where the customer is located may be submitted to the postmaster of that city.) Unless directed otherwise, the customer must address containers of address cards to:

MANAGER ADDRESS MANAGEMENT SYSTEMS  
UNITED STATES POSTAL SERVICE  
[STREET ADDRESS]  
[CITY/STATE/ZIP+4]

- b. Electronic Processing. The customer must submit address files on electronic media to:

COMPUTERIZED DELIVERY SEQUENCING DEPARTMENT  
NATIONAL CUSTOMER SUPPORT CENTER

UNITED STATES POSTAL SERVICE  
225 N. HUMPHREYS BLVD, STE 501  
MEMPHIS TN 38188-1001

### **9.3.8 Postage**

Containers of cards mailed to the Post Office must have postage paid at the applicable price. Address files can be mailed at the appropriate price or be electronically transmitted, as determined by the USPS, to the National Customer Support Center. They are returned to the customer free of postage.

### **9.3.9 USPS Sequencing**

Unsequenced address cards received at Post Offices or unsequenced address files received at the National Customer Support Center will be arranged in sequence of carrier route delivery without charge. Cards with incorrect or undeliverable addresses are removed from carrier route bundles, bundled separately, and returned to the customer. When address files are submitted, incorrect or undeliverable addresses are removed from the original file and returned as a separate file.

### **9.3.10 USPS Time Limits and Billing**

The Post Office or the National Customer Support Center, whichever performs the service, returns the cards or address file and the bill for applicable charges to the customer within 15 working days after receiving a properly prepared request for address sequencing. This time limit does not apply to cards received between November 16 and January 1; they are returned as soon as possible.

### **9.3.11 Seasonal Addresses**

Under all service levels, correct addresses subject to seasonal occupancy, but which do not indicate seasonal treatment, will be identified with an "S" on cards or a flag on address files. If the address is included in a series, such as those used for apartment buildings, trailer parks, and seasonal delivery areas in general, the appropriate "seasonal" indicator box is checked on the card or flagged on the address file. When correct address cards or address files that are not subject to seasonal occupancy but that include seasonal treatment notations are submitted, the seasonal indicator is marked out on cards or left blank on address files. For cards, a rubber band is placed around the card to identify it before it is put in carrier route sequence order in the returned deck of cards. No charge is assessed for this service.

## **9.4 Sequencing Cards With Blanks for Missing Addresses or Sequencing Address Files With Missing Sequence Numbers**

USPS employees at Post Offices (for cards) or the National Customer Support Center (for address files) arrange unsequenced addresses in sequence of carrier route delivery without charge, remove incorrect or undeliverable addresses, and, if cards, package separately for return to the customer, and insert a blank card or missing sequence number for address files for each existing address that is not included in the customer's cards or address file. (If several addresses in a series are missing, a single blank card is inserted for the series showing the number of missing addresses, or for address files a series of missing sequence numbers will be omitted identifying the number of missing addresses.)

## **9.5 Sequencing With Address Cards or Address File Sequencing With Addresses Added for Missing and New Addresses**

### **9.5.1 USPS Sequencing**

USPS employees at Post Offices (for cards) or the National Customer Support Center (for address files) arrange unsequenced addresses in sequence of carrier route delivery without charge, remove incorrect or undeliverable addresses, and, if cards, package separately for return to the customer or, if an address file, return as a separate file, and add new or missing addresses (including rural address conversions to city delivery) for each existing address that is not included in the customer's cards or address file.

### **9.5.2 Separate Address Groups**

Separate groups of address cards must be submitted for the addresses in each 5-digit ZIP Code delivery area: city carrier (residential addresses only); city carrier (business addresses only); city carrier (combination of residential and business addresses); rural and highway contract route addresses; or Post Office box addresses (whether business, residential, or a combination). If submitting an electronic address file, a single file meeting the same requirements is acceptable. Each group must be accompanied by a statement showing:

- a. Types of addresses (residential, business, or a combination).
- b. Number of addresses on the cards or in the address file.
- c. Name, mailing address, and telephone number of the list owner or agent.

### **9.5.3 Post Office Boxes**

Within a 5-digit ZIP Code, Post Office box addresses must be placed in separate groups from city carrier, rural, and highway contract route addresses and separately identified on the customer's statement.

### **9.5.4 Address Percentage**

For the 5-digit ZIP Code, the mailing list that the cards or address file represents must contain 90% of all possible residential or business city carrier addresses in the respective address group, 90% of all city carrier addresses in a combination residential/business address group, or 90% of all possible deliveries in rural/highway contract route and Post Office box groups.

### **9.5.5 Calculating Percentage**

In calculating the total number of addresses within a 5-digit ZIP Code, each apartment unit in an apartment building or each office in an office building that is a deliverable address is treated as a separate address.

### **9.5.6 Resubmitting Cards or Address File**

Customers must monitor community growth and determine when address cards or address files need to be submitted for resequencing to maintain the 90% eligibility level of address coverage. Such a determination is not supplied by the USPS. See [509.1.0, Address Information System Services](#), for information on obtaining delivery statistics.

## 9.6 Service Charges

### 9.6.1 Basic Service

For sequencing of address cards or address files, the fee in [9.1, Address Sequencing Service Fees](#), is charged for each address card or address that is removed because of an incorrect or undeliverable address. All cards removed are packaged separately and returned to the customer.

### 9.6.2 Blanks for Missing Addresses

For sequencing of address cards or address files with total possible deliveries shown, the fee in [9.1](#) is charged for each address card or address that is removed because it is incorrect or undeliverable. No charge is assessed for the insertion of blank cards or missing sequence numbers (for address files) showing the range of missing addresses in a submitted list.

### 9.6.3 Missing or New Addresses

For sequencing of address cards or address files with missing or new addresses added, the fee in [9.2](#) is charged for each address card or address that is removed because it is incorrect or undeliverable, and for each address (possible delivery) that is added to the customer's list. For apartment or office buildings with a series of addresses for which the USPS provides a range of addresses, the charge is for each address (possible delivery) in the range or series.

### 9.6.4 Customer's Bill

For all services, the original of the Delivery Unit Summary is returned to the customer after completion by USPS employees and serves as the customer's bill. The customer must submit payment for the amount due to the local Post Office or as instructed.

### 9.6.5 Free Services

These services are provided at no charge for all three levels of service:

- a. If the customer includes a rural address (box number) in a deck of cards or address file submitted for sequencing, and a street address is assigned to that box number so it can be served on a city delivery route, a correct address card or address is included at no charge.
- b. The USPS attempts, but does not guarantee, to make simple corrections to addresses (e.g., obvious spelling errors) that can be identified as a specific delivery address and are not undeliverable as addressed or nonexistent. Corrections are noted on the cards placed in proper carrier route sequence in the returned cards and identified by a rubber band around the card.

## 9.7 Submitting Properly Sequenced Mailings

### 9.7.1 Customer Responsibility

The customer must ensure that mailings are prepared in correct carrier route delivery sequence and resequence cards or an address file when necessary. The USPS does not provide list-sequencing service for mailings not prepared in correct carrier route delivery sequence if the customer is so notified but fails to take corrective action.

### **9.7.2 Changes**

When delivery changes affect delivery sequence but do not cause scheme changes, card customers will be notified in writing and must then submit cards for the affected routes or the complete ZIP Code for resequencing. Computerized Delivery Sequence (CDS) customers will automatically receive an updated electronic file from the USPS.

### **9.7.3 Out-of-Sequence Mailing**

If a mailing is found to be out of sequence, the customer is informed in writing both of the error and that, unless the situation is corrected, the USPS will not provide carrier route sequencing service. If the customer does not take corrective action, the USPS gives written notice that the customer is no longer allowed to submit address cards to the Post Office or address files to the National Customer Support Center for sequencing. Within 30 days, the customer may file a written appeal with the postmaster who gave notice.

### **9.7.4 Reinstatement**

Generally, a customer denied address card or address file sequencing service for a specific ZIP Code may not submit address cards (to the Post Office) or address files (to the National Customer Support Center) for sequencing where that sequencing service was terminated for 1 year after the effective date of termination. After that time, the customer is again authorized to submit the ZIP Code address cards (to the Post Office) or address files (to the National Customer Support Center) for sequencing. At any time during the year after termination of service, the customer may renew the submission if the postmaster (for address cards) or the National Customer Support Center (for address files) is convinced that the customer has taken all necessary action to correct the past errors.

## 508 Recipient Services

### Overview

- [1.0 Recipient Options](#)
- [2.0 Conditions of Delivery](#)
- [3.0 Customer Mail Receptacles](#)
- [4.0 Post Office Box Service](#)
- [5.0 Caller Service](#)
- [6.0 General Delivery](#)
- [7.0 Hold For Pickup](#)
- [8.0 Firm Holdout](#)
- [9.0 Pandering Advertisements](#)
- [10.0 Sexually Oriented Advertisements](#)

### 1.0 Recipient Options

#### 1.1 Basic Recipient Concerns

##### 1.1.1 Delivery to Addressee

Addressees may control delivery of their mail. Without a contrary order, the mail is delivered as addressed. Mail addressed to several persons may be delivered to any one of them.

##### 1.1.2 Refusal at Delivery

The addressee may refuse to accept a mailpiece when it is offered for delivery.

##### 1.1.3 Refusal After Delivery

After delivery, an addressee may mark a mailpiece “Refused” and return it within a reasonable time, if the piece or any attachment is not opened. Mail that may not be refused and returned unopened under this provision may be returned to the sender only if it is enclosed in a new envelope or wrapper with a correct address and new postage. The following may not be refused and returned postage-free after delivery:

- a. Pieces sent as Registered Mail, insured, Certified Mail, collect on delivery (COD), and return receipt for merchandise.
- b. Response mail to the addressee’s sales promotion, solicitation, announcement, or other advertisement that was not refused when offered to the addressee.

##### 1.1.4 Mail Withheld From Delivery

An addressee may request the postmaster, in writing, to withhold from delivery for a period not to exceed 2 years any foreign letter or printed matter with a specified name or address on the outside.

##### 1.1.5 Addressee Identification

If a person claiming to be the addressee of certain mail is unknown to the delivery employee, the mail may be withheld pending identification of the claimant.



### 1.1.6 Remailing Returned Mail

Generally, a returned mailpiece that was undeliverable-as-addressed or refused by the addressee may not be remailed unless it is placed in a new envelope or wrapper with a correct address and new postage. A returned shortpaid mailpiece can have the necessary additional postage affixed to the original piece and does not have to be placed in a new envelope or wrapper.

### 1.1.7 Priority Mail Express and Accountable Mail

**[7-28-13]** The following conditions also apply to the delivery of Priority Mail Express and accountable mail (Registered Mail, Certified Mail, insured for more than \$200.00, or COD, as well as mail for which a return receipt or a return receipt for merchandise is requested or for which the sender has specified restricted delivery):

- a. The recipient (addressee or addressee's representative) may obtain the sender's name and address and may look at the mailpiece while held by the USPS employee before accepting delivery and endorsing the delivery receipt.
- b. The mailpiece may not be opened or given to the recipient before the recipient signs and legibly prints his or her name on the delivery receipt (and return receipt, if applicable) and returns the receipt(s) to the USPS employee.
- c. Suitable identification can be required of the recipient (if not known to the USPS employee) before delivery of the mailpiece.
- d. When delivery is not restricted at the sender's request, mail addressed to a person at a hotel, apartment house, etc., may be delivered to any person in a position to whom mail for that location is usually delivered.
- e. USPS responsibility ends when the mailpiece is delivered to the recipient (or another party, subject to [1.1.7d](#) and [1.0](#)).
- f. A notice is provided to the addressee for a mailpiece that cannot be delivered. If the piece is not called for or redelivery is not requested, the piece is returned to the sender after 15 days (5 days for Priority Mail Express, 10 days for COD), unless the sender specifies fewer days on the piece.
- g. A hand stamp approved by the postmaster may be used to provide the signature and name of the individual or organization receiving the mailpiece. In accordance with the electronic signature capture process, the hand stamp must be sized to fit within the Signature and Printed Name blocks on Form 3849. The stamp must not overlap into the delivery office information section or the Delivery Address block of the form. To obtain approval for such a stamp, the company must submit a written statement to the postmaster that the person whose name appears on the stamp is the person authorized to accept accountable mail, accompanied by a sample of the authorized employee's signature that can be verified against the signature on the stamp. After approval, the stamped signature and name are acceptable only if a clean, legible impression is provided within the Signature and Printed Name blocks on Form 3849. On mail addressed to a federal or state official, the stamp need show only the name and location of the accepting organization. In these cases, the stamp should fit within the Printed Name and Delivery Address block of Form 3849 but must not overlap into the Signature block or barcode sections.



**1.2 Carrier Release Endorsement for Parcels**

The carrier release endorsement "CARRIER—LEAVE IF NO RESPONSE" instructs carriers to leave the parcel if no one is available to accept the parcel or when the addressee has filed a written order to allow a carrier to leave the parcel. A parcel may be left in an unprotected location, such as a stairway or uncovered porch, only when it bears the "CARRIER—LEAVE IF NO RESPONSE" endorsement. The endorsement must appear directly to the left of the postage area (preferred) or directly below the return address as specified in [102.4.3](#) and [402.3.3](#). A carrier release endorsement may be used on only:

- a. Uninsured parcels
- b. Parcels which do not require a signature

**1.3 Jointly Addressed**

For mail that is jointly addressed:

- a. Such as "Mr. and Mrs. John Doe," or "John and Jim Doe," neither party is entitled to control delivery of such mail over the objection of the other.
- b. To husbands or wives, neither party may control delivery of mail addressed to the other.

**1.4 Delivery to Addressee's Agent****1.4.1 Basic Standard**

Unless otherwise directed, an addressee's mail may be delivered to an employee, to a competent member of the addressee's family, or to any person authorized to represent the addressee. A person or several persons may designate another to receive their mail.

**1.4.2 Minor**

A minor's guardian may control delivery of mail addressed to the minor. If there is no guardian and the minor is unmarried, either parent may receive delivery of the minor's mail.

**1.4.3 Incompetent Person**

Mail may be delivered under the order of the guardian or conservator for a person legally declared incompetent. If there is no legal representative, the mail is delivered as addressed.

**1.4.4 Deceased Person**

Mail addressed to a deceased person may be received at the address of the deceased by anyone who would normally receive the addressee's mail at that address. The mail may also be forwarded to a different address, such as that of an appointed executor or administrator, if an order of request is filed at the Post Office.

**1.5 Delivery to Individual at Organization****1.5.1 To Address**

All mail addressed to a governmental or nongovernmental organization or to an individual by name or title at the address of the organization is delivered to the organization, as is similarly addressed mail for former officials, employees,



508.1.5.2

contractors, agents, etc. If disagreement arises where any such mail should be delivered, it must be delivered under the order of the organization's president or equivalent official.

### **1.5.2 Not to Address**

Mail addressed to a governmental or nongovernmental official by title or by organization name, but not to the address of the organization, is delivered to the organization if the organization so directs.

## **1.6 Delivery at Hotels, Institutions, Schools, and Similar Places**

### **1.6.1 Patient or Inmate**

Mail addressed to a patient or inmate at an institution is delivered to the institution authorities. If the addressee is no longer at that address, the mail must be redirected to the current address, if known, or endorsed appropriately and returned by the institution to the Post Office.

### **1.6.2 Hotel or School**

Mail addressed to a person at a hotel, school, or similar place is delivered to the hotel, school, etc. If the addressee is no longer at that address, the mail must be redirected to the current address, if known, or endorsed appropriately and returned by the institution to the Post Office.

### **1.6.3 Prisoner**

Mail addressed to a prisoner is subject to the mail security standards in the *Administrative Support Manual*.

### **1.6.4 Registered Mail Addressed to Hotel or Apartment House**

Registered Mail addressed to a person at a hotel or apartment house is delivered to the persons designated by the management of the hotel or apartment house in a written agreement with the USPS (Form 3801-A). If the sender restricts delivery of the Registered Mail, it may not be delivered to that designated person, unless the addressee authorized that person in writing to receive restricted-delivery mail.

## **1.7 Conflicting Delivery Orders**

### **1.7.1 Delivery to Third Party**

If persons make conflicting orders for delivery of the same mail, and they cannot agree among themselves who should receive the mail, the mail may be delivered to a named receiver or third party unanimously agreed to by the disputing parties.

### **1.7.2 Receiver in Dispute**

If the disputing parties are unable to select a receiver, they must furnish the postmaster all available evidence on which they rely to exercise control over the disputed mail. The USPS may hold or return mail pending resolution of the dispute.

### **1.7.3 Court Order**

Mail is delivered under a court order issued for mail claimed by different persons.

## **1.8 Commercial Mail Receiving Agencies**

### **1.8.1 Procedures**

The procedures for establishing a commercial mail receiving agency (CMRA) are as follows:

- a. An addressee may request mail delivery to a CMRA. The CMRA accepts delivery of the mail and holds it for pickup or remails it to the addressee, prepaid with new postage.
- b. Each CMRA must register with the Post Office responsible for delivery. Any person who establishes, owns, or manages a CMRA must provide Form 1583-A to the postmaster (or designee) responsible for the delivery address. The CMRA owner or manager must complete all entries and sign the Form 1583-A. The CMRA owner or manager must furnish two items of valid identification; one item must contain a photograph of the CMRA owner or manager. The identification presented must be current. It must contain sufficient information to confirm that the applicant is who he or she claims to be and is traceable to the bearer. The postmaster (or designee) may retain a photocopy of the identification for verification purposes and must list and record sufficient information to identify the two types of identification on Form 1583-A (block 10). Furnishing false information on the application or refusing to give required information is reason for denying the application. When any information required on Form 1583-A changes, the CMRA owner or manager must file a revised application (write "revised" on the form) with the postmaster. Social Security cards, credit cards, and birth certificates are unacceptable as identification. The following are acceptable identification:
  1. Armed forces, government, university, or recognized corporate identification card.
  2. Passport, alien registration card, or certificate of naturalization.
  3. Current lease, mortgage, or deed of trust.
  4. Voter or vehicle registration card.
  5. Home or vehicle insurance policy.
- c. The postmaster (or designee) must verify the documentation to confirm that the CMRA owner or manager resides at the permanent home address shown on Form 1583-A; witness the signature of the CMRA owner or manager; and sign Form 1583-A. The postmaster must provide the CMRA with a copy of the DMM regulations relevant to the operation of a CMRA. The CMRA owner or manager must sign the Form 1583-A acknowledging receipt of the regulations. The postmaster must file the original of the completed Form 1583-A at the Post Office and provide the CMRA with a duplicate copy.
- d. A CMRA is authorized to accept the following accountable mail from their customers for mailing at the Post Office: insured, COD, Priority Mail Express, Certified Mail, USPS Tracking, and Signature Confirmation mail. The sender (CMRA customer) must present accountable mail items not listed to the Post Office for mailing.

### 1.8.2 Delivery to CMRA

Procedures for delivery to a CMRA are as follows:

- a. Mail delivery to a CMRA requires that the CMRA owner or manager and each addressee complete and sign Form 1583. Spouses may complete and sign one Form 1583. Each spouse must furnish two items of valid identification. If any



## 508.1.8.2

information that is required on Form 1583 is different for either spouse it must be entered in the appropriate box. A parent or guardian may receive delivery of a minor's mail by listing the name(s) of each minor on Form 1583 (block 12). The CMRA owner or manager, authorized employee, or a notary public must witness the signature of the addressee. The addressee must complete all entries on Form 1583. The CMRA owner or manager must verify the documentation to confirm that the addressee resides or conducts business at the permanent address shown on Form 1583. The address is verified if there is no discrepancy between information on the application and the identification presented. If the information on the application does not match the identification, the applicant must substantiate to the CMRA that the applicant resides or conducts business at the address shown. A document from a governmental entity or recognized financial institution or a utility bill with the applicant's name and current permanent address may be used for such purpose. If the applicant is unable to substantiate the address, the CMRA must deny the application. Furnishing false information on the application or refusing to give required information is reason for withholding the addressee's mail from delivery to the agent and returning it to the sender. When any information required on Form 1583 changes, the addressee must file a revised application (write "revised" on the form) with the CMRA. The addressee must furnish two items of valid identification; one item must contain a photograph of the addressee. The identification presented must be current. It must contain sufficient information to confirm that the applicant is who he or she claims to be and is traceable to the bearer. The CMRA owner or manager may retain a photocopy of the identification for verification purposes. The CMRA owner or manager must list and record sufficient information to identify the two types of identification on Form 1583 (block 8) and write the complete CMRA delivery address used to deliver mail to the addressee on Form 1583 (block 3). Social Security cards or credit cards and birth certificates are unacceptable as identification. The following are acceptable identification:

1. Valid driver's license or state non-driver's identification card.
  2. Armed forces, government, university, or recognized corporate identification card.
  3. Passport, alien registration card, or certificate of naturalization.
  4. Current lease, mortgage, or deed of trust.
  5. Voter or vehicle registration card.
  6. Home or vehicle insurance policy.
- b. A CMRA must not modify or alter Form 1583 or Form 1583-A. Modified or altered forms are invalid and the addressee's mail must be returned to sender in accordance with USPS regulations.
- c. The CMRA must provide the original of completed Forms 1583 to the postmaster. This includes revised Forms 1583 submitted by an addressee based on information changes to the original Form 1583 (write "revised" on form). The CMRA must maintain duplicate copies of completed Forms 1583 on file at the CMRA business location. The Forms 1583 must be available at all

times for examination by postal representatives and postal inspectors. The postmaster must file the original Forms 1583 first by CMRA and then alphabetically by the addressee's last name at the station, branch, or Post Office. The postmaster files the original Forms 1583 without verifying the address of residence or firm shown on Forms 1583. The postmaster is required to verify only when the postmaster receives a request by the Postal Inspector in Charge, or when there is reason to believe that the addressee's mail may be, or is being, used for unlawful purposes.

- d. When the agency relationship between the CMRA and the addressee terminates, the CMRA must write the date of termination on its duplicate copy of Form 1583. The CMRA must notify the Post Office of termination dates through the quarterly updates (due January 15th, April 15th, July 15th, and October 15th) of the alphabetical list of customers cross-referenced to the CMRA addressee delivery designations. The alphabetical list must contain all new customers, current customers, and those customers who terminated within the past 6 months, including the date of termination. The CMRA must retain the endorsed duplicate copies of Forms 1583 for at least 6 months after the termination date. Forms 1583 filed at the CMRA business location must be available at all times for examination by postal representatives.
- e. A CMRA must represent its delivery address designation for the intended addressees by the use of "PMB" (private mailbox) or the alternative "#" sign. Mailpieces must bear a delivery address that contains at least the following elements, preferably in the following format:
  1. Line 1: Intended addressee's name or other identification. *Examples: JOE DOE or ABC CO.*
  2. Line 2: "PMB" and number or the alternative "#" (pound sign) and number. *Examples: PMB 234 or #234.*
  3. Line 3: Street number and name or Post Office box number or rural route designation and number. *Examples: 10 MAIN ST STE 11 or PO BOX 34 or RR 1 BOX 12.*
  4. Line 4: City, state, and ZIP Code (5-digit or ZIP+4). *Example: HERNDON VA 22071-2716.*
- f. As an alternate to the format presented in e., the following format may be used:
  1. Line 1: Intended addressee's name or other identification. *Examples: JOE DOE or ABC CO.*
  2. Line 2: Street number and name or Post Office box number and "PMB" and number or the alternative "#" (pound sign) and number. *Examples: 10 MAIN ST PMB 234 or #234 or PO BOX 34 PMB 234 or #234.*
  3. Line 3: City, state, and ZIP Code (5-digit or ZIP+4). *Example: HERNDON VA 22071-2716.*
- g. As an exception to the formats presented in e. and f., when the CMRA's physical address contains a secondary address element (e.g., rural route box number, "suite," "#," or other term), the CMRA customer must use "PMB" in the three-line format. It is not permissible to combine the secondary address



### 508.1.8.3

element of the physical location of the CMRA address and the CMRA customer private mailbox number, e.g., 10 MAIN ST STE 11-234. The CMRA must write the complete CMRA delivery address used to deliver mail to each individual addressee or firm on the Form 1583 (block 3). The USPS may return mail without a proper address to the sender endorsed “Undeliverable as Addressed, Missing PMB or # Sign.” The three-line format must be as follows:

1. JOE DOE  
10 MAIN ST STE 11 PMB 234  
HERNDON VA 22071-2716
  2. JOE DOE  
RR 12 BOX 512 PMB 234  
HERNDON VA 22071-2716
- h. The CMRA must be in full compliance with 1.8.1 through 1.8.3 and other applicable postal requirements to receive delivery of mail from the Post Office.
- i. The postmaster may, with the next higher level approval and notification to the Postal Inspector-In-Charge, suspend delivery to a CMRA that, after proper notification, fails to comply with 1.8.1 through 1.8.3 or other applicable postal requirements. The proper notification must be in writing outlining the specific violation(s) with a reasonable time to comply.
- j. With the approval of suspension of delivery, the postmaster must provide the CMRA with written notification of the effective date and the reason(s). If the CMRA fails to comply by the effective date, return mail to the sender endorsed “Delivery Suspended to Commercial Mail Receiving Agency.”

#### **1.8.3 Addressee and CMRA Agreement**

In delivery of the mail to the CMRA, the addressee and the CMRA agree that:

- a. When the agency relationship between the CMRA and the addressee terminates, neither the addressee nor the CMRA will file a change-of-address order with the Post Office.
- b. The CMRA must remail mail intended for the addressee (customer) for at least 6 months after the termination date of the agency relationship between the CMRA and addressee. Mail that is remailed by the CMRA requires new postage. This remailing obligation need not be fulfilled if the CMRA customer provides written instructions to the CMRA that the mail (or specific types of mail) not be remailed upon termination of the relationship. This instruction may be provided in an internal service agreement between the customer and CMRA or by a separate document. Written instructions from the customer regarding the handling of this mail must not stipulate that the CMRA refuse mail or return it to sender, or hold the mail during the 6-month remail period and return it to the Post Office, or redeposit mail in the mails without new postage. At the end of the 6-month remail period the CMRA may return to the Post Office only First-Class Mail, Priority Mail, Priority Mail Express, accountable mail, or Standard Post received for the former addressee (customer). The CMRA must return this mail to the Post Office the next business day after receipt with this endorsement: “Undeliverable, Commercial Mail Receiving Agency, No Authorization to Receive Mail for this Addressee.” This mail is returned to the

Post Office without new postage. The CMRA must not deposit return mail in a collection box. The CMRA must give the return mail to the letter carrier or return it to the Post Office responsible for delivery to the CMRA. Upon request, the agent must provide to the USPS all addresses to which the CMRA remails mail.

- c. If mail is remailed by the CMRA to the address of a former customer during the 6-month remail period and returned by the USPS endorsed “Moved, Left No Address,” then the CMRA may return that mail to the Post Office with the approval of the postmaster or station manager. The approval is subject to evidence that the mail was remailed with new postage to the former customer at the address provided when the relationship was terminated and/or the verified home or business permanent address provided on the customer’s Form 1583. Upon approval, the CMRA may return to the Post Office only First-Class Mail, Priority Mail, Priority Mail Express, accountable mail, and Standard Post received for the former customer. The CMRA must return this mail to the Post Office the next business day after receipt without new postage.
- d. The CMRA must provide to the postmaster a quarterly list (due January 15th, April 15th, July 15th, and October 15th) of its customers in alphabetical order cross-referenced to the CMRA addressee delivery designation. The alphabetical list must contain all new customers, current customers, and those customers who terminated within the past 6 months, including the date of termination.
- e. A CMRA may not refuse delivery of mail if the mail is for an addressee who is a customer or former customer (within the past 6 months). The agreement between the addressee and the CMRA obligates the CMRA to receive all mail, except restricted delivery, for the addressee. The addressee may authorize the CMRA in writing on Form 1583 (block 5) to receive restricted delivery mail for the addressee.
- f. If the CMRA has no Form 1583 on file for the intended addressee, the CMRA must return that mail to the Post Office responsible for delivery with this endorsement: “Undeliverable, Commercial Mail Receiving Agency, No Authorization to Receive Mail for this Addressee.” This mail is returned to the Post Office without new postage. The CMRA must return misdelivered mail the next business day after receipt.
- g. The CMRA must not deposit return mail in a collection box. The CMRA must give the return mail to the letter carrier or return it to the Post Office responsible for delivery to the CMRA.

#### **1.8.4 Office Business Center Acting as a CMRA**

The procedures for an office business center (OBC) or part of its operation acting as a CMRA for postal purposes are as follows:

- a. An OBC is a business that operates primarily to provide private office facilities and other business support services to individuals or firms (customers). OBCs receive single-point delivery. OBC customers that receive mail at the OBC address will be considered CMRA customers for postal purposes under the standards set forth in [1.8.4b](#). Parties considered CMRA customers under this provision must comply with the standards set forth in [1.8.1](#) through [1.8.3](#). An



## 508.2.1

OBC must register as a CMRA on Form 1583-A and comply with all other CMRA standards if one or more customers receiving mail through its address is considered a CMRA customer.

- b. An OBC customer is considered to be a CMRA customer for postal purposes if its written agreement with the OBC provides for mail service only or mail and other business support services (without regard for occupancy or other services that the OBC might provide). Additionally, an OBC customer receiving mail at the OBC address is considered to be a CMRA customer for postal purposes if each of the following is true:
  1. The customer's written agreement with the OBC does not provide for the full-time use of one or more of the private offices within the OBC facility.
  2. The customer's written agreement with the OBC does not provide all of the following: (a) the use of one or more of the private offices within the facility for at least 16 hours per month at market price for the location; (b) full-time receptionist service and live personal telephone answering service during normal business hours and voicemail service after hours; (c) a listing in the office directory in the building in which the OBC is located; (d) use of conference rooms and other business services on demand, such as secretarial services, word processing, administrative services, meeting planning, travel arrangements, and video conferencing.
- c. Notwithstanding any other standards, a customer whose written agreement provides for mail services only or mail and other business support services will not be considered an OBC customer (without regard for occupancy or other services that an OBC may provide and bill for on demand).
- d. The USPS may request from the OBC copies of written agreements or any other documents or information needed to determine compliance with these standards. Failure to provide requested documents or information might be basis for suspending delivery service to the OBC under the procedures set forth in [1.8.2](#).

## 2.0 Conditions of Delivery

### 2.1 City Delivery Service

#### 2.1.1 Establishment

City delivery is provided according to USPS policies and procedures, the characteristics of the area to be served, and the methods needed to provide adequate service. Requests or petitions to establish, change, or extend city delivery service must be made to the local postmaster.

#### 2.1.2 Accommodating Customer Hardship

Changes in the type of delivery authorized for a delivery point may be considered if service by existing methods imposes an extreme physical hardship on the customer.



**2.1.3 Customer Maintenance of Receptacles**

Customers must provide authorized mail receptacles or door slots, except for mail receptacles authorized by the USPS to be owned and maintained by the USPS. The purchase, installation, maintenance, and replacement of mail receptacles used by customers for mail delivery are not the responsibility of the USPS. However, the USPS may authorize neighborhood delivery and collection boxes and parcel lockers to be purchased, installed, maintained, or replaced by the USPS.

**2.1.4 Businesses**

Mail receptacles or door slots are not required at businesses and offices that are open and have someone on hand to receive the mail when the carrier calls.

**2.1.5 Receptacles With Locks**

If a lock is used on a mail receptacle, the receptacle must have a slot large enough to accommodate the normal daily mail volume.

**2.1.6 Door Slot**

A door slot for mail must meet specific criteria:

- a. The clear rectangular opening in the outside slot plate must be at least 1-1/2 inches wide and 7 inches long.
- b. The slot must have a flap, hinged at the top if placed horizontally, or hinged on the side away from the hinge side of the door if placed vertically.
- c. When an inside hood is used to provide greater privacy, the hooded portion must not be below the bottom line of the slot in the outside plate if placed horizontally, or beyond the side line of the slot in the outside plate nearest the hinge edge of the door if placed vertically.
- d. The hood at its greatest projection must not be less than 2-1/16 inches beyond the inside face of the door.
- e. The bottom of the slot must be at least 30 inches above the finished floor line.

**2.1.7 Apartment Mail Receptacles**

Apartment house mail receptacles must be approved by the USPS. The purchase, installation, maintenance, and replacement of mail receptacles, boxes, or parcel lockers are not the responsibility of the USPS except for neighborhood delivery and collection boxes and parcel lockers authorized by the USPS to be owned and maintained by the USPS. When apartment buildings are substantially renovated or remodeled to provide additional apartments, or a material change is made in the location of boxes, obsolete receptacles must be replaced by currently approved receptacles.

**2.2 Rural Delivery Service****2.2.1 Establishment**

Rural stations and branches are established, and rural delivery is provided, according to USPS policies and procedures, the characteristics of the area to be served, and the methods needed to provide adequate service. Requests or petitions to establish, change, or extend rural delivery service, signed by the heads of families wanting this service, must be given to the postmaster of the Post Office from which delivery service is desired, or from which the route operates, as applicable.

**2.2.2 Accommodating Customer Hardship**

On the customer's written request, the postmaster may approve an exception to the currently authorized method of delivery, if the type of rural delivery authorized imposes an extreme physical hardship.

**2.2.3 Parcel Delivery**

An ordinary parcel too large to fit into a customer's mailbox is not left unless the customer has filed a written order with the postmaster relieving the USPS and carriers of all responsibility in case of loss or depredation of any such parcel left outside the box.

**2.2.4 Delivery to Recipient With Contagious Disease**

Mail is delivered to a customer's mailbox if a quarantined disease exists, provided that delivery can be made without exposure to contagion. No mail is collected from such box while the quarantine is in force.

**2.2.5 Insufficient Postage/ Mailable Matter**

Generally, mailable matter is collected from a rural mailbox if postage is fully prepaid or money equal to the required postage is left in the mailbox. Money in a rural box is left at the customer's risk. When postage or money is insufficient to cover postage, the mail is not collected, or if the sender cannot be identified, the mail is treated as unpaid mail. Mailable matter not bearing postage found in, placed on, attached to, supported by, or hanging from rural boxes is handled under the applicable standards.

**2.3 Highway Contract Delivery Service****2.3.1 Establishment**

Highway contract routes are established, and delivery service on such routes is provided, according to USPS policies and procedures, the characteristics of the area to be served, and the methods needed to provide adequate service. Requests or petitions for new routes, or for extensions of service or changes in the line of travel or schedule of highway contract service, must be directed to the USPS distribution networks office with supervision over the transportation of mail in the area involved.

**2.3.2 Parcel Delivery**

An ordinary parcel too large to fit into a customer's mailbox is not left unless the customer has filed a written order with the postmaster relieving the USPS and carriers of all responsibility in case of loss or depredation of any such parcel left outside the box.

**2.3.3 Mail Collection**

Generally, mailable matter is collected from a mailbox if postage is fully prepaid or money equal to the required postage is left in the mailbox. Money in a mailbox is left at the customer's risk. When postage or money is insufficient to cover postage, the mail is not collected, or if the sender cannot be identified, the mail is treated as unpaid mail. Mailable matter not bearing postage found in, placed on, attached to, supported by, or hanging from boxes is handled under the applicable standards.

#### 2.3.4 Mailbox Location

Curbside mailboxes meeting the applicable standards in [3.0](#) must be placed where they protect the mail and can be conveniently served by carriers without leaving their vehicles. These boxes must be on the right side of the road in the direction of travel when required by traffic conditions or when driving to the left to reach the boxes would violate traffic laws by the carrier.

## 3.0 Customer Mail Receptacles

### 3.1 Basic Information for Customer Mail Receptacles

#### 3.1.1 Authorized Depository

Except as excluded by [3.1.2](#), every letterbox or other receptacle intended or used for the receipt or delivery of mail on any city delivery route, rural delivery route, highway contract route, or other mail route is designated an authorized depository for mail within the meaning of 18 USC 1702, 1705, 1708, and 1725.

#### 3.1.2 Exclusions

Door slots and nonlockable bins or troughs used with apartment house mailboxes are *not* letterboxes within the meaning of 18 USC 1725 and are *not* private mail receptacles for the standards for mailable matter not bearing postage found in or on private mail receptacles. The post or other support is *not* part of the receptacle.

#### 3.1.3 Use for Mail

Except under [3.2.11](#), *Newspaper Receptacle*, the receptacles described in [3.1.1](#) may be used only for matter bearing postage. Other than as permitted by [3.2.10](#), *Delivery of Unstamped Newspapers*, or [3.2.11](#), no part of a mail receptacle may be used to deliver any matter not bearing postage, including items or matter placed upon, supported by, attached to, hung from, or inserted into a mail receptacle. Any mailable matter not bearing postage and found as described above is subject to the same postage as would be paid if it were carried by mail.

#### 3.1.4 Clear Approach

Customers must keep the approach to their mailboxes clear of obstructions to allow safe access for delivery. If USPS employees are impeded in reaching a mail receptacle, the postmaster may withdraw delivery service.

### 3.2 Curbside Mailboxes

#### 3.2.1 Manufacturer Specifications

Manufacturers of all mailboxes designed and made to be erected at the edge of a roadway or curbside of a street and to be served by a carrier from a vehicle on any city route, rural route, or highway contract route must obtain approval of their products under USPS Standard 7, *Mailboxes, City and Rural Curbside*. To receive these construction standards and drawings or other information about the manufacture of curbside mailboxes, write to USPS Engineering (see [608.8.0](#) for address).

**3.2.2 Custom-Built Mailbox**

The local postmaster may approve a curbside mailbox constructed by a customer who, for aesthetic or other reasons, does not want to use an approved manufactured box. The custom-built box must generally meet the same standards as approved manufactured boxes for flag, size, strength, and quality of construction.

**3.2.3 Locked Box**

A mailbox with a lock must have a slot that is large enough to accommodate the customer's normal daily mail volume. The USPS neither opens a locked box nor accepts a key for this purpose.

**3.2.4 Mailbox Post**

The post or other support for a curbside mailbox must be neat and of adequate strength and size. The post may not represent effigies or caricatures that tend to disparage or ridicule any person. The box may be attached to a fixed or movable arm.

**3.2.5 Advertising**

Any advertising on a mailbox or its support is prohibited.

**3.2.6 Location**

Subject to state laws and regulations, a curbside mailbox must be placed to allow safe and convenient delivery by carriers without leaving their vehicles. The box must be on the right-hand side of the road in the direction of travel of the carriers on any new rural route or highway contract route, in all cases where traffic conditions are dangerous for the carriers to drive to the left to reach the box, or where their doing so would violate traffic laws and regulations.

**3.2.7 Address Identification**

Every curbside mailbox must bear the following address information:

- a. A box number, if used, inscribed in contrasting color in neat letters and numerals at least 1 inch high on the side of the box visible to the carrier's regular approach, or on the door if boxes are grouped.
- b. A house number if street names and house numbers have been assigned by local authorities, and the postmaster authorizes their use as a postal address. If the box is on a different street from the customer's residence, the street name and house number must be inscribed on the box.

**3.2.8 Owner's Name**

The mailbox may bear the owner's name.

**3.2.9 More Than One Family Sharing a Receptacle**

If more than one family wishes to share a mail receptacle, the following standards apply:

- a. Route and Box Number Addressing. On rural and highway contract routes authorized to use a route and box numbering system (e.g., RR 1 BOX 155), up to five families may share a single mail receptacle and use a common route and

box designation. A written notice of agreement, signed by the heads of the families or individuals who want to join in the use of such box, must be filed with the postmaster at the delivery office.

- b. Conversion to Street Name and Number Addressing. When street name and numbering systems are adopted, those addresses reflect distinct customer locations and sequences. Rural and highway contract route customers who are assigned different primary addresses (e.g., 123 APPLE WAY vs. 136 APPLE WAY) should erect individual mail receptacles in locations recommended by their postmasters and begin using their new addresses. Customers having different primary addresses who wish to continue sharing a common receptacle must use the address of the receptacle's owner and the "care of" address format:

JOHN DOE  
C/O ROBERT SMITH  
123 APPLE WAY

Customers having a common primary address (e.g., 800 MAIN ST) but different secondary addresses (e.g., APT 101, APT 102, etc.) may continue to share a common receptacle if single-point delivery is authorized for the primary address. Secondary addresses should still be included in all correspondence.

### **3.2.10 Delivery of Unstamped Newspapers**

Generally, curbside mailboxes are to be used for mail only. However, publishers of newspapers regularly mailed as Periodicals may, on Sundays and national holidays only, place copies of the Sunday or holiday issues in the rural route and highway contract route boxes of subscribers if those copies are removed from the boxes before the next scheduled day of mail delivery.

### **3.2.11 Newspaper Receptacle**

A receptacle for newspaper delivery by private carriers may be attached to the post of a curbside mailbox used by the USPS if the receptacle:

- a. Does not touch the mailbox or use any part of the mailbox for support.
- b. Does not interfere with the delivery of mail, obstruct the view of the mailbox flag, or present a hazard to carrier or vehicle.
- c. Does not extend beyond the front of the mailbox when the box door is closed.
- d. Does not display advertising, except the publication title.

## **3.3 Wall-Mounted Centralized Mail Receptacles**

### **3.3.1 Manufacturer Requirements**

Manufacturers of wall-mounted centralized mail receptacles used for mail delivery must receive approval under the specifications and procedures in USPS Standard 4. The specifications and other information can be obtained by writing to USPS Engineering (see [608.8.0](#) for address).



#### 3.3.2 Customer Requirements

The installation of proper equipment is required for delivery service. The type of equipment must be approved by the USPS under [3.3.1](#) and must be appropriate for the structure. Customers should discuss the types of approved equipment permitted for their structures with their postmaster before purchasing and installing delivery equipment.

## 4.0 Post Office Box Service

### 4.1 Basic Information for PO Box Service

#### 4.1.1 Purpose

**[11-4-13]** Post Office Box (PO Box) service is a premium service offered for a fee (See [Notice 123—Price List](#)) to any customer and for no fee to customers who are not eligible for carrier delivery (also see [4.5.2](#)). The service allows a customer to obtain mail during the hours the box lobby is open or access is otherwise available and is provided only through receptacles owned or operated by the USPS or its agents. PO Box service does not include alternate means of delivery established to replace or extend carrier delivery service. A postmaster (or designee) and a box customer may not make any agreement that contravenes the regulations on PO Box service or its fees. Competitive PO Box service (see [4.5.4](#)) is available in designated postal locations and offers service enhancements for PO Box customers.

#### 4.1.2 Definition

**[11-4-13]** Post Office Box, PO Box, or the # symbol when a Post Office street address is used as allowed under [4.5.4](#), designates this service in an address. Competitive PO Box service is available for customers located within the service area of a competitive mailbox service provider. Market-Dominant PO Box service is available to serve customers not served by a nearby competitor. Box customer applies only to the person who signs the application as an individual or to the organization on whose behalf an individual signs the application.

#### 4.1.3 Box Size

**[11-4-13]** There are five box sizes and availability of sizes varies by facility. A customer is assigned a box size based on the customer's needs and the availability of boxes. The postmaster may require a customer to use a larger size box if the customer's mail volume increases beyond the capacity of the present box. The fees for boxes increase with box size. The following chart describes approximate box capacities and frontal dimensions.



BOX SIZE	CAPACITY (Cubic Inches)	WIDTH AND HEIGHT (Inches)
1	Under 296	3 by 5.5
2	296 through 499	5 by 5.5
3	500 through 999	11 by 5.5
4	1,000 through 1,999	11 by 11
5	2,000 or more	22.5 by 12

#### 4.1.4 Number Assignment

A number is assigned to each PO box. Mail intended for delivery through a box must show the assigned PO box number in the address immediately above the city, state, and ZIP Code.

#### 4.1.5 Box Availability

[11-4-13] When no box of the appropriate size is available, the postmaster may handle the application for box service in one or more of the following ways:

- Refer the customer to another postal facility with available capacity.
- Place the customer's name on a waiting list for box service.
- Provide general delivery service until an appropriate size box becomes available.
- Offer a smaller or larger box, or caller service, at its applicable fee.

#### 4.1.6 Unavailable Box

[11-4-13] Online customers cannot apply for a box that is not available but can place themselves on a waiting list for the box. Customers must pay the correct fee for the service they receive, regardless of the box size applied for.

#### 4.1.7 Service Period

[11-4-13] PO Box service is available in 3-, 6- or two 6-month (semi-annual) prepaid periods. The 3-month option requires establishing an automatic recurring renewal payment available online or at select post offices with automatic recurring payment functionality. The 3-month option is not available at Post Office locations on the semi-annual (April/October) payment schedule.

#### 4.1.8 Limitation on Service

[11-4-13] The postmaster may require a box customer to use caller service under 5.0 based on the volume of mail received, or the level of service requested by the customer, or the availability of boxes. A customer required to use caller service in this manner may submit a written request to the postmaster for a new determination not more than semiannually. Existing box customers will not be allowed to use additional boxes at Post Offices having a waiting list for PO Boxes.

## 4.2 Service

### 4.2.1 Application

[11-4-13] A customer may apply for PO Box service by completing a Form 1093 at a Post Office or online and presenting it to any postal retail facility. When the application is presented, the applicants (including both spouses or any other



individual listed but minors) each must present two items of valid, current identification; one item must contain a photograph of the applicant and the other must contain sufficient information to confirm the applicant's identity. Furnishing false information or refusing to furnish required information may be sufficient reason for denial of the application or discontinuance of service. When any information required on Form 1093 changes, the box customer must update the application. Application procedures are as follows:

- a. In all cases:
  1. Spouses may complete and sign one Form 1093.
  2. Other adult persons, employees or other representatives of organizations, or minors under a parent or guardian, who receive mail in the PO box, or additional box users authorized to pick up mail from the box, must be listed on Form 1093.
  3. Customers applying for Competitive PO Box services must also complete and sign a Customer Agreement when selecting any of the service enhancements described in [4.5.4](#).
  4. Minors (a person under 18 years of age) may be provided with PO Box service, unless the minor's parent or guardian submits a written objection to the appropriate postmaster, but are ineligible to apply for PO Box service online.
  5. Acceptable forms of photo identification are: valid driver's license or state non-driver's identification card; from a U.S. State, U.S. armed forces, U.S. government, university located in the U.S., or corporate identification card of a corporation located in the United States; or U.S. passport, U.S. alien registration card, or U.S. certificate of naturalization. Acceptable forms of other, non-photo identification are: current lease, mortgage, or deed of trust; voter or vehicle registration card; or home or vehicle insurance policy.
- b. Under these additional conditions when applying online:
  1. An applicant searches for and selects a box and the service time period.
  2. The applicant must complete all required items on the online Form 1093, and read the Privacy Act statement.
  3. The applicant must complete the payment information.
  4. The applicant must present an unsigned printout of the online Form 1093 in person to the Post Office and, upon approval, receive the box number and keys or lock combination.

#### **4.2.2 Transferring Service**

**[11-4-13]** PO box service may be transferred, without payment of an additional fee, to any box of the same size and fee group at a different facility of the same Post Office. To transfer service, the box customer must submit a new application to either facility. A box customer may transfer service no more than once in any semiannual payment period and must submit a completed Form 3575 at the time of transfer.



### 4.3 Conditions of Use

#### 4.3.1 Mail Receipt

[11-4-13] In accordance with the standards in 4.2, any individual box customer or organization may receive through the box any mail properly addressed to the box number.

#### 4.3.2 Mail Only

Only mail and official USPS notices may be placed into a PO box.

#### 4.3.3 Accumulation and Overflow of Mail

[11-4-13] A box customer must remove mail promptly from the box. If mail will not be removed from the box for more than 30 days and an overflow condition is probable, the customer must make prior arrangements with the postmaster. When mail for a customer's PO Box exceeds the capacity of the box on 12 of any 20 consecutive business days (excluding Saturdays, Sundays, and national holidays), the box is in an overflow condition. Customers whose box is in an overflow condition must use caller service, change to a larger box, or use one or more additional boxes to which mail will be addressed.

#### 4.3.4 Unlawful Activity

[11-4-13] A PO box may not be used for, or in connection with, a scheme or enterprise that violates any federal, state, or local law; breaches an agreement with a federal, state, or local agency whereby the box customer has agreed to discontinue a specified activity; or violates or attempts to evade any order of a court or administrative body.

#### 4.3.5 Forwarding

A PO box may not be used when the primary purpose is to have the USPS forward or transfer mail to another address free of charge.

#### 4.3.6 Address Change

Customers may file change-of-address orders as follows:

- a. Organizations. Only the box customer or authorized representatives of the organization listed on the Form 1093 may file change-of-address orders. The organization is responsible for forwarding mail to other persons receiving mail at the box.
- b. Residential box customers, Fee Groups 1 through 7 and 30 through 44. Only the box customer listed on the Form 1093 may file change-of-address orders, and is responsible for forwarding mail to other persons receiving mail at the box.
- c. Residential box customers, Fee Group E. The box customer or any other person listed on the Form 1093 may file an individual change-of-address order. Only the box customer may file a change-of-address order for the entire family.

### 4.4 Basis of Fees and Payment

#### 4.4.1 General

[11-4-13] PO Box fees are based on the box size (see 4.1.3) and the fee group to which the box's 5-digit ZIP Code is assigned.



#### 4.4.2 Fee Changes

A change in PO Box service fees applicable to a 5-digit ZIP Code can arise from a general fee change. In addition, the USPS may assign a fee group to a new ZIP Code, may reassign one or more 5-digit ZIP Codes to the next higher or lower fee group if fee group assignments were in error, or may regroup 5-digit ZIP Codes. Except when boxes from two or more ZIP Codes are being merged into one location, a ZIP Code may be moved only into the next higher or lower fee group. If boxes in two or more ZIP Codes merge, the fee group will be that of the receiving location, even if one of the fee groups changes by more than one level. No ZIP Code may be moved into a different fee group more than once a calendar year. A change in Post Office Box service fees takes effect on the date of the action that caused the change unless an official announcement specifies another date. If PO Box service fees are increased, no customer must pay the new price until the end of the current service period, and no retroactive adjustment will be made for a payment received before the date of the change. The fee charged is that in effect on the date of payment.

#### 4.4.3 Payment

[11-4-13] All fees for PO Box service are for 3-, 6-, or two 6-month (semi-annual) prepaid periods, except as noted under 4.4.5, 4.4.7, and 4.4.9. The general rule is that a fee may be paid up to one year in advance; however, when boxes from two or more ZIP Codes are being merged into one location, a customer has the option, prior to the merger, to renew at the current fee for another rental period, even when this results in a fee being paid more than one year in advance. Customers may pay the fee using any of the following methods:

- a. In person using cash, credit or debit card, or check or money order payable to the postmaster.
- b. By mail using check or money order payable to the postmaster. A mailed payment must be received by the postmaster on or before the due date.
- c. At a self-service center using a credit or debit card.
- d. Online at [www.usps.com/poboxes](http://www.usps.com/poboxes) using a credit card, including for online automatic PO Box renewal.

#### 4.4.4 Payment Period

[11-4-13] Except under 4.4.6, the beginning date for a PO Box fee payment period is determined by the approval date of the application. The period begins on the first day of the same month if the application is approved on or before the 15th of the month, or the next month if approved after the 15th of the month. Fees for service renewal may be paid any time during the last 30 days of the service period, except under 4.4.3, but no later than the last day of the service period.

#### 4.4.5 U.S. Agencies

Federal agencies whose payment period coincides with the federal fiscal year may pay their box fees during the first quarter rather than in advance.

#### 4.4.6 Exception

Postmasters at offices with fewer than 500 PO boxes may set April 1 and October 1 as the beginning of payment periods for box customers in their offices. Payment periods beginning other than April 1 or October 1 are brought into alignment with these respective dates by adjusting fees as follows:

- a. New service, one-sixth of the semiannual fee is charged for each remaining month between the beginning of the new payment period and the next April 1 or October 1.
- b. Existing service, one-sixth of the semiannual fee is charged for each remaining month between the end of all currently paid periods and the next April 1 or October 1.
- c. Next one or two semiannual payment periods, an adjustment may be accepted in addition to fees.

#### 4.4.7 Change of Payment Period

**[11-4-13]** Except for customers at Post Offices subject to 4.4.6, a PO Box customer of record may change the payment period by submitting a new application noting the month to be used as the start of the revised payment period. The date selected must be before the end of the current payment period. The unused fee for the period being discontinued may be refunded under 4.6, and the fee for the new payment period must be fully paid in advance. Except when boxes from two or more ZIP Codes are being merged into one location, a change of payment period date must not be used to circumvent a change in box fees.

#### 4.4.8 Academic Institutions

The USPS does not set or collect fees for boxes owned by an academic institution if the boxes are separate from designated USPS areas and serviced by employees or agents of the institution.

#### 4.4.9 Adjusting Fees

In postal facilities primarily serving academic institutions or their students, box fees may be adjusted to fit the semester schedules, using the matrix below. Charges are rounded up to the next multiple of \$0.10. No refund is made for discontinued service when a box is obtained under this standard.

SERVICE PERIOD	ADJUSTED FEE
95 days or less	1/2 semiannual fee
96 to 140 days	3/4 semiannual fee
141 to 190 days	Full semiannual fee
191 to 230 days	1-1/4 semiannual fee
231 to 270 days	1-1/2 semiannual fee
271 days to full year	2 semiannual fees



### 4.5 Fee Group Assignments

#### 4.5.1 Basic Information on Fee Groups

[11-4-13] PO Boxes are assigned to fee groups; see [Notice 123—Price List](#) or contact your local Post Office, and classified as competitive or market-dominant based upon the Post Office location.

#### 4.5.2 Free Group E — Free PO Box Service

[11-4-13] Customers may qualify for Group E (free) PO Box service at a Post Office if their physical address location meets all of the following criteria:

- a. The physical address is within the geographic delivery ZIP Code boundaries administered by a Post Office.
- b. The physical address constitutes a potential carrier delivery point of service.
- c. USPS does not provide carrier delivery to a mail receptacle at or near a physical address for reasons in 4.5.3b. “At or near a physical address” is defined by reference to how carrier delivery is established in a particular locale or ZIP Code.

#### 4.5.3 Additional Standards for Free PO Box Service

[11-4-13] Only one Group E (free) PO Box may be obtained for each potential carrier delivery point of service, under the following conditions:

- a. Group E PO Box customers are assigned the smallest available box that reasonably accommodates their daily mail volume.
- b. Eligibility for Group E PO Boxes does not extend to:
  1. Individual tenants, contractors, employees, or other individuals receiving or eligible to receive single-point delivery to a location such as a hotel, college, military installation, campground, or transient trailer park.
  2. Locations served, or eligible to be served, by centralized delivery or grouped receptacles such as cluster box units, apartment style receptacles, mailrooms, or clusters of roadside receptacles.
  3. Locations where circumstances not within the control of the Postal Service prevent extension of carrier delivery, such as town ordinances, private roads, gated communities, unimproved or poorly maintained roadways, or unsafe conditions.
  4. Locations served by a delivery receptacle that a customer chooses to locate along a carrier's line of travel and to which the Postal Service makes delivery.
- c. A customer must pay the applicable fee for each PO Box requested in addition to the initial free Group E PO Box.
- d. The online application tools described in 4.2.1b cannot be used for free PO Box service.

#### 4.5.4 Additional Standards for Competitive PO Box Services

[11-4-13] New customers in competitive locations receive 13 months of service for a 12 month PO Box payment, are not required to pay the key deposit for the first two PO Box keys, and may receive expanded hours of PO Box access and earlier

deposit of mail into the PO Box. Customers in competitive locations may also complete a customer agreement to receive one or more of the following enhancements:

- a. Street Addressing – the option to use the Post Office street address for their mailing address along with the box number as follows:  
John Smith  
123 Main Street #4567  
Any Town, NY 10001
- b. Real Mail Notification – the option to receive an email or text message to inform them when they have new mail in their PO Box.
- c. Signature on File – the option to simplify receipt of Priority Mail Express, mail insured for more \$200 and Signature Confirmation items, all of which may include an electronic Return Receipt request, by providing a signature kept on file by the Postmaster.

## 4.6 Fee Refund

### 4.6.1 Calculation

When PO box service is terminated or surrendered by the customer, the unused portion of the fee may be refunded as follows:

- a. If service is discontinued at any time within the first 3 months of the 6-month (semi-annual) service period, then one-half of the fee is refunded.
- b. If service is discontinued after the beginning of the fourth month of the 6-month (semi-annual) service period, then none of the fee is refunded.
- c. If service is discontinued and the customer has prepaid for the next 6-month (semi-annual) service period, then the entire fee for that next period is refunded.
- d. If customers using the Automatic Renewal option choose a 3 month service period and service is discontinued anytime during that period, no refund is provided.

### 4.6.2 Discontinued Postal Facility

When a postal facility is discontinued or relocated, a box customer at that facility may obtain a refund of unused box fees if box service at that location is discontinued and additional travel of 1/4 mile or more (from the physical address on the customer's Form 1093) is required to obtain equivalent service. For this purpose, one-sixth of a semiannual fee is refunded for each month left in the payment period. The refund is computed from the first day of that month (if the effective date of the facility discontinuance is on or before the 15th of the month) or from the first day of the next month (if the effective date is after the 15th of the month).

## 4.7 Keys and Locks

### 4.7.1 Key Deposit

**[11-4-13]** Two PO Box keys are initially issued to each new box customer. Except for new customers in Competitive PO Box groups 30-44, which has no key deposit for the first two keys, box customers must pay a refundable key deposit on each key.



When box service is terminated, the key deposit is refunded to the customer for each key (including additional keys in 4.7.2) that is returned to the Post Office where the box was issued.

#### 4.7.2 Additional Key Fee

[11-4-13] A box customer may obtain additional keys at the Post Office where the box is located by submitting Form 1094 and paying the refundable key deposit (4.7.1) and the non-refundable key fee (see Notice 123—Price List) for each additional key. Worn or broken keys are replaced without charge when returned to the Post Office where the box is located.

#### 4.7.3 Restrictions

A customer using a POvbox may not obtain or use keys other than those issued by the USPS.

#### 4.7.4 Lock Replacement

[11-4-13] The box customer may request that the PO Box lock be changed by paying the non-refundable lock replacement fee in (see Notice 123—Price List). Lock fees are charged for replacing keyed locks and for re-setting combination locks. Customers may turn in PO Box keys for the old lock and get a refund of the key deposit. Two keys are provided with the new lock, with a refundable deposit for each key charged under 4.7.1.

#### 4.7.5 Late Fee Payment

[11-4-13] The lock replacement fee also applies as a late payment charge when the customer renews a box more than 10 days after the renewal due date, whether or not the lock is actually changed.

### 4.8 Service Refusal or Termination

#### 4.8.1 Refusal or Termination

[11-4-13] A postmaster may refuse to approve or may terminate PO Box service, including that of a Group E (free) PO Box customer, if: the applicant or box customer submits a falsified or incomplete application for box service; within the 2 years before submitting the application, the applicant physically abused a box or violated a standard on the use of a box; refuses to update information on the box application; conducts himself or herself in a violent, threatening, or otherwise abusive manner on postal premises or there is substantial reason to believe that the box is being or will be used for unlawful activities as described in 4.3.5 and 4.3.6. The customer is notified of the Postmaster's determination to refuse or terminate service and of the appeal procedures.

#### 4.8.2 Customer Appeal

[11-4-13] The applicant or box customer may file a petition appealing the postmaster's determination to refuse or terminate service within 20 calendar days after notice as specified in the postmaster's determination. The filing of a petition prevents the postmaster's determination from taking effect and transfers the case to the USPS Consumer and Industry Affairs, who issues the final agency decision. The Consumer Advocate's decision constitutes the final agency decision.

#### 4.8.3 Surrendered Box

[11-4-13] A PO box is surrendered if:

- a. A box customer refuses or fails to pay the proper fees by the due date.
- b. A box customer submits a written notice to discontinue service.
- c. Any person other than the box customer attempts to renew service at the end of the period for which the box is issued.
- d. A box customer, or an appointed executor or administrator of a deceased box customer, submits a permanent change-of-address order, except as provided in [4.8.4d](#).
- e. A Group E residential box customer files a permanent change-of-address order and no other person listed on the Form 1093 files a new Form 1093 to become the box customer.

#### **4.8.4 Boxes Not Surrendered**

[11-4-13] A PO box is not surrendered if:

- a. A box customer dies or disappears before the end of the period for which the box is issued.
- b. A box customer submits a temporary change-of-address order.
- c. Except as provided in [4.8.4d](#), a change-of-address order is submitted by any person other than the box customer, or an appointed executor or administrator of a deceased box customer, for mail addressed to the box.
- d. A Group E residential box customer files a permanent change-of-address order and another person listed on the Form 1093 files a new Form 1093 to become the box customer.

## **5.0 Caller Service**

### **5.1 Caller Service Fees**

Fees are charged for each separation provided per semi-annual (6-month) period. See [Notice 123—Price List](#).

### **5.2 Basic Information**

#### **5.2.1 Purpose**

Caller service is a premium service available for a fee to any customer who:

- a. Requires more than free carrier service,
- b. Receives more mail than can be delivered to the largest installed Post Office box at the postal facility to which the caller's mail is addressed,
- c. Is required to use caller service by standard.

#### **5.2.2 Pickup**

Caller service does not include general delivery service. Customers who use this service pick up their mail at the Post Office call window or loading dock during the time period designated by the postmaster. Customers who receive mail for clients may participate in caller service subject to [1.0, Recipient Options](#), and [2.0, Conditions of Delivery](#). Agreements between a postmaster and a caller that contravene the standards for caller service or its fees are not valid.



#### **5.2.3 Caller**

A caller is an individual, or the organization represented by the individual, signing the application.

#### **5.2.4 Service Types**

Reservation of caller numbers makes it possible for the caller of record to hold caller numbers for future use. Destination caller service is caller service provided at the postal facility to which the caller's mail is addressed. Origin caller service (accelerated reply mail) is described in [5.8](#).

#### **5.2.5 Caller Service Number**

The Address Management Service System (AMS) office assigns caller numbers. Customers may reserve caller numbers for future use or obtain caller services by paying the reserved caller number fee or caller service fee in [5.1](#). Subsequently, the postmaster or his designee will contact AMS which will issue the number. Availability of this service may be restricted and numbers are not issued immediately upon payment of the fee.

#### **5.2.6 Caller Service Number—Address Element**

Except under [5.2.7, Exemption](#), caller service customers must use their assigned caller service number in their mailing address as their “Post Office Box” (PO Box) number, which should be placed immediately above the city, state, and ZIP+4 Code.

#### **5.2.7 Exemption**

A postmaster may exempt any customer continuously receiving firm holdout service since July 3, 1994, from the standard in [5.2.6](#) that correspondents must use the assigned Post Office box (caller service) number in the address.

#### **5.2.8 Restriction**

The USPS may restrict caller service if such service adversely affects postal operations.

#### **5.2.9 Required Use**

When mail for a customer's Post Office box(es) exceeds the capacity of the box(es) on 12 of any 20 consecutive business days (excluding Saturdays, Sundays, and national holidays), or when the customer seeks multiple caller service separations, the postmaster can require the customer to use caller service, change to a larger box, or use one or more additional boxes (subject to availability) to which mail will be addressed. A customer required to use caller service because of the mail volume received may, once per semiannual payment period, make a written request to the postmaster for a new determination of whether current mail volume requires continued use of caller service.

#### **5.2.10 U.S. Agencies and Schools**

Federal agencies and the various schools and departments within educational institutions are considered separate customers for [5.2.9](#).

#### **5.2.11 Eligible Customers**

Caller service may be provided to the following:



- a. A new customer planning to receive an incoming volume of mail that cannot fit into the largest available Post Office box.
- b. A customer wanting a Post Office box when a box is unavailable, and the postmaster determines that such service does not adversely affect postal operations.
- c. A customer formerly receiving firm holdout service.

### **5.3 Service**

#### **5.3.1 Application**

To reserve a caller number for future use or to apply for caller service, the applicant must complete all relevant spaces on Form 1093, Application for Post Office Box or Caller Service, and submit it to any postal facility that provides public window service. The facility need not be the one where destination caller service is desired. An incomplete or falsified application is sufficient reason to deny or discontinue service. An application is not considered approved until the USPS verifies the applicant's identity.

#### **5.3.2 Transferring Service**

Caller service may be transferred, without payment of an additional fee, to a different facility of the same Post Office if that facility has caller service. To transfer service, the caller must submit a new application either to the facility where service is currently provided or to the facility where service is desired. A caller may transfer service no more than once in any semiannual payment period and must submit a completed Form 3575 at the time of transfer.

#### **5.3.3 Minor**

Caller service may be provided to a minor (a person under 18 years of age) unless the minor's parent or guardian submits a written objection to the postmaster.

### **5.4 Conditions of Use**

#### **5.4.1 Mail Receipt**

An individual caller or organization may receive mail properly addressed to the caller number. Mail addressed only to a caller number is delivered to the caller so long as no improper or unlawful business is conducted. A caller who, as a regular practice, wants to call for mail at a postal facility more than once in any 24-hour period must obtain the postmaster's approval of the pickup schedule.

#### **5.4.2 Updating**

When any information required to be provided by the caller on Form 1093 changes, the caller must notify the Post Office of such changes.

#### **5.4.3 Unlawful Activity**

Caller service may not be used for, or in connection with, a scheme or enterprise that violates any federal, state, or local law; breaches an agreement between the caller and a federal, state, or local agency for the caller to discontinue a specified activity; or violates or attempts to evade any order of a court or administrative body.



#### **5.4.4 Forwarding**

Caller service may not be used when the primary purpose is to have the USPS forward or transfer mail to another address free of charge.

### **5.5 Basis of Fees and Payment**

#### **5.5.1 Caller Service Fee**

Customers must pay the caller service fee listed in [5.1](#). The fee must be paid for each caller number or separation used, with the following exceptions:

- a. If a caller receives mail addressed to many caller numbers but receives a bulk delivery of mail not separated to those numbers, the caller service fee is charged for the number to which the separation of mail is made. Reserved caller number fees are charged for all the remaining caller numbers to which mail is addressed.
- b. When a Post Office box service applicant is provided a single caller service separation because of a shortage of available Post Office boxes, then the fee charged is the fee for the largest installed Post Office box. In this instance, neither the caller service fee nor the reserved caller number fee is charged.

#### **5.5.2 Reserved Caller Number Fee**

Customers must pay the annual reserved caller number fee in [5.1](#) once each calendar year for each number reserved, subject to the following:

- a. Reserved caller number fees are not prorated. Customers who continue to reserve caller numbers for a new calendar year must make renewal payments before January 1st of the new calendar year.
- b. If a caller has reserved a number and subsequently receives mail separated to that number or otherwise notifies the Post Office that they intend to begin receiving mail addressed and separated to that number, the appropriate semi-annual fee for caller service will be charged. No refund for the reserved caller number fee will be made. If the customer continues to receive mail addressed for separation to the caller number, no reserved caller number fee will be charged for the following year.

#### **5.5.3 Fee Changes**

A change in caller service fees (including reserved number fees) can arise from a general fee change. Any change in caller service fees takes effect on the date of the action that caused the change unless an official announcement specifies another date. If a caller service fee is increased, no customer must pay at the new price until the end of the current service period, and no retroactive adjustment is to be made for a payment received before the date of the change. The fee charged is that in effect on the date of payment.

#### **5.5.4 Box Number**

If a caller uses a physical Post Office box to obtain a caller number, the applicable fees for both Post Office box service and caller service must be paid.

**5.5.5 Payment**

The basic caller service fee is for a 6-month period. The fee must be paid in advance for each 6-month period. The fee may be paid for two periods at a time (i.e., up to 1 year in advance), but not more. The fee that must be paid is the one that is in effect on the day that the fee is paid. Fees may be paid using cash, credit or debit card, or check or money order payable to the postmaster. A mailed payment must be received by the postmaster on or before the due date.

**5.5.6 Caller Service Fee Payment Period**

Except under [5.5.8](#), the beginning date for a caller fee payment period is determined by the approval date of the application. The period begins on the first day of either the same month if the application is approved on or before the 15th of the month, or the next month if approved after the 15th of the month. After that, caller fees for renewal of service may be paid any time during the last 30 days of the service period, but no later than the last day of the service period.

**5.5.7 Change of Caller Service Fee Payment Period**

A caller of record may change the payment period by submitting a new application noting the month to be used as the start of the revised payment period. The date selected must be before the end of the current payment period. The unused fee for the period being discontinued may be refunded under [5.6](#), and the fee for the new payment period must be fully paid in advance. A change of payment period date may not be used to circumvent a change in caller service fees.

**5.5.8 Exception**

Postmasters at offices with fewer than 500 Post Office boxes may set April 1 and October 1 as the beginning of payment periods for caller service customers in their offices. Payment periods beginning other than April 1 or October 1 are brought into alignment with these respective dates by adjusting fees as follows:

- a. New service, one-sixth of the semiannual fee is charged for each remaining month between the beginning of the new payment period and the next April 1 or October 1.
- b. Existing service, one-sixth of the semiannual fee is charged for each remaining month between the end of all currently paid periods and the next April 1 or October 1.
- c. Next one or two semiannual payment periods, an adjustment may be accepted in addition to fees.

**5.6 Fee Refund****5.6.1 Discontinued Number**

When caller service is terminated or surrendered by the customer, the unused portion of the fee may be refunded as follows:

- a. If service is discontinued any time within the first 3 months of the service period, then one-half of the fee is refunded.
- b. If service is discontinued after the beginning of the fourth month of the service period, then none of the fee is refunded.



## 508.5.6.2

- c. If service is discontinued and the customer has prepaid for the next semiannual service period, then the entire fee for that next period is refunded.

### **5.6.2 Discontinued Postal Facility**

When a postal facility is discontinued or relocated, a caller service customer at that facility may obtain a refund of unused caller service fees if caller service at that location is discontinued and additional travel of 1/4 mile or more (from the physical address on the caller's Form 1093) is required to obtain equivalent service. For this purpose, one-sixth of a semiannual fee is refunded for each month left in the payment period. The refund is computed from the first day of that month (if the effective date of the facility discontinuance is on or before the 15th of the month) or from the first day of the next month (if the effective date is after the 15th of the month).

### **5.6.3 Reserved Number Fee**

The reserved number fee is not refundable.

## **5.7 Service Refusal or Termination**

### **5.7.1 Refusal**

A postmaster may refuse to approve caller service if the applicant submits a falsified or incomplete application for caller service; within the 2 years immediately before submitting the application, the applicant violated a standard on the use of the service; or there is substantial reason to believe that the service is to be used for activities described in [5.4.3, Unlawful Activity](#), or [5.4.4, Forwarding](#).

### **5.7.2 Termination**

A postmaster may terminate caller service if the caller or its representative falsifies the application for the service; refuses to update information on the application; violates any standard on the use of the service; conducts himself or herself in a violent, threatening, or otherwise abusive manner on postal premises; or uses it for any unlawful activity as described in [5.4.3](#). The caller is notified of the postmaster's determination to refuse or terminate service and of the appeal procedures to that determination.

### **5.7.3 Customer Appeal**

The applicant or caller may file a petition opposing the postmaster's determination to refuse or terminate service within 20 calendar days after notice, as specified in the postmaster's determination. The filing of a petition prevents the postmaster's determination from taking effect and transfers the case to the USPS Consumer Advocate. The Consumer Advocate's decision constitutes the final agency decision.

### **5.7.4 Surrendered Service**

Caller service is deemed surrendered if the caller submits a permanent change-of-address order, fails or refuses to pay the appropriate fees by the due date, or submits a written notice to discontinue service.

## 5.8 Accelerated Reply Mail (ARM)

### 5.8.1 Purpose

Accelerated reply mail (ARM) is *origin caller service* provided at a postal facility other than the one to which the caller's mail is addressed. ARM is subject to the applicable standards for caller service and the additional standards in [5.8](#).

### 5.8.2 Applicability

ARM must be obtained at an originating mail processing facility that is fully automated to process prebarcoded mail.

### 5.8.3 Barcoding

The caller's mail must meet the standards for barcoded First-Class Mail and must be certified by the mailpiece design analyst at the origin facility where ARM service is requested. The barcode on the mailpiece must represent the ZIP+4 code or the mailer's unique 5-digit ZIP Code printed on the mailpiece.

### 5.8.4 FIM A

The caller's mail must bear facing identification mark (FIM) A.

### 5.8.5 Caller Service

Caller service must also be obtained at the destinating postal facility. The address on all mailpieces to be received through ARM must be the Post Office box address assigned where destination caller service is authorized. Mailpieces that show a dual address must show only the Post Office box on the line immediately above the city, state, and ZIP Code line.

### 5.8.6 Mailer Receipt

The mailer may either pick up ARM at the origin facility caller service window or have it reshipped, through Priority Mail Express Custom Designed Service, to the destination caller service address or to another address specified by the mailer in the Custom Designed Service Agreement. To change the destination address on the Custom Designed Service Agreement, the mailer must provide a 30-day advance notice and submit an amended ARM application, completing only the "Applicant Information" and "Priority Mail Express Reship."

### 5.8.7 CMRA

An applicant who is a commercial mail receiving agent (CMRA) must also meet the applicable standards in [1.0](#), [Recipient Options](#), and [2.0](#), [Conditions of Delivery](#).

### 5.8.8 Mailer Compliance

An applicant for ARM must meet the application procedures in [5.3](#). Besides completing Form 1093, an applicant for ARM must also complete Form 8061 and submit both forms to the facility where ARM service is desired.

### 5.8.9 USPS Actions

ARM service is not provided until the USPS verifies the applicant's identity and service availability at the requested facility, and makes scheme preparations.

### 5.8.10 ARM Assignment

When the application is approved and the caller service fee received, an ARM number is assigned. A separate basic fee must be paid for each facility where ARM service is provided.



508.5.8.11

**5.8.11 Transfer**

An ARM authorization may not be transferred to another facility.

**5.8.12 Past-Due Caller Fee**

Payments for ARM service must be received at least 45 days before the applicable semiannual period. Payment of the renewal fee is due at least 45 days before the last day of the last month of the current period. Payment may be made for the next semiannual or annual period, as appropriate. If, on notice, the customer does not pay the fee by the 30th day before the end of the current payment period, the barcode sortation scheme is revised to remove the separation for the caller. Once that change is made, the caller must reapply to obtain further ARM service.

**5.8.13 Refund**

A refund is made only for future prepaid periods if a caller discontinues ARM service. No refund is made for the remaining part of the current fee period.

## 6.0 General Delivery

**6.1 Purpose**

General delivery is intended primarily as a temporary means of delivery:

- a. For transients and customers not permanently located.
- b. For customers who want Post Office box service when boxes are unavailable.

**6.2 Service Restrictions**

General delivery is normally available at only one facility under the administration of a Post Office with multiple facilities. A postmaster may authorize more than one facility to offer general delivery service in accordance with customer and operational needs. A customer may use only one such location. A postmaster may refuse or restrict general delivery:

- a. To a customer who is unable to present suitable identification.
- b. To a customer whose mail volume or service level (e.g., mail accumulation) cannot reasonably be accommodated.

**6.3 Delivery to Addressee**

A general delivery customer can be required to present suitable identification before mail is given to the customer. Prior to mailing, customers should contact the destination Post Office to determine the authorized facility or facilities and their applicable ZIP Code(s).

**6.4 Holding Mail**

Each general delivery mailpiece is held for no more than 30 days, although a shorter time period may be requested by the sender.

## 7.0 Hold For Pickup

### 7.1 Fees and Postage

#### 7.1.1 Postage Payment Methods

Hold For Pickup service is available to mailers using the “Hold For Pickup” label when postage is paid by:

- a. Click-N-Ship.
- b. Registered end-users of USPS-approved PC Postage products.
- c. Permit imprint.
- d. USPS-approved Information-Based Indicia (IBI) postage meters.
- e. A mailer's Centralized Account Processing System (CAPS) account when used in conjunction with a Package Intercept request.

#### 7.1.2 Electronic Labels

When customers privately print an electronic “Hold For Pickup” label and exchange electronic files with USPS through an approved file transfer protocol (FTP), they qualify for the electronic USPS Tracking price (see [Notice 123—Price List](#)).

### 7.2 Basic Information

#### 7.2.1 Description

Hold For Pickup service allows eligible mailpieces to be held at a designated Post Office location for pick up by a specified addressee or designee. When the mailer has provided contact information to the destination Post Office pickup location, the customer is notified by email that a package is available for pickup. This service provides the shipper with the date and time that the addressee took possession of the item. If the item has not been picked up within 5 days, the Post Office will make a second attempt to notify the addressee. The item will be returned to the sender if not picked up within 15 days.

#### 7.2.2 Basic Eligibility

[\[1-27-13\]](#) Hold For Pickup service is available with Priority Mail Express under [113](#) and [413](#). Hold For Pickup service is also available with online and commercial mailings of Priority Mail (except Critical Mail), First-Class Package Service parcels, and Parcel Select Nonpresort parcels when:

- a. Mailpieces bear the Hold For Pickup label.
- b. Mailpieces bear an Intelligent Mail package barcode encoded with a correct ZIP+4 Code, matching the address and meeting the standards in [708.5.0](#).
- c. At a minimum, one of the authorized extra services must be combined with Hold For Pickup service. If adding insurance for \$200 or less, one of the other authorized extra services must be added, which provides required tracking for the service.

#### 7.2.3 Additional Eligibility Standards

[\[1-27-13\]](#) Parcels must meet these additional physical requirements:



### 508.7.2.4

- a. The surface area of the address side of the parcel must be large enough to completely and legibly contain the delivery address, return address, postage, markings, endorsements, and extra service labels.
- b. Except as provided in [7.2.3c](#), Parcel Select Nonpresort parcels must be greater than 3/4 inch thick at the thickest point.
- c. If the mailpiece is a Parcel Select Nonpresort parcel under [401.1.0](#) and is no greater than 3/4 inch thick, the contents must be prepared in a container that is constructed of strong, rigid fiberboard or similar material or in a container that becomes rigid after the contents are enclosed and the container is secured. The parcel must be able to maintain its shape, integrity, and rigidity throughout processing and handling without collapsing into a letter-size or flat-size piece.

#### 7.2.4 Service Options

[1-27-13] The Hold For Pickup service options are:

- a. Retail option: Available at Post Office locations for Priority Mail Express at the time of mailing (see [113.4.2.5](#) and [113.4.2.4](#)).
- b. Electronic option: For Priority Mail Express commercial mailings, see [413.4.2.4](#) and [413.4.3.4](#). The electronic option is available for Priority Mail (excluding Critical Mail), First-Class Mail parcels, and Parcel Select barcoded, nonpresorted parcels. Mailers must establish an electronic link with USPS to exchange acceptance and delivery data. No mailing receipt is provided with this option. If the electronic option is requested for Hold For Pickup service for all of the pieces in the mailing and the mailing consists of pieces of identical weight, then postage may be paid by any method in [7.1.1](#), subject to the applicable standards. If the pieces are not of identical weight, then either the exact postage must be affixed to each piece or postage must be paid with permit imprint under a manifest mailing system using eVS ([705.2.9](#)).

#### 7.2.5 Ineligible Matter

[1-27-13] Hold For Pickup service is not available for the following:

- a. First-Class Mail letter-size and flat-size pieces.
- b. Critical Mail.
- c. Periodicals.
- d. Standard Mail.
- e. Standard Post
- f. Package Services.
- g. Parcel Select destination entry, NDC Presort, and ONDC presort pieces.
- h. Mailpieces with precanceled stamps.
- i. Mail addressed to APO/FPO and DPO destinations.

#### 7.2.6 Extra Services

Hold For Pickup service may be combined with:

- a. USPS Tracking.
- b. Insured mail.



- c. Signature Confirmation.
- d. Adult Signature Required and Adult Signature Restricted Delivery

### 7.3 Preparation Definitions and Instructions

[1-27-13] Except for Priority Mail Express Hold For Pickup presented at retail Post Office locations, mailers or their agents must prepare mailpieces bearing the “Hold For Pickup” label as follows:

- a. Enter mailpieces at the Priority Mail, First-Class Mail parcel, or Parcel Select Nonpresort price.
- b. Exchange electronic files with USPS through an approved file transfer protocol to notify the addressee when a parcel is available for pickup at the designated Post Office location and to notify the mailer or agent that items are available to be picked up as “return to sender.”
- c. Affix a properly formatted address label that has been approved by the National Customer Support Center (NCSC) (see [608.8.1](#) for address).
- d. In addition to the markings defined in [7.0](#), address labels on a Hold For Pickup mailpiece must contain the elements below.
  - 1. The top portion of the address label must contain the service banner in the left corner and the postage indicia aligned in the right corner.
  - 2. Centered on the line below the service banner and postage indicia, the words USPS and the applicable mail class must appear in at least 24-point type and in all capital letters. For example, “USPS PRIORITY MAIL.”
  - 3. Below the mail class marking, the word “From:” followed below by the return address of the mailer or agent must appear in at least 10-point type.
  - 4. In the center of the label, the words “HOLD FOR PICKUP” must appear in reverse print (white print on a black background) in at least 24-point type and in all capital letters
  - 5. Below the words “HOLD FOR PICKUP,” the following addressee information appears: “HOLD FOR: (Contact Required \_ ID Purposes Only).” Immediately below, the name and address for the customer (the “addressee”) must appear in at least 10-point type.
  - 6. In the center of the label immediately above the Post Office location, the words “PICKUP LOCATION” must appear in reverse print in at least 12-point type and in all capital letters.
  - 7. The lower half of the address label must contain an approved Intelligent Mail package barcode encoded with a correct ZIP+4 Code, matching the address and meeting the standards in [708.5.0](#) or an integrated barcode (which combines a confirmation service with an eligible combination) as defined in Publication 91, *Confirmation Services Technical Guide*.



## 8.0 Firm Holdout

### 8.1 Purpose

Firm holdout service allows a customer to obtain street-addressed mail from the Post Office when the customer normally receives 50 letters or more on the first delivery trip, or when the customer is a news agent or publisher's representative and receives publications that qualify for newspaper treatment.

### 8.2 Obtaining and Using Service

To obtain firm holdout service, a customer must fill out Form 3801. The form must include the signature of each employee or agent authorized to pick up the mail. There is no fee for firm holdout service. On the postmaster's approval, based on the availability of resources, the customer may pick up mail at a postal unit once each delivery day at the time and place of delivery specified by the postmaster.

### 8.3 Service Cancellation

A customer may cancel a firm holdout at any time. The postmaster may cancel firm holdout service when the mail volume falls below the 50-piece requirement on each delivery day over a 30-day period. The postmaster may also cancel the service when the mail is not picked up for 10 consecutive days and the customer does not arrange with the postmaster to hold the mail. A customer may not request restoration of the service for 1 year after its cancellation.

## 9.0 Pandering Advertisements

### 9.1 Prohibitory Order

#### 9.1.1 Initiation by Addressee

Pursuant to 39 USC 3008, an addressee who receives a solicited or unsolicited advertisement offering for sale matter that, in the addressee's sole discretion, is "erotically arousing or sexually provocative," may, by completing Form 1500, obtain a prohibitory order directing the mailer of the advertisement to refrain from making further mailings to that addressee. Using this form is not mandatory if the information that the form solicits is in a signed written statement.

#### 9.1.2 Deceased

A person entitled to receive mail addressed to a deceased person is regarded as the addressee of such mail for obtaining a prohibitory order in the name of the deceased.

#### 9.1.3 Addressed to Job Title

A person authorized to receive mail addressed to a job title (e.g., sales manager) of any business, government agency, or institution, is regarded as the addressee of such mail for obtaining a prohibitory order covering such job title.

#### 9.1.4 Apparent Authority

Any person with apparent authority to act for a business, governmental, or institutional addressee is regarded as the addressee of such organization's mail for obtaining a prohibitory order in the name of such organization.

**9.1.5 Applying for Order**

The application for prohibitory order may be submitted at any Post Office and must be accompanied by the advertisement on which the application is based, and its opened envelope or other cover or wrapper. When applying for a prohibitory order, if the addressee receives mail at more than one address, the addressee should complete an additional Form 1500 for each address.

**9.1.6 Applying for Order On Behalf of Children**

An addressee who is the parent of one or more children less than 19 years of age residing with that parent may request an order on behalf of any or all such children. If the parent of any such child determines that matter offered for sale in an advertisement addressed to the child is “erotically arousing or sexually provocative,” the parent may request issuance of an order prohibiting further mailings to such child. This order is not enforced for mailings received by such person after that person reaches 19 years of age. Such person, however, may ratify the order by giving written notice to the manager of the Prohibitory Order Processing Center (see [608.8.0](#) for address) that the order is to continue in effect for himself or herself.

**9.1.7 Effects of Prohibitory Order**

The prohibitory order forbids the mailer, his or her agents, or assigns from making further mailings to the designated addressees, effective on the 30th calendar day after the mailer’s receipt of the order; directs immediate deletion of such addressees from all mailing lists owned or controlled by the mailer, his or her agents, or assigns; and prohibits any sale, rental, exchange, or other transaction by the mailer, his or her agents, or assigns, involving mailing lists bearing the names of the designated addressees.

**9.1.8 Continuing Order With Address Change**

An addressee protected by a prohibitory order who has a permanent change of mailing address may continue the protection provided by the order by notifying the mailer of his or her change of address and desire to have the order honored for the new address. The notification must be sent by Certified Mail, return receipt requested. To enforce any violation of the order at the new address, a copy of the notification and return receipt must be submitted to the manager of the Prohibitory Order Processing Center (see [608.8.0](#) for address). Such written notification must modify the order by substituting the new address for the address designated in the original or previously modified order. An order thus modified takes effect in the same manner as the original order.

**9.1.9 Denying Application**

A prohibitory order is not issued when the application is based on any of these:

- a. The request of a person who the USPS finds does not qualify under any of the foregoing paragraphs of this section.
- b. A mailpiece that the USPS finds does not offer matter for sale.
- c. A mailpiece not originating with the person against whom the order is sought (e.g., a newspaper or magazine not mailed by the person on whose advertisement the application is based).



508.9.1.10

- d. A mailpiece received by a foreign addressee who has no regular mailing address at which mail is delivered directly by the USPS.
- e. A mailpiece sent by a mailer not subject to U.S. jurisdiction.
- f. A basis in any other way insufficient under the statute.

**9.1.10 Abandoned Applications**

An applicant for a prohibitory order or its enforcement is deemed to have abandoned the application if the applicant fails to comply, within 60 days, with any USPS request to supplement, correct, or complete the application. The USPS does not keep abandoned applications.

**9.1.11 Voiding Orders**

A prohibitory order is considered void on expiration of 5 years from the date of issuance, except that, when application for enforcing a prohibitory order is made, it is not considered void until expiration of 5 years from the last application for enforcement. USPS files on such void orders may be disposed of, if a record is kept of the disposal of each such file and the reason for the disposal.

**9.1.12 Availability of Remedies**

The fact that a name and address is on the USPS list of persons not wanting to receive sexually oriented advertisements through the mail does not limit or affect the authority of the USPS to issue a prohibitory order protecting such name and address. The issuance of a prohibitory order also does not limit or affect the authority of the USPS to list, under [10.0](#), the name and address protected by such prohibitory order.

**9.2 Taking Action Against Violations****9.2.1 Requesting Enforcement**

If a person protected by a prohibitory order who receives a mailpiece apparently in violation of such order opens the envelope or other outside cover of such piece and writes on it the identifying number of the prohibitory order (if known) and a statement indicating receipt by mail and the date of receipt (for example, "I received this mailpiece on [date]."), followed by the person's signature. The person submits the piece directly, or through a Post Office, to the Prohibitory Order Processing Center. Such submission constitutes an application for enforcing the order.

**9.2.2 Enforcement**

When the USPS finds, after appropriate administrative proceedings under prohibitory order Standard Operation Procedures (formerly Notice 241) and 39 CFR 963, that enforcement is warranted, it requests the U.S. Department of Justice to seek a court order directing compliance with the prohibitory order.

## 10.0 Sexually Oriented Advertisements

### 10.1 Basic Information for Sexually Oriented Advertisements

#### 10.1.1 Definition

39 USC 3010(d) defines *sexually oriented advertisement* as “any advertisement that depicts, in actual or simulated form, or explicitly describes, in a predominantly sexual context, human genitalia, any act of natural or unnatural sexual intercourse, any act of sadism or masochism, or any other erotic subject directly related to the foregoing.” It also provides that “material otherwise within the definition of this subsection shall be deemed not to constitute a sexually oriented advertisement if it constitutes only a small and insignificant part of the whole of a single catalog, book, periodical, or other work the remainder of which is not primarily devoted to sexual matters.”

#### 10.1.2 Legal Means

Section 3010 of Title 39 USC provides members of the public with a means to protect themselves and their minor children from receiving unsolicited sexually oriented advertisements through the mail. This section permits any person served by the USPS to file with the USPS a statement that he or she does not want to receive such advertisements through the mail. Any mailer who sends that person an unsolicited sexually oriented advertisement more than 30 days after the date when the USPS adds that person's name to its reference list of those who want this protection may be subject to civil and criminal sanctions, under 39 USC 3011 and in 18 USC 1735-37.

#### 10.1.3 Mailer Responsibility

The responsibility for ensuring that no unsolicited sexually oriented advertisement is sent through the mail to any person in violation of section 3010 is placed by that section on the mailer of such advertisements. No USPS regulations may be used to place this responsibility on the USPS.

#### 10.1.4 Complying With Law

A person who mails sexually oriented advertisements only to persons who request to receive them does not violate the statute or regulations, if otherwise in compliance with the law whether buying and using the USPS list.

### 10.2 Applying for Listing

#### 10.2.1 USPS Form

A person may invoke the protection of section 3010 by completing and filing, with any postmaster or designated USPS representative, Form 1500, available at Post Offices.

#### 10.2.2 Authorized Filers

A person may file in his or her own behalf and in behalf of any of that person's children under the age of 19 years who reside with that person or are under his or her care, custody, or supervision. An authorized officer, agent, fiduciary, surviving spouse, or other representative, may file in behalf of a corporation, firm, association, estate, or deceased or incompetent addressee.



508.10.2.3

### **10.2.3 Five-Year Retention on List**

A person's name and address are kept on the list for 5 years, unless a request for revocation is filed sooner by that person. A person must file a new application at the end of the 5-year period to keep his or her name on the list. The names and addresses of minor children are removed from the list after the 5-year period or when they reach 19 years of age, whichever comes first. A minor must file an original application in his or her own behalf if the minor wants his or her name to remain on the list after reaching 19 years of age.

### **10.2.4 Applications for Different Addresses**

The filing of a single application results in the listing of a single address for the person filing. A person who moves must file a new Form 1500 to receive the protection of section 3010 at his or her new address. Form 3575 may not be used for this purpose.

### **10.2.5 Using Listed Addresses**

It is not a violation of section 3010 to mail a sexually oriented advertisement to a person at an address other than that which is shown for that person on the list. It is a violation to mail such an advertisement to that person at the address shown for that person even though he or she has moved from that address.

## **10.3 Requesting Removal From List**

### **10.3.1 Removal**

A person, at any time, may request the removal of his or her name and address, or that of one or more of his or her minor children, from the list by notifying the manager of the Pricing and Classification Service Center (see [608.8.0](#) for address).

### **10.3.2 Receipt After Removal**

It is not evidence of a violation of section 3010 if a person (or that person's minor child) receives a sexually oriented advertisement in the mail on or after the date he or she requests the removal of his or her name from the list or his or her minor child's name.

## **10.4 Availability of USPS Lists**

### **10.4.1 General**

Copies of the list and/or periodic amendments to the list are available to any person paying the annual service fee. The list is provided on a CD-ROM. Information about or requests for the list must be submitted to the manager of the Pricing and Classification Service Center (see [608.8.0](#) for address). A certified or cashier's check made payable to the USPS must be received in payment before the list is provided to the buyer. More information on CD-ROM format can be obtained from the manager.

### **10.4.2 Annual Service Fee**

The annual service fee is determined by dividing the number of buyers for the previous calendar year into the total cost to the USPS of compiling, processing, printing, and distributing the list.

### 10.4.3 Using Lists

This list may be used by a mailer only to protect persons whose names appear on it from receiving unwanted sexually oriented advertisements through the mail. No person, including a subscriber to the list, may use the list for any other purpose, and no person may sell, lease, rent, lend, exchange, or license another to use this list for any other purpose, including its use by another to remove names from a list of persons to whom sexually oriented advertisements are to be sent. No person may use the list or a copy of the list for preparing mailings or other lists for sale, lease, rent, loan, exchange, or use by another. Violators are subject to criminal prosecution.

## 10.5 Envelope Marking

Section 3010(a) authorizes and directs the USPS to provide a mark or notice that must be placed on the envelope or cover of any sexually oriented advertisement sent through the mail, with the sender's name and address. The following provisions implement this authority and direction:

- a. Any person who mails or causes to be mailed any sexually oriented advertisement must place in the upper left corner of the exterior face of the mailpiece, whereon appear the address designation and postmarks, postage stamps, or indicia thereof, the sender's name and address. In the right portion below the postage stamp, or indicia thereof, and above the addressee designation, there must be placed "Sexually Oriented Ad." The words "Sexually Oriented Ad," however, need not be placed on the exterior envelope or cover of a mailpiece containing such an advertisement, if the contents of the mailpiece are enclosed in a sealed envelope or cover, inside the exterior envelope or cover, and the sealed envelope or cover bears conspicuously the words "Sexually Oriented Ad."
- b. The name and address of the sender and the required legend, if it is placed on the exterior face of the mailpiece, must be printed in a type size no smaller than that used for any other word on the envelope or other cover, and never smaller than 12-point type. Such type must be no less conspicuous than the boldest type used to print other words on the exterior face of the mailpiece.
- c. The contrast between the background and printing of the sender's name and address and the contrast between the background and the printing of the required notice must be no less than the contrast between the background and printing of any other word on the envelope or other wrapper.
- d. A clear space no less than 1/4 inch wide must surround the sender's name and address and the required notice, separating each from any other matter on the same envelope or cover.

## 10.6 Violations

This is a partial list of conduct that may violate 39 USC 3010 or 18 USC 1735:

- a. The mailing of a sexually oriented advertisement in an envelope or other wrapper that does not bear the name and address of the sender and the legend "Sexually Oriented Ad," under [10.5](#).
- b. The mailing directly or indirectly of a sexually oriented advertisement to a person whose name and address are on the list for more than 30 days.



508.10.7

- c. The sale, loan, lease, or licensing of the use of the list or a copy thereof in whole or in part.
- d. The use of the list or a copy of it in whole or in part for any purpose other than to ensure that no mailings of sexually oriented advertisements are made to persons on the list.

### **10.7 Reporting Unsolicited Advertisements**

#### **10.7.1 Submitting a Report**

Anyone who wants to report receipt of an unsolicited sexually oriented advertisement after an addressee's name and address are on the list for more than 30 days should submit to any postmaster, or directly to the Pricing and Classification Service Center manager, the entire mailpiece, including the envelope or other wrapper. The piece must have been opened by the addressee. When submitting the piece, the addressee must endorse the envelope or other wrapper and also the inside contents in substance as follows: "I received this mailpiece on [date]," and sign the statement. If received by the postmaster, the piece must be forwarded promptly to the Pricing and Classification Service Center (PCSC). The PCSC then forwards the piece to the appropriate Inspection Service Field Division Office.

#### **10.7.2 Verifying Inclusion on List**

A customer wanting to verify inclusion on the list should write to the Pricing and Classification Service Center (PCSC) (see [608.8.0](#) for address).



## 509 Other Services

### Overview

- [1.0 Address Information System Services](#)
- [2.0 Nonpostal Services](#)

## 1.0 Address Information System Services

### 1.1 General Information

Address Management provides services that enable customers to manage the quality of their mailing lists while maximizing the Postal Service's ability to efficiently deliver mail. These services are described in 1.2 through 1.38. Additional information on these services can be found on RIBBS at [ribbs.usps.gov](http://ribbs.usps.gov) or by calling the National Customer Support Center (see [608.8.0](#) for address) at 800-238-3150. See [Notice 123—Price List](#).

### 1.2 Address Element Correction

Address Element Correction (AEC) service identifies and corrects bad or incomplete addresses using enhanced computer logic.

### 1.3 Address Matching System Application Program Interface

Address Matching System Application Program Interface (AMS API) is a core set of compiled address-matching software instructions available, for a set fee, to developers to incorporate into their software so that address lists can be updated with address data from the following databases, which are integrated into the AMS-API: City State, ZIP + 4, Five-Digit ZIP, eLOT, DPV, and LACS<sup>Link</sup>. The following services require payment of separate additional fees:

- a. Installing the AMS-API on multiple computers for its own use.
- b. Reselling its address-matching software.
- c. Obtaining computer software instructions that permit the API to access the RDI data when licensed separately.
- d. Reselling RDI-API.

### 1.4 Advance Notification and Tracking System

The Advance Notification and Tracking System provide mailers with delivery performance reports and data for qualified Standard Mail and Periodicals mailings with specific in-home delivery windows.

### 1.5 AEC II Service

AEC II Service sends addresses with errors that cannot be resolved through other Address Management services to the field for resolution based on knowledge of delivery personnel. The mailer is provided with the correct address or with information that the address is not a recognized deliverable address.



### **1.6 Address Information Service Viewer**

The Address Information Service (AIS) Viewer is an interactive CD-ROM that provides the ability to retrieve, view, and print accurate and current ZIP Code information for all 50 states on demand, eliminating hardcopy reports.

### **1.7 Carrier Route Information System**

The Carrier Route Information System (CRIS) service provides reference information needed to apply carrier route codes to addresses. Copying is allowed for an additional fee.

### **1.8 CASS Certification**

CASS evaluates and certifies the accuracy of address-matching software that applies ZIP + 4, DPV, LACS<sup>Link</sup>, Carrier Route Information System (CRIS), DSF2, eLOT, RDI, and Five-Digit ZIP. The Postal Service certifies software meeting its standards until the expiration of the applicable CASS cycle. Software must be re-certified for each CASS cycle. Ordinarily, a CASS testing cycle extends from August 1 through July 31 of the next year, and permits software use until the following July 31.

### **1.9 Change-of-Address Information for Election Boards and Registration Commissions**

Change-of-Address Information for Election Boards and Registration Commissions service provides election boards and voter registration commissions with the current address of a resident addressee, if known to the Postal Service.

### **1.10 City State**

The City State service is a comprehensive ZIP Code list associated with the appropriate city, county, and Post Office names. Copying is allowed for an additional fee.

### **1.11 Computerized Delivery Sequence (CDS)**

CDS service provides and updates delivery sequence address information by carrier route for qualified mailers. The CDS No Stat service provides and updates nondelivery address information about new construction and rural route vacancies by carrier route for qualified mailers.

### **1.12 Delivery Statistics**

Delivery statistics for all city carrier routes, rural routes, highway contract routes, general delivery units, and Post Office Box sections may be obtained from the Delivery Statistics File or through alternate processes as follows:

- a. The Delivery Statistics File database is available on CD-ROM or cartridge for the entire nation. Information by states also is available on CD-ROM. The information is updated monthly through transaction files and can be ordered either with a single base file in the initial shipment or with a base file provided bimonthly. For information on charges and an order form, call 1-800-238-3150. To order the products, send a written request and appropriate payment to the USPS Delivery Statistics File, National Customer Support Center (see [608.8.0](#) for address). Copying is allowed for an additional fee.

- b. The Address Information System (AIS) viewer is an interactive CD-ROM that provides delivery statistics retrieval, and other AIS products, that is updated monthly. The AIS Viewer can be obtained by contacting the National Customer Support Center as provided in 1.1, or by sending appropriate payment with the completed order form, available on the USPS.com website at <http://www.usps.com/ncsc>, as directed on the form.
- c. Delivery statistics may be acquired directly from the Simplified Mailing Process website. This interactive website provides delivery statistics to mailers in accordance with the search functions selected, and is updated monthly. The Simplified Mailing Process website can be accessed through the RIBBS website at <http://ribbs.usps.gov>.

**1.13 Delivery Type**

The Delivery Type service provides a file that indicates the type of deliveries (i.e., P.O. Box, street, unique, military, and general deliveries) made within each 5-digit ZIP Code area in the United States. Copying is allowed for an additional fee.

**1.14 Delivery Point Validation**

The Delivery Point Validation (DPV) service in conjunction with CASS-Certified address matching software validates delivery points. Unlimited sublicensing is allowed by software developers without further payment.

**1.15 DSF2 Service**

The DSF2 service is used to check mailing address accuracy, identify address types, and obtain walk sequence statistics. The DSF2 database is the most complete Postal Service address database available, containing every deliverable mailing address in the United States, and is used to verify that address lists are correct and complete, identify business versus residential addresses, recognize commercial mail receiving agencies, provide walk sequence numbers and postal codes, identify seasonal addresses, detect addresses vacant for over 90 days, and categorize addresses by delivery type, e.g., curb, door slot, box, etc. DSF2 processing includes address standardization that may be used to apply for CASS qualification.

**1.16 eLine-Of-Travel Service**

eLine-of-Travel (eLOT) service gives mailers the ability to sort their mailings in approximate carrier-casing line-of-travel sequence. Copying is allowed for an additional fee.

**1.17 Five-Digit ZIP**

The Five-Digit ZIP service provides detailed street data for multi-coded cities (i.e., cities that have more than one 5-digit ZIP Code), so that the proper ZIP Code can be identified. Copying is allowed for an additional fee.

**1.18 Labeling Lists**

Labeling Lists contain destination ZIP Codes with the corresponding Postal Service facility destination information.

**1.19 LACSLink**

LACSLink service provides mailers an automated method of obtaining new addresses when rural-style addresses are converted to street-style addresses. The three types of licenses are listed in 1.19.1 through 1.19.3.



### **1.19.1 Interface Developer**

Interface Developer service grants the right to develop an interface between address-matching software and the LACS<sup>Link</sup> database service.

### **1.19.2 Interface Distributor**

Interface Distributor service grants the right to sublicense the interface and the LACS<sup>Link</sup> database service to third parties.

### **1.19.3 End User**

End User service grants the right to obtain the LACS<sup>Link</sup> database service directly from the Postal Service for use in updating mailing lists.

## **1.20 MAC Batch System Certification**

The MAC Batch System Certification service evaluates and certifies that manifest/presort mailing products accurately list and calculate postage for presorted non-identical piece mailings consistent with DMM, IMM, and manifest mailing system processing standards. Software is certified until the expiration of the applicable MAC Batch System cycle.

## **1.21 MAC Gold System Certification**

The MAC Gold System Certification service evaluates and certifies that manifest mailing systems (software, weigh scales, and label printers) accurately list and calculate postage for nonidentical piece mailings consistent with DMM, IMM, and manifest mailing system itemized pricing standards. Software is certified until the expiration of the applicable MAC Gold System cycle.

## **1.22 MAC System Certification**

The MAC System Certification service evaluates and certifies that manifest mailing software accurately lists and calculates postage for nonidentical piece mailings consistent with DMM, IMM, and manifest mailing system standards, until the expiration of the applicable MAC System cycle.

## **1.23 MASS Certification**

MASS (Multiline Accuracy Support System) Certification service provides certification for multiline optical character readers, remote video encoding, local video encoding, and encoding stations ("equipment"). The MASS certification process is designed to evaluate the ability of the equipment to process address information using CASS-Certified software, and apply an accurate delivery point barcode to a mailpiece. The Postal Service separately certifies the equipment for a manufacturer and the user. Certified equipment can be used until the expiration of the applicable MASS cycle. Ordinarily, a MASS testing cycle extends from August 1st through July 31st of the next year, and permits use until the following July 31st.

## **1.24 NCOA<sup>Link</sup>**

The NCOA<sup>Link</sup> service makes change-of-address information for moves available to mailers. The Postal Service tests the systems under the Developer, Full Service Provider, Limited Service Provider, End User, and Mail Processing Equipment licenses to ensure that they meet Postal Service performance requirements. The six types of licenses are listed in 1.26.1 through 1.26.6.

**1.24.1 NCOA<sup>Link</sup> Interface Developer**

NCOA<sup>Link</sup> Interface Developer service grants the right to develop a software interface between address-matching software and the NCOA<sup>Link</sup> service database.

**1.24.2 NCOA<sup>Link</sup> Interface Distributor**

NCOA<sup>Link</sup> Interface Distributor service grants the right to unlimited sublicensing of software interfaces developed pursuant to an NCOA<sup>Link</sup> Interface Developer License.

**1.24.3 NCOA<sup>Link</sup> Full Service Provider (FSP)**

NCOA<sup>Link</sup> FSP service grants the right to perform address list updating services for both the licensee and third party mailers using 48 months of change-of-address data. Postal Service database services such as DPV and LACS<sup>Link</sup> are included.

**1.24.4 NCOA<sup>Link</sup> Limited Service Provider (LSP)**

NCOA<sup>Link</sup> LSP service grants the right to perform address list updating services for third-party mailers, as well as for the licensee's own mail using 18 months of change-of-address data.

**1.24.5 NCOA<sup>Link</sup> End User Mailer**

NCOA<sup>Link</sup> End User Mailer service grants a mailer the right to perform address list updating for its own mail using 18 months of change-of-address data.

**1.24.6 NCOA<sup>Link</sup> Mail Processing Equipment**

NCOA<sup>Link</sup> Mail Processing Equipment service grants a mailer the right to either perform address updating directly onto its mailpieces using 18 months of change-of-address data and a MLOCR or to create an electronic file for address updating using other mail processing equipment.

**1.25 NCOA<sup>Link</sup> — ANK<sup>Link</sup> Service Option**

ANK<sup>Link</sup> provides an option for NCOA<sup>Link</sup> LSP and End User Mailer licensees to acquire an additional 30 months of change-of-address information. ANK<sup>Link</sup> informs mailers that a customer has moved, along with the move effective date. It does not provide the new address.

**1.26 Official National Zone Charts**

The Official National Zone Charts identify the appropriate distance code assigned to each originating and destination pairing for every ZIP Code in the nation.

**1.27 Periodicals Accuracy, Grading, and Evaluation System Certification**

The Periodicals Accuracy, Grading, and Evaluation (PAGE) system evaluates and certifies the accuracy of publication and print planning (PPP) software that calculates virtual copy weight and the percentage of advertising consistent with Periodicals computation standards, and certifies users of PPP software who demonstrate knowledge of the software for Periodicals mailings based on DMM standards and applicable USPS Customer Support Rulings. Software and users are certified until the expiration of the applicable PAGE cycle.



509.1.28

**1.28 PAVE System Certification**

The PAVE (presort accuracy validation evaluation) system evaluates and certifies the accuracy of presort software that sorts mailing lists consistent with DMM mail preparation standards. Software is certified until the expiration of the applicable PAVE cycle.

**1.29 RDI Service**

The RDI service verifies whether a delivery type is classified as residential or business.

**1.30 Topological Integrated Geographic Encoding and Referencing**

Topological Integrated Geographic Encoding and Referencing (TIGER/ZIP+4) service is a bridge file that allows mailers to access other information using the ZIP+4 codes they already have associated with their addresses. This file offers demographers and market researchers a method to relate ZIP+4 coded address lists to U. S. Census Bureau demographic data.

**1.31 Z4CHANGE**

The Z4CHANGE service provides the information necessary to facilitate frequent and cost-effective updating of very large computerized mailing lists for automation compatibility and improved deliverability. Copying is allowed for an additional fee.

**1.32 Z4INFO**

Z4INFO is an add-on utility to the ZIP+4 service that can be integrated into address-matching software to improve address quality. There is no charge for this service.

**1.33 ZIP+4 Service**

The ZIP+4 service is the base reference that can be used to assign the correct ZIP+4 code associated with a physical address. Copying is allowed for an additional fee.

**1.34 ZIPMove**

The ZIPMove data file assists address-matching software in providing up-to-date, accurate ZIP+4 codes.

**1.35 ZIP Code Sortation of Address Lists**

ZIP Code Sortation of Address Lists service provides sortation of addresses to the finest possible ZIP Code level.

**1.36 99 Percent Accurate Method**

The 99 Percent Accurate Method provides testing of mailers' address lists to determine whether they are at least 99 percent accurate.

## 2.0 Nonpostal Services

**2.1 Bird Hunting Stamps**

Migratory bird hunting and conservation stamps ("bird stamps") are required by federal law for the hunting of migratory birds, such as ducks and geese. As a public convenience, these stamps are sold at all Post Offices in CAGs A through J and,

based on demand, at designated offices in CAGs K and L. These Post Offices act as agents of the federal government for this function. Migratory bird stamps are nonredeemable and all sales are final.

**2.2 U.S. Savings Stamps**

Post offices no longer redeem U.S. savings stamps posted in albums, previously acceptable as postal funds. Customers should contact a Federal Reserve Bank or branch, or mail albums at their own risk to the Bureau of the Public Debt, U.S. Department of the Treasury.

**2.3 U.S. Savings Bonds**

The USPS discontinued over-the-counter sales of U.S. savings bonds on March 26, 1977, at the request of the Treasury Department. Inquiries should be made to local financial institutions or the Treasury Department.

**2.4 Postal Savings**

The Postal Savings System was discontinued by Public Law 89-377, approved March 28, 1966. The effective date for closing the system was April 27, 1966. The final expiration date was July 13, 1985, for inquiries that could lead to recovery of money invested in Postal Savings Accounts and/or Postal Savings Certificates.





# 600

## **Basic Standards For All Mailing Services**

- 601 Mailability**
- 602 Addressing**
- 604 Postage Payment Methods**
- 607 Mailer Compliance and  
Appeals of Classification  
Decisions**
- 608 Postal Information and  
Resources**
- 609 Filing Indemnity Claims for  
Loss or Damage**



## 600

### Basic Standards For All Mailing Services

#### TOPICS

- 601 Mailability
- 602 Addressing
- 604 Postage Payment  
Methods
- 607 Mailer Compliance and  
Appeals of  
Classification Decisions
- 608 Postal Information and  
Resources
- 609 Filing Indemnity Claims  
for Loss or Damage

## 601

### Mailability

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#### 1.0 General Standards

- 1.1 Determining Mail Processing  
Categories
- 1.2 Minimum Dimensions
- 1.3 Maximum Dimensions and Weight
- 1.4 Length and Height
- 1.5 Nonmailable and  
Nonmachinable Placement of  
Address
- 1.6 General Mailability and  
Right of Refusal
- 1.7 Mailer's Responsibility

#### 2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle  
("Facing")
- 2.3 Preparing Bundles of Letters
- 2.4 Exception to Bundle Preparation—  
Full Trays
- 2.5 Securing Bundles of Flats
- 2.6 Address Visibility for Flats and  
Parcels
- 2.7 Counterstacking Flats or Parcels in  
Bundles
- 2.8 Preparing Bundles in Sacks
- 2.9 Preparing Bundles on Pallets
- 2.10 Additional Standards for Unsacked  
Bundles Entered at DDU Facilities
- 2.11 Pieces with Simplified Address
- 2.12 Bundles with Fewer Than the  
Minimum Number of Pieces  
Required
- 2.13 Labeling Bundles
- 2.14 Identifying Carrier Route Information
- 2.15 Facing Slips—Carrier Route  
Bundles

#### 3.0 Packaging

- 3.1 General
- 3.2 Stationery
- 3.3 Odd-Shaped Items in  
Paper Envelopes
- 3.4 Liquids
- 3.5 Aerosols
- 3.6 Perishable, Hazardous, and  
Restricted Items
- 3.7 High-Density Items
- 3.8 Load Type
- 3.9 General Cushioning Standards

- 3.10 Tape and Tape Size
- 3.11 Adhesive
- 3.12 Banding
- 3.13 Staples and Steel Stitching

#### 4.0 Acceptable Mailing Containers

- 4.1 Envelopes
- 4.2 Boxes
- 4.3 Fiberboard Tubes  
and Similar Long Containers
- 4.4 Paper Bags and Wraps
- 4.5 Plastic Bags
- 4.6 Plastic Film
- 4.7 Cloth Bags
- 4.8 Difficult Load
- 4.9 Bales
- 4.10 Cans and Drums

#### 5.0 Handling, Content, and Extra Service Markings

- 5.1 Handling, Content, and  
Extra Service
- 5.2 Method

#### 6.0 Mailing Containers—Special Types of Envelopes and Packaging

- 6.1 Priority Mail Express and  
Priority Mail Packaging
- 6.2 Critical Mail Envelopes
- 6.3 Green Diamond Border Envelope
- 6.4 Window Envelope
- 6.5 Reusable Mailpiece
- 6.6 Alternative Reusable Mailpieces That  
Originate as Permit Imprint Mailings

#### 7.0 Packaging Standards for Mail Processed at Network Distribution Centers

- 7.1 High-Density Items
- 7.2 Books
- 7.3 Soft Goods
- 7.4 Sound Recordings
- 7.5 Magnetic Tapes

#### 8.0 Nonmailable and Restricted Articles and Substances Generally

- 8.1 Nonmailable Matter—General
- 8.2 Basic Premise
- 8.3 Other Nonmailable Matter
- 8.4 Restricted Matter—General
- 8.5 Harmful Matter—General
- 8.6 Hazardous Materials
- 8.7 Marking of Restricted Articles  
or Substances

## 600

### Basic Standards For All Mailing Services

- 8.8 Mailer Responsibility
- 8.9 Statutory System
- 8.10 Other Laws and Regulations
- 8.11 Refusal of Nonmailable Matter
- 8.12 Authorizing Mailability
- 8.13 Protecting Employees
- 8.14 Applicability to Military Postal System

#### 9.0 Perishables

- 9.1 Time Factor
- 9.2 Preparation of Perishables
- 9.3 Live Animals
- 9.4 Dead Wild Animals
- 9.5 Furs, Hides, Skins, And Pelts
- 9.6 Mailing Plants
- 9.7 Nonmailable Plant Pests, Injurious Animals, and Illegally Taken Fish or Wildlife

#### 10.0 Hazardous Materials

- 10.1 Definitions
- 10.2 U.S. Department of Transportation Regulations of Hazardous Material
- 10.3 USPS Standards for Hazardous Material
- 10.4 Hazard Class
- 10.5 Mailer Responsibility for Mailing Hazardous Materials
- 10.6 Mailability Rulings for Hazardous Materials
- 10.7 Warning Labels for Hazardous Materials
- 10.8 Package Markings for Hazardous Materials
- 10.9 Shipping Papers for Hazardous Materials
- 10.10 Air Transportation Prohibitions for Hazardous Materials
- 10.11 Explosives (Hazard Class 1)
- 10.12 Gases (Hazard Class 2)
- 10.13 Flammable and Combustible Liquids (Hazard Class 3)
- 10.14 Flammable Solids (Hazard Class 4)
- 10.15 Oxidizing Substances, Organic Peroxides (Hazard Class 5)
- 10.16 Toxic Substances (Hazard Class 6, Division 6.1)
- 10.17 Infectious Substances (Hazard Class 6, Division 6.2)
- 10.18 Radioactive Materials (Hazard Class 7)

- 10.19 Corrosives (Hazard Class 8)
- 10.20 Miscellaneous Hazardous Materials (Hazard Class 9)
- 10.21 Other Regulated Materials—Magnetized Materials

#### 11.0 Cigarettes and Smokeless Tobacco

- 11.1 Definitions
- 11.2 Nonmailability
- 11.3 Mailability Exceptions
- 11.4 Mailing Within Noncontiguous States
- 11.5 Exception for Business/Regulatory Purposes
- 11.6 Exception for Certain Individuals
- 11.7 Consumer Testing Exception
- 11.8 Public Health Exception

#### 12.0 Other Restricted and Nonmailable Matter

- 12.1 Firearms
- 12.2 Rifles and Shotguns
- 12.3 Legal Opinions on Mailing Firearms
- 12.4 Replica or Inert Explosive Devices
- 12.5 Knives and Sharp Instruments
- 12.6 Prohibited Parcel Marking
- 12.7 Intoxicating Liquor
- 12.8 Matter Emitting Obnoxious Odor
- 12.9 Liquids and Powders
- 12.10 Motor Vehicle Master Keys and Locksmithing Devices
- 12.11 Drugs
- 12.12 Drug Paraphernalia
- 12.13 Household Substance
- 12.14 Pesticide
- 12.15 Fragrance Advertising Sample
- 12.16 Compliance Certificate
- 12.17 Battery-Powered Devices
- 12.18 Abortive and Contraceptive Devices
- 12.19 Building Construction Material
- 12.20 Prohibition on Sharp Instruments Intended for Use in an Animal Fighting Venture
- 12.21 Mail Weighing More Than 13 Ounces

#### 13.0 Written, Printed, and Graphic Matter Generally

- 13.1 Solicitations in Guise of Bills, Invoices, or Statements of Account (39 USC 3001(D); 39 USC 3005)

## 600

### Basic Standards For All Mailing Services

- 13.2 Solicitations Deceptively Implying Federal Connection, Approval, or Endorsement (39 USC 3001(H) and 3001(I); 39USC3005)
- 13.3 Lottery Matter (18 USC 1302)
- 13.4 Advertising Matter
- 13.5 Other Nonmailable Matter
- 13.6 Sweepstakes Matter (39 USC § 3001(K)(3)(A))
- 13.7 Skill Contests (39 USC 3001(K)(3)(B))
- 13.8 Facsimile Check (39 USC § 3001(K)(3)(C))
- 13.9 Exclusions and Disclosures (39 USC §§ 3001(K)(4) & 3001(K)(5))
- 13.10 Removal of Names from Mailing Lists (39 USC § 3001(L))
- 13.11 Unauthorized Decisions by Postmasters
- 13.12 Refusal Due to Improper Preparation

## 602

### Addressing

#### 1.0 Elements of Addressing

- 1.1 Clear Space
- 1.2 Delivery Address
- 1.3 Address Elements
- 1.4 Complete Addresses
- 1.5 Return Addresses
- 1.6 Ancillary Services
- 1.7 Attachment of Different Class
- 1.8 ZIP Codes
- 1.9 Additional Addressing Standards by Class

#### 2.0 Restrictions

- 2.1 Dual Address
- 2.2 More Than One Post Office
- 2.3 Mail Addressed to CMRAs

#### 3.0 Use of Alternative Addressing

- 3.1 General Information
- 3.2 Simplified Address
- 3.3 Occupant Address
- 3.4 Exceptional Address

#### 4.0 Detached Address Labels (DALs) and Detached Marketing Labels (DMLs)

- 4.1 DAL and DML Use
- 4.2 Label Preparation

- 4.3 Mail Preparation
- 4.4 Disposition of Excess or Undeliverable Material
- 4.5 Postage

#### 5.0 Move Update Standards

- 5.1 Basic Standards
- 5.2 USPS-Approved Methods
- 5.3 Mailer Certification

#### 6.0 ZIP Code Accuracy Standards

- 6.1 Basic Standards
- 6.2 USPS-Approved Methods
- 6.3 Mailer Certification

#### 7.0 Carrier Route Accuracy Standard

- 7.1 Basic Standards
- 7.2 Exception
- 7.3 USPS-Approved Methods
- 7.4 Mailer Certification

## 604

### Postage Payment Methods

#### 1.0 Stamps

- 1.1 Postage Stamp Denominations
- 1.2 Postage Stamps Valid for Use
- 1.3 Postage Stamps Invalid for Use
- 1.4 Imitations of Stamps
- 1.5 Imitations of Markings
- 1.6 Stamp Reproduction
- 1.7 Position of Stamp on Mailpiece
- 1.8 Reuse of Stamps
- 1.9 Perforating Stamps
- 1.10 Additional Standards for Forever Stamps
- 1.11 Additional Standards for Semipostal Stamps
- 1.12 Paying for Stamps
- 1.13 Seals and Stickers

#### 2.0 Stamped Stationery

- 2.1 Plain Stamped Envelope
- 2.2 Personalized Stamped Envelopes
- 2.3 Other Stationery
- 2.4 Stamp Fulfillment Service

#### 3.0 Precanceled Stamps

- 3.1 General Information
- 3.2 Permit to Use Precanceled Stamps
- 3.3 USPS Precanceled Stamps
- 3.4 Precancellation of Stamps by Mailer
- 3.5 Stamp Collectors

600

## **Basic Standards For All Mailing Services**

3.6 Using High Value Stamps

### **4.0 Postage Meters and PC Postage Products (“Postage Evidencing Systems”)**

- 4.1 Basic Information
- 4.2 Authorization to Use Postage Evidencing Systems
- 4.3 Postage Payment
- 4.4 Shortpaid and Unpaid Information-Based Indicia (IBI)
- 4.5 Special Indicia
- 4.6 Mailings
- 4.7 Authorization to Produce and Distribute Postage Evidencing Systems

### **5.0 Permit Imprint (Indicia)**

- 5.1 General Standards
- 5.2 Suspension and Revocation
- 5.3 Indicia Design, Placement, and Content
- 5.4 Picture Permit Imprint Indicia

### **6.0 Payment of Postage**

- 6.1 Basic Standards
- 6.2 Unpaid Mailable Matter for Private Delivery
- 6.3 Payment for Postage Due Mail
- 6.4 Advance Deposit Account
- 6.5 Annual Accounting Fee for Extra Services

### **7.0 Computing Postage**

- 7.1 General Standards

### **8.0 Insufficient or Omitted Postage**

- 8.1 Insufficient Postage
- 8.2 Omitted Postage
- 8.3 Mailable Matter Without Postage in or on Mail Receptacles

### **9.0 Exchanges and Refunds**

- 9.1 Stamp Exchanges
- 9.2 Postage and Fee Refunds
- 9.3 Refunds for Postage Evidencing Systems
- 9.4 Value Added Refunds
- 9.5 Priority Mail Express Postage Refund

### **10.0 Revenue Deficiency**

- 10.1 General
- 10.2 Nonprofit Standard Mail

607

## **Mailer Compliance and Appeals of Classification Decisions**

---

### **1.0 Mailer Compliance With Mailing Standards**

- 1.1 Mailer Responsibility
- 1.2 Postage Payment
- 1.3 Request for Exception to Standards

### **2.0 Rulings on Mailing Standards**

- 2.1 Local Decision
- 2.2 Expedited Oral Decision
- 2.3 Classification While Appeal Pending
- 2.4 Decisions on National Rulings
- 2.5 PCSC Decision
- 2.6 Corresponding Standards

608

## **Postal Information and Resources**

---

### **1.0 About the Domestic Mail Manual**

- 1.1 Content of the DMM
- 1.2 Copies of the DMM
- 1.3 Revisions to the DMM
- 1.4 Terms in the DMM

### **2.0 Domestic Mail**

- 2.1 Definition of “Domestic”
- 2.2 Mail Treated as Domestic
- 2.3 International Mail
- 2.4 Customs Forms Required
- 2.5 Foreign Trade Regulations—U.S. Department of Commerce, U.S. Bureau of the Census

### **3.0 Post Offices and Holidays**

- 3.1 Management of Post Offices
- 3.2 Holiday Service

### **4.0 Philatelic (Stamp Collecting) Services**

- 4.1 Basic Standards
- 4.2 Special Cancellations

### **5.0 Private Express Statutes**

- 5.1 Private Express Statutes

### **6.0 Complaints and Postal Law Violations**

- 6.1 Consumer Complaints and Inquiries
- 6.2 Postal Law Violations

## **600 Basic Standards For All Mailing Services**

### **7.0 Trademarks and Copyrights of the USPS**

- 7.1 Use of USPS Trademarks
- 7.2 Common Law Marks or USPS Marks  
with Pending Trademark  
Applications
- 7.3 Inquiries about USPS Trademarks  
and Copyrights

### **8.0 USPS Contact Information**

- 8.1 Postal Service
- 8.2 Federal Agencies
- 8.3 Other Agencies
- 8.4 PCSC and District Business Mail  
Entry Offices Contact Information

- 6.2 Appealing a Claim Decision
- 6.3 Final USPS Decision of Claims

## **609 Filing Indemnity Claims for Loss or Damage**

.....

### **1.0 General Filing Instructions**

- 1.1 Extra Services With Indemnity
- 1.2 Bulk Insured Claims
- 1.3 Who May File
- 1.4 When to File
- 1.5 Where to File
- 1.6 How to File
- 1.7 Filing Duplicate Claims

### **2.0 Providing Proof of Loss or Damage**

- 2.1 Missing Contents
- 2.2 Proof of Damage

### **3.0 Providing Evidence of Insurance and Value**

- 3.1 Evidence of Insurance
- 3.2 Evidence of Value

### **4.0 Claims**

- 4.1 Payable Claim
- 4.2 Payable Priority Mail Express Claim
- 4.3 Nonpayable Claims

### **5.0 Compensation**

- 5.1 Payment Limit
- 5.2 Depreciation
- 5.3 Insufficient Fee
- 5.4 Loss or Total Damage
- 5.5 Dual Claim
- 5.6 Incompetent or Deceased
- 5.7 Recovered Article

### **6.0 Adjudication of Claims**

- 6.1 Initial Adjudication of Claims





## **600 Basic Standards For All Mailing Services**

- 601 Mailability
- 602 Addressing
- 604 Postage Payment Methods
- 607 Mailer Compliance and Appeals of Classification  
Decisions
- 608 Postal Information and Resources
- 609 Filing Indemnity Claims for Loss or Damage





# 601 Mailability

## Overview

- [1.0 General Standards](#)
- [2.0 Bundles](#)
- [3.0 Packaging](#)
- [4.0 Acceptable Mailing Containers](#)
- [5.0 Handling, Content, and Extra Service Markings](#)
- [6.0 Mailing Containers—Special Types of Envelopes and Packaging](#)
- [7.0 Packaging Standards for Mail Processed at Network Distribution Centers](#)
- [8.0 Nonmailable and Restricted Articles and Substances Generally](#)
- [9.0 Perishables](#)
- [10.0 Hazardous Materials](#)
- [11.0 Cigarettes and Smokeless Tobacco](#)
- [12.0 Other Restricted and Nonmailable Matter](#)
- [13.0 Written, Printed, and Graphic Matter Generally](#)

## 1.0 General Standards

### 1.1 Determining Mail Processing Categories

There are five mail processing categories for mailpieces: letter, flat, machinable parcel, irregular parcel, and outside parcel. USPS assigns each mailpiece to one of these categories based on the physical dimensions and characteristics of the mailpiece using the longest dimension as the length, regardless of the placement or orientation of the delivery address on the piece. For example, a mailpiece that is 5 inches by 8 inches and at least 0.007 inch thick is within the range of letter-size dimensional standards in [101](#) and [201](#). See the physical standards for processing categories in [101](#) for retail (single-piece price) mail, [201](#) for discount letters, [301](#) for discount flats, and [401](#) for discount parcels.

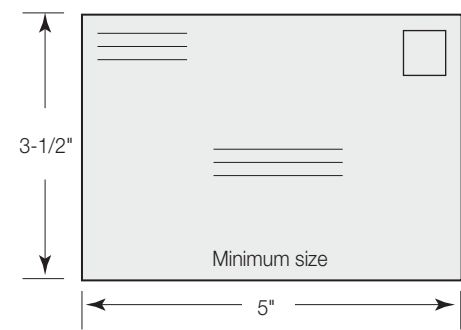
### 1.2 Minimum Dimensions

For mailability, the following standards apply:

- a. All mailpieces must be at least 0.007 inch thick.
- b. All mailpieces (except keys and identification devices) that are 1/4 inch thick or less must be:
  1. At least 3-1/2 inches high and at least 5 inches long.
  2. Rectangular, with four square corners and parallel opposite sides (see [Exhibit 1.2b2](#)), or with finished corners and parallel opposite sides under [1.2b3](#) or [1.2b4](#), unless prepared as Customized Market Mail under [705.1.0](#).



**Exhibit 1.2b2 Minimum Dimensions, Pieces 1/4" Thick or Less**



Minimum thickness = 0.007"

3. Letter-size, card-type mailpieces made of cardstock and flat-size mailpieces may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 1.2b3](#).

**Exhibit 1.2b3 Maximum Corner Radius**

Corner Radius Maximum 1/8"

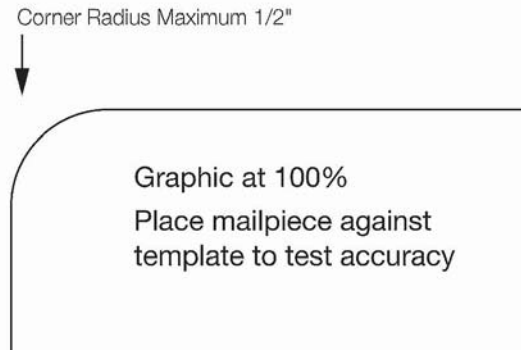


Graphic at 100%  
Place mailpiece against  
template to test accuracy



4. Except for machinable parcels described in [401.1.5.2](#), pieces mailed at parcel prices may have finished corners that do not exceed a radius of 0.5 inch (1/2 inch). See [Exhibit 1.2b4](#).

#### Exhibit 1.2b4 Maximum Corner Radius for Parcels



### 1.3 Maximum Dimensions and Weight

No mailpiece may weigh more than 70 pounds. Except for Standard Post, no mailpiece may measure more than 108 inches in length and girth combined. For parcels, length is the distance of the longest dimension and girth is the distance around the thickest part.

### 1.4 Length and Height

Determine the processing category (see [1.1](#)) based on the physical dimensions and characteristics of the mailpiece, without regard to address placement. Then, determine length and height as follows:

- a. *Letter-size pieces*. For the purpose of determining mailability or machinability (see [1.5](#)), the *length* is the dimension parallel to the delivery address as read; the *height* is the dimension perpendicular to the length.
- b. *Flat-size pieces*. The *length* of a flat-size mailpiece is the longest dimension. The *height* is the dimension perpendicular to the length.
- c. *Parcels*. The *length* is the longest dimension.
- d. *Customized MarketMail pieces*. See [705.1.0](#).

### 1.5 Nonmailable and Nonmachinable Placement of Address

The placement of the address on a letter-size mailpiece may render a piece nonmailable or nonmachinable. If the length (the dimension parallel to the address) of a letter-size mailpiece is not at least 5 inches, it is nonmailable. If the height (the dimension perpendicular to the length) of a letter-size mailpiece is not at least 3-1/2 inches, it is nonmailable. If the aspect ratio (length divided by height) is not within 1.3 to 2.5 (inclusive), the piece is a nonmachinable letter. For example:

- a. For a letter-size piece that is 4 inches by 6 inches, if the address is parallel to the 4-inch dimension, it is 4 inches long, which is less than the minimum length of 5 inches required in [1.2](#). Therefore, this piece is nonmailable.



- b. Following the process in [1.1](#), a piece that is 5 inches by 8 inches (and within letter-size thickness dimensions) is a letter. If the address is parallel to the 8-inch dimension, the piece is 8 inches long and 5 inches high. The aspect ratio of this piece is 1.6, so it is a mailable letter within machinable dimensions for length and height.
- c. For a letter-size piece that is 5 inches by 8 inches, if the address is parallel to the 5-inch (shorter) dimension, the piece is 5 inches long and 8 inches high. The aspect ratio of this piece is 0.625, which is not within 1.3 to 2.5, so it is mailable as a nonmachinable letter.

## **1.6 General Mailability and Right of Refusal**

Articles presented for mailing must be prepared under the general and specific standards in this document. The USPS accepts properly packaged and marked parcels but reserves the right to refuse nonmailable or improperly packaged articles or substances. Additional or other standards can apply to overseas military Post Offices and international mail.

## **1.7 Mailer's Responsibility**

It is the mailer's responsibility to refrain from depositing nonmailable matter in the mail. The mailer must comply with applicable postal laws and regulations governing mailability and preparation for mailing, as well as nonpostal laws and regulations on the possession, treatment, transmission, or transfer of particular matter. Information about USPS standards is available from postmasters, business mail entry managers, and the PCSC manager (see [608.8.0, USPS Contact Information](#)).

## **2.0 Bundles**

### **2.1 Definition of a Bundle**

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit. The term bundle does not apply to pieces grouped loose in trays.

### **2.2 Arranging Pieces in a Bundle ("Facing")**

Except as noted in [2.7](#), all pieces in a bundle must be "faced" (arranged with the addresses in the same read direction), with an address visible on the top piece.

### **2.3 Preparing Bundles of Letters**

Cards and letter-size pieces are subject to these bundling standards:

- a. The maximum thickness for bundles of carrier route mail is 4 inches. The maximum thickness for other bundles is 6 inches.
- b. Mailings consisting entirely of card-size pieces (i.e., pieces not larger than 6 by 4-1/4 by 0.016 inches) must always be prepared in bundles.
- c. Bundles must be prepared for: mail in all less-than-full trays, mail in 3-digit carrier routes trays, nonmachinable letters, and nonbarcoded Periodicals letters.



- d. For mailings consisting entirely of card-size pieces and mail in less-than-full trays, mailers must secure bundles with rubber bands, elastic strapping, flat plastic strapping, or string. Elastic strapping must be approved by USPS Engineering.
- e. Bundles of automation or machinable letters are not required to have an optional endorsement line or a bundle label when placed into a correctly labeled tray.
- f. Bundles up to 1 inch thick must be secured with appropriate banding placed once around the girth (narrow dimension). Bundles over 1 inch thick must be secured with at least two bands, one around the length and one around the girth.

#### **2.4 Exception to Bundle Preparation—Full Trays**

In mailings not entirely of card-size pieces, mailers need not prepare bundles when placing mail in a full tray (when applicable for the class and shape of mail) when none of the mail in that tray would have been more finely sorted if bundled. For example, mail in a full ADC tray need not be bundled if it would have all been prepared in ADC bundles to the same destination.

#### **2.5 Securing Bundles of Flats**

Bundles must be able to withstand normal transit and handling without breakage or injury to USPS employees, and are subject to the following requirements:

- a. Bundles must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.
- b. When one band is used, it must be placed tightly around the girth (narrow dimension).
- c. Bundles over 1 inch high must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.
- d. Banding tension must be sufficient to tighten and depress the edges of the bundle. Loose banding is not allowed.
- e. When twine/string is used to band bundles, the knot(s) must be secure so the banding does not come loose during transit and processing.
- f. Bundles on pallets must be secure and stable, and are subject to [2.9](#) and the specific weight limits in [705.8.0](#).

#### **2.6 Address Visibility for Flats and Parcels**

Mailers preparing presort bundles of flats or parcels must ensure that the delivery address information, barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips on the top mailpiece in each bundle are visible and remain readable by the naked eye. Mailers can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Clear strapping with a transparency rated = 52% when



## 601.2.7

tested using ASTM D1746 - 09, *Standard Test Method for Transparency of Plastic Sheeting*, methods meet readability needs. This standard does not apply to the following:

- a. Customized MarketMail.
- b. Bundles placed in or on 5-digit or 5-digit scheme (L001) sacks or pallets.
- c. Bundles placed in carrier route and 5-digit carrier routes sacks.
- d. Bundles of mailpieces at carrier route prices entered at a destination delivery unit (DDU).
- e. Bundles of Standard Mail flats prepared in letter trays.

### **2.7 Counterstacking Flats or Parcels in Bundles**

Bundles of pieces of saddle-stitched pieces and pieces with one edge or corner thicker than the others may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. All pieces must have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- c. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking is not likely to result in a bundle of uniform thickness. Instead of counter-stacking such pieces, limit the height of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.

### **2.8 Preparing Bundles in Sacks**

In addition to the standards in [2.5](#) through [2.7](#), mailers must prepare bundles placed in sacks as follows:

- a. The maximum weight for all bundles is 20 pounds.
- b. Measure bundles at the lowest point to determine the bundle height.
- c. Except for multi-carrier routes bundles, a bundle that exceeds the maximum height by less than the thickness of a single piece meets the standard.
- d. Bundles of pieces with covers of “coated stock” (glossy covers) that are not individually enclosed in an envelope or mailing wrapper are subject to these conditions:
  - 1. Bundles secured with rubber bands, twine, string, or only shrinkwrap must not exceed 3 inches in height.
  - 2. Bundles secured with shrinkwrap plus plastic straps, or with at least two plastic straps, must not exceed 6 inches in height.
- e. Bundles of pieces with covers of “uncoated stock” are subject to these conditions:





1. Bundles must not exceed 8 inches in height (recommended maximum height is 6 inches).
2. “Uncoated stock” refers to nonglossy paper covers and also to pieces with coated covers that are individually enclosed in an envelope, polybag, or mailing wrapper of uncoated stock.

### 2.9 Preparing Bundles on Pallets

In addition to general bundling standards in [2.1](#), bundles on pallets must meet the following standards:

- a. Bundles must be secured with appropriate banding, shrinkwrap, or shrinkwrap supplemented by one or more bands. Banding includes plastic bands (recommended), rubber bands, and twine or similar material.
- b. If only banding is used, banding material must be applied at least once around the length and once around the girth; wire and metal strapping are prohibited. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

### 2.10 Additional Standards for Unsacked Bundles Entered at DDU Facilities

Mailers may enter unsacked, nonpalletized bundles of Standard Mail or Bound Printed Matter (BPM) flats or irregular parcels (BPM only) at destination delivery units (DDUs) if all the following conditions are met:

- a. The maximum weight for a bundle is 40 pounds; the maximum number of bundles per carrier route is one bundle for each 10 pounds (or increment) of mail for that route, as follows:
  1. Mailers must make the fewest number of bundles possible, up to the 40-pound maximum, while maintaining bundle integrity. To determine the maximum number of bundles for a route, divide the total weight of mail for that route by 10 and round up to the next whole number.
  2. Mailers may balance the weight of the bundles across the maximum number of bundles. For example, if there are 36 pounds of mail for a carrier route, the maximum number of bundles for that route is four, which may be in four 9-pound bundles.
- b. Mailers must enter bundles at DDUs according to the appropriate deposit and entry standards (for example, [346](#) for Standard Mail flats).

### 2.11 Pieces with Simplified Address

For mail prepared with a simplified address, pieces must be prepared in bundles of 50 when possible. If bundles of other quantities are prepared, the actual number of pieces must be shown on the facing slip. Bundles must be secure and stable subject to weight limits in [705.8.0](#) if placed on pallets, and weight and height limits in [2.8](#) if placed in sacks.

### 2.12 Bundles with Fewer Than the Minimum Number of Pieces Required

A bundle may be prepared with fewer than the minimum number of pieces required without loss of price eligibility under either of these conditions:



## 601.2.13

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard.
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the minimum volume standard.

### **2.13 Labeling Bundles**

Unless excepted by standard, the presort level of each bundle must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. On letter-size mail, place the bundle label in the lower left corner of the address side of the top piece in the bundle. On flat-size mail, place the label anywhere on the address side of the top piece in the bundle. Bundle labels must not be obscured by banding or shrinkwrap. The following colors and characters apply to bundle labels as applicable (not all presort levels apply to all classes of mail):

- a. Firm (Periodicals use only), blue Label F.
- b. 5-digit scheme presort level, red Label 5 SCH.
- c. 5-digit presort level, red Label 5.
- d. 3-digit scheme presort level, green Label 3 SCH.
- e. 3-digit presort level, green Label 3.
- f. ADC presort level, pink Label A.
- g. Origin mixed ADC presort level, tan Label X or OEL.
- h. Mixed ADC presort level, tan Label X.

### **2.14 Identifying Carrier Route Information**

Bundles for individual carrier routes, rural routes, highway contract routes, Post Office box sections, or general delivery units must be prepared with facing slips under [2.15](#), optional endorsement lines under [708.7.0](#), or carrier route information lines under [708.6.0](#). These standards apply to Carrier Route Periodicals, Enhanced Carrier Route Standard Mail, Parcel Select Lightweight parcels, and Carrier Route Bound Printed Matter mailings.

### **2.15 Facing Slips—Carrier Route Bundles**

All facing slips used on carrier route bundles must show this information:

- a. Line 1: Destination city, two-letter state abbreviation, and 5-digit ZIP Code.
- b. Line 2: Content (as appropriate to the class), followed by carrier route type and route number (e.g., “STD FLTS CR R 012”).
- c. Line 3: City and two-letter state abbreviation of the origin Post Office.



## 3.0 Packaging

### 3.1 General

Mailers must package mailpieces to withstand normal transit and handling without breakage or deterioration of content, package breakage, injury to USPS employees, or damage to other mail. See [3.2](#) through [3.8](#) for specific types of items. Mailers must follow these additional standards for packaging:

- a. Cushion (see [3.9](#)) fragile items to withstand handling in processing, transportation, and delivery.
- b. Package contents so they do not shift within the mailing container.
- c. Brace and cushion heavy items to prevent damage to other mailpieces.

### 3.2 Stationery

Stationery-type items thicker than 1 inch or heavier than 1 pound are not accepted in letter-style envelopes. The contents of these packages must be secured by tying, banding, or using partitions on close-fitting interior containers to prevent shifting.

### 3.3 Odd-Shaped Items in Paper Envelopes

Pens, pencils, key rings, bottle caps, and other similar odd-shaped items are not permitted in letter-size or flat-size paper envelopes unless they are wrapped within the other contents of the envelope to streamline the shape of the mailpiece and prevent damage during postal processing. If an odd-shaped item is not properly wrapped, it could burst through the envelope and cause injury to employees and damage to USPS processing equipment. Odd-shaped items that are properly wrapped within paper envelopes and sent at letter prices may be subject to the nonmachinable surcharge under [133.1.5](#) or [233.4.3](#) for First-Class Mail letters, or the nonmachinable prices under [243.5.5](#) for Standard Mail letters. Certain types of odd-shaped items, when properly wrapped, are permitted as automation price letter-size mail subject to the standards in [201.3.0](#). Flat-size automation price mail is subject to the uniform thickness requirement in [301.3.0](#).

### 3.4 Liquids

Mailers must mark the outer container of a mailpiece containing liquid to indicate the nature of the contents. Mailers must package and mail liquids under the following conditions:

- a. Use screw-on caps, soldering, clips, or similar means to close mailpieces containing liquids. Do not use only friction-top closures (push-down types).
- b. Liquids in steel pails and drums with positive closures, such as locking rings or recessed spouts under screw-cap closures, may be mailed without additional packaging.
- c. Package glass and other breakable containers of liquid with a capacity of more than 4 fluid ounces according to the following requirements:
  1. Cushion the primary container with material sufficient to absorb all leakage in case of breakage.
  2. Place the primary container inside another sealed, leakproof container (secondary container), such as a can or plastic bag.



3. Use an outer mailing container that is strong enough to protect the contents.
- d. As an alternative to [3.4c](#) above, mailers may use containers certified by the International Safe Transit Association (ISTA) that passed ISTA's Test Procedure 3A. Mailers must provide their ISTA 3A Package-Product Certification Notice at the time of mailing as verification that the mailpieces they are submitting passed the required performance test.

### **3.5 Aerosols**

Aerosols (containers under pressure) are hazardous materials and must be constructed to prevent accidental discharge of the contents during postal handling. Mailable aerosol containers must be packaged under [10.12](#).

### **3.6 Perishable, Hazardous, and Restricted Items**

Mailpieces containing perishable, hazardous (including infectious substances), biological, or restricted materials are subject to standards in [8.0](#) through [12.0](#).

### **3.7 High-Density Items**

High-density items are solid objects (such as tools, hardware, and machine and auto parts) whose weights are comparatively high for their volumes. Package high-density items weighing more than 15 pounds so that the contents do not exert more than 60 pounds per square foot on the smallest side of the mailing container.

### **3.8 Load Type**

The following three terms describe types of loads, based on content, degree of protection, and strength of the mailing container.

- a. An *easy load* contains items of moderate density that either completely fill the mailing container or are packaged in interior containers that completely fill the mailing container. Easy load items are not easily damaged by shock, compression, or puncture.
- b. An *average load* contains moderately concentrated items packaged directly into a mailing container. Mailers can prepackage average load contents by nesting items within partitions or in separate paperboard boxes to stabilize items to prevent shifting and damage.
- c. A *difficult load* contains items that require a high degree of protection to prevent shock, puncture, or distortion to the items or the mailing container. The Postal Service does not accept in paperboard boxes, bags, or wraps difficult loads such as fragile items; delicate instruments; and high-density, small-bulky items.

### **3.9 General Cushioning Standards**

Loose-fill cushioning must overfill the container before closure to hold the item and prevent its movement to an outside surface of the container. When multiple items are inside a single mailing container, mailers must cushion items to protect them from each other as well as from external forces. Do not package high-density heavy items with fragile items unless extreme care is taken to separate them from each other. Mailers must adequately stabilize heavy items within the package.

**3.10 Tape and Tape Size**

Cellophane and masking tape may not be used for closure or reinforcement of packages but may be used to augment closures on envelopes or to cover staples. Paper tape must be at least 60-pound basis weight kraft. The adhesives on gummed tapes must be adequately activated before application and firmly applied with the tape extending at least 3 inches over the adjoining side of the box. Except for pressure-sensitive filament tape, tapes used for closure and reinforcement should be at least 2 inches (or 48 mm metric) wide. Nonreinforced plastic tapes must be at least as strong in the cross direction as in the machine (long) direction.

**3.11 Adhesive**

Adhesives used for closure on box flaps or on tapes must remain serviceable from -20 degrees to +160 degrees Fahrenheit. When using hot-melt adhesive, apply adhesive using one of these methods:

- a. Apply hot-melt adhesive to 25% of the area where the outer flap lies over the inner flap.
- b. Apply at least four strips of hot-melt adhesive on each part of the box flap where the outer flap overlays the inner flap as follows:
  1. Use strips at least 3/16 inch wide after compression.
  2. Place the strips not more than 1-1/2 inches apart, with the first strip no more than 1/2 inch from the center seam.
  3. Place all strips along the full width of the inner flap.

**3.12 Banding**

When banding is used for closure and reinforcement, it must encircle the length and girth of the package at least once. If twine or cord is used for closure and reinforcement, it must be at least 20-pound tensile strength and secured at an intersection at least once on each side. Loose strapping and metal strapping are not acceptable.

**3.13 Staples and Steel Stitching**

Mailers may use staples or steel stitching to close boxes as follows:

- a. Place the staples or stitching within 1-1/4 inches from the ends of the box.
- b. Space staples or steel stitches not more than 5 inches apart for easy and average loads and not more than 2-1/2 inches apart for difficult loads. If placing staples farther apart, apply strips of 3-inch-wide reinforced tape in the gaps between the staples.

Tightly clinch staples to prevent protrusions. Mailers must remove and replace inadequately clinched staples before mailing.

**4.0 Acceptable Mailing Containers****4.1 Envelopes**

Mailers must prepare envelopes according to the following weight limits and conditions:



601.4.2

- a. For mailpieces weighing no more than 1 pound and measuring no more than 1 inch thick, mailers may use letter-style (flat, nonreinforced) envelopes for stationery and similar nonrigid material.
- b. For mailpieces weighing more than 1 pound up to 5 pounds or measuring more than 1 inch thick, mailers may use envelopes if they are sturdier than nonreinforced letter-style envelopes. Acceptable envelopes include those made either from paper equivalent to 28-pound basis weight (or greater) or from extra-strength materials with a Mullen strength of more than 90 pounds per square inch.
- c. Mailers may use envelopes for odd-shaped items if the mailpiece meets the standards for the class of mail (see 3.3).
- d. Envelopes for photographic film are acceptable if made from paper equivalent to 24-pound basis weight or greater.

**4.2 Boxes**

Boxes are acceptable, subject to these standards:

- a. Paperboard boxes may be used for easy and average loads to 10 pounds.
- b. Metal-stayed paperboard boxes may be used for easy and average loads to 20 pounds.
- c. Solid and corrugated fiberboard boxes may be used according to the limits in the following chart, unless otherwise specified. *The first maximum reached governs the grade of the box used.*

MAXIMUM WEIGHT OF BOX AND CONTENT (pounds)			
Easy or Average Load	Difficult Load	MAXIMUM LENGTH AND GIRTH (inches)	BOX GRADE
20	—	67	125
40	20	100	175
65	45	108	200
70	65	108	275
—	70	108	350

- d. Wood, metal, or plastic boxes may be used for all types of loads, assuming adequate construction.
- e. The size of the box must be adequate to contain the items and provide enough space for cushioning material.
- f. Good, rigid, used boxes with all flaps intact are acceptable.
- g. Boxes with difficult loads to out-of-town destinations must be reinforced with banding about every 8 inches in each direction around the package.

**4.3 Fiberboard Tubes and Similar Long Containers**

Mailers may use fiberboard tubes and similar lengthy containers for mailing if the containers meet the following requirements:



- a. The length must not exceed 10 times the girth.
- b. When using friction slide closures as end caps, reinforce closures by encircling all seams with tape. Crimped or taped end closures are acceptable only for lightweight rolled items (such as posters or charts).
- c. The strength of the tube ends must be at least equal to the tube sidewall strength, unless the contents are lightweight rolled items.
- d. Sidewall strength of tubes must be equal to solid fiberboard that is:
  1. At least 1/16 inch thick for tubes less than 18 inches long.
  2. At least 3/32 inch thick for tubes 18 to 32 inches long.
  3. At least 5/32 inch thick for tubes more than 32 inches long.

#### **4.4 Paper Bags and Wraps**

For easy loads of up to 5 pounds, paper bags and wraps are acceptable when at least of a 50-pound basis weight (the strength of an average large grocery bag) and the items are immune from impact or pressure damage. A combination of plies adding up to or exceeding 50-pound basis weight is not acceptable. For easy and average loads of up to 20 pounds, reinforced bags or bags with a minimum of 70-pound basis weight are acceptable. Nonreinforced loose-fill padded bags are not acceptable as exterior containers, unless the exterior ply is at least 60-pound basis weight.

#### **4.5 Plastic Bags**

Plastic bags must be at least 2 mil thick polyethylene or equivalent for easy loads up to 5 pounds; 4 mil thick for easy loads up to 10 pounds.

#### **4.6 Plastic Film**

Heat-shrinkable plastic film—either irradiated polyethylene, linear low-density polyolefin, or copolymer—may be used as packaging for mailpieces under the following conditions only:

- a. Film must be at least 3/4 (0.75) mil thick for an easy load up to 5 pounds.
- b. Film must be at least 1-1/4 (1.25) mil thick for an average load up to 5 pounds.
- c. Film must be at least 1-1/2 (1.5) mil thick for an average load parcel up to 10 pounds, only when mailers prepare the parcels on 5-digit/scheme, merged 5-digit/scheme, or finer level pallets.
- d. When requested, mailers must provide written certification that these types of film are being used.

#### **4.7 Cloth Bags**

Cloth bags are acceptable for easy and average loads of up to 10 pounds, if the seams of the bags equal the strength of the basic material.

#### **4.8 Difficult Load**

The USPS does not accept bags, bales, or wraps with difficult loads. The contents in bags, bales, and wraps must be compressed when possible.



601.4.9

**4.9 Bales**

Bales are acceptable within postal weight limits, if adequately compressed and reinforced to contain the material.

**4.10 Cans and Drums**

Mailers may mail items in cans and drums with positive closures (such as clips). Friction closures alone are not acceptable. Mailers must shield protruding devices, such as locking rings, with padding material to prevent injury to USPS employees and damage to equipment or other mail.

**5.0 Handling, Content, and Extra Service Markings****5.1 Handling, Content, and Extra Service**

Certain markings may be used to identify handling, content, and extra service. Unauthorized markings not designating price, class, address, handling, content, or extra service are not permitted. Extraneous information, which can be confused with ZIP Codes, may not be placed next to or directly under the last line of the delivery address. Any obsolete marking on a container to be reused for mailing must be obliterated. The following markings must be placed in an area below the postage and above the addressee's name in the delivery address and to the right of the return address:

- a. Handling markings such as "Fragile" must be applied only to packages containing delicate items such as glass and electrical appliances.
- b. Content markings such as "Perishable" must be applied to any package containing items or substances that can degrade or decompose rapidly such as meat, produce, plants, or certain chemical and hazardous materials samples. Restricted and hazardous articles must be marked and labeled under applicable standards. A container improperly identified by content is not acceptable for mailing (e.g., a box marked "Art Supplies" that contains flammable liquid or a box marked "Bleach" that contains clothing).
- c. Extra service markings such as "Return Receipt Requested" must use the wording or label required by the applicable extra service standards.

**5.2 Method**

The mailer must mark the package using material that is not readily water soluble or easily smeared or rubbed off. The marking must be readable at a distance of 30 inches. Marking methods or surfaces must permit application and retention of adhesive stamps, postage meter impressions, and postal endorsements made with hand stamp, ballpoint pen, or Number 2 pencil. Any address label or envelope must be firmly affixed to the mailing container, with no more than an 1/8-inch separation between the ends of the label or envelope and the container.





## 6.0 Mailing Containers—Special Types of Envelopes and Packaging

### 6.1 Priority Mail Express and Priority Mail Packaging

Priority Mail Express and Priority Mail packaging provided by the USPS must be used only for Priority Mail Express or Priority Mail, as applicable. Regardless of how the packaging is reconfigured or how markings may be obliterated, any matter mailed in USPS-provided Priority Mail Express or Priority Mail packaging is charged the appropriate Priority Mail Express or Priority Mail price.

### 6.2 Critical Mail Envelopes

Critical Mail letter-size and flat-size envelopes are provided by USPS and must be used only for Critical Mail. Use of these envelopes is restricted to eligible matter and postage payment methods (see [224.1.1](#) and [324.1.1](#)). Matter mailed in USPS-produced Critical Mail envelopes that do not meet the criteria for Critical Mail are charged the appropriate Priority Mail Commercial Plus Flat Rate Envelope prices (volume thresholds apply).

### 6.3 Green Diamond Border Envelope

An envelope or card bearing a green diamond border must be used only for First-Class Mail. Any envelope or card bearing a green diamond border is charged the appropriate First-Class Mail price, regardless of mail content or of requested class or service. When printed on letter-size mail, the border must not enter the OCR read area or barcode clear zone unless a delivery point barcode appears in the address block as described in [202.5.6](#).

### 6.4 Window Envelope

For all letter-size and flat-size mail in window envelopes, every character in the delivery address, including any postal barcode, marking, or endorsement, must be completely visible through the window throughout the full range of movement of the insert bearing the delivery address. Any window envelope used for letter-size or flat-size mail claimed at automation prices or for letter-size mail claimed at Enhanced Carrier Route high density or saturation prices must also meet the barcoding standards for letters and flats in [708.4.0](#). Any window envelope used for letter-size or flat-size mail must meet the following additional standards:

- a. The address and any barcode visible through the window must be printed on white paper or paper of a very light color.
- b. A clear space of at least 1/8 inch is required between the address block, which includes any optional endorsement line, and the top, bottom, and left and right edges of the address window, and must remain when the insert is moved to its full limits in each direction within the envelope to ensure efficient processing and delivery. See [202.5.6](#) (letters) or [302.5.3](#) (flats) for barcode clearances when the address block contains a barcode. For nonautomation price mail, the bottom edge of the address window must not extend more than 1/8 inch into the barcode clear zone as defined in [202.5.1](#). Any letter-size envelope containing a window that intrudes into the barcode clear zone is not eligible for NCOALinkMPE system processing options for the Move Update standard.



- c. Window cover material, if used over the address window, must be made of a nontinted clear or transparent material (e.g., cellophane or polystyrene) and must permit the address, as viewed through the window material, to meet the print contrast ratio (PRC) standards in [708.4.0](#) to ensure efficient processing and delivery. Glassine may be used for window cover material. All edges of the window cover material must be glued securely to the envelope. The bottom edge of an address window must be at least 1/2 inch from the bottom edge of the envelope.
- d. For letter-size mail, the delivery address window must be parallel with the longest edge of the envelope. For flat-size mail, the address window may be parallel with any edge of the envelope.
- e. For Registered Mail, the opening on a window envelope must be covered as described in [503.1.4.8](#).

## 6.5 Reusable Mailpiece

**[1-27-13]** A reusable mailpiece is an envelope, self-mailer, or similar mailpiece designed for two-way mailing. The recipient removes part of the original mailpiece or refolds the piece to cover the delivery address of the recipient and reveal the delivery address of the originator (sender) for return. Except for reusable mailpieces that originate as permit imprint mailings, the piece must meet these standards:

- a. Basic Design. The piece must be designed and constructed to allow the recipient to reconfigure the piece to remove or obscure the address, barcode, postage, and any marking or endorsement applied to the piece when it was originally mailed so that these elements are not mistaken by the USPS as applying to the returned piece. The instructions on the piece must ensure that the recipient can prepare the piece correctly for remailing. If a reusable mailpiece does not meet the applicable standards, the piece must be re-enveloped and new postage affixed before distribution by the originator.
- b. Distribution. When the piece is mailed by the originator, the piece must show only one complete delivery address and, if used, the corresponding barcode; the appropriate postage; and any required marking or endorsement. The originator's address and barcode for returning the piece and any postage, marking, endorsement, and facing identification mark (FIM) provided for that purpose must be obscured so that they are not mistaken by USPS employees or postal mail processing equipment as applying to the originating piece.
- c. Return. When the piece is reconfigured for return from the recipient to the originator, the piece must show only one complete delivery address and, if used, the corresponding barcode; the appropriate postage; and any required marking, endorsement, and FIM. If a reusable mailpiece does not meet the applicable standards, the piece must be re-enveloped and new postage affixed before return by the recipient.

## 6.6 Alternative Reusable Mailpieces That Originate as Permit Imprint Mailings

### 6.6.1 Basic Design

The piece must be designed and constructed so that the recipient may reconfigure or modify it to remove or obscure the address that applied to the piece when it was originally mailed. The instructions on the piece must ensure that the recipient can



prepare the piece correctly for remailing. If a reusable piece does not meet the applicable standards, the piece must be re-enveloped and new postage affixed before distribution by the originator.

#### **6.6.2 Distribution**

When reusable mailpieces are originally mailed, postage must be paid with permit imprint and a complete address and corresponding barcode must be located in the address block. Reusable pieces must be entered at a postal facility as part of a permit imprint mailing. On mailpieces other than window envelopes, the address block for return of the piece (including the delivery address and a corresponding barcode) will be located on the reverse side. If included, prepaid reply postage must be located or obscured so that it is not mistaken by postal mail processing equipment or employees as applying to the originating piece.

#### **6.6.3 Return**

When the piece is reconfigured for return from the recipient to the originator, only one complete address with a corresponding barcode located in the address block and a FIM must be visible on the piece. If a reusable mailpiece does not meet the applicable standards, the piece must be re-enveloped and new postage affixed before return by the recipient.

#### **6.6.4 Two-Way Indicia**

When the permit imprint indicia for Standard Mail or First-Class Mail is printed on a reusable window envelope intended to be returned as Business Reply Mail (BRM), the imprint “NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES” must be printed on the envelope directly below the permit imprint indicia. See [Exhibit 601.6.6.4](#) below. These additional conditions apply:

- a. The permit imprint indicia must be located in the upper right corner of the address side of the mailpiece.
- b. The horizontal bars must be printed directly below the “NO POSTAGE NECESSARY” imprint and must not extend below the delivery line of the address.
- c. The other BRM elements as described in [505.1.8](#), with the exception of the Facing Identification Mark (FIM), must appear on the insert in the envelope window. The FIM C must be printed on the envelope under [708.9.0](#).
- d. The outgoing First-Class Mail portion with two-way indicia must be endorsed “Return Service Requested,” except for mailpieces participating in Address Change Service (ACS). First-Class Mail letters participating in ACS must be endorsed “Change Service Requested” for traditional ACS. Mailpieces with Intelligent Mail barcodes and requesting OneCode ACS must have the printed endorsement “Electronic Service Requested,” but the embedded request must be for “Change Service Requested” (option 1) only. Endorsements must not appear directly below or to the left of the postage area, and must not be visible when the mailpiece is configured for reply purposes (see [507.4.2](#) and [Exhibit 507.1.5.1](#)).
- e. Standard Mail with two-way indicia should not be forwarded, and must not be endorsed “Address Service Requested” or “Forwarding Service Requested.”



### Exhibit 6.6.4 Outgoing and Return Two-Way Indicia Examples

#### Outgoing



#### Return



## 7.0 Packaging Standards for Mail Processed at Network Distribution Centers

### 7.1 High-Density Items

High-density items (see [3.7](#)) weighing from 20 to 45 pounds must be packaged in fiberboard boxes constructed of a minimum 200-pound test board or equivalent wood, metal, or plastic containers. Plastic, metal, and similar hard containers must be packaged, treated, or otherwise prepared so that their coefficient of friction or ability to slide on a smooth, hard surface is similar to that of a domestic-class fiberboard box of the same approximate size and weight. Closure must be done by staples, heat-shrinking, adhesives, or tape. Boxes without inner packing or containing loose material must be reinforced or banded with reinforced paper or plastic tape, pressure-sensitive filament tape, or firmly applied nonmetallic banding. Internal blocking and bracing, including the use of interior containers, cut forms, partitions, dunnage, and liners, must be used as required so that packages are



capable of maintaining their integrity without damage to the contents if dropped once on one of their smallest sides on a solid surface from a height of 3 feet. These items from 45 to 70 pounds must be similarly packaged, closed, and reinforced, except that exterior containers must be a minimum of 275-pound test fiberboard or equivalent.

## **7.2 Books**

Books and similarly produced printed matter (such as catalogs) fastened together along one edge between hardback, paperback, or self-covers, that are more than one inch thick or one pound must not be accepted in letter-style non-reinforced flat envelopes or without packaging. Envelopes meeting the standards in 4.1b, or other appropriate packaging materials in 4.0, must be used. Void spaces within multiple book containers must be filled with dunnage or otherwise stabilized to prevent shifting or damage to the contents or container. Shipments of books and similarly produced printed matter are packaged according to these weight categories:

- a. Up to five pounds, sealing must be by multiple friction closures, completely clinched staples, heat-sealing, adhesives, tape, or nonmetallic banding. Although shrinkwrap is not acceptable as the only packaging for hardback books and similarly produced printed matter exceeding one pound or one inch thick, it may be used on the exterior of otherwise acceptable containers. Shrinkwrap (under 4.6) may be used as the only method of packaging for paperback books and similarly produced printed matter up to three pounds.
- b. From 5 to 10 pounds, closure must be by tape, nonmetallic banding, or adhesives. Reinforced tape or nonmetallic banding is adequate for both closure and reinforcement. Nonmetallic banding must be firmly applied to the point that the straps must be tightened until they depress the carton at the edges.
- c. From 10 to 25 pounds, reinforced tape or nonmetallic banding is adequate for closure and reinforcement. Nonmetallic banding must be firmly applied to the point that the straps tighten until they depress the carton at the edges.
- d. From 25 to 50 pounds, hardbound books and similarly produced printed matter must be packaged in 275-pound test fiberboard boxes and paperback books and similarly produced printed matter must be packaged in 200-pound test fiberboard boxes.
- e. From 50 to 70 pounds, hardbound books and similarly produced printed matter must be packaged in 350-pound test fiberboard boxes and paperback books and similarly produced printed matter must be packaged in 275-pound test fiberboard boxes.

## **7.3 Soft Goods**

Boxes containing soft goods (e.g., textiles, clothing, sheets, blankets, pillows and pillowcases, draperies, cloth, and any wearing apparel) weighing up to 5 pounds must be filled to capacity. Soft goods between the weight range of 5 to 20 pounds must be packaged in material with a minimum 70-pound outer ply basis weight. Closure of bags must be by completely clinched staples, heat-sealing, adhesives, sewing, or tape. Improperly clinched staples must be removed. Shrinkwrapping is



## 601.7.4

not acceptable as the only packaging. Fiberboard containers must be made of at least 200-pound test board for soft goods weighing from 20 to 45 pounds and at least 275-pound test board for soft goods weighing from 45 to 70 pounds.

### 7.4 **Sound Recordings**

Shipments of recordings (e.g., records and cassette tapes in paper sleeves, paperboard, or chipboard shells) weighing up to 10 pounds must be packed in 70-pound basis weight envelopes for weights up to 3 pounds, or outer corrugated, fiberboard containers for weights up to 10 pounds. When shipments weigh from 20 to 40 pounds, multiple shell containers must be packaged in 175-pound test fiberboard containers or equivalent and closed and reinforced by adhesives, kraft paper tape, equivalent plastic tape, or staples. When shipments weigh from 40 to 65 pounds, multiple shell containers up to 65 pounds must be packaged in 200-pound test fiberboard containers or equivalent and closed and reinforced as described for 20- to 40-pound containers, except that containers must be reinforced about every 8 inches around the package. Shipments weighing more than 65 pounds must be packaged in 275-pound test fiberboard containers or equivalent.

### 7.5 **Magnetic Tapes**

Shipments of multiple magnetic tapes and cartridges up to 5 pounds must be packed in outer fiberboard containers or chipboard containers (minimum 0.022 mil). Closure must be by multiple friction closures, completely clinched staples, heat-shrinking or adhesives, or by tape. Paper tape must be a minimum of 60-pound basis weight kraft. Shrinkwrapping is acceptable on the exterior of otherwise acceptable boxes of multiple tape shipments. Standards for shipments weighing from 5 to 20 pounds are similar, except that closure must be only by the use of adhesives, tape, or staples. Standards are also similar for shipments weighing from 20 to 40 pounds, except that the contents must be placed in 175-pound test containers that are banded or reinforced at two points with reinforced paper or plastic tape, pressure-sensitive filament tape, or firmly applied nonmetallic banding. Shipments from 40 to 65 pounds must be similarly packaged, except that fiberboard containers of at least 200-pound test board or equivalent must be used. Shipments weighing more than 65 pounds must be packaged in 275-pound test fiberboard containers or equivalent.

## 8.0 **Nonmailable and Restricted Articles and Substances Generally**

### 8.1 **Nonmailable Matter—General**

Certain potentially undesirable, harmful, or dangerous matter is nonmailable by statute or regulation. The standards for nonmailable articles and substances and the special conditions under which certain of these articles and substances may be mailed are in [8.0](#) through [10.0](#) and [12.0](#). The standards in [13.0](#), [Written, Printed, and Graphic Matter Generally](#), [508.9.0, Pandering Advertisements](#), and [508.10.0, Sexually Oriented Advertisements](#), apply to nonmailable matter in written, printed, or graphic form and contain the rules on advising mailers of matter covered in [8.0](#) through [13.0](#), [508.9.0](#), and [508.10.0](#). The standards in [8.0](#) through [10.0](#) and [12.0](#)



apply to the military postal system, its employees, and undelivered mail that is or has been in the official custody of this system and its employees. References to Inspection Service apply to the Postal Inspection Service and authorized employees, not military investigative services.

## **8.2 Basic Premise**

The basic premise of the postal mailability statutes is that anything “which may kill or injure another, or injure the mails or other property...” is nonmailable. Several statutory exceptions to this rule permit mailings of otherwise nonmailable matter under specified conditions. Statutory exceptions apply to live scorpions, poisonous drugs and medicines, poisons for scientific use, switchblade knives, firearms, motor vehicle master keys, locksmithing devices, and abortive and contraceptive devices. The statutes also provide that the USPS may, by regulation, permit the mailing, under required conditions of preparation and packing, of potentially harmful matter not “outwardly or of [its] own force dangerous or injurious to life, health, or property.” The standards in [8.0](#) summarize the statutory prohibitions and exceptions. The mailability standards that apply to perishable, hazardous, and restricted matter are detailed in [9.0](#), [10.0](#), and [12.0](#), respectively. Publication 52, *Hazardous, Restricted, and Perishable Mail*, contains additional clarification and further describes the conditions of preparation and packaging under which the USPS accepts for mailing potentially harmful matter that is otherwise nonmailable. Publication 52 also contains detailed information on the mailability of specific hazardous materials.

## **8.3 Other Nonmailable Matter**

Matter is nonmailable also when it cannot be delivered because of an illegible, incorrect, or insufficient address, or when it does not meet USPS standards for mail preparation, classification, postage prices, size, or weight.

## **8.4 Restricted Matter—General**

Restricted matter is an article or substance prohibited or limited by Title 18, U.S. Code (liquors, abortive and contraceptive devices, odd-shaped items in envelopes, motor vehicle master keys, and locksmithing devices). It also includes matter not otherwise described in [8.0](#) through [10.0](#) and [12.0](#) that is restricted by 18 USC 1716(a) because it may, under conditions encountered in the mail, be injurious to life, health, or property (obnoxious odors, liquids, powders, and battery-powered devices).

## **8.5 Harmful Matter—General**

Except as provided in this document, any article, composition, or material is nonmailable if it can kill or injure another or injure the mail or other property. Harmful matter includes, but is not limited to:

- a. All types and classes of poisons, including controlled substances.
- b. All poisonous animals except scorpions mailed for medical research purposes or for the manufacture of antivenom; all poisonous insects; all poisonous reptiles; and all types of snakes, turtles, and spiders.
- c. All disease germs or scabs.
- d. All explosives, flammable material, infernal machines, and mechanical, chemical, or other devices or compositions that may ignite or explode.





## **8.6 Hazardous Materials**

Harmful matter also includes regulated hazardous materials as defined in [10.0](#) that are likely to harm USPS employees or to destroy, deface, or otherwise damage mail or postal equipment. This includes materials such as caustic poisons (acids and alkalies), oxidizers, or highly flammable liquids, gases, or solids; or materials that are likely, under conditions incident to transportation, to cause fires through friction, absorption of moisture, or spontaneous chemical changes or from retained heat from manufacturing or processing, including explosives or containers previously used for shipping high explosives with a liquid ingredient (such as dynamite), ammunition, fireworks, radioactive materials, matches, or articles emitting obnoxious odors.

## **8.7 Marking of Restricted Articles or Substances**

### **8.7.1 Content**

Except for firearms and switchblade knives, controlled substances, radioactive materials, and motor vehicle master keys and locksmithing devices, the identity of the content of anything mailed under [8.0](#) through [10.0](#) and [12.0](#) must be plainly and durably marked on the address side of each mailpiece as a condition of mailing. When the content is a hazardous material as defined in 49 CFR, each mailpiece must be marked as required in [10.0](#).

### **8.7.2 Addressing**

For any matter mailed under the provisions in [8.0](#) through [10.0](#) and [12.0](#), the recipient's name and address must be affixed or applied directly to the mailpiece using a material or method that is not water-soluble and not easily smeared or rubbed off. Except for diagnostic specimen mailpieces using a business reply mail format and nonregulated materials, a return address that includes the sender's name and address must appear on all matter mailed under [8.0](#) through [10.0](#) and [12.0](#). The return address, when required, must be applied using a material or method that is not water-soluble and not easily smeared or rubbed off.

### **8.7.3 Warning Label**

Except for controlled substances mailed under [12.0](#), any label or other marking required by federal law or the regulation of any federal agency must be securely affixed or applied to the address side of each mailpiece. See [10.0](#) for the warning label requirements that apply to the mailing of hazardous materials.

## **8.8 Mailer Responsibility**

The mailer must comply with applicable postal laws and regulations governing mailability and preparation for mailing, as well as nonpostal laws and regulations on the shipment of particular matter.

## **8.9 Statutory System**

18 USC 2510, et seq., constitutes a statutory system of regulating interception of wire, oral, or electronic communications. Any person contemplating the mailing of a device primarily useful for surreptitiously effecting such interception should consider the provisions of 18 USC 2510, et seq., particularly section 2512. This statute makes it a crime, except as otherwise provided in 18 USC 2510, et seq., for a person intentionally to send through the mail any device whose design that person knows, or has reason to know, renders the device primarily useful for surreptitious





interception of wire, oral, or electronic communications. The statute does not declare that such a device in itself constitutes nonmailable matter but, as indicated, provides criminal penalties for the act of intentionally mailing it.

#### **8.10 Other Laws and Regulations**

Particular matter may be mailable under postal statutes and regulations, but customers may have responsibilities under nonpostal statutes and regulations concerned with possession, treatment, transmission, or transfer of such matter (e.g., 49 CFR 100-185 (Department of Transportation Regulations); the Comprehensive Drug Abuse Prevention and Control Act of 1970 (Public Law 91-513), 21 USC 801, et seq.; and the Gun Control Act of 1968 (Public Law 90-618), 18 USC 921, et seq.).

#### **8.11 Refusal of Nonmailable Matter**

USPS employees may refuse an article for mailing if the content of the article is described by the mailer or otherwise revealed to be nonmailable.

#### **8.12 Authorizing Mailability**

A postmaster may decide whether articles and substances other than written, printed, or graphic matter are nonmailable and, where appropriate, is authorized to refuse to accept for mailing such matter determined to be nonmailable. The mailer may seek a review of the postmaster's decision by the PCSC. The mailer may file a written appeal of the PCSC ruling with the USPS Recorder, Judicial Officer, with a copy or description of the determination or ruling. The rules of procedure for the determination of such appeals are in 39 CFR 953.

#### **8.13 Protecting Employees**

A postmaster may take any step reasonable and necessary to protect USPS employees and equipment from potentially dangerous or injurious materials or substances found in the mail.

#### **8.14 Applicability to Military Postal System**

[8.0](#) through [10.0](#) and [12.0](#) applies to the military postal system, its personnel, and undelivered mail that is or has been in the official custody of that system and its personnel. References to the Inspection Service refer to the Postal Inspection Service and its authorized employees, not to military investigative services.

### **9.0 Perishables**

#### **9.1 Time Factor**

Mailable perishable matter may be sent through the mail only if it can reach its destination in good condition in the normal transit time between the mailing and address points. Mailable perishable foods that do not rapidly decay or generate obnoxious odors in the mail may be sent at the mailer's risk.

#### **9.2 Preparation of Perishables**

##### **9.2.1 Container**

Any container used to mail perishable matter must be constructed to protect and securely contain the contents.



### 9.2.2 Produce

Fruits and vegetables are not mailable unless presented in dry condition.

### 9.2.3 Water Ice

Water ice used as a refrigerant must be packed under [3.4](#) as though it were a liquid.

### 9.2.4 Dry Ice

A parcel containing dry ice (carbon dioxide solid) must be packed in a container that allows the release of carbon dioxide gas. If a fiberboard box is used, enough insulation is necessary to prevent condensation and wetting of the mailing carton.

## 9.3 Live Animals

### 9.3.1 Prohibition on Animals Intended for Use in an Animal Fighting Venture

An animal is nonmailable if such animal is being mailed for the purpose of having it participate in an animal fighting venture (7 U.S.C. 2156). This standard applies regardless of whether such venture is permitted under the laws of the state in which it is conducted. Violators can be subject to the criminal penalties in 18 U.S.C. 49. See [12.20](#) for the prohibition on mailing sharp instruments intended for use in an animal fighting venture and [13.5.7](#) for restrictions on mailing written, printed, or graphic matter related to animal fighting ventures. For this standard:

- a. the term *animal* means any live bird, or any live mammal (e.g., dog), except human;
- b. the term *animal fighting venture* means any event, in or affecting interstate or foreign commerce, that involves a fight conducted or to be conducted between at least two animals for purposes of sport, wagering, or entertainment (excluding any activity whose primary purpose involves using one or more animals in hunting other animals); and
- c. the term *state* means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, or any U.S. territory or possession.

### 9.3.2 Day-Old Poultry

Day-old poultry vaccinated with Newcastle disease (live virus) is nonmailable. Live day-old chickens, ducks, emus, geese, guinea fowl, partridges, pheasants (pheasants may be mailed only from April through August), quail, and turkeys are acceptable in the mail only if:

- a. They are not more than 24 hours old and are presented for mailing in the original unopened hatchery box from the hatchery of origin.
- b. The date and hour of hatching is noted on the box by a representative of the hatchery who has personal knowledge thereof. (For COD shipments made by a hatchery for the account of others, the name or initials and address of the hatchery or the Post Office box number and address of the hatchery must be prominently shown for this standard.)
- c. The box is properly ventilated, of proper construction and strength to bear safe transmission in the mail, and not stacked more than 10 units high.



- d. They are mailed early enough in the week to avoid receipt at the office of address, in case of missed connections, on a Sunday, on a national holiday, or on the afternoon before a Sunday or holiday.
- e. They can be delivered to the addressee within 72 hours of the time of hatching, whether the addressee resides in town or on a rural route or highway contract route.
- f. The shipment bears special handling postage in addition to regular postage, unless sent at the First-Class Mail or Priority Mail prices.
- g. When live, day-old poultry is to be transported by aircraft, all provisions of the airline tariffs are met and air carriers have equipment available to safely deliver shipments within the specified time limits, allowing for delays en route in air and ground transportation.
- h. Day-old poultry, originally shipped by air express or air cargo and then presented for mailing, must be in good condition and prepared as specified in [9.3.2a.](#) through [9.3.2e.](#)
- i. Boxes of day-old poultry of about identical size, securely fastened together to prevent separation in transit, may be accepted for mailing as a single parcel, if such parcel is not more than 100 inches in length and girth combined.

### 9.3.3 Small Cold-Blooded Animals

Small, harmless, cold-blooded animals (except snakes and turtles) that do not require food or water or attention during handling in the mail and that do not create sanitary problems or obnoxious odors are mailable (e.g., baby alligators and caimans not more than 20 inches long, bloodworms, earthworms, mealworms, salamanders, leeches, lizards, snails, and tadpoles).

### 9.3.4 Adult Birds

**[9-3-13]** Disease-free adult birds, weighing no more than 25 pounds, may be mailed domestically. Mailers must comply with all applicable governmental laws and regulations, including the Lacey Act, the Endangered Species Act (ESA), and regulations of the U.S. Department of Agriculture, U.S. Fish and Wildlife Service, and any state, municipal or local ordinances. Mailings must also be compliant with the guidelines provided in USPS Publication 14, *Prohibitions and Restrictions on Mailing Animals, Plants, and Related Matter*, Chapter 5. In addition, each container or package must be marked as required by U.S. Fish and Wildlife Service under 50 CFR 14. Adult birds are mailable as follows:

- a. The mailer must send adult birds by Priority Mail Express in secure containers approved by the manager, Product Classification (see [608.8.0](#) for address).
- b. The number of birds per parcel must follow the container manufacturer limits and each bird must weigh more than 6 ounces.
- c. A mailing container must be used that is constructed by a USPS-approved manufacturer listed on the RIBBS website at <http://ribbs.usps.gov>.
- d. Indemnity may be paid only for articles that are lost, damaged, or missing contents, and not for death of the birds in transit if there is no visible damage to the mailing container.



- e. Postage refunds may not be available if the Priority Mail Express shipment was delivered or delivery was attempted within three days of the date of mailing as shown in the “Date In” box on Label 11.

### **9.3.5 Warm-Blooded Animals**

[9-3-13] Warm-blooded animals, except for adult birds and specified day-old birds under the specific conditions in this section, are not mailable (e.g., hamsters, mice, rats, guinea pigs, rabbits, cats, dogs, and squirrels).

### **9.3.6 Mailed to the Pacific Islands**

Animals mailed to the Republic of Palau, the Republic of the Marshall Islands, and the Federated States of Micronesia require a permit issued by the government of the destination country.

### **9.3.7 Bees**

Bees are acceptable in the continental surface mail when shipped under federal and state regulations to ensure that they are free of disease. Packages of honeybees must bear special handling postage, except those sent at a First-Class Mail price. Only queen honeybees may be shipped via air transportation. Each queen honeybee shipped via air transportation may be accompanied by up to eight attendant honeybees.

### **9.3.8 Other Insects**

Other live, nonpoisonous, and nondisease-conveying insects, including flies of the family Drosophilidae, may be sent through the mail when properly prepared for mailing and when shipped under regulations of the U.S. Department of Agriculture. Such insects mailed to the Republic of Palau, the Republic of the Marshall Islands, and the Federated States of Micronesia are also subject to the regulations of the destination country.

### **9.3.9 Live Scorpions**

Live scorpions that are to be used for medical research or the manufacture of antivenin are accepted only in the continental surface mail when packaged in a double mailing container, both parts of which are closed or fastened to prevent escape of the scorpions. The inner container must be of material that cannot be punctured by the scorpions and must be plainly marked “Live Scorpions.” Cushioning material must be used when necessary to prevent shifting of the inner container. The outer container must be strong enough to prevent crushing of the package or exposure of the contents during normal handling in the mail. The outer container must be plainly marked “Live Scorpions.”

### **9.3.10 Packaging**

Any mailing container used for mailable animals must be made of at least 275-pound test, double wall, corrugated, weather-resistant fiberboard (W5c) or equivalent and must be adequately ventilated. The container must be constructed to prevent escape of the animals while in the mail and to preclude the container and its contents from being crushed in normal handling. The outside of the container must include a return address and a description of the contents. A container marked “If Undeliverable, Abandon” is not accepted.



### **9.3.11 Acceptance**

The USPS does not accept any shipment of animals that the USPS reasonably believes cannot reach its destination in a viable condition. Such a determination is based on factors including the expected temperatures (weather conditions) while the shipment is in the mail; the types of vehicles on which the shipment is to be transported; the expected transit time; and the types of packaging used for protection against suffocation, crushing, and handling.

### **9.3.12 Disposal**

Any parcel of live animals that cannot be delivered to the addressee or returned to the sender within 72 hours (for live day-old poultry) or within the delivery period marked on the parcel (for other animals) is immediately disposed of under the relevant standards. A parcel not marked with the delivery period is disposed of immediately if it reasonably appears that the animals cannot be returned to the sender in a viable condition.

## **9.4 Dead Wild Animals**

The dead bodies, or parts thereof, of any wild animals, wild birds, or eggs are acceptable for mailing only when they are lawfully killed or taken, and their shipment is not prohibited by law of the United States or of the state, territory, district, or foreign country or subdivision thereof in which killed or taken or offered for shipment. Mailing of fresh game is also subject to these standards.

## **9.5 Furs, Hides, Skins, And Pelts**

A parcel containing the fur, hide, skin, or pelt of a wild animal is mailable only if the matter is properly dried or cured and has no offensive odor, and only if the parcel is plainly marked, labeled, or tagged on the outside with the names and addresses of the shipper and addressee. The parcel must bear any endorsement required by state laws. Hides and pelts must be wrapped when necessary to prevent damage to other mail.

## **9.6 Mailing Plants**

### **9.6.1 Mailability**

In general, plants and plant products are mailable within the United States and its territories and possessions, subject to certain prohibitions imposed under U.S. agriculture and conservation statutes. To the extent specified below, when such prohibitions make shipment of plants or plant products unlawful, those articles constitute nonmailable matter. More detailed information is in Publication 14, *Prohibitions and Restrictions on Mailing Animals, Plants, and Related Matter*.

### **9.6.2 Nonmailable Quarantined Matter**

Under 39 USC 3014(b), any plant, plant product, or other article capable of carrying a dangerous plant disease or insect infestation is nonmailable from a quarantined area, if shipping such item by common carrier is prohibited by a U.S. Department of Agriculture (USDA) quarantine issued under 7 USC 161, except, any such item is mailable from a quarantined area if:

- a. Its movement by common carrier is allowed under conditions prescribed in the quarantine notice or in other USDA regulations, issued under 7 USC 161, governing its inspection, disinfection, certification, and other conditions for its movement.



- b. Its movement by mail complies with all such conditions.

### **9.6.3 Additional Quarantined Matter**

Any plant, article, or matter, the importation or interstate shipment of which is prohibited under the Act of August 20, 1912 (37 Stat. 315, chapter 308; 7 USC 151 et seq.), commonly known as the Plant Quarantine Act, is made nonmailable by 39 USC 3015(c).

### **9.6.4 Illegally Taken Plants**

Any plant, the conveyance of which is prohibited under section 3 of the Lacey Act Amendments of 1981 (16 USC 3372), is made nonmailable by 39 USC 3015(d).

### **9.6.5 Criminal Penalties**

18 USC 1716B provides criminal penalties for mailing anything nonmailable under 39 USC 3014(b), unless the item is excepted under USPS regulations. 18 USC 1716D provides criminal penalties for mailing anything nonmailable under 39 USC 3015(c) and (d).

### **9.6.6 USDA Notices and Regulations**

USDA quarantine notices, issued under 7 USC 161, are published in the *Federal Register* and codified in 7 CFR (e.g., 7 CFR 301 and 318). Details on these and other USDA regulations may be obtained by writing to the USDA Animal and Plant Health Inspection Service (APHIS) Plant Protection and Quarantine (PPQ) Programs (see [608.8.0](#) for address).

## **9.7 Nonmailable Plant Pests, Injurious Animals, and Illegally Taken Fish or Wildlife**

### **9.7.1 Nonmailable Matter**

More detailed information is in Publication 14. Under the respective provisions of 39 USC 3015(a), (b), and (d), the following items are nonmailable:

- a. Any injurious animal, the importation or interstate shipment of which is prohibited under 18 USC 42.
- b. Any plant pest, the movement of which is prohibited under section 103 or 104 of the Federal Plant Pest Act (7 USC 150bb or 150cc).
- c. Any fish or wildlife, the conveyance of which is prohibited under section 3 of the Lacey Act Amendments of 1981 (16 USC 3372).

### **9.7.2 Criminal Penalties**

18 USC 1716D provides criminal penalties for mailing anything nonmailable under 39 USC 3015(a), (b), or (d).

## **10.0 Hazardous Materials**

### **10.1 Definitions**

[\[1-27-13\]](#) The following definitions apply:



- a. *Hazardous material* is 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. In international commerce, hazardous materials are known as “dangerous goods.”
- b. *Limited quantity* is the maximum amount of a specific hazardous material that is exempted from the labeling or packaging requirements in 49 CFR. Not every hazardous material is eligible to be shipped as a limited quantity. Almost all limited quantity materials are nonmailable.
- c. *ORM-D (Other Regulated Material) material* is a limited quantity of a hazardous material that presents a limited hazard during transportation due to its form, quantity, and packaging. Not all hazardous materials permitted to be shipped as a limited quantity can qualify as an ORM-D material. The ORM-D category is only applicable for materials intended for ground transportation. Effective January 1, 2015, the ORM-D category will be eliminated for materials intended for surface transportation. After this date, the mailability of materials previously fitting the description of ORM-D must be evaluated based on its eligibility under the applicable consumer commodity or mailable limited quantity categories.
- d. *Consumer commodity* is a hazardous material that is packaged and distributed in a quantity and form intended or suitable for retail sale and designed for consumption by individuals for their personal care or household use purposes. This term can also include certain drugs or medicines. Not all hazardous material permitted to be shipped as a limited quantity can qualify as a consumer commodity. The consumer commodity category will not apply to materials, intended for air transportation, in hazard classes 4, 5, and 8, and portions of hazard Class 9.
- e. *Mailable Limited Quantity* is a hazardous material in hazard Classes 4, 5, 8 or portions of 9 that presents a limited hazard during transportation (specifically air transport), and is mailable in USPS air networks under certain conditions and in limited quantities.
- f. *Air transportation requirements*, for the purposes of [10.0](#) only, apply to all mailable hazardous materials sent at the First-Class Mail, Priority Mail, or Priority Mail Express prices. All mailable hazardous materials sent at those prices must meet the requirements that apply to air transportation. Mailable hazardous materials sent at any of those prices may or may not be transported via air depending on the distance between the point of origination and the point of destination, and the ability of the USPS to obtain an air carrier between those points.
- g. *Surface transportation requirements*, for the purposes of [10.0](#) only, apply to all mailable hazardous materials sent at the Standard Mail or Package Services prices. All mailable hazardous materials sent at the Standard Mail or Package Services prices must meet the requirements that apply to surface transportation.
- h. *Primary receptacle* is the container (e.g., tube, vial, bottle) that holds the hazardous material.



601.10.2

- i. *Secondary container* is the packaging component into which the primary receptacle(s) and any required absorbent and cushioning material is securely placed. The packaging of certain mailable hazardous materials does not require the use of a secondary container.
- j. *Outer shipping container* is the exterior packaging component into which a primary receptacle, along with any required absorbent and cushioning material, and the secondary container (if required) are securely placed. The outer shipping container bears the addressing information along with all required markings.

### 10.2 U.S. Department of Transportation Regulations of Hazardous Material

The U.S. Department of Transportation (DOT) regulates the surface and air carriage of hazardous materials within the United States via any means of transportation. The DOT regulations for the transport of hazardous materials are codified in Title 49, Code of Federal Regulations (49 CFR) 100–185. USPS mailing standards for hazardous materials generally adhere to 49 CFR, but also include many additional limitations and prohibitions.

### 10.3 USPS Standards for Hazardous Material

[\[1-27-13\]](#) The USPS standards generally restrict the mailing of hazardous materials to ORM-D (permitted for surface transportation only until January 1, 2015), and consumer commodity or mailable limited quantity materials that meet USPS quantity limitations and packaging requirements. All exceptions are subject to the standards in [10.0](#). Detailed information on the mailability of specific hazardous materials is contained in Publication 52, Hazardous, Restricted, and Perishable Mail.

### 10.4 Hazard Class

[\[1-27-13\]](#) Every hazardous material is assigned to one of nine hazard classes identified in 49 CFR 172.101 and 173. Some hazard classes are further separated into divisions based on their physical or chemical properties. For postal purposes, [Exhibit 10.4](#) generally summarizes the mailability of hazardous materials by hazard class.





**Exhibit 10.4 DOT Hazard Classes and Mailability Summary**

		TRANSPORTATION METHOD		
CLASS	HAZARD CLASS NAME AND DIVISION	Domestic Mail Air Transportation	Domestic Mail Surface Transportation	International Mail
1	<b>Explosives</b> Division - 1.1 Mass Explosive Hazard 1.2 Projection Hazard 1.3 Fire Hazard and/or Minor Blast/Minor Projection Hazard 1.4 Minor Blast Hazard 1.5 Very Insensitive With Mass Explosion Hazard 1.6 Extremely Insensitive With No Mass Explosion Hazard	Prohibited	Prohibited except with written permission as allowed in <a href="#">10.11.2</a>	Prohibited
2	<b>Gases</b> Division - 2.1 Flammable Gases 2.2 Nonflammable, Nontoxic Gases 2.3 Toxic Gases	<i>Division 2.1 and 2.3:</i> Prohibited. <i>Division 2.2:</i> Only mailable air-eligible Consumer Commodity materials per <a href="#">10.12.2</a>	<i>Divisions 2.1 and 2.2:</i> Only ORM-D material per <a href="#">10.12.2</a> . <i>Division 2.3:</i> Prohibited	Prohibited
3	<b>Flammable and Combustible Liquids</b>	<i>Flammable liquids:</i> Prohibited. <i>Combustibles:</i> Only mailable air-eligible Consumer Commodity materials per <a href="#">10.13.3</a>	<i>Flammable liquids:</i> Only ORM-D material per <a href="#">10.13.2</a> . <i>Combustibles:</i> Only ORM-D material per <a href="#">10.13.3</a>	Prohibited
4	<b>Flammable Solids</b> Division - 4.1 Flammable Solids 4.2 Spontaneously Combustible 4.3 Dangerous When Wet	Prohibited	Only ORM-D material per <a href="#">10.14.2</a>	Prohibited
5	<b>Oxidizing Substances, Organic Peroxides</b> Division - 5.1 Oxidizing Substances 5.2 Organic Peroxides	Only air-eligible Mailable Limited Quantity materials per <a href="#">10.15.2</a>	Only ORM-D material per <a href="#">10.15.2</a>	Prohibited
6	<b>Toxic Substances and Infectious Substances</b> Division - 6.1 Toxic Substances 6.2 Infectious Substances	<i>Division 6.1:</i> Only mailable air-eligible Consumer Commodity materials per <a href="#">10.16.2</a> . <i>Division 6.2:</i> Only per <a href="#">10.17</a>	<i>Division 6.1:</i> Only ORM-D material per <a href="#">10.16.2</a> . <i>Division 6.2:</i> Only per <a href="#">10.17</a>	<i>Division 6.1:</i> Prohibited. <i>Division 6.2:</i> Only mailable per <a href="#">IMM 135</a>
7	<b>Radioactive Materials</b>	Prohibited	Only in limits per Publication 52	Only mailable in limits per <a href="#">IMM 135</a>
8	<b>Corrosives</b>	Only Mailable Limited Quantity materials per <a href="#">10.19.2</a>	Only ORM-D material per <a href="#">10.19.2</a>	Prohibited
9	<b>Miscellaneous Hazardous Materials</b> ID8000 materials UN3077, UN3082, UN3334, or UN3335 materials	Only mailable air-eligible Consumer Commodity materials per <a href="#">10.20</a>	Only ORM-D material per <a href="#">10.20</a>	Prohibited, except magnetized materials per <a href="#">IMM 136</a>



601.10.5

**10.5 Mailer Responsibility for Mailing Hazardous Materials**

Full responsibility rests with the mailer to comply with all postal and nonpostal laws and regulations regarding the mailing of hazardous materials. Anyone who mails, or causes to be mailed, a nonmailable or improperly packaged hazardous material can be subject to legal penalties, including but not limited to those specified in 18 USC.

**10.6 Mailability Rulings for Hazardous Materials**

Generally, the acceptability for mailing chemicals and other types of hazardous materials depends on container fluid/vapor capacities, the ability of the complete mailpiece to contain the material, and the method of absorbing and containing the product in case of accidental leakage of the primary receptacle. To determine mailability of a specific material, a mailer must submit a material safety data sheet (MSDS) and the following information to the Pricing and Classification Service Center (PCSC):

- a. Name of material, hazard class, and assigned United Nations (UN) or North America (NA) identification number.
- b. Chemical composition by percentage of ingredient.
- c. Flashpoint.
- d. Toxic properties.
- e. Irritant action when inhaled, swallowed, or contacted by eyes or skin.
- f. Special precautions necessary to permit handling without harm to USPS employees or damage to property or other mail.
- g. Explanation of warning labels and shipping papers required by state or federal regulations.
- h. Proposed packaging method, including the addressing and required markings.
- i. Proposed number of pieces to be mailed, class of mail, and Post Office(s) of mailing.

**10.7 Warning Labels for Hazardous Materials**

**[1-27-13]** With few exceptions as noted in these standards, most hazardous materials acceptable for mailing fall within the current Other Regulated Materials (ORM-D) regulations of 49 CFR 173.144 for materials intended for surface transportation, and the consumer commodity or mailable limited quantity categories for materials intended for air transportation. Mailpieces containing mailable hazardous materials intended for transportation by air are required to bear an approved DOT square-on-point marking under [10.8b](#) and may also be required to bear a specific DOT hazardous material warning label (if required for the hazard class shipped). Mailpieces containing mailable hazardous materials must be marked as required in [10.8](#) and must bear DOT handling labels (e.g., orientation arrows, magnetized materials) when applicable. Effective January 1, 2015, the ORM-D category will be eliminated for materials intended for surface transportation, and mailpieces containing hazardous materials intended for surface transportation will be required to be marked using the appropriate DOT square-on-point marking. Also



after this date, the mailability of materials previously fitting the description of ORM-D must be evaluated based on its eligibility under the applicable consumer commodity or mailable limited quantity categories.

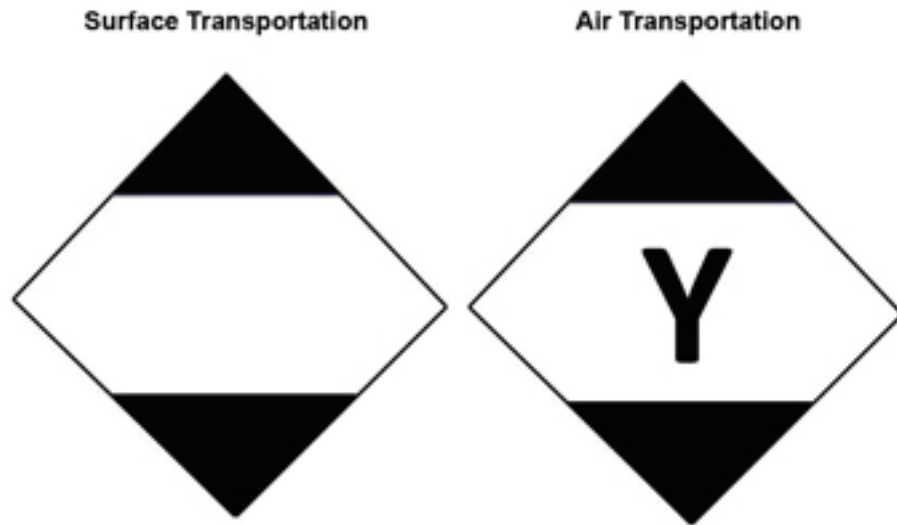
## 10.8 Package Markings for Hazardous Materials

[1-27-13] Unless otherwise noted, each mailpiece containing a mailable hazardous material must be plainly and durably marked on the address side with the required shipping name and UN identification number. Mailpieces containing mailable air-eligible hazardous materials intended for air transportation must bear a DOT limited quantity square-on-point marking under 10.8b. Mailpieces containing mailable hazardous materials intended for surface transportation may be entered and marked under the ORM-D category before January 1, 2015. After this date, all parcels containing mailable hazardous materials must bear the appropriate DOT square-on-point marking and other associated markings when required. The following also applies:

- a. The use of DOT limited quantity square-on-point markings are required for mailpieces intended for air transportation and optional (until January 1, 2015) for mailpieces intended for surface transportation (see Exhibit 10.8b ). The plain square-on-point marking is used for shipments sent by surface transportation, and the square-on-point marking including the symbol “Y” superimposed in the center is used for shipments sent by air transportation. The following also applies:
  1. Markings must be durable, legible and readily visible.
  2. The marking must be applied on at least one side or one end of the outer packaging. The border forming the square-on-point must be at least 2 mm (0.08 inch) in width and the minimum dimension of each side must be 100 mm (3.94 inches), unless the package size requires a reduced size marking of no less than 50 mm (1.97 inches) on each side.
  3. For surface transportation, the top and bottom portions of the square-on-point and the border forming the square-on-point must be black and the center must be white or of a suitable contrasting background. Surface shipments containing qualifying ORM-D materials and bearing the square-on-point limited quantity marking are not required to be marked with the shipping name and identification number.
  4. For transportation by aircraft, the top and bottom portions of the square-on-point and the border forming the square-on-point must be black and the center must be white or of a suitable contrasting background. The symbol “Y” must be black and located in the center of the square-on-point and be clearly visible. Mailpieces intended for transport by air must also be marked with the proper shipping name, identification number, and must also display the appropriate DOT hazardous material warning label (only when required for the hazard class shipped) in accordance with Publication 52.
- b. The UN identification number is not required on mailpieces containing ORM-D materials and intended for surface transportation. A mailable ORM-D material must be marked on the address side with “ORM-D” (or marked under 10.8a) immediately following, or below the proper shipping name. The proper shipping



name for a mailable ORM-D material is “consumer commodity.” The designation “ORM-D” must be placed within a rectangle that is approximately 6.3 mm (1/4 inch) larger on each side than the applicable designation. Mailpieces containing ORM-D materials sent as Standard Mail, Standard Post, Parcel Select, or Package Services must also be marked on the address side as “Surface Only” or “Surface Mail Only.”

**Exhibit 10.8b DOT Square-On-Point Markings****10.9 Shipping Papers for Hazardous Materials**

**[1-27-13]** A shipper's declaration for dangerous goods (shipping paper) prepared under 49 CFR 172.200 through 172.205 is required for certain types of hazardous materials when mailed. The shipping paper must be completed and signed in triplicate by the mailer. It must be affixed to the outside of the mailpiece within an envelope or similar carrier that can be easily opened and resealed to allow viewing of the document. Shipping papers are required as follows:

- a. Air transportation requirements. Except for nonregulated materials sent under [10.17.3](#) or [10.17.8](#) and diagnostic specimens sent under [10.17.5](#), mailpieces containing mailable hazardous materials sent as Priority Mail Express, Priority Mail, First-Class Mail, or First-Class Package Service, must include a shipping paper.
- b. Surface transportation requirements. Except for nonregulated materials sent under [10.17.3](#) or [10.17.8](#) and mailable ORM-D materials, mailpieces containing mailable hazardous materials sent as Standard Mail, Standard Post, Parcel Select, or Package Services, must include a shipping paper.

**10.10 Air Transportation Prohibitions for Hazardous Materials**

**[1-27-13]** All mailable hazardous materials sent as Priority Mail Express, Priority Mail, First-Class Mail, or First-Class Package Service, must meet the requirements for air transportation. The following types of hazardous materials are always prohibited on air transportation regardless of class of mail:



- a. Anything susceptible to damage or that can become harmful because of changes in temperature or atmospheric pressures unless protected against the effects of such changes.
- b. Magnetic materials that have a field strength sufficient to cause a compass deviation at a distance of 15 feet (4.6 meters) or more from any point on the outer packaging.
- c. Flammable materials (gases, liquids, and solids).
- d. Radioactive materials.
- e. Materials excluded from air shipment by DOT regulations (49 CFR 100-185) or of the applicable state (country) or air carrier operator variations. Certain restricted articles, as described in 49 CFR 100-185 and the operator variations of the air carriers, may be accepted for air transportation if properly packaged. These articles must be labeled and bear a shipper's declaration in triplicate, as required by 49 CFR 172.204, or must be marked according to the air carrier's operator variations. Refer to the technical instruction of the International Civil Aviation Organization (ICAO) for air carrier operator variations.

## 10.11 Explosives (Hazard Class 1)

### 10.11.1 Definition

An *explosive* is any substance, article, or device that is designed to function by explosion (i.e., an extremely rapid release of gas and heat) or that, by chemical reaction within itself, is able to function in a similar manner even if not designed to function by explosion, unless the substance or article is otherwise classed under the provisions in 49 CFR. Hazard class 1 has six divisions as shown in [Exhibit 10.4](#). No further explanation of the six divisions is provided in these standards because explosives are prohibited in the mail except as permitted in [10.11.2](#).

### 10.11.2 Mailability

Explosives are prohibited in international mail. Explosives are prohibited in the domestic mail via air transportation. For domestic surface transportation, explosives are prohibited except for certain Division 1.4S toy propellant devices and safety fuses specifically approved by the manager, Product Classification (see [608.8.0](#) for address) before mailing. A mailable explosive must meet the packaging and marking requirements provided with the manager's approval. A shipping paper is required.

## 10.12 Gases (Hazard Class 2)

### 10.12.1 Definition

Hazard class 2 consists of three divisions:

- a. Division 2.1, Flammable Gases. A material that is a gas at 68°F (20°C) or less and 14.7 psi (101.3 kPa) of pressure. Flammable gases also include materials that have a boiling point of 68°F (20°C) or less at 14.7 psi (101.3 kPa) and that are ignitable at 14.7 psi (101.3 kPa) when in a mixture of 13% or less by volume with air or that have a flammable range at 14.7 psi (101.3 kPa) with air of at least 12% regardless of the lower limit. These conditions must be established in accordance with ASTM E681-85, Standard Test Method for Concentration



Limits of Flammability of Chemicals, or other approved equivalent method. The flammability of aerosols must be determined using the tests specified in 49 CFR 173.306(i).

- b. Division 2.2, Nonflammable, Nontoxic Gases. A material that does not meet the definition of Division 2.1 or 2.3 and exerts in its packaging an absolute pressure of 40.6 psi (280 kPa) or greater at 68°F (20°C).
- c. Division 2.3, Toxic Gases. A material that is poisonous by inhalation and is a gas at 68°F (20°C) or less and a pressure of 14.7 psi (101.3 kPa) or a material that has a boiling point of 68°F (20°C) or less at 14.7 psi (101.3 kPa).

### 10.12.2 Mailability

**[1-27-13]** Gases are prohibited in international mail. Toxic gases in Division 2.3 are prohibited in domestic mail. Flammable gases in Division 2.1 are prohibited in domestic mail via air transportation but are permitted via surface transportation if the material can qualify as an ORM-D material (or after January 1, 2015, a consumer commodity material) and meet the standards in [10.12.3](#) and [10.12.4](#). Mailable nonflammable gases in Division 2.2 are generally permitted in the domestic mail via air or surface transportation if the material can qualify as an ORM-D material when intended for surface transportation, or as a consumer commodity material when intended for air transportation, and also meet the standards in [10.12.3](#) and [10.12.4](#).

### 10.12.3 Container

An other-than-metal primary receptacle containing a mailable gas may be acceptable if the water capacity of the primary receptacle is 4 fluid ounces (7.22 cubic inches) or less per mailpiece and the primary receptacle meets 49 CFR requirements. Mailable nonflammable and flammable compressed gases are acceptable in metal primary receptacles that have a water capacity up to 33.8 fluid ounces (1 liter or 61.0 cubic inches), depending on their internal pressure. A DOT 2P container must be used as the primary receptacle if the internal pressure is from 140 to 160 psi at 130°F (55°C). A DOT 2Q container must be used as the primary receptacle if the pressure is from 161 to 180 psi at 130°F (55°C). A container with an internal pressure over 180 psi at 130°F (55°C) is prohibited from mailing. Mailable flammable compressed gases are restricted to 33.8 fluid ounces (1 liter) per mailpiece. Mailable nonflammable compressed gases are permitted in individual 33.8 fluid ounce (1 liter) containers that must be securely packed within an outer shipping container. Each mailpiece must not exceed a total weight of 25 pounds.

### 10.12.4 Marking

**[1-27-13]** For surface transportation, packages of mailable gases must be plainly and durably marked on the address side with "Surface Only" or "Surface Mail Only," and "ORM-D" (or with a DOT square-on-point marking under [10.8a](#)) immediately following or below the proper shipping name (consumer commodity). For air transportation, packages must bear the DOT square-on-point marking including the symbol "Y," an approved DOT Class 9 hazardous material warning label, Identification Number "ID8000," and proper shipping name "Consumer Commodity." Mailpieces must also bear a shipper's declaration for dangerous goods.



## 10.13 Flammable and Combustible Liquids (Hazard Class 3)

### 10.13.1 Definitions

The terms used in the standards that apply to hazard class 3 are defined as follows:

- a. *Flammable liquid* means a liquid that has a flashpoint of not more than 141°F (60.5°C), or any material in a liquid phase that has a flashpoint at or above 100°F (38°C).
- b. *Combustible liquid* means any liquid that does not meet the definition of any other hazard class and has a flashpoint above 141°F (60.5°C) and below 200°F (93°C). Note: A flammable liquid with a flashpoint at or above 100°F (38°C) that does not meet the definition of any other hazard class may be reclassified as a combustible liquid per 49 CFR 173.120(b).

### 10.13.2 Flammable Liquid Mailability

[1-27-13] Flammable liquid is prohibited in international mail. Flammable liquid with a flashpoint of 20°F (-7°C) or below is prohibited in domestic mail. Other flammable liquid is prohibited in domestic mail via air transportation but is permitted via surface transportation if the material can qualify as an ORM-D material (or after January 1, 2015, a consumer commodity material) and meet the following conditions as applicable:

- a. The flashpoint is above 20°F (-7°C) but no more than 73°F (23°C); the liquid is in a metal primary receptacle not exceeding 1 quart, or in another type of primary receptacle not exceeding 1 pint, per mailpiece; enough cushioning surrounds the primary receptacle to absorb all potential leakage; the cushioning and primary receptacle are packed within a securely sealed secondary container that is placed within a strong outer shipping container; and each mailpiece is plainly and durably marked on the address side with "Surface Only" or "Surface Mail Only" and "ORM-D" immediately following or below the proper shipping name (or with a DOT square-on-point marking under [10.8b](#)).
- b. The flashpoint is above 73°F (23°C) but less than 100°F (38°C); the liquid is in a metal primary receptacle not exceeding 1 gallon, or in another type of primary receptacle not exceeding 1 quart, per mailpiece; enough cushioning surrounds the primary receptacle to absorb all potential leakage; the cushioning and primary receptacle are placed within a securely sealed secondary container that is placed within a strong outer shipping container; and each mailpiece is plainly and durably marked on the address side with "Surface Only" or "Surface Mail Only" and "ORM-D" immediately following or below the proper shipping name (or with a DOT square-on-point marking under [10.8b](#)).

### 10.13.3 Combustible Liquid Mailability

[1-27-13] Combustible liquid is prohibited in international mail. Combustible liquid is permitted in domestic mail if the material can qualify as an ORM-D material, when intended for ground transportation or a consumer commodity material, when intended for air transportation, and when the following conditions are met as applicable:

- a. For surface transportation, if the flashpoint is 100°F (38°C) but no more than 141°F (60.5°C); the liquid is in a metal primary receptacle not exceeding 1 gallon, or in another type of primary receptacle not exceeding 1 quart, per





mailpiece; enough cushioning surrounds the primary receptacle to absorb all potential leakage; the cushioning and primary receptacle are packed in a securely sealed secondary container that is placed within a strong outer shipping container; and each mailpiece is plainly and durably marked on the address side with “Surface Only” or “Surface Mail Only” and “ORM-D” immediately following or below the proper shipping name (or with a DOT square-on-point marking under [10.8b](#)).

- b. For surface or air transportation, if the flashpoint is above 141°F (60.5°C) but no more than 200°F (93°C); the liquid is in a primary receptacle not exceeding 1 gallon per mailpiece; enough cushioning surrounds the primary receptacle to absorb all potential leakage; the cushioning and primary receptacle are packed in a securely sealed secondary container that is placed within a strong outer shipping container. For surface transportation, each mailpiece must be plainly and durably marked on the address side with “ORM-D” immediately following or below the proper shipping name; and each piece must be marked on the address side as “Surface Only” or “Surface Mail Only” (or with a DOT square-on-point marking under [10.8b](#)). For air transportation, packages must bear the DOT square-on-point marking including the symbol “Y,” an approved DOT Class 9 hazardous material warning label, Identification Number “ID8000,” proper shipping name “Consumer Commodity,” and a shipper’s declaration for dangerous goods.
- c. For air or surface transportation, if the flashpoint is above 200°F (93°C) the material is not regulated as a hazardous material. Such nonregulated materials must be properly and securely packaged to prevent leakage under the general packaging requirements in [3.0, Packaging](#).

#### **10.13.4 Cigarette Lighters**

A cigarette lighter equipped with an ignition element and containing flammable liquid fuel is a Class 3 flammable liquid. A cigarette lighter that contains a flammable gas is classed as a Division 2.1 flammable gas. A cigarette lighter containing either flammable liquid or flammable gas is permitted only in domestic mail via surface transportation when all of the following conditions are met:

- a. The design of the lighter is approved by a lighter certification agency authorized by the DOT Associate Administrator for Hazardous Material Safety, per 49 CFR 173.21(i) and 173.308; and an approval number (e.g., “LAA\*\*\*\*”) is issued.
- b. The prospective mailer of the lighter submits to the PCSC manager a written request for authorization to mail the lighter, accompanied by a legible photocopy of the official DOT notice conveying the approval described in [10.13.4a](#) and a specimen of the actual lighter, the packaging materials in which each lighter is to be mailed, the number of mailpieces, and the mailing location. The mailer will receive a written decision from the PCSC manager regarding the requested authorization for mailing.
- c. When presented for mailing, the address side of the mailpiece containing the lighter must prominently display the approval number, (e.g., “LAA\*\*\*\*”), the proper shipping name “Lighter(s)” or “Lighter(s) for Cigarette,” and the marking “Surface Only” or “Surface Mail Only”; all preparation and packaging





requirements in the PCSC manager's approval letter have been met; and a legible photocopy of the PCSC manager's approval letter must accompany the mailing.

#### **10.13.5 Special Permit Authorization DOT–SP 9275**

Manufacturers and distributors seeking to mail parcels via air transportation in accordance with Department of Transportation Special Permit 9275 must submit a written request for approval to the manager, Product Classification (see [608.8.0](#) for address). Approval to mail parcels using DOT–SP 9275 allows the mailer to use First-Class Mail, Priority Mail, or Parcel Select services for shipping in compliance with all DOT regulations in DOT–SP 9275 and the following mailing requirements:

- a. Mailers must present a current copy of their DOT Special Permit Authorization letter with a written request for approval to the manager, Product Classification.
- b. Once approved, mailers must present a copy of their approval letter from the manager, Product Classification (to be kept on file at the office of mailing) at the time of their first mailing at any given postal facility, along with a copy of their current DOT Special Permit Authorization letter. It is the mailers responsibility to provide the office of mailing with updated DOT Special Permit approval letters. The Postal Service may refuse mailings not supported by a current DOT authorization letter.
- c. Mailers must enter parcels using First-Class Mail, Priority Mail, or Parcel Select service via a USPS-authorized manifest mailing system (MMS) (see [705.2.0](#)).
- d. Mailers must label each parcel on the address side with “USPS Approved DOT–SP 9275” using at least 14-point type.
- e. Parcels must weigh 10 pounds or less. Each inner package (receptacle) may not exceed 16 ounces of flammable liquid or 1 pound of solids containing flammable liquid.
- f. Mailers must ensure that all addressees are notified that they are not authorized to remail the contents of the parcel via the Postal Service under DOT–SP 9275. Mailers must include the following notice: “Flammable substances contained in these packages may be mailed only by consumers (the addressee) via surface transportation in accordance with [10.13](#). Full responsibility rests with the mailer to comply with all postal and nonpostal statutes and regulations regarding mail. Information regarding postal statutes, regulations, and mailing requirements is available from your local Postmaster or Postal Service Business Mail Entry Manager, and at the Postal Service's mailing standards Web site at [pe.usps.com](http://pe.usps.com).”
- g. Mailers must comply with the warning and labeling requirements in 21 CFR Part 700 (740.1 and 701.3) when mailing each parcel.

### **10.14 Flammable Solids (Hazard Class 4)**

#### **10.14.1 Definitions**

Hazard class 4 consists of three divisions:



- a. Division 4.1, Flammable Solids. Any solid material other than one classed as an explosive that, under conditions normally incident to transportation, is likely to cause fires through friction or retained heat from manufacturing or processing, or that can be ignited readily and, when ignited, burns so vigorously and persistently as to create a serious transportation hazard.
- b. Division 4.2, Spontaneously Combustible. A liquid or solid pyrophoric material that even in small amounts and without an external ignition source can ignite within 5 minutes after coming in contact with air, or a self-heating material that, when in contact with air and without an energy supply, is liable to self-heat.
- c. Division 4.3, Dangerous When Wet. A material that, by contact with water, is likely to become spontaneously flammable or to give off flammable or toxic gas at a price greater than 1 liter per kilogram of the material per hour.

### 10.14.2 Mailability

[1-27-13] Flammable solids are prohibited in international mail. Flammable solids are prohibited in domestic mail via air transportation. A flammable solid that can qualify as an ORM-D material (or after January 1, 2015, a mailable limited quantity material) is permitted in domestic mail via surface transportation if the material is contained in a secure primary receptacle having a weight of 1 pound or less; the primary receptacle(s) is packed in a strong outer shipping container with a total weight of 25 pounds or less per mailpiece; and each mailpiece is plainly and durably marked on the address side with "Surface Only" or "Surface Mail Only" and "ORM-D" immediately following or below the proper shipping name (or with a DOT square-on-point marking under [10.8b](#)).

### 10.14.3 Matches

Matches are classified as flammable solids. Strike-anywhere matches are prohibited in international and domestic mail. Safety matches (book, card, or strike-on-box) are prohibited in international mail, and in domestic mail via air transportation, but are permitted in domestic mail via surface transportation if:

- a. They do not ignite spontaneously under conditions normally incident to transportation or when subjected for 8 consecutive hours to a temperature of 200°F (93°C).
- b. They cannot be readily ignited by friction unless struck on their own or a similar box, card, or book.
- c. They are tightly packed in a securely sealed primary receptacle to prevent any shifting or movement that could cause accidental ignition by rubbing against adjoining items. The primary receptacle(s) is placed securely within an outer shipping container made of fiberboard, wood, or other equivalent material. Multiple primary receptacles may be placed in a single outer shipping container. The address side of the mailpiece must be marked "Surface Only" or "Surface Mail Only" and "Book Matches," "Strike-on-Card Matches," or "Card Matches," as appropriate. A shipping paper is not required.
- d. The gross weight of each mailpiece is not more than 25 pounds.



## **10.15 Oxidizing Substances, Organic Peroxides (Hazard Class 5)**

### **10.15.1 Definition**

Hazard class 5 consists of two divisions:

- a. Division 5.1, Oxidizing Substances. A material that may, generally by yielding oxygen, cause or enhance the combustion of other materials.
- b. Division 5.2, Organic Peroxides. Any organic compound that contains oxygen in the bivalent structure and that may be considered a derivative of hydrogen peroxide, where one or more of the hydrogen atoms have been replaced by organic radicals.

### **10.15.2 Mailability**

**[1-27-13]** Oxidizing substances and organic peroxides are prohibited in international mail. Class 5 materials are permitted in domestic mail if the material can qualify as an ORM-D material (until January 1, 2015), when intended for ground transportation; or an air-eligible mailable limited quantity material, when intended for air transportation. Liquid materials must be enclosed within a primary receptacle having a capacity of 1 pint or less; the primary receptacle(s) must be surrounded by absorbent cushioning material and held within a leak-resistant secondary container that is packed within a strong outer shipping container. Solid materials must be contained within a primary receptacle having a weight capacity of 1 pound or less; the primary receptacle(s) must be surrounded with cushioning material and packed within a strong outer shipping container. Each mailpiece may not exceed a total weight of 25 pounds. For surface transportation, each mailpiece must be plainly and durably marked on the address side with "ORM-D" immediately following or below the proper shipping name; and each piece must be marked on the address side as "Surface Only" or "Surface Mail Only" (or with a DOT square-on-point marking under [10.8b](#)). air transportation, packages must bear the DOT square-on-point marking including the symbol "Y," the appropriate approved DOT Class 5.1 or 5.2 hazardous material warning label, the identification number, proper shipping name, and a shipper's declaration for dangerous goods.

## **10.16 Toxic Substances (Hazard Class 6, Division 6.1)**

### **10.16.1 Definitions**

The terms used in the standards for Division 6.1 material are:

- a. *Toxic substance* is a poisonous material, other than a gas, that is known to be so toxic to humans as to cause death, injury, or harm to human health if swallowed, inhaled, or contacted by the skin.
- b. *Oral toxicity* applies to a liquid with a lethal dose (LD<sub>50</sub>) for acute oral toxicity of not more than 500 mg/kg or a solid with an LD<sub>50</sub> for acute oral toxicity of not more than 200 mg/kg that when administered by mouth is likely to cause death within 14 days in half of the test animals.
- c. *Dermal toxicity* applies to a material with an LD<sub>50</sub> for acute dermal toxicity of not more than 1,000 mg/kg that when administered by continuous contact with bare skin is likely to cause death within 14 days in half of the test animals.



- d. *Inhalation toxicity* applies to a dust or mist with a lethal concentration (LC<sub>50</sub>) for acute inhalation toxicity of not more than 10 mg/L; or a saturated vapor concentration in air at 68°F (20°C) of more than one-fifth of the LC<sub>50</sub> for acute toxicity on inhalation of vapors and with an LC<sub>50</sub> for acute inhalation toxicity of vapors of not more than 5,000 ml/m<sup>3</sup>; that when administered by continuous inhalation for 1 hour is likely to cause death within 14 days in half of the test animals.
- e. *Irritating material* is any liquid or solid substance (e.g., tear gas) that gives off intense fumes and causes extreme irritation and impairment to a person's ability to function.

### 10.16.2 Mailability

[1-27-13] Toxic substances or poisons are prohibited in international mail. For domestic mail, a Division 6.1 toxic substance or poison that can qualify as an ORM-D material (until January 1, 2015) when intended for ground transportation, or a mailable air-eligible consumer commodity material when intended for air transportation, is permitted when packaged under the applicable requirements in 10.16.4. Certain other poisonous materials are permitted to be mailed only between the authorized parties and under the conditions in 10.16.3.

### 10.16.3 Authorized Parties

A Division 6.1 toxic substance having an LD50 for oral toxicity of greater than 5mg/kg but less than or equal to 50 mg/kg is mailable only if packaged under the applicable requirements in 10.16.4 and when sent between authorized parties and under specified conditions, as follows:

- a. Toxic substances for scientific use (not outwardly or of their own force dangerous or injurious to life, health, or property) may be sent only between manufacturers, dealers, bona fide research or experimental scientific laboratories, and employees of federal, state, or local governments who have official use for such poisons and are designated by the agency head to receive or send such poisons. For air transportation, a shipper's declaration for dangerous goods is required.
- b. Poisonous drugs and medicines may be sent only from the manufacturer or dealer of the drugs and medicines to licensed physicians, surgeons, dentists, pharmacists, druggists, cosmetologists, barbers, and veterinarians (18 USC 1716). In limited circumstances, when the mailing is initiated by a drug manufacturer or the drug manufacturer's registered agent, customers may return prescription drugs to the manufacturer or its registered agent as indicated in 12.11.4 and 12.11.5.

### 10.16.4 Packaging and Marking

[1-27-13] The following requirements must be met, as applicable:

- a. A toxic substance that can qualify as an ORM-D material (until January 1, 2015) when intended for ground transportation, or a mailable air-eligible consumer commodity material when intended for air transportation, and does not exceed a total capacity of 8 ounces per mailpiece is permitted if: the material is held in a primary receptacle(s); enough cushioning material surrounds the primary receptacle to absorb all potential leakage; and the cushioning and primary



receptacle(s) are packed in another securely sealed secondary container that is placed within a strong outer shipping container. For surface transportation, each mailpiece must be plainly and durably marked on the address side with “ORM-D” immediately following or below the proper shipping name; and each piece must be marked on the address side as “Surface Only” or “Surface Mail Only” (or with a DOT square-on-point marking under [10.8b](#)). Air transportation packages must bear the DOT square-on-point marking including the symbol “Y,” an approved DOT Class 9 hazardous material warning label, Identification Number “ID8000,” proper shipping name “Consumer Commodity,” and a shipper’s declaration for dangerous goods.

- b. Other toxic substances and poisons are permitted to be sent between the authorized parties and under the conditions in [10.16.3](#) when they do not exceed 8 ounces per mailpiece and if: the material is held in a leak-resistant primary receptacle(s); sufficient absorbent and cushioning material completely surround each primary receptacle; the primary receptacle(s) and the absorbent and cushioning materials are firmly held within a leakproof (for liquids) or siftproof (for solids) secondary container; the secondary container is firmly and securely held within a strong outer shipping container of 200-pound grade corrugated fiberboard or equivalent strength. The address side of each mailpiece must be marked with the proper shipping name and UN (or NA) identification number of the material (unless exempted by [12.11.6](#)). Mailable materials sent via surface transportation must be marked on the address side as “Surface Only” or “Surface Mail Only.” Each mailpiece must bear a shipping paper.

#### **10.16.5 Irritants**

Irritants are prohibited in international mail and domestic mail.

### **10.17 Infectious Substances (Hazard Class 6, Division 6.2)**

#### **10.17.1 General**

Division 6.2 materials include infectious substances, biological products, regulated medical waste, sharps medical waste, used health care products, and forensic materials. Division 6.2 materials are not permitted in international mail or domestic mail, except when they are intended for medical or veterinary use, research, or laboratory certification related to the public health; and only when such materials are properly prepared for mailing to withstand shocks, pressure changes, and other conditions related to ordinary handling in transit. Mailable Division 6.2 materials sent as international mail must meet the standards in the [International Mail Manual](#). For domestic mail, mailable Division 6.2 materials must meet the applicable standards in [10.17](#). Unless otherwise noted, all mailable Division 6.2 materials must meet the mail preparation requirements for air transportation.

#### **10.17.2 Definitions**

The terms used in the standards for Division 6.2 materials are defined as follows:



- a. *Infectious substance* means a material known or reasonably expected to contain a pathogen. A pathogen is a microorganism that can cause disease in humans or animals. Examples of pathogens include bacteria, viruses, fungi, and other infectious agents. An infectious substance must be assigned to one of the following two categories:
  - 1. *Category A*: An infectious substance transported in a form capable of causing permanent disability or life-threatening or fatal disease in otherwise healthy humans or animals when exposure occurs. Category A infectious substances are not mailable. A Category A infectious substance is assigned the identification number UN 2814 or UN 2900, based on the known medical history or symptoms of the source patient or animal, endemic local conditions, or professional judgment concerning the individual circumstances of the source human or animal.
  - 2. *Category B*: An infectious substance that does not meet the criteria for inclusion in Category A. A mailpiece known or suspected to contain a Category B infectious substance must bear the proper shipping name "Biological substance, Category B" on the address side of the mailpiece and must be assigned to and marked with identification number UN 3373 or, for regulated medical waste and sharps medical waste, identification number UN 3291.
- b. *Biological product* means a virus, therapeutic serum, toxin, antitoxin, vaccine, blood, blood component or derivative, allergenic product, or analogous product or arsphenamine or derivative of arsphenamine (or any other trivalent arsenic compound) intended to prevent, treat, or cure a disease or condition of humans or animals. A biological product includes a material subject to regulation under 42 U.S.C. 262 or 21 U.S.C. 151-159. Unless otherwise excepted, mark these mailpieces with identification number UN 3373 when they contain a biological product known or reasonably expected to contain a pathogen that meets the definition of a Category B infectious substance.
- c. *Cultures* are infectious substances that result from a process by which pathogens are intentionally propagated. This definition does not include a human or animal patient specimen as defined in [10.17.2e](#).
- d. *Exempt human or animal specimen* means a human or animal sample (including, but not limited to, secreta, excreta, blood and its components, tissue and tissue fluids, and body parts) transported for routine testing not related to the diagnosis of an infectious disease. Typically, exempt human specimens are specimens for which there is a low probability that the sample is infectious, such as specimens for drug or alcohol testing; cholesterol testing; blood glucose level testing; prostate-specific antigens (PSA) testing; testing to monitor heart, kidney, or liver function; pregnancy testing; and testing for diagnosis of noninfectious diseases such as cancer biopsies. Exempt human or animal specimens are not subject to regulation as hazardous materials but must be packaged according to [10.17.9](#).



- e. *Patient specimen* means material that is collected directly from humans or animals and transported for purposes such as diagnosis and research. Patient specimens include excreta, secretions, blood and its components, tissue and tissue swabs, body parts, and specimens in transport media (such as transwabs, culture media, and blood culture bottles).
- f. *Regulated medical waste*, for USPS purposes, means a soft waste material (other than a sharp) derived from the medical treatment, diagnosis, immunization, or biomedical research of a human or animal. Soft medical waste includes items such as used rubber gloves, swabs, gauze, tongue depressors, and other similar material. Mark these mailpieces with identification number UN 3291.
- g. *Sharps medical waste*, for USPS purposes, means a medical waste object that is capable of cutting or penetrating skin or packaging material and that is contaminated with a pathogen or may become contaminated with a pathogen derived from the medical treatment, diagnosis, immunization, or biomedical research of a human or animal. Sharps include used medical waste such as needles, syringes, scalpels, broken glass, culture slides, culture dishes, broken capillary tubes, broken rigid plastic, and exposed ends of dental wires. Mark these mailpieces with identification number UN 3291.
- h. *Toxin* means a Division 6.1 material from a plant, animal, or bacterial source. A toxin containing an infectious substance or a toxin contained in an infectious substance must be classed as Division 6.2, described as an infectious substance, and assigned to UN 2814, UN 2900, or UN 3373, as appropriate. A toxin known or suspected to contain a Category A infectious substance is not mailable. A toxin known or suspected to contain a Category B infectious substance must be marked UN 3373 and packaged under 10.17.5. Toxins from plant, animal, or bacterial sources that do not contain an infectious substance, and are not contained in an infectious substance, may be considered for classification as Division 6.1 toxic substances under [10.16](#).
- i. *Used health care product* means a medical, diagnostic, or research device or piece of equipment, or a personal care product used by consumers, medical professionals, or pharmaceutical providers that does not meet the definition of a diagnostic specimen, biological product, regulated medical waste, or sharps waste, is contaminated with potentially infectious body fluids or materials, and is not decontaminated or disinfected to remove or mitigate the infectious hazard prior to transport.

### 10.17.3 Nonregulated Materials

The following materials are not subject to regulation as Division 6.2 hazardous materials and are mailable when the packaging requirements in [10.17.8](#) are met:

- a. A biological product, including an experimental or investigational product or component of a product, subject to Federal approval, permit, review, or licensing requirements, such as those required by the Food and Drug Administration of the U.S. Department of Health and Human Services or the U.S. Department of Agriculture. A biological product known or suspected to



## 601.10.17.3

contain a Category B infectious substance must be marked UN 3373 and packaged under [10.17.4](#). A biological product known or suspected to contain a Category A infectious substance is not mailable.

- b. Blood collected for the purpose of blood transfusion or the preparation of blood products; blood products; plasma; plasma derivatives; blood components; tissues or organs intended for use in transplant operations; and human cell, tissues, and cellular and tissue-based products regulated under the Public Health Service Act (42 U.S.C. 264-272) or the Food, Drug, and Cosmetic Act (21 U.S.C. 332 et seq.).
- c. Blood, blood plasma, and blood components collected for the purpose of blood transfusion or the preparation of blood products and sent for testing as part of the collection process, except where the person collecting the blood has reason to believe it contains a Category B infectious substance, in which case the test sample must be shipped as a Category B infectious substance. Materials known or suspected to contain a Category A infectious substance are not mailable.
- d. Dried blood spots, collected by applying a drop of blood to absorbent material, or dried specimens for fecal occult blood detection. (These materials are not classified as exempt human or animal specimens.)
- e. Forensic material containing a biological material, such as tissue, body fluid, excreta, or secretions, not expected to contain a Category A or Category B infectious substance and transported on behalf of a U.S. Government agency or a state, local, or Indian tribal government agency. A forensic material known or suspected to contain a Category B infectious substance must be shipped as a Category B infectious substance. A forensic material known or suspected to contain a Category A infectious substance is not mailable.

All materials mailable under the provisions in [10.17](#) must be properly packaged. [Exhibit 10.17.3](#) lists the specific reference in [10.17](#) under which each type of mailable material must be packaged.



**Exhibit 10.17.3 Packaging Standards for Division 6.2 Infectious Substances**

MATERIAL BEING MAILED	PACKAGING STANDARDS		
	Nonregulated	Category A	Category B
Blood for Transfusion	<a href="#">10.17.8</a>	nm	<a href="#">10.17.4</a>
Biological Product	<a href="#">10.17.8</a>	nm	<a href="#">10.17.4</a>
Culture or Stock	<a href="#">10.17.8</a>	nm	<a href="#">10.17.4</a>
Patient Specimen	<a href="#">10.17.8</a>	nm	<a href="#">10.17.4</a>
Exempt Human or Animal Specimen	<a href="#">10.17.9</a>	n/a	n/a
Forensic Material	<a href="#">10.17.8</a>	nm	<a href="#">10.17.4</a>
Regulated Medical Waste	<a href="#">10.17.5</a>	nm	<a href="#">10.17.5</a>
Sharps Waste	<a href="#">10.17.5</a>	nm	<a href="#">10.17.5</a>
Toxin*	<a href="#">10.16.4</a>	nm	<a href="#">10.17.4</a>
Treated Medical Waste	<a href="#">10.17.8</a>	n/a	n/a
Used Health Care Product	<a href="#">10.17.6</a>	nm	<a href="#">10.17.6</a>

nm = Not mailable.

n/a = Not applicable.

\* *Toxin* means a Division 6.1 material from a plant, animal, or bacterial source. A toxin containing an infectious substance or a toxin contained in an infectious substance must be classified as Division 6.2; described as an infectious substance; and assigned to UN 2814, UN 2900, or UN 3373, as appropriate. A Division 6.1 toxin that can qualify as an ORM-D material is permitted when packaged under [10.16.3](#) or [10.16.4](#).

**10.17.4 Packaging Category B Infectious Substances**

A material that is classified as a Category B infectious substance and that meets the definition in [10.17.2a2](#) must be triple-packaged, meeting the packaging requirements in 49 CFR 173.199, and sent as First-Class Mail, Priority Mail, or Priority Mail Express. Each primary receptacle containing a liquid must be leakproof and surrounded by absorbent material sufficient to protect the primary receptacle and absorb the total amount of liquid should the primary receptacle leak or break. Each primary receptacle containing a solid must be siftproof. Secondary containers for liquids must be leakproof. Secondary containers for solids must be siftproof. The primary and secondary packaging must be enclosed in a rigid outer shipping container. A single primary receptacle must not contain more than 1 liter (34 ounces) of a liquid specimen or 4 kg (8.8 pounds) of a solid specimen. Two or more primary receptacles whose combined volume does not exceed 4 liters (1 gallon) for liquids or 4 kg (8.8 pounds) for solids may be enclosed in a single secondary container. In addition:

- The secondary container must be marked with the international biohazard symbol shown in Exhibit [10.17.5d3](#).
- The primary receptacle or secondary packaging must be capable of withstanding, without leakage, an internal pressure producing a pressure differential of not less than 95 kPa (0.95 bar, 14 psi) in the range of -40° C to 55° C (-40° F to 130° F).



## 601.10.17.5

- c. All mailpieces sent under [10.17.4](#) must be marked on the address side with the shipping name “Biological substance, Category B” and “UN 3373” as outlined in 49 CFR 173.199 (a)(5). Regulated medical waste and sharps medical waste as defined in [10.17.2f](#) and [10.17.2g](#) must be marked UN 3291. See [10.17.5](#).
- d. Orientation arrows are not required on these mailpieces but may be used.
- e. The outer packaging must show the name and telephone number of a person who is knowledgeable about the material shipped and has comprehensive emergency response and incident mitigation information, or of someone who has immediate access to the person with such knowledge and information.

### **10.17.5 Sharps Waste and Other Mailable Regulated Medical Waste**

Regulated medical waste and sharps medical waste known or suspected to contain a Category A infectious substance is not mailable. Regulated medical waste and sharps medical waste as defined in [10.17.2f](#) and [10.17.2g](#), and containing materials classified as Category B infectious substances, must be marked UN 3291 and are permitted for mailing only using merchandise return service (see [505.3.0](#)) with First-Class Mail or Priority Mail service, subject to the following requirements:

- a. *Authorization.* Each vendor of a complete regulated medical waste or sharps waste mailing container system (including all component parts required to safely mail such waste to a storage or disposal facility) must obtain authorization from the USPS prior to mailing. Before applying for authorization, each type of mailing container system must be tested and certified under the standards in [10.17.5e](#) by an independent testing facility. The vendor in whose name the authorization is being sought must submit a written request to the manager, Product Classification, USPS Headquarters (see [608.8.0, USPS Contact Information](#), for address). The request for authorization must contain the following:
  - 1. An irrevocable \$50,000 surety bond or letter of credit as proof of sufficient financial responsibility to cover disposal costs if the vendor ceases doing business before all its waste container systems are disposed of or to cover cleanup costs if spills occur while the containers are in USPS possession. The surety bond or letter of credit must be issued in the name of the vendor seeking the authorization and must name the USPS as the beneficiary or obligee. Vendors that market their containers to distributors are responsible for disposal and cleanup costs attributed to those containers. In addition, vendors must provide a list of distributors, including firm names, addresses, and telephone numbers, to the Postal Service on request.
  - 2. Address of the headquarters or general business office of the vendor seeking the authorization.
  - 3. Name, address, and phone number of each storage and disposal site.
  - 4. List of all types of mailing container systems to be covered by the request, a complete sample of each mailing container system, and proof of package testing certifications performed by the independent testing facility that subjected the packaging materials to the testing requirements in [10.17.5e](#).



5. Copy of the proposed waste shipping paper to be used with each mailing container system.
  6. 24-hour toll free telephone number for emergencies.
  7. List of the types of waste to be mailed for disposal in each mailing container system.
  8. Copy of the merchandise return service label to be used with each mailing container system and verification that the merchandise return service permit fee and accounting fee have been paid.
  9. Address of the Post Office or postage due unit where the containers are delivered.
- b. *Packaging.* Regulated medical waste and sharps medical waste that also meets the definition of a Category A infectious substance is not mailable. A medical waste material treated by steam sterilization, chemical disinfections, or other appropriate method so that it no longer contains a Category A or Category B infectious substance must be packaged under [10.17.8](#). The packaging for regulated medical waste and sharps medical waste containing or suspected of containing a Category B infectious substance is subject to these standards:
1. Sharps medical waste and regulated medical waste meeting the definitions in [10.17.2e](#) and [10.17.2g](#) must be collected in a rigid, securely sealed, and leakproof primary receptacle. For sharps waste, the primary receptacle must also be puncture-resistant and may not have a maximum capacity that exceeds 3 gallons in volume. For regulated medical waste, the primary receptacle may not have a maximum capacity that exceeds 5 gallons in volume. Each primary receptacle may not contain more than 50 ml (1.66 ounces) of residual waste liquid. Each primary receptacle must display the international biohazard symbol shown in [Exhibit 10.17.5d3](#). Package testing results must show that the contents did not penetrate through the primary container during package testing and that the primary container can maintain its integrity at temperatures as low as 0°F and as high as 120°F.
  2. The primary receptacle must be packaged within a watertight secondary container or containment system. The secondary container may consist of more than one component. If one of the components is a plastic bag, the bag must be at least 4 mil in thickness and must be used in conjunction with a fiberboard box. A plastic bag by itself does not meet the requirement for a secondary container. Several primary receptacles may be enclosed in a secondary container. The primary receptacle(s) must fit securely and snugly within the secondary container to prevent breakage during ordinary processing.
  3. The secondary container must be enclosed in a strong outer shipping container constructed of 200-pound grade corrugated fiberboard. The joints and flaps of the outer shipping container must be securely taped, glued, or stitched to maintain the integrity of the container. When tape or glue is used to secure an outer shipping container, the material must be



## 601.10.17.5

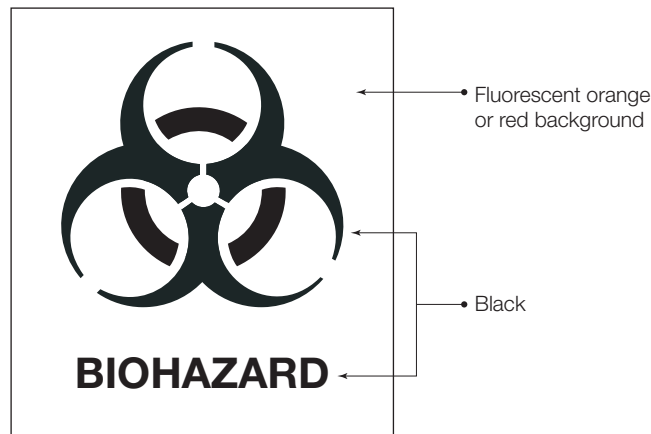
water-resistant. Fiberboard boxes with interlock bottom flaps (i.e., easy-fold) are not permitted as outer shipping containers unless reinforced with water-resistant tape. The secondary container must fit securely and snugly within the outer shipping container to prevent breakage during ordinary processing.

4. There must be enough material within the primary receptacle to absorb and retain three times the total liquid allowed within the primary receptacle (150 ml per primary receptacle) in case of leakage.
  5. Each mailpiece must not weigh more than 25 pounds. Medical Professional Packages as identified in [10.17.5c](#), may not weigh more than 35 pounds. The container's maximum allowable weight must be printed on the outside of the box and on the assembly and closure instructions included with each mailpiece. The mailpiece must be tested at the maximum allowable weight identified by the vendor.
  6. In each mailing container system, the authorized vendor must include a step-by-step instruction sheet that clearly details the proper sequence and method of container system assembly prior to mailing to prevent package failure during transport due to improper assembly. The instruction sheet must also include a customer service telephone number, or provide specific information on where such a telephone number is located elsewhere on the container system, for third-party end users to contact if they have assembly questions or find a component part is missing.
- c. *Medical Professional Packages.* Medical Professional Packages, while intended for use by small medical offices, is not limited to use by medical offices only. One primary receptacle larger than 5 gallons in volume may be used for mailing pre-primary sharps receptacles (sharps receptacles normally used in doctors' offices) and other regulated medical waste under the following conditions:
1. The mailpiece must meet all the requirements in [10.17.5](#) except for the primary receptacle capacity limits of [10.17.5b1](#).
  2. Only rigid, securely closed, puncture and leak-resistant pre-primary sharps receptacles that meet or exceed Occupational Safety and Health Administration standards as identified in 29 CFR 1910.1030, may be placed inside the primary receptacle. Each pre-primary sharps container may contain no more than 50 ml (1.66 ounces) of residual waste liquid. Several pre-primary sharps receptacles may be enclosed in the single primary receptacle.
  3. Multiple tie-closed plastic bags of regulated medical waste may be placed inside the single primary receptacle.
  4. The primary receptacle must be lined with a plastic bag at least 4 mil in thickness and must include sufficient absorbent material within the liner to absorb all residual liquid in the primary receptacle.
  5. The mailpiece must not weigh more than 35 pounds.
- d. *Mailpiece Labeling, Marking, and Documentation.* Regulated medical waste and sharps waste must meet the following requirements:



1. For Medical Professional Packages, the additional marking “Medical Professional Packaging” must be clearly printed in lettering at least 2 inches high on the address side of the outer shipping container.
2. Each primary receptacle and outer shipping container must bear a label, which cannot be detached intact, showing: (a) the company name of the vendor to which the mailing authorization is issued; (b) the USPS Authorization Number, and; (c) the container ID number (or unique model number) signifying that the packaging material is certified and that the vendor obtained the authorization required by [10.17.5a](#). Place the label on the top or on a side of the container.
3. The primary receptacle(s) and the outer shipping container must bear the international biohazard symbol in black with either a fluorescent orange or fluorescent red background as shown in [Exhibit 10.17.5d3](#). The symbol on the outer shipping container must be at least 3 inches high and 4 inches wide.

**Exhibit 10.17.5d3 International Biohazard Symbol**



4. Each mailpiece must have a four-part waste shipping paper. The shipping paper must be affixed to the outside of the mailpiece in an envelope or similar carrier that can be easily opened and resealed to allow review of the document. The shipping paper must comply with all applicable requirements imposed by the laws of the state from which the container system is mailed. At a minimum, the information in [Exhibit 10.17.5d4](#) must be on the shipping paper.



601.10.17.5

**Exhibit 10.17.5d4 Shipping Paper for Regulated Medical Waste and Sharps Waste Containers**

SECTION	INFORMATION REQUIRED
1. Generator (Mailer)	<p>a. Name.</p> <p>b. Complete address (not a Post Office box).</p> <p>c. Telephone number.</p> <p>d. Description of contents of mailing container. "Regulated Medical Waste" or "Regulated Medical Waste-Sharps" is required as appropriate.</p> <p>e. Date container was mailed.</p> <p>f. State permit number of approved facility in which contents are to be disposed of.</p>
2. Destination Facility (Disposal Site)	Complete address (not a Post Office box)
3. Generator's (Mailer's) Certification	<p>The following certification statement must be printed on the shipping paper:</p> <p>"I certify that this container has been approved for the mailing of [insert either "regulated medical waste" or "sharps waste," as appropriate], has been prepared for mailing in accordance with the directions for that purpose, and does not contain excess liquid or nonmailable material in violation of the applicable Postal Service regulations. I AM AWARE THAT FULL RESPONSIBILITY RESTS WITH THE GENERATOR (MAILER) FOR ANY VIOLATION OF 18 USC 1716 WHICH MAY RESULT FROM PLACING IMPROPERLY PACKAGED ITEMS IN THE MAIL. I also certify that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and in proper condition for carriage by air according to the national governmental regulations."</p> <p>This statement must be followed by printed or typewritten name of generator (mailer), signature of generator, and date signed.</p>
4. Destination Facility (Storage or Disposal Site)	<p>The following certification statement of receipt, treatment, and disposal must be printed on the shipping paper:</p> <p>"I certify that the contents of this container have been received, treated, and disposed of in accordance with all local, state, and federal regulations."</p> <p>This statement must be followed by printed or typewritten name of an authorized recipient at destination facility, signature of authorized recipient, and date signed.</p>
5. Transporter Intermediate Handler Other Than the Postal Service (If Different From Destination Facility)	<p>a. Name.</p> <p>b. Complete address (not a Post Office box).</p> <p>c. Printed or typewritten name of transporter or intermediate handler.</p> <p>d. Signature of transporter or intermediate handler and date signed.</p>
6. Serialized Waste Shipping Papers	Each waste shipping paper or mail disposal service shipping record must be serialized using a unique numbering system for identification purposes.
7. Comment Area	Each shipping paper must contain an area designated for entering comments or noting discrepancies.
8. Completion and Distribution of Waste Shipping Paper	<p>Each shipping paper must contain instructions for properly completing the four-part form.</p> <p>Copies of the form must be distributed as follows:</p> <p>a. One copy must be kept by generator (mailer).</p> <p>b. One copy must be kept by transporter or intermediate handler for 90 days.</p> <p>c. One copy must be kept by destination facility for 90 days.</p> <p>d. One copy must be mailed to generator by destination facility.</p>
9. Emergency Telephone Number	<p>Each shipping paper must bear the following statement with appropriate information:</p> <p>"IN CASE OF EMERGENCY, OR THE DISCOVERY OF DAMAGE OR LEAKAGE, CALL 1-800-###-####."</p>



5. The outer shipping container must bear a properly prepared merchandise return service label (see [505.3.0](#)). The merchandise return service permit must be held in the same name as that of the authorized medical waste vendor.
  6. The outer shipping container must be marked on two opposite side walls with the package orientation marking in 49 CFR 173.312 to identify the proper upright position of the mailpiece during handling.
  7. Mailpieces containing regulated medical waste or sharps waste must be marked on the address side with the correct UN number and proper shipping name (e.g., “Regulated Medical Waste, UN 3291” or “Regulated Medical Waste–Sharps, UN 3291”).
  8. Vendors must retrieve mailpieces held at processing facilities due to improper labeling such as no return address or due to improperly completed shipping papers.
- e. *Package Testing.* Vendors must submit to the manager, Product Classification (see [608.8.0](#) for address), package testing results from an independent testing facility for each package for which the vendor is requesting authorization. In addition, vendors must submit package testing results from an independent testing facility when the design of a container system changes or every 24 months, whichever occurs first. The test results must show that if every mailpiece prepared for mailing were subject to the environmental and test conditions in 49 CFR and the additional test requirements in [10.17.5f](#), no contents would be released into the environment and the effectiveness of the packaging would not be significantly reduced. The Postal Service may require proof of accreditation or other documentation to support the credentials of an independent testing facility.
- f. *Testing Criteria.* Packages tested for approval as Medical Professional Packages may not be tested using pre-primary containers that are currently, or have previously been, approved as USPS primary containers. Test reports must identify by brand name the pre-primary containers used during testing. Each mailpiece must pass each of the tests described below:
1. *Leak-proof test.* The test must be conducted on one primary receptacle with the lid in place, without the secondary and outer packaging. The test duration must be at least 5 minutes and must be conducted at 20 kPa (3 psi). The pass/fail criterion is: no air leakage from anywhere other than the closure of the primary receptacle. Air leakage at the closure is not considered a failure if the primary receptacle passes the test for watertightness as determined by placing 50 ml of deionized water into the primary receptacle, securing the closure, and then turning the container on its side and observing for any evidence of leakage. Any evidence of water leaking from the primary receptacle is a failure.
  2. *Stacking test.* One mailpiece must withstand the test in 49 CFR 178.606. The dynamic compression test must be conducted on the empty, unsealed mailpiece assembled for mailing, without the primary receptacle(s). The test mass is the vendor-identified maximum weight, not to exceed 25 pounds, as indicated on the outer shipping container and on



## 601.10.17.5

the assembly and closing instructions. A compensation factor of 1.5 must be used to compute the test load, based on the vendor-identified weight. The pass/fail criteria are: no buckling of the sidewalls sufficient to cause damage to the contents in the primary receptacle, and in no case does the deflection exceed 1 inch.

3. *Vibration test.* One mailpiece filled with sharps or other regulated medical waste must withstand the test in 49 CFR 178.608. The test mailpiece is filled with sharps or other regulated medical waste to the vendor-identified maximum weight, not to exceed 25 pounds, as indicated on the outer shipping container and on the assembly and closing instructions. The test sample is prepared as it would be for mailing. The pass/fail criterion is: no rupture, cracking, or splitting of any primary receptacle.
4. *Wet drop test.* Five mailpieces filled with sharps or other regulated medical waste must withstand the test in 49 CFR 178.609e. Each test mailpiece is filled with sharps or other regulated medical waste to the vendor-identified maximum weight, not to exceed 25 pounds, as indicated on the outer shipping container and on the assembly and closing instructions included with each mailpiece. Each mailpiece is prepared as it would be for mailing and subjected to a water spray as described in the test. A separate, untested mailpiece is used for each drop orientation: top, longest side, shortest side, and corner. The pass/fail criteria are: no rupture, cracking, or splitting of any primary receptacle, and no contents may penetrate into or through the body or lid of any primary receptacle.
5. *Cold drop test.* Five mailpieces filled with sharps or other regulated medical waste must withstand the test in 49 CFR 178.609f. Each test mailpiece is filled with sharps or other regulated medical waste to the vendor-identified maximum weight, not to exceed 25 pounds, as indicated on the outer shipping container and on the assembly and closing instructions included with each mailpiece. Each mailpiece is prepared as it would be for mailing and chilled as described in the test. A separate, untested mailpiece is used for each drop orientation: top, longest side, shortest side, and corner. The pass/fail criteria are: no rupture, cracking, or splitting of any primary receptacle, and no contents may penetrate into or through the body or lid of any primary receptacle.
6. *Impact test.* One mailpiece filled with sharps or other regulated medical waste must withstand the test in 49 CFR 178.609h. The test mailpiece is filled with sharps or other regulated medical waste to the vendor-identified maximum weight, not to exceed 25 pounds, as indicated on the outer shipping container and on the assembly and closing instructions included with each mailpiece. The mailpiece is prepared as it would be for mailing. The pass/fail criteria are: no rupture, cracking, or splitting of any primary receptacle, and no contents may penetrate into or through the body or lid of any primary receptacle.
7. *Puncture-resistant test.* Package testing results must show that during all of the previous tests, the contents did not penetrate through the primary receptacle.





8. *Temperature test.* Package testing results must show that each primary receptacle maintained its integrity when exposed to temperatures as low as 0°F and as high as 120°F.
  9. *Absorbency test.* Package testing results must show that the primary receptacle(s) contain enough absorbent material to absorb three times the total liquid allowed within the primary receptacle in case of leakage. Absorbency is determined by pouring 150 ml of deionized water into the primary receptacle(s), then turning the receptacle(s) upside down and observing for any evidence of free liquid not absorbed on contact. Any evidence of free liquid is a failure.
  10. *Watertight test.* Package testing results must show that no leakage occurred when 50 ml of deionized water was placed into the secondary containment system and the entire system turned upside down for 5 minutes.
- g. *Suspension of Authorization.* The Postal Service may suspend a vendor's authorization based on information that a mailpiece no longer meets the standards for mailing sharps medical waste and regulated medical waste containers, or that the mailpiece poses an unreasonable safety risk to Postal Service employees or the public. The suspension can be made immediately, making the mailpiece nonmailable immediately. The vendor may contest a decision to suspend authorization by writing to the manager, Product Classification (see [608.8.0](#) for address), within 7 days from the date of the letter of suspension. The appeal should provide evidence demonstrating why the decision should be reconsidered. Any order suspending authorization remains in effect during an appeal or other challenge. When a vendor is notified that its authorization to mail sharps or other regulated medical waste containers has been suspended, the vendor must immediately:
1. Recall all identified containers.
  2. Notify all customers that they cannot mail the identified containers.
  3. Suspend sales and distribution of all identified containers.
  4. Collect the identified containers from distributors, consumers, and the Postal Service without using the mail and in accordance with all federal and state regulations.

#### **10.17.6 Packaging Used Health Care Products**

A used health care product known or reasonably suspected to contain a Category A material is not mailable. A used health care product not suspected to contain an infectious material, or that is known or suspected to contain a Category B infectious substance, and is being returned to the manufacturer or manufacturer's designee is mailable as First-Class Mail, Priority Mail, or Priority Mail Express subject to the following packaging requirements:

- a. Each used health care product must be drained of liquid to the extent possible and placed in a watertight primary receptacle designed and constructed to ensure that it remains intact under normal conditions of transport. For a used health care product capable of cutting or penetrating skin or packaging material, the primary receptacle must be capable of retaining the product



601.10.17.7

without puncture of the packaging under normal conditions of transport. The primary receptacle must be marked with the international biohazard symbol as shown in [Exhibit 10.17.5d3](#).

- b. Each primary receptacle must be placed inside a watertight secondary container designed and constructed to ensure that it remains intact under normal conditions of transport. The secondary container must also be marked with the international biohazard symbol as shown in [Exhibit 10.17.5d3](#).
- c. The secondary container must be placed inside an outer shipping container with sufficient cushioning material to prevent movement between the secondary container and the outer shipping container. An itemized list of the contents of the primary receptacle and information concerning possible contamination with a Division 6.2 material, including its possible location on the product, must be placed between the secondary container and the outer shipping container. A shipping paper and a content marking on the outer shipping container are not required.

#### **10.17.7 Packaging Forensic Material**

Forensic material containing a biological material, such as tissue, body fluid, excreta, or secreta, and sent on behalf of a U.S. Government agency or a state, local, or Indian tribal government agency must be packaged under [10.17.8](#) when it is not known or suspected to contain a Category A or Category B infectious substance. Forensic material known or suspected to contain a Category A infectious substance is not mailable. Forensic material known or suspected to contain a Category B infectious substance as identified in [10.17.4](#) is mailable as First-Class Mail, Priority Mail, or Priority Mail Express when triple-packaged in a primary receptacle, secondary container, and a rigid outer shipping container as follows:

- a. The forensic material must be held within a securely sealed primary receptacle. The primary receptacle must be surrounded by sufficient absorbent material (for liquids) and cushioning material to protect the primary container from breakage. The absorbent material must be capable of taking up the entire liquid contents of the primary receptacle in case of leakage. The primary receptacle must be marked with the international biohazard symbol as shown in [Exhibit 10.17.5d3](#).
- b. The primary receptacle and the absorbent and cushioning material must be enclosed in a watertight and securely sealed secondary container. The secondary container must also display the international biohazard symbol as shown in [Exhibit 10.17.5d3](#).
- c. The secondary container must be firmly and snugly packed within a strong outer shipping container that is securely sealed. A shipping paper and a content marking on the outer shipping container are not required.

#### **10.17.8 Packaging Nonregulated Materials**

Nonregulated materials as defined in [10.17.3](#) are not subject to regulation as hazardous materials but must be properly packaged when presented for mailing. Regulated medical waste, sharps medical waste, and used health care products must be packaged and mailed under [10.17.5](#) and [10.17.6](#). Exempt human and animal specimens must be packaged under [10.17.9](#). Nonregulated materials are



mailable as First-Class Mail, Priority Mail, Priority Mail Express, or Package Services mail. Such materials must be held within a securely sealed primary receptacle. The primary receptacle must be surrounded by sufficient absorbent material (for liquids) and cushioning material to protect the primary receptacle from breakage. The absorbent material must be capable of taking up the entire liquid contents of the primary receptacle in case of leakage. Either the primary receptacle or the inner packaging must be marked with the international biohazard symbol shown in [Exhibit 10.17.5d3](#). The primary receptacle and the absorbent and cushioning material must be snugly enclosed in a rigid outer shipping container that is securely sealed. A shipping paper and a content marking on the outer shipping container are not required. Nonregulated material specimens and biological products are subject to the following packaging standards:

- a. *Liquid Patient Specimens and Biological Products.* Mailers must package a liquid nonregulated patient specimen, a forensic specimen, or a biological product (such as polio vaccine) as follows:
  1. *Not exceeding 50 ml.* A patient specimen or biological product consisting of 50 ml or less per mailpiece must be packaged in a securely sealed primary receptacle. Two or more primary receptacles whose combined volume does not exceed 50 ml may be enclosed within a single mailpiece. Sufficient absorbent material and cushioning material to withstand shock and pressure changes must surround the primary receptacle(s), or be otherwise configured to take up the entire liquid contents in case of leakage. The primary receptacle(s) and the absorbent cushioning must be enclosed in a secondary container with a leakproof barrier that can prevent failure of the secondary container if the primary receptacle(s) should leak during transport. The secondary container must be securely sealed, and it may serve as the outer shipping container if it has sufficient strength to withstand ordinary postal processing. The secondary container must be marked with the international biohazard symbol shown in [Exhibit 10.17.5d3](#), except when the secondary container also serves as the outer shipping container. In that case, the biohazard symbol must appear on the inner packaging or on the primary container. A shipping paper and a content marking on the outer shipping container are not required.
  2. *Exceeding 50 ml.* A liquid patient specimen, forensic material, or biological product that exceeds 50 ml must be packaged in a securely sealed primary receptacle. A single primary receptacle must not contain more than 500 ml of specimen. Two or more primary receptacles whose combined volume does not exceed 500 ml may be enclosed in a single secondary container. Sufficient absorbent material and cushioning material to withstand shock and pressure changes must surround the primary receptacle(s), or be otherwise configured to take up the entire liquid contents in case of leakage. The primary receptacle(s) and the absorbent cushioning must be enclosed in a secondary container with a leakproof barrier that can prevent failure of the secondary container if the primary receptacle(s) should leak during transport. The secondary container cannot serve as the outer shipping container. The secondary container must be marked with the international biohazard symbol shown in [Exhibit](#)



601.10.17.9

[10.17.5d3](#). The secondary container must be securely and snugly enclosed in a fiberboard box or container of equivalent strength that serves as the outer shipping container. A shipping paper and a content marking on the outer shipping container are not required.

- b. *Solid (or Dry) Specimen*. A solid or dry specimen, such as a saliva swab, blood spot, fecal smear, culture or stock, or forensic material, must be completely dried before packaging in a mailing container or envelope. Cushioning material to withstand shock and pressure changes is required only if the dry specimen is placed in a breakable primary receptacle. When required, the cushioning material must surround the primary receptacle. The primary receptacle (and cushioning material, if required) must be enclosed in a secondary container with a siftproof barrier that can prevent failure of the secondary container if the primary receptacle breaks during shipment. The secondary container must be securely sealed, and it may serve as the outer shipping container if it has sufficient strength to withstand ordinary postal processing. The secondary container must be marked with the international biohazard symbol shown in [Exhibit 10.17.5d3](#), except when the secondary container also serves as the outer shipping container. In that case, the biohazard symbol must appear either on the inner packaging or on the primary receptacle. A shipping paper and a content marking on the outer shipping container are not required.

### **10.17.9 Packaging Exempt Human or Animal Specimens**

Exempt human or animal specimens as defined in [10.17.2d](#) are not subject to regulation as hazardous materials but when presented for mailing must be triple-packaged in leakproof (for liquids) or siftproof (for solids) primary receptacles. Sufficient cushioning and absorbent materials must surround each primary receptacle containing liquid. Secondary containers for liquids must be leakproof. Secondary containers for solids must be siftproof. The primary and secondary packaging must be enclosed in a rigid outer shipping container. A single primary receptacle must not contain more than 500 ml of a liquid specimen or 500 grams of a solid specimen. Two or more primary receptacles whose combined volume does not exceed 500 ml (for liquids) or 500 grams (for solids) may be enclosed in a single secondary container. The secondary container cannot serve as the outer shipping container. The secondary container must be marked with the international biohazard symbol shown in [Exhibit 10.17.5d3](#). The secondary container must be securely and snugly enclosed in a fiberboard box or container of equivalent strength that serves as the outer shipping container. A shipping paper is not required. The outer shipping container must be marked on the address side with the words “Exempt human specimen” or “Exempt animal specimen,” as appropriate. In addition, at least one surface of the outer packaging must have a minimum dimension of 3.9 inches x 3.9 inches (100 mm x 100 mm). Exempt human and animal specimens are mailable as First-Class Mail, Priority Mail, Priority Mail Express, or Package Services mail.

## **10.18 Radioactive Materials (Hazard Class 7)**

Radioactive materials are prohibited in international mail and domestic mail if required to bear the DOT Radioactive White-I, Radioactive Yellow-II, or Radioactive Yellow-III label (49 CFR 172.436, 172.438, or 172.440, respectively) or if it contains quantities of radioactive material in excess of those authorized in Publication 52,



*Hazardous, Restricted, or Perishable Mail.* Radioactive materials are prohibited in domestic mail via air transportation. For international mail, the standards in [IMM 135](#) apply.

## 10.19 Corrosives (Hazard Class 8)

### 10.19.1 Definition

A *corrosive* is any liquid or solid that causes visible destruction or irreversible alteration in human skin tissue at the site of contact or a liquid that has a severe corrosion rate on steel.

### 10.19.2 Mailability

[\[1-27-13\]](#) Corrosives are prohibited in international mail. A corrosive that can qualify as an ORM-D material (until January 1, 2015), when intended for ground transportation; or an air-eligible mailable limited quantity material, when intended for air transportation, is permitted in domestic mail via air or surface transportation subject to these limitations:

- a. **Liquid Corrosive.** A liquid mixture must be 1 pint or less and must contain 15% or less corrosive material with the remainder of the mixture not being a hazardous material, unless otherwise specified for a specific corrosive material. Primary receptacles must be securely sealed compatible glass bottles that are enclosed within securely sealed metal or plastic secondary containers. The secondary container must be packed within a strong outer shipping container that does not exceed 25 pounds per mailpiece.
- b. **Solid Corrosive.** A solid mixture must be 10 pounds or less per primary receptacle and must contain 10% or less corrosive material with the remainder of the mixture not being a hazardous material, unless otherwise specified for a specific corrosive solid. The primary receptacle(s) and secondary container must be securely sealed compatible siftproof containers packed in strong outer shipping container. The total weight of a mailable solid corrosive cannot exceed 25 pounds per mailpiece.

### 10.19.3 Marking

[\[1-27-13\]](#) For surface transportation, each mailpiece must be plainly and durably marked on the address side with “ORM-D” immediately following or below the proper shipping name; and each piece must be marked on the address side as “Surface Only” or “Surface Mail Only” (or with a DOT square-on-point marking under [10.8b](#)). Air transportation packages must bear the DOT square-on-point marking including the symbol “Y,” the appropriate approved DOT Class 8 hazardous material warning label, the identification number, the proper shipping name, and a shipper’s declaration for dangerous goods.

### 10.19.4 Nonspillable Wet Electric Storage Batteries

A battery containing liquid electrolyte is prohibited from mailing unless the battery casing is completely sealed to prevent the liquid corrosive from spilling during handling. Nonspillable batteries with UN2800 are prohibited in international mail, but may be sent as domestic mail via air or surface transportation under the following conditions:



## 601.10.20

- a. The nonspillable battery must be protected from short circuits, surrounded with sufficient cushioning material, and securely packaged in a strong fiberboard box that serves as the outer shipping container.
- b. The outer shipping container must be marked "NONSPILLABLE BATTERY, UN2800" on the address side.
- c. The nonspillable battery must be capable of withstanding the vibration and pressure differential tests cited in 49 CFR 173.159(d)(i) and (ii).
- d. Only one nonspillable battery is allowed per mailpiece and the weight of the mailpiece cannot exceed 25 pounds.

### 10.20 **Miscellaneous Hazardous Materials (Hazard Class 9)**

#### 10.20.1 **Definition**

A *miscellaneous hazardous material* is a substance or article that presents a hazard during transportation but does not meet the definition of any other hazard class. Examples of miscellaneous hazardous materials (not all of which are mailable) include solid dry ice, elevated temperature substances, environmentally hazardous substances, life-saving appliances, and asbestos.

#### 10.20.2 **Mailability**

[1-27-13] A miscellaneous hazardous material is prohibited in international mail. A miscellaneous hazardous material that can qualify as an ORM-D material (until January 1, 2015) when intended for ground transportation, or a mailable air-eligible consumer commodity material when intended for air transportation, is permitted for domestic mail via air or surface transportation, subject to the applicable 49 CFR requirements.

#### 10.20.3 **Marking**

[1-27-13] For surface transportation, the mailpiece must be plainly and durably marked on the address side with "Surface Only" or "Surface Mail Only" and "ORM-D" immediately following or below the proper shipping name (or with a DOT square-on-point marking under 10.8b). Air transportation packages must bear the DOT square-on-point marking including the symbol "Y," an approved DOT Class 9 hazardous material warning label, Identification Number "ID8000," proper shipping name "Consumer Commodity," and a shipper's declaration for dangerous goods.

#### 10.20.4 **Dry Ice**

Dry ice (carbon dioxide solid) is prohibited in international mail. Dry ice is permitted in the domestic mail via air or surface transportation when used as a refrigerant to cool the contents of a mailpiece. A mailpiece containing dry ice must be packed in a container that is designed to permit the release of carbon dioxide gas and prevent a build-up of pressure that could rupture the parcel. Containers must conform to 49 CFR 173.217 and 175.10(a)(13). Additionally, the following applies:

- a. Air Transportation Requirements. Each mailpiece may not contain more than 5 pounds of dry ice. The address side of each mailpiece must be clearly marked "Carbon Dioxide Solid, UN1845" or "Dry Ice, UN1845" along with the net weight of the dry ice and the identity of the contents being cooled. A



shipper's declaration prepared in triplicate and a DOT Class 9 warning label for miscellaneous hazardous materials must be affixed to the outside of the mailpiece.

- b. **Surface Transportation Requirements.** The amount of dry ice per mailpiece may exceed 5 pounds. The address side of each mailpiece must be clearly marked "Carbon Dioxide Solid" or "Dry Ice" and "Surface Only" or "Surface Mail Only" along with the net weight of the dry ice and the identity of the contents being cooled. A shipper's declaration and a DOT Class 9 warning label are not required for the dry ice.

#### **10.20.5 Primary Lithium (Non-Rechargeable) Cells and Batteries**

Small consumer-type primary lithium cells or batteries (lithium metal or lithium alloy) like those used to power cameras and flashlights are mailable domestically under the following conditions. There are unique standards and limits when mailing primary lithium cells or lithium batteries internationally, or to and from an APO, FPO, or DPO destinations. See IMM 136 for details.

- a. *General.* The following restrictions apply to the mailability of all primary lithium (nonrechargeable) cells and batteries:
  - 1. Each cell must contain no more than 1.0 gram (g) of lithium content per cell.
  - 2. Each battery must contain no more than 2.0 g aggregate lithium content per battery.
  - 3. Each cell or battery must meet the requirements of each test in the UN Manual of Tests and Criteria, Part III, and subsection 38.3 as referenced in DOT's hazardous materials regulation at 49 CFR 171.7.
  - 4. All outer packages must have a complete delivery and return address.
- b. *Installed In Equipment.* The following additional restrictions apply to the mailing of primary cells or batteries properly installed *in* the equipment they operate:
  - 1. The batteries installed in the equipment must be protected from damage and short circuit.
  - 2. The equipment must be equipped with an effective means of preventing it from being turned on or activated.
  - 3. The equipment must be cushioned to prevent movement or damage and be contained in a strong enough sealed package to prevent crushing of the package or exposure of the contents during normal handling in the mail.
  - 4. The mailpiece must not exceed 11 pounds.
- c. *Mailed With Equipment.* The following additional restrictions apply to the mailing of primary cells or batteries shipped *with* (but not installed *in*) the device or equipment being mailed:
  - 1. The shipment cannot contain more batteries than the number needed to operate the device.





601.10.20.6

2. The primary lithium cells and batteries must be packaged separately and cushioned to prevent movement or damage.
  3. The shipment must be contained in a strong enough sealed package to prevent crushing of the package or exposure of the contents during normal handling in the mail.
  4. The outside of the package must be marked on the address side "Package Contains Primary Lithium Batteries."
  5. The mailpiece must not exceed 11 pounds.
- d. *Mailed Without Equipment.* The following additional restrictions apply to the mailing of primary cells or batteries without equipment:
1. The primary lithium cells and batteries must be mailed in "the originally sealed packaging".
  2. The sealed packages of batteries must be separated and cushioned to prevent short circuit, movement, or damage.
  3. The shipment must be contained in a strong enough sealed package to prevent crushing of the package or exposure of the contents during normal handling in the mail.
  4. They may only be sent via surface transportation.
  5. The outside of the package must be marked on the address side "Surface Mail Only, Primary Lithium Batteries—Forbidden for Transportation Aboard Passenger Aircraft."
  6. The mailpiece must not exceed 5 pounds.

### **10.20.6 Secondary Lithium-ion (*Rechargeable*) Cells and Batteries**

Small consumer-type lithium-ion cells and batteries like those used to power cell phones and laptop computers are mailable domestically under the following conditions. There are unique standards and limits when mailing primary lithium cells or lithium batteries internationally, or to and from an APO, FPO, or DPO destinations. See IMM 136 for details.

- a. *General.* The following additional restrictions apply to the mailability of all secondary (rechargeable) lithium-ion cells and batteries:
1. The lithium content must not exceed 20 Wh (Watt-hour rating) per cell.
  2. The total aggregate lithium content must not exceed 100 Wh per battery.
  3. Each cell or battery must meet the requirements of each test in the UN Manual of Tests and Criteria, Part III, and subsection 38.3 as referenced in DOTs hazardous materials regulation at 49 CFR 171.7.
  4. The mailpiece must not contain more than three batteries.
  5. All outer packages must have a complete delivery and return address.
- b. *Installed In Equipment.* The following additional restrictions apply to the mailing of secondary cells or batteries properly installed *in* equipment they operate:
1. The batteries installed in the equipment must be protected from damage and short circuit.





2. The equipment must be equipped with an effective means of preventing it from being turned on or activated.
  3. The equipment must be cushioned to prevent movement or damage and be contained in a strong enough sealed package to prevent crushing of the package or exposure of the contents during normal handling in the mail. The shipment must be mailed in a strong outer package.
- c. *Mailed With Equipment.* The following additional restrictions apply to the mailing of secondary cells or batteries shipped *with* (but not installed *in*) the device or equipment being mailed:
1. The shipment cannot contain more batteries than the number needed to operate the device, up to three batteries.
  2. The secondary lithium cells and batteries must be packaged separately and cushioned to prevent movement or damage.
  3. The shipment must be contained in a strong enough sealed package to prevent crushing of the package or exposure of the contents during normal handling in the mail.
  4. The outside of the package must be marked on the address side "Package Contains Lithium-ion Batteries (no lithium metal)."
- d. *Mailed Without Equipment.* The following additional restrictions apply to the mailing of secondary cells or batteries without equipment:
1. The secondary lithium cells and batteries must be mailed in "the originally sealed packaging" and no more than three batteries.
  2. The sealed packages of batteries must be separated and cushioned to prevent short circuit, movement, or damage.
  3. The shipment must be contained in a strong enough sealed package to prevent crushing of the package or exposure of the contents during normal handling in the mail.
  4. The outside of the package must be marked on the address side "Package Contains Lithium-ion Batteries (no lithium metal)."

#### **10.20.7 Damaged or Recalled Batteries**

Damaged or recalled batteries are prohibited from mailing unless approved by the manager, Product Classification.

#### **10.20.8 Lithium Battery Mailability**

To determine the mailability of primary (nonrechargeable) lithium metal and lithium alloy batteries, or secondary lithium-ion batteries, see exhibit below. For detailed information refer to [10.20.5](#) and [10.20.6](#) respectively.



601.10.21

**Exhibit 10.20.8 Lithium Battery Mailability Chart**

<b>PRIMARY LITHIUM BATTERIES<sup>1,2</sup></b>	<b>SURFACE TRANSPORTATION</b>	<b>AIR TRANSPORTATION</b>	<b>MAILPIECE WEIGHT LIMIT</b>
<b><i>Small non-rechargeable consumer-type batteries</i></b>			
Contained in (properly installed in equipment)	Mailable	Mailable	11 lb.
Packed with equipment but not installed in equipment	Mailable	Mailable	11 lb.
Without the equipment they operate (individual batteries)	Mailable	Prohibited	5 lb.

1. Each primary cell must not contain more than 1g lithium content.

2. Each primary battery must not contain more than 2g lithium content.

<b>SECONDARY LITHIUM-ION BATTERIES<sup>1,2</sup></b>	<b>SURFACE TRANSPORTATION</b>	<b>AIR TRANSPORTATION</b>	<b>MAILPIECE BATTERY LIMIT</b>
<b><i>Small rechargeable consumer-type batteries</i></b>			
Contained in (properly installed in equipment)	Mailable	Mailable	No more than 3 batteries
Packed with equipment but not installed in equipment	Mailable	Mailable	No more than 3 batteries
Without the equipment they operate (individual batteries)	Mailable	Mailable	No more than 3 batteries

1. Each secondary cell must not contain more than 20 Wh (Watt-hour rating) per cell.

2. Each secondary battery must not exceed 100 Wh per battery.

**10.21****Other Regulated Materials—Magnetized Materials**

A magnetized material is not classified within any of the nine hazard classes. Such material is regulated as a hazardous material only if offered for carriage on air transportation and when it has a magnetic field strength capable of causing the deviation of aircraft instruments. Regulated magnetized materials are mailable subject to the following limitations:

- a. Definition. A magnetized material is any article that has a magnetic field strength capable of causing the deviation of aircraft instruments. A magnetized material is regulated as a hazardous material when it is presented for air transportation and has a measurable magnetic field strength greater than 0.00525 gauss at 15 feet. Magnetized materials include magnets and magnetized devices such as magnetrons and light meters of sufficient strength to possibly cause erroneous aircraft compass readings. If the maximum field strength observed at a distance of 7 feet is less than 0.002 gauss or there is no significant compass deflection (less than 0.5 degree), the article is not restricted as a magnetized material.
- b. Mailability. Regulated magnetized material is prohibited in international mail. A material with a measurable magnetic field strength greater than 0.00525 gauss at 15 feet is prohibited from domestic mail via air transportation. Mailable materials must be packaged and marked as specified in Publication 52, *Hazardous, Restricted, and Perishable Mail*. Mailable material permitted via air



transportation must bear a shipper's declaration for dangerous goods.  
Magnetized material is not regulated as a hazardous material when transported via surface transportation.

## 11.0 Cigarettes and Smokeless Tobacco

### 11.1 Definitions

For this standard, we define terms as follows:

- a. *Cigarette*: any roll of tobacco wrapped in paper or in any substance not containing tobacco and any roll of tobacco wrapped in any substance containing tobacco which, because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, is likely to be offered to, or purchased by, consumers as a cigarette. The term cigarette includes roll-your-own-tobacco and excludes cigars.
- b. *Smokeless tobacco*: any finely cut, ground, powdered, or leaf tobacco that is intended to be placed in the oral or nasal cavity or otherwise consumed without being combusted.
- c. *Cigar*: any roll of tobacco wrapped in leaf tobacco or in any substance containing tobacco, unless, because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, the product is likely to be offered to, or purchased by, consumers as a cigarette.
- d. *Roll-your-own tobacco*: any tobacco which, because of its appearance, type, packaging, or labeling, is suitable for use and likely to be offered to, or purchased by, consumers as tobacco for making cigarettes or cigars, or for use as wrappers thereof.
- e. *Consumer testing*: testing limited to formal data collection and analysis for the specific purpose of evaluating the product for quality assurance and benchmarking purposes of cigarette brands or sub-brands among existing adult smokers.
- f. *State*: any of the 50 states of the United States, the District of Columbia, and any commonwealth, territory, or possession of the United States.

### 11.2 Nonmailability

Except as provided in [11.3](#), all cigarettes (including roll-your-own tobacco) and smokeless tobacco are nonmailable and shall not be deposited in or carried through the Postal Service mailstream. Nonmailable cigarettes and smokeless tobacco deposited in the mail are subject to seizure and forfeiture. Any nonmailable cigarettes and smokeless tobacco products seized and forfeited shall be destroyed or retained by the federal government for the detection or prosecution of crimes or related investigations and then destroyed. Senders of nonmailable cigarettes and smokeless tobacco may be subject to seizure and forfeiture of assets, criminal fines, imprisonment, and civil penalties. The Postal Service will not accept for delivery or transmit any package that it knows, or has reasonable cause to believe, contains nonmailable cigarettes or smokeless tobacco. If the Postal Service reasonably suspects that a mailer is tendering nonmailable cigarettes or smokeless tobacco,



then the mailer bears the burden of proof in establishing eligibility to mail. The Postal Service has reasonable cause not to accept for delivery or transmit a package based on:

- a. A statement on a publicly available website, or an advertisement, by any person that the person will mail matter which is nonmailable under this section in return for payment; or
- b. The fact that the mailer or other person on whose behalf a mailing is being made is on the U.S. Attorney General's List of Unregistered or Noncompliant Delivery Sellers.

### **11.3 Mailability Exceptions**

Cigarettes and smokeless tobacco are mailable if one of the conditions in [11.4](#) through [11.8](#) is met. These exceptions only apply to domestic mail under [608.2.1](#), including mail sent from the United States to Army Post Office (APO), Fleet Post Office (FPO), and Diplomatic Post Office (DPO) addresses to which tobacco is not restricted (see [703.2.3.1](#)), with the exception that delivery procedures for overseas military mail under the certain individuals exception in [11.6](#) may vary as practicable. These exceptions do not apply to the following:

- a. Mail treated as domestic under [608.2.2](#).
- b. International mail as defined in [608.2.3](#).
- c. Mail presented at APO, FPO, or DPO installations destined to addresses in the United States.

### **11.4 Mailing Within Noncontiguous States**

Applicable mailings may not be tendered through Pickup on Demand or Package Pickup services. Intra-Alaskan and intra-Hawaiian shipments of cigarettes or smokeless tobacco are mailable, provided that such mailings:

- a. Are presented in a face-to-face transaction with a postal employee within the state.
- b. Destinate in the same state of origin.
- c. Bear a valid complete return address that is within the state of origin.
- d. Are marked with the following exterior marking on the address side of the mailpiece: "INTRASTATE SHIPMENT OF CIGARETTES OR SMOKELESS TOBACCO."

### **11.5 Exception for Business/Regulatory Purposes**

Eligibility to mail and to receive mail under the business/regulatory purposes exception is limited to federal and state government agencies and legally operating businesses that have all applicable state and federal government licenses or permits and are engaged in tobacco product manufacturing, distribution, wholesale, export, import, testing, investigation, or research under the conditions in [11.5.1](#) to [11.5.3](#).

#### **11.5.1 Application**

Each customer seeking to mail cigarettes or smokeless tobacco under the business/regulatory purposes exception must complete an application letter requesting to mail under the business/regulatory purposes exception.



- a. The applicant must furnish:
  1. Information about its legal status, any applicable licenses, and authority under which it operates;
  2. Information about the legal status, any applicable licenses, and operational authority for all entities to which the applicant's mailings under this exception will be addressed; and
  3. All locations where mail containing cigarettes and smokeless tobacco will be presented.
- b. The applicant must establish its and its recipients' eligibility as legally operating businesses that have all applicable state and federal government licenses or permits and are engaged in tobacco product manufacturing, distribution, wholesale, export, import, testing, investigation, or research; or, in the case of mailings for regulatory purposes, as a federal or state agency. Only those shipments containing otherwise nonmailable tobacco addressed to recipients on the customer's list of designated recipients are eligible for the business/regulatory purposes exception.
- c. Applications must be mailed to the manager, Pricing & Classification Service Center (PCSC), see [608.8.4.1](#) for address. The manager, PCSC, issues the initial agency decision of a determination of eligibility to mail under the business/regulatory purposes exception. A number is assigned to each letter of eligibility.
- d. The applicant must timely update the information in its application as necessary prior to conducting any mailing for as long as it continues to mail under the business/regulatory exception.
- e. Customers whose applications or amendments to existing applications are denied in whole or in part may appeal to the manager, Product Classification (see [608.8.0](#)).
- f. Eligibility to mail under the business/regulatory purposes exception may be revoked by the manager, PCSC, in the event of failure to comply with any applicable rules and regulations. A customer may appeal an adverse initial decision to the manager, Product Classification (see [608.8.0](#)). Decisions by the manager, Product Classification, to uphold the denial of an application or to revoke a customer's eligibility under the business/regulatory purposes exception may be appealed to the Judicial Officer under 39 C.F.R. Part 953.
- g. Upon written request by a state or federal agency, the manager, PCSC, may, in his or her discretion, waive certain application requirements for mailings entered by the requesting state or federal agency for regulatory purposes.
- h. Any determination of eligibility to mail under this exception shall lapse if the authorized mailer does not tender any mail under this exception within any three-year period. After that time, the affected mailer must apply for and receive new authorization for any mailings under this exception.

**11.5.2 Mailing**

Customers eligible to mail under the business/regulatory purposes exception may enter mailings of cigarettes and smokeless tobacco only at the locations specified in the customer's application. Applicable mailings may not be tendered through Pickup on Demand or Package Pickup services. Before mailing any shipment under this exception, the mailer must present proof that the PCSC has authorized the mailer to mail such shipments at that location. All mailings under the business/regulatory purposes exception must:

- a. Be entered in a face-to-face transaction with a postal employee (package pickup not permitted) as Priority Mail Express with Hold for Pickup service, Priority Mail Express with an Adult Signature service (see [503.8.0](#)), or Priority Mail with an Adult Signature service;
- b. Be accompanied by a request for PS Form 3811 return receipt, which must bear the sender's PACT eligibility number issued by the PCSC in the return address block as well as the addressee's full name and address, and be made returnable to the PCSC, PACT Mailing Office (see [608.4.1](#) for address)
- c. Bear the marking "PERMITTED TOBACCO MAILING - DELIVER ONLY TO ADDRESSED BUSINESS/AGENCY - RECIPIENT MUST FURNISH PROOF OF AGE AND EMPLOYMENT" on the address side of the mailpiece (place the marking directly above, below, or to the left of the postage);
- d. Bear the business or government agency name and full mailing addresses of both the sender and recipient, both of which must match exactly those listed on the customer's application on file with the Postal Service.

**11.5.3 Delivery**

Mailings bearing the marking for business/regulatory purposes can only be delivered to a verified employee of the addressee business or government agency. The recipient must show proof that he or she is an employee of the business or government identified as the addressee on the mailing label under the following conditions:

- a. The recipient must be an adult of at least the minimum age for the legal sale or purchase of tobacco products at the place of delivery. The recipient must furnish proof of age via a driver's license, passport, or other government-issued photo identification that lists age or date of birth.
- b. Once age and the recipient's identity as an employee of the addressee are established, the recipient must sign PS Form 3849 and PS Form 3811 in the appropriate signature blocks. If mailer's eligibility number is missing in the return address block of the PS Form 3811, the mailing must be returned to sender.

**11.6 Exception for Certain Individuals**

The exception for certain individuals permits the mailing of small quantities of cigarettes or smokeless tobacco by individual adults to businesses or to other adults. Such shipments may include, but are not limited to, cigarettes and smokeless tobacco exchanged as gifts between individual adults and a damaged or unacceptable tobacco product returned by a consumer to the manufacturer. For purposes of this rule, "gifts" do not include products purchased by one individual for another from a third-party vendor through a mail-order transaction, or the inclusion



of cigarettes or smokeless tobacco at no additional charge with other matter pursuant to a commercial transaction. Eligibility to mail under the certain individuals exception may be revoked by the manager, PCSC, in the event of failure to comply with any applicable rules and regulations. A customer may appeal an adverse initial decision to the manager, Product Classification (see [608.8.0](#)). The mailer bears the burden of proof in establishing eligibility in the event of revocation. Decisions by the manager, Product Classification, to revoke a customer's eligibility under this exception may be appealed to the Judicial Officer under 39 C.F.R. Part 953. Mailings under this exception must be made under the conditions in [11.6.1](#) through [11.6.3](#).

#### **11.6.1 Entry and Acceptance**

Mailings under the certain individuals exception must be entered under the following conditions:

- a. Cigarettes or smokeless tobacco may only be mailed via a face-to-face transaction with a postal employee. Applicable mailings may not be tendered through Pickup on Demand or Package Pickup services.
- b. Cigarettes or smokeless tobacco may only be entered by an adult of at least the minimum age for the legal sale or purchase of tobacco products at the place of entry.
- c. The individual presenting the mailing must furnish government-issued photo identification that lists age or date of birth, such as a driver's license or passport, at the time of the mailing. The name on the identification must match the name of the sender appearing in the return address block of the mailpiece.
- d. For mailings addressed to an individual, at the time the mailing is presented, the customer must orally confirm that the addressee is an adult of at least the minimum age for the legal sale or purchase of tobacco products at the place of delivery.

#### **11.6.2 Mailing**

No customer may send or cause to be sent more than 10 mailings under this exception in any 30-day period. Each mailing under the certain individuals exception must:

- a. Be entered (package pickup not permitted) as Priority Mail Express with Hold For Pickup service, Priority Mail Express with an Adult Signature service (see [503.8.0](#)), or Priority Mail with an Adult Signature service; unless shipped to APO/FPO/DPO addresses under [11.6.4](#).
- b. Bear the marking "PERMITTED TOBACCO MAILING — DELIVER ONLY TO AGE-VERIFIED ADULT OF LEGAL AGE" on the address side of the exterior of the mailpiece (place the marking directly above, below, or to the left of the postage).
- c. Bear the full name and mailing address of the sender and recipient on the Priority Mail Express or Priority Mail label.
- d. Weigh no more than 10 ounces.

**11.6.3 Delivery**

Delivery under the certain individuals exception is made under the following conditions:

- a. The recipient receiving or signing for the article must be an adult of at least the minimum age for the legal sale or purchase of tobacco products at the place of delivery.
- b. The recipient must furnish proof of age via a driver's license, passport, or other government-issued photo identification that lists age or date of birth.
- c. For Priority Mail Express or Adult Signature articles, once age is established, the recipient must sign PS Form 3849 in the appropriate signature block.

**11.6.4 Tobacco Product Shipments to APO/FPO/DPO**

Shipments of cigarettes and smokeless tobacco may not be sent to APO/FPO/DPO destination addresses to which the mailing of tobacco is restricted (see [703.2.3.1](#)). To the extent cigarettes or smokeless tobacco are permitted to be mailed to APO/FPO/DPO destination addresses, such mailings under the certain individuals exception must comply with all of the requirements of [11.6](#), with the exception that mailings may be entered as either Priority Mail Express Military Service (PMEMS) or Priority Mail service with USPS Tracking. Regardless of the service elected, the mailing must bear the full name and mailing address of the sender and recipient.

**11.7 Consumer Testing Exception**

The exception for consumer testing permits a legally operating cigarette manufacturer or a legally authorized agent of a legally operating cigarette manufacturer to mail cigarettes to verified adult smokers solely for consumer testing purposes. The manufacturer for which mailings are entered under this exception must have a permit, in good standing, issued under 26 U.S.C. § 5713. The consumer testing exception applies only to cigarettes and not smokeless tobacco. Items must be mailed under conditions in [11.7.1](#) through [11.7.3](#).

**11.7.1 Application**

Each customer seeking to mail cigarettes under the consumer testing exception must submit an application letter to mail under consumer testing exception. In support of its application, the following must be met:

- a. The applicant must furnish information to establish that the customer, or the customer's principal if the customer is a manufacturer's agent, is a cigarette manufacturer in good standing under 26 U.S.C. § 5713; if the customer is an agent of a manufacturer, complete details about the agency relationship with the manufacturer; and all locations where mail containing cigarettes for consumer testing will be presented. The applicant must timely update all information in its application as necessary prior to conducting any mailing for as long as it continues to mail under the consumer testing exception.
- b. As part of its application, the applicant must certify in writing that it will comply with the following requirements:
  1. Any recipient of consumer testing samples of cigarettes is an adult established smoker;
  2. No recipient has made any payment for the cigarettes;





3. Every recipient will sign a statement indicating that the recipient wishes to receive the mailings;
  4. The manufacturer or the legally authorized agent of the manufacturer will offer the opportunity for any recipient to withdraw the recipient's written statement at least once in every three-month period;
  5. Any package mailed under this exception will contain not more than 12 packs of cigarettes (maximum of 240 cigarettes) on which all taxes levied on the cigarettes by the state and locality of delivery have been paid and all related state tax stamps or other tax-payment indicia have been applied; and
  6. The manufacturer will maintain records establishing compliance with these obligations for a three-year period from the date of each mailing.
- c. The application must be submitted to the manager, Pricing & Classification Service Center (PCSC) (see [608.4.1](#) for address).
  - d. The applicant must provide any requested copies of records establishing compliance to the manager, PCSC, and/or the manager, Product Classification (see [608.8.0](#)), upon request no later than 10 business days after the date of the request.
  - e. The manager, PCSC, issues the initial agency decision of a determination of eligibility to mail under the consumer testing exception. A number is assigned to each letter of eligibility. Customers whose applications are denied in whole or in part may appeal to the manager, Product Classification. Eligibility to mail under the consumer testing exception may be revoked by the manager, PCSC, in the event of failure to comply with any applicable rules and regulations. Decisions by the manager, Product Classification, to uphold the denial of an application or to revoke a customer's eligibility under the consumer testing exception may be appealed to the Judicial Officer under 39 C.F.R. Part 953.
  - f. Any determination of eligibility to mail under this exception shall lapse if the authorized mailer does not tender any mail under this exception within any three-year period. After that time, the affected mailer must apply for and receive new authorization for any further mailings under this exception.

### 11.7.2 Mailing

Customers eligible to mail under the consumer testing exception may enter mailings of cigarettes only at the locations specified in the customer's application. Applicable mailings may not be tendered through Pickup on Demand or Package Pickup services. Mailings must be tendered under the following conditions:

- a. Before tendering any shipment under this exception, the mailer must present proof (PCSC Eligibility letter) that the PCSC has authorized the mailer to tender such shipments at that location.
- b. All mailings under the consumer testing exception:



## 601.11.7.3

1. Be entered in a face-to-face transaction with a postal employee (package pickup not permitted) as Priority Mail Express with Hold For Pickup service, Priority Mail Express with Adult Signature Restricted Delivery service (see [503.8.0](#)), or Priority Mail with Adult Signature Restricted Delivery service;
  2. Be accompanied by a request for PS Form 3811 return receipt, which must bear the sender's PACT eligibility number issued by the PCSC in the return address block, as well as the addressee's full name and address, and be made returnable to PCSC, PACT Mailing Office (see [608.4.1](#) for address);
  3. Must bear the marking "PERMITTED TOBACCO MAILING — DELIVER ONLY TO ADDRESSEE UPON AGE VERIFICATION — AGE 21 OR ABOVE" on the address side of the mailpiece (place the marking directly above, below, or to the left of the postage);
  4. Must bear the full mailing addresses of both the sender and recipient on the Priority Mail Express or Priority Mail label (the name and address of the sender must match exactly those listed on the customer's application on file with the PCSC);
  5. Are limited in tobacco contents to no more than 12 packs of cigarettes (maximum 240 cigarettes) on which all taxes levied on the cigarettes by the destination state and locality have been paid and all related state tax stamps or other tax-payment indicia have been applied;
  6. May not be addressed to an addressee located in a state that prohibits the delivery or shipment of cigarettes to individuals in the destination state;
  7. May be sent only to an addressee who has not made any payment for the cigarettes, is being paid a fee for participation in consumer tests, and has agreed to evaluate the cigarettes and furnish feedback to the manufacturer in connection with the consumer test.
- c. Customers must maintain records to establish compliance with the requirements in [11.7](#) for a three year period.
  - d. Mailing frequency may not exceed more than one package from any one manufacturer to an adult smoker during any 30-day period.
  - e. Nothing in these rules shall preempt, limit, or otherwise affect any related state laws.

### **11.7.3 Delivery**

Mailings bearing the marking for consumer testing can only be delivered to the named addressee under the following conditions:

- a. The recipient signing for the Priority Mail Express Hold for Pickup service article must be an adult of at least 21 years of age.
- b. The recipient must furnish proof of age through production of a driver's license, passport, or other government-issued photo identification that lists age or date of birth.



- c. The name on the identification must match the name of the addressee on the Priority Mail Express or Priority Mail label.
- d. Once age is established, the recipient must sign the PS Form 3849 and PS Form 3811 in the appropriate signature blocks. If mailer's eligibility number is missing in the return address block of the PS Form 3811 return receipt, the mailing must be returned to sender.

#### **11.8 Public Health Exception**

Federal government agencies involved in the consumer testing of tobacco products solely for public health purposes may mail cigarettes under the mailing standards of 11.7, except as provided herein. The federal agency shall not be subject to the requirement that the recipient be paid a fee for participation in consumer tests. Upon written request, the manager, PCSC, may, in his or her discretion, waive certain of the application requirements.

## **12.0 Other Restricted and Nonmailable Matter**

### **12.1 Firearms**

#### **12.1.1 Definitions**

The terms used in this standard are defined as follows:

- a. *Firearm* means any device, including a starter gun, which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device; but the term shall not include antique firearms (except antique firearms described under [12.1.1c](#) and [12.1.1d](#)).
- b. *Firearm frame or receiver* is the part of a firearm which provides housing for the hammer, bolt or breechblock, and firing mechanism, and which is usually threaded at its forward portion to receive the barrel.
- c. *Handgun (including pistols and revolvers)* means any firearm which has a short stock and is designed to be held and fired by the use of a single hand and subject to [12.1.1a](#), or a combination of parts from which a handgun can be assembled.
- d. *Other firearms capable of being concealed on the person* include, but are not limited to, short-barreled shotguns and short-barreled rifles.
- e. *Short-barreled shotgun* means a shotgun that has one or more barrels less than 18 inches long. The term short-barreled rifle means a rifle that has one or more barrels that are less than 16 inches long. These definitions include any weapon made from a shotgun or rifle, whether by alteration, modification, or otherwise, if such weapon as modified has an overall length of less than 26 inches. A short-barreled shotgun or rifle of greater dimension may be regarded as nonmailable when it has characteristics to allow concealment on the person.



## 601.12.1.2

- f. *Federal Firearms Licensee (FFL) manufacturer, dealer, or importer* of firearms means a manufacturer, dealer, or importer duly licensed by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) under Chapter 44, Title 18, United States Code (U.S.C.).
- g. *Curio and relic collector* means an individual licensed by ATF to transfer or receive only those firearms defined as curios or relics by ATF under Title 27, Code of Federal Regulations (CFR), section 478.11.
- h. *Antique firearm* means any muzzle loading rifle/shotgun/pistol, which is designed to use black powder or a black powder substitute, and which cannot use fixed ammunition (except those that incorporate a firearm frame or receiver, any firearm which is converted into a muzzle loading weapon, or any muzzle loading weapon which can be readily converted to fire fixed ammunition by replacing the barrel, bolt, breechblock, or any combination thereof); or any firearm (including those with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured on or before 1898, or any replica thereof, if such replica:
  - 1. Is not designed or redesigned for using rimfire or conventional centerfire fixed ammunition.
  - 2. Uses rimfire or conventional centerfire fixed ammunition that is no longer manufactured in the United States and that is not readily available in the ordinary channels of commercial trade.
- i. *Air gun* means a gun that fires a projectile by means of compressed air or other gas (including paintball and pellet guns).

### **12.1.2 Handguns**

Handguns and other firearms capable of being concealed on the person are nonmailable unless mailed between the parties listed in [12.1.3](#) and [12.1.5](#) after the filing of an affidavit or statement required by [12.1.4](#) and [12.1.6](#), and are subject to the following:

- a. Firearms meeting the definition of a handgun under [12.1.1b](#), and the definition of curios or relics under 27 CFR 478.11 may be mailed between curio and relic collectors only when those firearms also meet the definition of an antique firearm under [12.1.1h](#).
- b. Firearms meeting the definition of a handgun under [12.1.1b](#) which are certified by the curator of a municipal, state, or federal museum which exhibits firearms to be curios or relics of museum interest may be accepted for mailing without regard to [12.1.3](#) through [12.1.6](#).
- c. Air guns that do not fall within the definition of firearm under [12.1.1a](#) that are capable of being concealed on a person are mailable; but must include adult signature service under [503.8.0](#). Mailers must comply with all applicable state and local regulations.
- d. Parts of handguns are mailable, except for handgun frames, receivers or other parts or components regulated under Chapter 44, Title 18, U.S.C.
- e. Mailers are also subject to applicable restrictions by governments of a state, territory, or district.



### 12.1.3 Authorized Persons

Subject to [12.1.4](#), handguns may be mailed by a licensed manufacturer of firearms, a licensed dealer of firearms, a licensed importer of firearms, or an authorized agent of the federal government or the government of a state, territory, or district, only when addressed to a person in one of the following categories for use in the person's official duties:

- a. Officers of the Army, Coast Guard, Air Force, Navy, Marine Corps, or Organized Reserve Corps.
- b. Officers of the National Guard or militia of a state, territory, or district.
- c. Officers of the United States or of a state, territory, or district, whose official duty is to serve warrants of arrest or commitment.
- d. USPS employees authorized by the Chief Postal Inspector.
- e. Officers and employees of enforcement agencies of the United States.
- f. Watchmen engaged in guarding the property of the United States, a state, territory, or district.
- g. Purchasing agent or other designated member of agencies employing officers and employees included in [12.1.3c](#) through [12.1.3e](#).

### 12.1.4 Affidavit of Addressee

Any person proposing to mail a handgun under [12.1.3](#) must file with the postmaster, at the time of mailing, an affidavit signed by the addressee setting forth that the addressee is qualified to receive the firearm under a particular category of [12.1.3a](#) through [12.1.3g](#), and that the firearm is intended for the addressee's official use. The affidavit must also bear a certificate stating that the firearm is for the official duty use of the addressee, signed by one of the following, as appropriate:

- a. For officers of Armed Forces, by the commanding officer.
- b. For officers and employees of enforcement agencies, by the head of the agency employing the addressee to perform the official duty with which the firearm is to be used.
- c. For watchmen, by the chief clerk of the department, bureau, or independent branch of the government of the United States, the state, the territory, or the district by which the watchman is employed.
- d. For the purchasing agent or other designated member of enforcement agencies, by the head of such agency, that the firearm is to be used by an officer or employee included in [12.1.3c](#) through [12.1.3e](#), *Authorized Persons*.

### 12.1.5 Manufacturers, Dealers, and Importers

Handguns may also be mailed between licensed manufacturers of firearms, licensed dealers of firearms, and licensed importers of firearms in customary trade shipments, or for repairing or replacing parts.

### 12.1.6 Certificate of Manufacturers, Dealers, and Importers

A federal firearms licensee manufacturer, dealer or importer need not file the affidavit under [12.1.4](#), but must file with the postmaster a statement on Form 1508 signed by the mailer that he or she is a licensed manufacturer, dealer or importer of



firearms. The mailer must also state that the parcels containing handguns, or parts and components of handguns under [12.1.2d](#), are being mailed in customary trade shipments or contain such articles for repairing or replacing parts, and that to the best of their knowledge the addressees are licensed manufacturers, dealers or importers of firearms.

### **12.1.7 Federal and Other Law Enforcement Agencies**

Handguns may be mailed without regard to [12.1.3](#) through [12.1.6](#) if the item is:

- a. Addressed to a scientific laboratory or crime detection bureau of any federal, state or local law enforcement agency whose members are authorized to serve warrants of arrest or commitment.
- b. Sent by an authorized agent of the federal government as an official shipment to any qualified addressee in [12.1.3](#), or to a licensed manufacturer, dealer, or importer of firearms, or to a federal agency.

## **12.2 Rifles and Shotguns**

Except under [12.1.1d](#) and [12.1.2](#), unloaded rifles and shotguns are mailable. Mailers must comply with the rules and regulations under 27 CFR, Part 478, as well as state and local laws. The mailer may be required by the USPS to establish, by opening the parcel or by written certification, that the rifle or shotgun is unloaded and not ineligible for mailing under [12.1.1d](#). The following conditions also apply:

- a. Subject to state, territory, or district regulations, rifles and shotguns may be mailed without restriction when sent within the same state of mailing. These items must bear a "Return Service Requested" endorsement, and must be sent by Priority Mail Express ("signature required" must be used at delivery), Registered Mail, or must include either insured mail service (for more than \$200) requiring a signature at delivery or Signature Confirmation service.
- b. A shotgun or rifle owned by a non-FFL may be mailed outside the owner's state of residence by the owner to himself or herself, in care of another person in the state, where he or she intends to hunt or engage in any other lawful activity. These mailpieces must:
  1. Be addressed to the owner.
  2. Include the "in the care of" endorsement immediately preceding the name of the applicable temporary custodian.
  3. Be opened by the rifle or shotgun owner only.
  4. Be mailed using services described in [12.2a](#).
- c. Rifles and shotguns may be mailed by a non-FFL owner domestically to a FFL dealer, manufacturer, or importer in any state. USPS recommends these items be mailed using those services described in [12.2a](#).
- d. Except as described in [12.1.2a](#), licensed curio and relic collectors may mail firearms meeting the definition of curios or relics under 27 CFR 478.11 domestically to FFL licensed curio and relic collectors in any state. USPS recommends these items be mailed using those services described in [12.2a](#).



- e. Firearms which are certified by the curator of a municipal, state, or federal museum which exhibits firearms to be curios or relics of museum interest may be accepted for mailing without restriction.
- f. Air guns that do not fall within the definition of firearm under [12.1.1a](#) are mailable. A shipment containing an air gun with a muzzle velocity of 400 or more feet per second (fps) must include an Adult Signature service under [503.8.0](#). Mailers must additionally comply with all applicable state and local regulations.

### **12.3 Legal Opinions on Mailing Firearms**

Postmasters are not authorized to give opinions on the legality of any shipment of firearms. Further advice and ATF contact information is available at <http://www.atf.gov/firearms/faq/>.

### **12.4 Replica or Inert Explosive Devices**

Replica or inert explosive devices that bear a realistic appearance to explosive devices such as simulated grenades, but that are not dangerous, are permitted in the mail when *all* of the following conditions are met:

- a. The package is presented by the mailer at a retail counter.
- b. Registered Mail service is used. (Registered Mail service is only available for items mailed as either First-Class Mail or Priority Mail.)
- c. The address side of the package is labeled with "REPLICA EXPLOSIVE" using at least 20 point type or letters at least 1/4-inch high.

### **12.5 Knives and Sharp Instruments**

#### **12.5.1 Mailability**

Knives (including sharp-pointed instruments such as stilettos that lack cutting edges) with a blade that opens automatically by hand pressure applied to a button or other device in the handle, or by operations of inertia, gravity, or both, or with a detachable blade propelled by a spring-operated mechanism, are mailable only when sent to:

- a. The respective government's or organization's designated supply or procurement officers and employees ordering, procuring, or buying such knives for use with the activities of the federal government; the National Guard, the Air National Guard, or the militia of a state, territory, or the District of Columbia; or the municipal government of the District of Columbia or of the government of any state or territory, or of any county, city, or other political subdivision of a state or territory.
- b. Manufacturers of such knives, or bona fide dealers of such knives, in connection with a shipment made under an order from any person designated in [12.5.1a](#).

#### **12.5.2 Addressee Identification**

Before delivering a shipment (or parcel) that contains an article or articles described in [12.5.1](#), a USPS employee may require that the recipient identify himself or herself as in one of the categories in [12.5.1a](#).

**12.5.3 Wrapping**

Sharp-pointed or sharp-edged instruments such as knives, tools, ice picks, and razor blades, that are otherwise mailable, must be wrapped to protect their points and edges from cutting through the outer carton in which they are mailed.

**12.6 Prohibited Parcel Marking**

For any parcel containing a firearm or a ballistic or switchblade knife, any marking that indicates the contents is not permitted on the outside wrapper or container.

**12.7 Intoxicating Liquor**

A potable beverage is nonmailable if it is of 0.5% or more alcoholic content by weight, which is taxable under Chapter 51, Internal Revenue Service Code. The product may be mailed if it conforms to applicable requirements of the Internal Revenue Service and Food and Drug Administration and is not an alcoholic beverage, poisonous, or flammable.

**12.8 Matter Emitting Obnoxious Odor**

Any matter that is a source of an obnoxious odor is nonmailable.

**12.9 Liquids and Powders****12.9.1 Liquids and Semisolids**

Liquids and semisolids that may liquefy under normal conditions and are otherwise mailable must be adequately prepared for mailing under [1.0](#) through [8.0](#).

**12.9.2 Powders**

Powders that, if allowed to escape from their containers, could cause damage, discomfort, destruction, or soiling, must either be packed in siftproof containers or in other containers sealed in durable siftproof outer containers.

**12.9.3 Cremated Remains**

[\[9-3-13\]](#) Human and animal ashes (cremated remains) are permitted to be mailed provided they are in a strong and durable container and packaged as required in [9.2](#). The identity of the contents should be marked (Label 139, is preferred) on the address side next to the shipping label. Mailpieces sent to domestic addresses must be sent via Priority Mail Express or Registered Mail service.

**12.10 Motor Vehicle Master Keys and Locksmithing Devices****12.10.1 Motor Vehicle Master Key—Definition**

A *motor vehicle master key* is any key (other than the key furnished by the manufacturer with the motor vehicle, or the key furnished with a replacement lock, or an exact duplicate of such keys) designed to operate two or more motor vehicle ignition, door, or trunk locks of different combinations, including any pattern, impression, or mold from which such a master key can be made (18 USC 1716A; 39 USC 3002).

**12.10.2 Nonmailable**

Any motor vehicle master key, as defined in [12.10.1](#), and any advertisement for the sale of such item, are nonmailable, unless sent to any of the following:

- a. Lock manufacturer.
- b. Professional locksmith.





- c. Motor vehicle manufacturer or dealer.
- d. Federal, state, or local government agency.

### **12.10.3 Marking**

Any marking identifying the contents is not permitted on the outside wrapper or container of any parcel containing motor vehicle master keys.

### **12.10.4 Locksmithing Device—Definition**

*A locksmithing device is:*

- a. A device or tool (other than a key) designed to manipulate the tumblers in a lock into the unlocked position through the keyway of such lock.
- b. A device or tool (other than a key or a device or tool under [12.10.4a](#)) designed for bypassing a lock or similar security device, or for opening it by a method normally not used by consumers to open such locks or security devices.
- c. A device or tool designed for making an impression of a key or similar security device to duplicate such key or device.

### **12.10.5 Nonmailable**

Any locksmithing device, as defined in [12.10.4](#), is nonmailable, unless sent to any of the following:

- a. Lock manufacturer or distributor.
- b. Bona fide locksmith.
- c. Bona fide reposessor.
- d. Motor vehicle manufacturer or dealer.
- e. Bona fide automotive repair shops or businesses.

## **12.11 Drugs**

### **12.11.1 Over-the-Counter Drugs**

*Over-the-counter drugs* are medicines that can be obtained without a prescription. Over-the-counter drugs may be mailed when all applicable federal, state, and local laws, such as the Poison Prevention Packaging Act of 1970 and the Consumer Product Safety Commission requirements, are followed.

### **12.11.2 Prescription Drugs**

*Prescription drugs* are licensed medicines that require a written order by a medical doctor or pharmacist before they can be obtained. Prescription drugs, including those that contain controlled substances, may be mailed by drug manufacturers or their registered agents, pharmacies, or other authorized dispensers as permitted by 21 CFR 1307.12 or in compliance with any regulation of the Food and Drug Administration or other applicable law.

### **12.11.3 Controlled Substances**

*Controlled substances* are any anabolic steroid, narcotic, hallucinogenic, stimulant, or depressant drug in Schedules I through V of the Controlled Substances Act, 21 USC 801 and 21 CFR 1300. Controlled Substances may be mailed by drug



601.12.11.4

manufacturers or their agents, pharmacies, or other authorized dispensers when distribution is lawful under 21 USC 801 and 21 CFR 1300 and if the mailer or the addressee meets one of the following conditions:

- a. The mailer or the addressee is registered with the Drug Enforcement Administration (DEA).
- b. The mailer or the addressee is exempt from DEA registration in performing official duties such as military, civil defense, and law enforcement personnel.

#### **12.11.4 Packaging and Markings**

Securely package all mailable drugs so that the contents cannot become damaged or dislodged during mailing. Follow the general packaging instructions in [601.1.0](#) through [601.8.0](#). Do not identify the nature of the contents on the outside of the mailpiece.

#### **12.11.5 Return of Prescription Drugs**

Mailers may use merchandise return service to return prescription drugs for purposes of drug recalls; voluntary manufacturer withdrawals; and dispensing errors such as incorrect drug, dosage, or strength, as permitted by 21 CFR 1307.12 or other applicable law. The mailpiece must be addressed to the manufacturer or its registered agent. Manufacturers or their registered agents must furnish mailing containers to their customers for the purpose of mailing back the identified drugs. Manufacturers or their registered agents must use merchandise return service (see [505.3.0](#)) with First-Class Mail or Priority Mail for these mailpieces. Manufacturers or their agents continue to be responsible for maintaining records in compliance with any regulation of the Drug Enforcement Administration and/or the Food and Drug Administration.

#### **12.11.6 Mailing Standards**

If distribution of a controlled substance is lawful under 21 USC 801, et seq., and any implementing regulation in 21 CFR 1300, et seq., the USPS considers such distribution by mail to constitute the mailing of matter not outwardly or of its own force dangerous or injurious to a person's life or health and accordingly mailable, subject to these standards:

- a. The inner container of any package containing controlled substances is marked and sealed under the applicable provisions of the Controlled Substances Act (21 USC 801, et seq., and any implementing regulation in 21 CFR 1300, et seq.) and placed in a plain outer mailing container or securely overwrapped in plain paper.
- b. If the mailing includes prescription drugs containing controlled substances, the inner container is also labeled to show the prescription number and the name and address of the pharmacy, practitioner, or other person dispensing the prescription.
- c. The outer mailing wrapper or container is free of markings that indicate the nature of the content.



## 12.12 Drug Paraphernalia

### 12.12.1 Definition and Examples

It is unlawful to use domestic or international mail to transport drug paraphernalia. The term *drug paraphernalia* refers to any equipment, product, or material of any kind primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful under the Controlled Substances Act. Examples of drug paraphernalia are items primarily intended or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, hashish oil, PCP, or amphetamines into the human body, such as metal, wooden, acrylic, glass, stone, plastic, or ceramic pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls; water pipes, chamber pipes, carburetor pipes, electric pipes, ice pipes or chillers, and air-driven pipes; carburetion tubes and devices; smoking and carburetion masks; roach clips (i.e., objects used to hold burning material that is too small or short to be held in the hand); miniature spoons with level capacities of 1/10 cubic centimeter or less; chillums; bongs; wired cigarette papers; and cocaine freebase kits.

### 12.12.2 Determination

In determining whether an item constitutes drug paraphernalia, in addition to all other logically relevant factors, these factors may be considered:

- a. Oral or written instructions or other descriptive materials provided with the item that explain or depict its use.
- b. National and local advertising on its use.
- c. The manner in which the item is displayed for sale.
- d. Whether the owner, or anyone in control of the item, is a legitimate supplier of like or related items to the community, such as a licensed distributor or dealer of tobacco products.
- e. Direct or circumstantial evidence of the ratio of sales of the items to the total sales of the business enterprise.
- f. The existence and scope of legitimate uses of the item in the community.
- g. Expert testimony on its use.

### 12.12.3 Exceptions

The standards in [12.12.1](#) and [12.12.2](#) apply neither to any person authorized by local, state, or federal law to manufacture, possess, or distribute items described in [12.12.1](#) and [12.12.2](#); nor to any item that, in the normal lawful course of business, is sold through the mail and traditionally intended for use with tobacco products, including any pipe, paper, or accessory.



601.12.13

**12.13 Household Substance**

A household substance (39 USC 3001(f)), i.e., any matter unsolicited by the addressee, that contains a substance as defined by section 2 of the Poison Prevention Packaging Act of 1970 (15 USC 1471(2)), is permitted in the mail only if it complies with the requirements for special child-resistant packaging established for that substance by the Consumer Product Safety Commission (16 CFR 1700).

**12.14 Pesticide**

A pesticide (18 USC 1716), i.e., any matter that contains a pesticide as defined by section 2 of the Federal Insecticide, Fungicide, and Rodenticide Act (7 USC 136(u)), is permitted in the mail only if it complies with child-resistant packaging standards established by the Environmental Protection Agency applicable to that particular matter (40 CFR 157) and meets the applicable standards in [10.0, Hazardous Materials](#).

**12.15 Fragrance Advertising Sample**

A fragrance advertising sample (39 USC 3001(g)), i.e., any matter normally acceptable in the mail but containing a fragrance advertising sample, is permitted in the mail only if it is sealed, wrapped, treated, or otherwise prepared in a manner reasonably designed to prevent individuals from being unknowingly or involuntarily exposed to the sample. A sample meets this requirement if it uses paper stocks with a maximum porosity of 20 Sheffield units or 172 Gurley-Hill units treated exclusively with microencapsulated oils, and if the sample is produced so that it cannot be activated except by opening a glued flap or binder or by removing an overlying ply of paper.

**12.16 Compliance Certificate**

A mailer who presents matter that is generally permitted in the mail under [12.13](#), [12.14](#), and [12.15](#) but for compliance with the specified packaging and preparation requirements may submit an accompanying written statement certifying that the matter is packaged or prepared under the applicable federal laws and postal standards. The certifying statement may be made on the mailer's letterhead, on a postage statement, or as a notice on the exterior of each item presented for mailing.

**12.17 Battery-Powered Devices**

Cells or batteries properly installed in equipment must be protected from damage and short circuit, and equipment or devices containing cells or batteries must include an effective means of preventing accidental activation. A battery with liquid electrolyte is not permitted in the mail unless it is a nonspillable type battery that meets the standards in [10.0, Hazardous Materials](#).

**12.18 Abortive and Contraceptive Devices****12.18.1 Abortion Devices**

Any article or thing designed, adapted, or intended for producing abortion is not permitted in the mail (18 USC 1461).

**12.18.2 Contraceptives**

Unsolicited samples of an article or thing designed, adapted, or intended for preventing conception is permitted in the mail only when sent to a manufacturer or a dealer of such an article or things, to a licensed physician or surgeon, or to a nurse, pharmacist, druggist, hospital, or clinic (39 USC 3001; 18 USC 1461).

**12.19 Building Construction Material**

Building construction material is not permitted in the mail if the acceptance and processing is likely to harm or injure USPS employees, mail, or equipment. Factors considered include but are not limited to whether the material may pose potential storage problems at the postal facilities that may process the material; whether the volume of material may impede the flow of mail in USPS transportation or mail distribution systems; whether the volume of material may lead to security problems; and whether processing the material may create safety hazards for USPS employees.

**12.20 Prohibition on Sharp Instruments Intended for Use in an Animal Fighting Venture**

The interstate or international mailing of a knife, a gaff, or any other sharp instrument attached, or designed or intended to be attached, to the leg of a bird for use in an animal fighting venture (as defined in section [9.3.1b](#)) is prohibited (7 U.S.C. 2156). Violators can be subject to the criminal penalties in 18 U.S.C. 49. See [9.3.1](#) for the prohibition on mailing animals intended for use in an animal fighting venture and [13.5.7](#) for the restrictions on mailing written, printed, or graphic matter related to animal fighting ventures.

**12.21 Mail Weighing More Than 13 Ounces**

A mailpiece weighing more than 13 ounces bearing only postage stamps as postage may not be deposited into a collection box, Postal Service lobby drop, Postal Service dock, customer mailbox, or other unattended location. These mailpieces are also precluded from pickup service. The sender must present such items to an employee at a retail service counter in a Postal Service facility. Improperly presented items will be returned to the sender for proper entry and acceptance.

**13.0 Written, Printed, and Graphic Matter Generally****13.1 Solicitations in Guise of Bills, Invoices, or Statements of Account (39 USC 3001(D); 39 USC 3005)****13.1.1 General**

Any otherwise mailable matter that reasonably could be considered a bill, invoice, or statement of account due, but is in fact a solicitation for an order, is nonmailable unless it conforms to [13.1.2](#) through [13.1.5](#) in *Solicitations in Guise of Bills, Invoices, or Statements of Account (39 USC 3001(D); 39 USC 3005)*. A nonconforming solicitation constitutes prima facie evidence of violation of 39 USC 3005.

Compliance with this section does not avoid violation of Section 3005 if any part of the solicitation or any information with it misrepresents a material fact to the



addressee (e.g., misleading the addressee about the identity of the sender of the solicitation or about the nature or extent of the goods or services offered may be a violation of Section 3005).

### 13.1.2 Required Disclaimer

The solicitation must bear on its face either the disclaimer required by 39 USC 3001(d)(2)(A) or the notice: “THIS IS NOT A BILL. THIS IS A SOLICITATION. YOU ARE UNDER NO OBLIGATION TO PAY THE AMOUNT STATED ABOVE UNLESS YOU ACCEPT THIS OFFER.” The statutory disclaimer or the alternative notice must be displayed in conspicuous boldface capital letters of a color prominently contrasting with the background against which it appears, including all other print on the face of the solicitation and that are at least as large, bold, and conspicuous as any other print on the face of the solicitation, but not smaller than 30-point type (see [Exhibit 13.1.2](#)). The notice or disclaimer required by this section must be displayed conspicuously apart from other print on the page immediately below each portion of the solicitation that reasonably could be construed to specify a monetary amount due and payable by the recipient. It must not be preceded, followed, or surrounded by words, symbols, or other matter that reduces its conspicuousness or that introduces, modifies, qualifies, or explains the required text, such as “Legal Notice Required by Law.”

### Exhibit 13.1.2 Solicitation Disclaimer

ACCOUNTS INCORPORATED		
Qty.	Listing Category	Amount
1	Retail	\$50.00
<input type="checkbox"/> Check enclosed <input type="checkbox"/> Bill me later		
ACCOUNTS INCORPORATED PO BOX 1000 ANYTOWN WA 98765-4321		ABC COMPANY 1234 MAIN ST ANYTOWN WA 98765-4321
Detach and return this portion with your payment. Retain this portion as your receipt.		
Qty.	Listing Category	Amount
1	Retail	\$50.00
Business listings to appear in the 2005 Accounts Incorporated Directory. Amount: \$50 for each listing.		
<b>THIS IS NOT A BILL. THIS IS A SOLICITATION. YOU ARE UNDER NO OBLIGATION TO PAY THE AMOUNT STATED ABOVE UNLESS YOU ACCEPT THIS OFFER.</b>		

### 13.1.3 Intelligibility

The notice or disclaimer must not, by folding or any other device, be made unintelligible or less prominent than any other information on the face of the solicitation.

**13.1.4 Separable Pages**

If a solicitation consists of more than one page or if any page is designed to be separated into portions (e.g., by tearing along a perforated line), the notice or disclaimer required by [13.1.2](#) must be displayed in its entirety on the face of each page or portion of a page that might be reasonably considered a bill, invoice, or statement of account due as required by [13.1.2](#).

**13.1.5 Definitions**

For this standard, *color prominently contrasting* excludes any color, or any intensity of an otherwise included color, that does not permit legible reproduction by ordinary office photocopying equipment used under normal operating conditions, and which is not at least as vivid as any other color on the face of the solicitation; and *color* includes black.

**13.2 Solicitations Deceptively Implying Federal Connection, Approval, or Endorsement (39 USC 3001(H) and 3001(I); 39USC3005)****13.2.1 USPS Endorsement**

Any solicitation stating that it is approved by the USPS or the Postmaster General or that it conforms to any postal law or regulation is nonmailable.

**13.2.2 Nonmailable by Government Misrepresentation**

A solicitation that misrepresents a government entity is nonmailable subject to these conditions:

- a. Matter that contains a solicitation for products, services, information, or funds that implies any federal government connection, approval, or endorsement through the use of a seal, insignia, reference to the Postmaster General, citation to a federal statute, name of a federal agency, department, or commission, or program, trade, or brand name, or any other term or symbol; or contains any reference to the Postmaster General or a citation to a federal statute that misrepresents either the identity of the mailer or the protection or status afforded such matter by the federal government is nonmailable unless it conforms to [13.2.3](#). A nonconforming solicitation constitutes prima facie evidence of violation of 39 USC 3005. Compliance with [13.2.3](#) does not avoid violation of 39 USC 3005 if the solicitation or accompanying information misrepresents material fact such as the nature, value, quantity, quality, or efficacy of the products or services offered for sale, or of the activities of an organization asking for information or monetary contributions.
- b. Such solicitations must not contain a false representation that federal government benefits or services will be affected by whether or not the recipient makes a purchase or contribution.
- c. Solicitations for payment for services otherwise available to the recipient free of charge from the federal government are nonmailable unless they contain a clear and conspicuous statement giving notice of that fact.

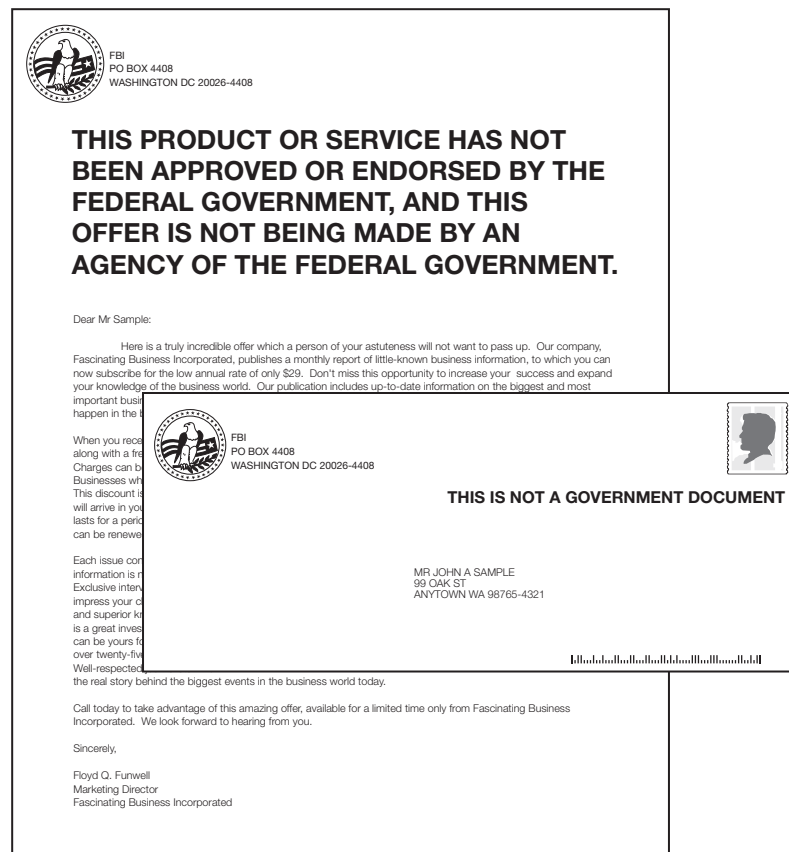
**13.2.3 Permitted Solicitations**

A solicitation described in [13.2.2a](#) may be mailable if it meets at least one of these conditions (see [Exhibit 13.2.3b](#)):



601.13.2.3

- a. The solicitation is by a nongovernmental entity that actually has the federal government connection, approval, or endorsement implied by the solicitation's terms or symbols.
- b. The solicitation appears in a publication for which the addressee has paid or promised to pay a consideration or which the addressee has otherwise indicated he or she wants to receive, and the solicitation is not on behalf of the publisher of the publication.

**Exhibit 13.2.3b Disclaimers for Solicitations Implying Federal Connection**

- c. The solicitation displays the notice required by 13.2.3c1 on the envelope or outside cover or wrapper in which the solicitation is mailed, and one of the two notices required by 13.2.3c2 on the contents. These notices must be printed in boldface capital letters of a color prominently contrasting with the background against which they appear. "Color prominently contrasting" excludes any color or intensity that ordinary photocopying cannot reproduce legibly. The color, which can include black, must be at least as vivid as any other color on the face of the solicitation and its envelope or outside cover or wrapper. The required wording, type size and style, and placement for the notices are as follows:





1. On the Envelope, Cover, or Wrapper. The face of the envelope or outside cover or wrapper must bear the notice: "THIS IS NOT A GOVERNMENT DOCUMENT." The letters for printing this notice must be as large, bold, and conspicuous as any other letters on the face of such envelope, cover, or wrapper, but never smaller than 12-point type. The notice must appear in the upper right quadrant, below the postage stamp or other postage indicia and above the address, and it must be surrounded by a clear space not less than 1/4 inch wide.
2. On the Contents. The solicitation mailed within the envelope, cover, or wrapper must bear at the outset on its face one of these two headlines, depending on its purpose as indicated in parentheses: (a) "THIS PRODUCT OR SERVICE HAS NOT BEEN APPROVED OR ENDORSED BY THE FEDERAL GOVERNMENT, AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE FEDERAL GOVERNMENT" (for the purchase of or payment for a product or service); (b) "THIS ORGANIZATION HAS NOT BEEN APPROVED OR ENDORSED BY THE FEDERAL GOVERNMENT, AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE FEDERAL GOVERNMENT" (for information or the contribution of funds or membership fees). The letters for printing these notices must be as large, bold, and conspicuous as any other letters on the face of the solicitation, but never smaller than 30-point type. The notice must be surrounded by a clear space at least 1/2 inch wide. The notice must not be preceded, followed, or surrounded by words, symbols, or other matter that reduces its conspicuousness or introduces, modifies, qualifies, or explains the required text, such as "Notice Required by Law." The notice must not, by folding or any other device, be made unintelligible or less prominent than any other information on the face of the solicitation.

### 13.3 Lottery Matter (18 USC 1302)

#### 13.3.1 Definition

For this standard, *lottery* is any scheme or promotion, whether lawful under the laws of any state, which, on paying a consideration, offers a prize dependent in whole or in part on lot or chance.

#### 13.3.2 Unlawful Mail Matter

Unlawful matter includes any letter, newspaper, periodical, parcel, stamped card or postcard, circular, or other matter permitting or facilitating participation in a lottery; any lottery ticket or part thereof or substitute; and any form of payment for a lottery ticket or share.

#### 13.3.3 Fishing Contests, Indian Gaming Regulatory Act, Lotteries

This standard does not apply to:

- a. Any fishing contest not conducted for profit, in which prizes are awarded for the species, size, weight, or quality of fish caught by contestants in any bona fide fishing or recreational event (18 USC 1305).
- b. Mailings, to addresses within a state, of tickets or other material on a lottery conducted by that state under its laws (18 USC 1307).



- c. Any gaming conducted by an Indian tribe under the Indian Gaming Regulatory Act (25 USC 2720).
- d. An advertisement, list of prizes, or other information on a lottery not prohibited by the state where it is conducted.

## **13.4 Advertising Matter**

### **13.4.1 Restrictions**

Any advertising, promotional, or sales matter that solicits or induces the mailing of any article described in [8.0](#), [9.0](#), or [10.0](#) is nonmailable except that such matter relating to controlled substances, radioactive materials, restricted liquids and powders, battery-powered devices, odd-shaped items in envelopes, and switchblade and ballistic knives, as described in [8.0](#), [9.0](#), or [10.0](#), is mailable if it contains packaging instructions and any other mailing limitations under [8.0](#) through [13.0](#), [508.9.0](#), [Pandering Advertisements](#), and [508.10.0](#), [Sexually Oriented Advertisements](#), (18 USC 1716).

### **13.4.2 Master Keys**

Advertisements for motor vehicle master keys are nonmailable (18 USC 1716A, 39 USC 3002), except to lock manufacturers, professional locksmiths, motor vehicle manufacturers or dealers; and federal, state, or local government agencies.

## **13.5 Other Nonmailable Matter**

### **13.5.1 Fictitious Name**

Matter addressed to a person using a fictitious name, title, or address in conducting, through the mail, any scheme or device in violation of law is nonmailable if:

- a. After notification, the addressee fails to appear at the Post Office and be identified.
- b. The fictitious character of such mail is established to the Judicial Officer's satisfaction in consequence of a proceeding initiated under 39 CFR 953 (18 USC 1342).

### **13.5.2 Foreign Origin**

Mail of foreign origin is nonmailable if it contains matter determined by a court of competent jurisdiction or by the International Trade Commission to violate the Semiconductor Chip Protection Act of 1984 (17 USC 901-914) or to violate the copyright laws of the United States or any copyright convention or treaty to which the United States is a party (17 USC 601-603).

### **13.5.3 Foreign Destination**

Matter addressed to foreign countries posted in violation of law or treaty stipulation is nonmailable.

### **13.5.4 Lewd or Filthy Matter**

Obscene, lewd, lascivious, or filthy publications or writings, or mail containing information on where, how, or from whom such matter may be obtained, and matter that is otherwise mailable but that has on its wrapper or envelope any indecent, lewd, lascivious, or obscene writing or printing, and any mail containing any filthy, vile, or indecent thing is nonmailable (18 USC 1461, 1463).



### **13.5.5 Matter Inciting Violence**

Any matter of a character tending to incite arson, murder, assassination, treason, insurrection, or forcible resistance to any law of the United States, or containing any threat to take the life of, or to inflict harm upon, the President of the United States is nonmailable (18 USC 1461, 1717).

### **13.5.6 Other Matter**

Other matter that is nonmailable (18 USC 1717) includes every letter, writing, circular, stamped card or postcard, picture, print, engraving, photograph, newspaper, pamphlet, book, publication, or thing as described in these statutes:

- a. Forged or altered military or official passes (18 USC 499).
- b. Matter bearing forged or altered seals of government departments or agencies (18 USC 506).
- c. Defense information (18 USC 793, 794).
- d. Documents obtained by persons falsely assuming to be foreign diplomats (18 USC 915).
- e. False statements influencing foreign governments (18 USC 954).
- f. Matter relating to a conspiracy to injure property of a foreign government (18 USC 956).
- g. Matter unlawfully in aid of a foreign government (18 USC 957).
- h. Matter relating to an expedition against a friendly nation (18 USC 960).
- i. Matter relating to delivery of an armed vessel to a belligerent nation (18 USC 964).
- j. Matter wrongfully bearing the seal of a government department or agency (18 USC 1017).
- k. Forged, altered, or misused passports (18 USC 1543, 1544). Passport applications containing false statements, and passports falsely obtained (18 USC 1542).
- l. Matter bearing false statements intended to injure Armed Forces during war (18 USC 2388).

### **13.5.7 Restriction on Matter Related to Animal Fighting Ventures**

This standard does not pertain to written, printed, or graphic matter related to fighting ventures involving live birds if such fight is permitted under the laws of the state in which the fight is to take place (7 U.S.C. 2156). The terms *animal*, *animal fighting venture*, and *state* are defined in [9.3.1](#). Written, printed, or graphic matter is nonmailable if it:

- a. advertises an animal for use in an animal fighting venture;
- b. advertises a knife, a gaff, or any other sharp instrument attached, or designed or intended to be attached, to the leg of a bird for use in an animal fighting venture; or
- c. promotes or in any other manner furthers an animal fighting venture.

**13.5.8 Private Identification Without Disclaimer**

A private identification document without a disclaimer is nonmailable (18 USC 1738; 39 USC 3001(a)). This group includes any document that:

- a. Is of a type intended or commonly accepted for the identification of individuals;
- b. Bears a birth date or age purported to be that of the person named in it;
- c. Is not issued by or under the authority of a government;
- d. Is deposited in the mail by someone in the business of furnishing, for valuable consideration, documents that meet criteria in [13.5.8a](#) and [13.5.8c](#);
- e. Is deposited in the mail to further that business; and
- f. Is deposited by someone who knows that it fails to carry diagonally printed, clearly and indelibly on both the front and back, "NOT A GOVERNMENT DOCUMENT" in capital letters no smaller than 12-point type.

**13.6 Sweepstakes Matter (39 USC § 3001(K)(3)(A))****13.6.1 Definition**

The term *sweepstakes* means a game of chance for which no consideration is required to enter.

**13.6.2 Mailable Matter**

Sweepstakes matter is mailable only if it discloses all of the following:

- a. In the body, in the rules, and on the order or entry form that no purchase is necessary.
- b. In the body, in the rules, and on the order or entry form that a purchase will not increase the odds of winning.
- c. All terms and conditions, including rules and entry procedures of the sweepstakes.
- d. The sponsor or mailer, with the principal place of business or address at which the sponsor or mailer may be contacted.
- e. Sweepstakes rules, including the odds of winning, quantity, value, and nature of the prize and the schedule of any payments over time.

**13.6.3 Nonmailable Matter**

Sweepstakes matter is nonmailable if it does any of the following:

- a. Represents that individuals not making a purchase may be disqualified from receiving future solicitations.
- b. Requires that the entry be accompanied by an order or payment for a product or service previously ordered.
- c. Represents that the recipient has won a prize unless that individual has won such prize.
- d. Otherwise contradicts or is inconsistent with any disclosure required by [13.6.2, Mailable Matter](#), or [13.6.3, Nonmailable Matter](#).



## **13.7 Skill Contests (39 USC 3001(K)(3)(B))**

### **13.7.1 Definition**

The term *skill contest* means a puzzle, game, competition, or other contest in which a prize is awarded, the outcome depends upon the skill of the contestant, and for which a payment, purchase, or donation is required to enter.

### **13.7.2 Mailable Matter**

Skill contests are mailable only if they include all of the following:

- a. Disclose the terms and conditions of the contest, including the rules and entry procedures.
- b. Disclose the sponsor or mailer, with the principal place of business or address at which the sponsor or mailer may be contacted.
- c. Contain rules that state all of the following:
  1. Number of rounds or levels and the cost to enter each round.
  2. If subsequent rounds will be more difficult.
  3. Maximum cost to enter all rounds.
  4. Number of entrants or percentage expected to correctly solve the contest.
  5. Identity or qualifications of the judges, if judged by other than the sponsor.
  6. Method of judging.
  7. Dates the winners will be determined and the prizes awarded.
  8. Quantity, value, and nature of the prize.
  9. Schedule of any payments over time.

## **13.8 Facsimile Check (39 USC § 3001(K)(3)(C))**

A facsimile check is nonmailable unless it states on the face of the check that it is not a negotiable instrument and has no cash value.

## **13.9 Exclusions and Disclosures (39 USC §§ 3001(K)(4) & 3001(K)(5))**

### **13.9.1 Mailable Matter**

Matter described in [13.6](#), [13.7](#), and [13.8](#) is mailable if it appears in a magazine, newspaper, or other periodical if the promotions are not directed to a named individual, or the promotions do not include the opportunity to make a payment or order a product or service.

### **13.9.2 Notices and Disclaimers**

Any notice or disclaimer required under [13.6](#), [13.7](#), and [13.8](#) shall be clearly and conspicuously displayed. Disclaimers required by [13.6.2a](#) and [13.6.2b](#) must be more conspicuously displayed than any other disclaimer.

## **13.10 Removal of Names from Mailing Lists (39 USC § 3001(L))**

### **13.10.1 Lists**

In general, any person who uses the mails for any mailing falling under [13.2](#), [13.6](#), [13.7](#), and [13.8](#) shall adopt reasonable practices or procedures to prevent the mailing of such matter to any person who, personally or through their legal

representative, submits a written request that no such matter shall be mailed to that person. Such request may be made either to the mailer, or the Attorney General, or their representative, of the appropriate state. Such requests shall be honored for a period of five years from the date of the request. The mailer shall maintain a record of all such written requests.

#### **13.10.2 Special Requirements for Sweepstakes and Skill Contests**

Any promoter of sweepstakes or skill contests must make a clear and conspicuous disclosure of the address or toll-free telephone number by which an individual, or their duly authorized representative, may notify a promoter to have that individual's name and address removed from all lists of names and addresses used by that promoter to mail any skill contest or sweepstakes. Promoters have 60 days from the date of receipt of the removal request to effect the removal of the name and address from all mailing lists used by that promoter for any skill contest or sweepstakes.

#### **13.11 Unauthorized Decisions by Postmasters**

Postmasters are not authorized to decide whether written, printed, or graphic matter is nonmailable based on its content or to deny entry to such matter or exclude it from the mail.

#### **13.12 Refusal Due to Improper Preparation**

Written, printed, or graphic matter not properly prepared for mailing can be refused.

# 602 Addressing

## Overview

- [1.0 Elements of Addressing](#)
- [2.0 Restrictions](#)
- [3.0 Use of Alternative Addressing](#)
- [4.0 Detached Address Labels \(DALs\) and Detached Marketing Labels \(DMLs\)](#)
- [5.0 Move Update Standards](#)
- [6.0 ZIP Code Accuracy Standards](#)
- [7.0 Carrier Route Accuracy Standard](#)

## 1.0 Elements of Addressing

### 1.1 Clear Space

A clear space must be available on all mail for the address, postage (permit imprint, postage stamp, or meter stamp), postmarks, and postal endorsements.

### 1.2 Delivery Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under [4.0](#), the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage.

### 1.3 Address Elements

All mail not bearing a simplified address must bear a delivery address that contains at least the following elements in this order from the top line:

- a. Intended recipient's name or other identification.
- b. Private mailbox designator ("PMB" or alternative "#") and number if the mailpiece is addressed to a commercial mail receiving agency (CMRA) address.
- c. Street and number. (Include the apartment number, or use the Post Office box number, or general delivery, or rural route or highway contract route designation and box number, as applicable.)
- d. City and state (or state abbreviation). The city is any acceptable mailing name for the 5-digit ZIP Code serving the intended recipient as shown in the USPS City State Product.
- e. ZIP Code where required:
  1. ZIP Codes are required on Priority Mail Express, commercial First-Class Mail, First-Class Package Service, Periodicals, Standard Mail, Package Services and Parcel Select mailpieces, all mail sent to military addresses within the United States and to APO and FPO addresses, official mail, Business Reply Mail, and merchandise return service mail.
  2. Unless required above, ZIP Codes may be omitted from single-piece price First-Class Mail (including Priority Mail), single-piece price Standard Post, and pieces bearing a simplified address.



### 1.4 Complete Addresses

#### 1.4.1 Complete Address Definition

A complete address has all the address elements necessary to allow an exact match with the current USPS ZIP+4 Product to obtain the finest level of ZIP+4 code for the delivery address. A complete address may be required on mail at some automation prices.

#### 1.4.2 Complete Address Elements

A complete delivery address includes:

- a. Addressee name or other identifier and/or firm name where applicable.
- b. Private mail box designator and number (PMB 300 or #300).
- c. Urbanization name (Puerto Rico only, ZIP Code prefixes 006 to 009, if area is so designated).
- d. Street number and name (including predirectional, suffix, and postdirectional as shown in USPS ZIP+4 Product for the delivery address or rural route and box number (RR 5 BOX 10), highway contract route and box number (HC 4 BOX 45), or Post Office box number (PO BOX 458), as shown in USPS ZIP+4 Product for the delivery address). ("PO Box" is used incorrectly if preceding a private box number, e.g., a college mailroom.)
- e. Secondary address unit designator and number (such as an apartment or suite number (APT 202, STE 100)).
- f. City and state (or authorized two-letter state abbreviation). Use only city names and city and state name abbreviations as shown in USPS City State Product. Contact the National Customer Support Center (see [509.1.0](#)) for more information about the City State Product.
- g. Correct 5-digit ZIP Code or ZIP+4 code. If a firm name is assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used in the delivery address.

### 1.5 Return Addresses

#### 1.5.1 Purpose for Return Address

The return address tells the USPS where the sender of a mailpiece wants it returned if the piece cannot be delivered.

#### 1.5.2 Return Address Elements

The return address contains elements corresponding to those for the delivery address. A return address is required in specific circumstances (see [1.5.3](#)). If the sender's name is not included in the return address, another clear designation (apartment, suite, or room number) is required to ensure proper handling of ancillary services and/or return of the piece. ZIP Codes (5-digit or ZIP+4) are required in the return address of all mail on which postage is paid with precanceled stamps or company permit imprint, and in the sender's return address on Periodicals mail when "Address Service Requested" is specified. Official mail (penalty mail) also requires a ZIP Code in the return address.



**1.5.3 Required Use of Return Addresses**

[10-7-13] [1-27-13] The sender's domestic return address must appear legibly on:

- a. Mail of any class bearing a printed ancillary service request or an ancillary service request embedded within an Intelligent Mail barcode.
- b. Official mail.
- c. Mail paid with precanceled stamps (except Standard Mail pieces weighing 13 ounces or less and bearing a mailer's postmark in accordance with 604.3.4).
- d. Matter bearing a company permit imprint.
- e. Priority Mail (including Critical Mail).
- f. Periodicals in envelopes or opaque wrappers.
- g. Standard Post.
- h. Package Services (except unendorsed Bound Printed Matter).
- i. Parcel Select.
- j. Registered Mail.
- k. Insured mail.
- l. Collect on delivery (COD) mail.
- m. Certified Mail if a return receipt is requested.
- n. Priority Mail Express if a return receipt is requested. The return address on the Priority Mail Express label meets this standard.
- o. Detached addressed labels (DALs).

**1.5.4 Postmark**

An endorsement directing return to point of mailing (postmark) is not honored.

**1.6 Ancillary Services**

The USPS uses the return address to provide ancillary services requested by the mailer (e.g., "Return Service Requested"). The return address on any mailpiece endorsed for an ancillary service must identify where the piece is to be returned and where the mailer is prepared to pay applicable postage and fees for pieces returned or for ancillary service provided at the mailer's request. A domestic return address must be placed in the upper left corner of the address side of the piece or the upper left corner of the addressing area.

**1.7 Attachment of Different Class**

If the names and addresses of the sender and intended recipient do not appear on both the host and attachment, the sender's name and address must be placed on one piece and the recipient's name and address on the other. Combination containers that have inseparable parts or compartments are mailable with the names and addresses on only one.



### 1.8 ZIP Codes

#### 1.8.1 Purpose of ZIP Code

The ZIP (Zone Improvement Plan) Code system is a numbered coding system that facilitates efficient mail processing. The USPS assigns ZIP Codes. All Post Offices are assigned at least one unique 5-digit ZIP Code. Larger Post Offices may be assigned two or more 5-digit ZIP Codes (multi-5-digit ZIP Code offices). Separate 5-digit ZIP Codes are assigned to each delivery unit at these offices.

#### 1.8.2 ZIP+4 - A Complete ZIP Code

The most complete ZIP Code is a nine-digit number consisting of five digits, a hyphen, and four digits, which the USPS describes by its trademark ZIP+4. The correct format for a numeric ZIP+4 code is five digits, a hyphen, and four digits. The first five digits represent the 5-digit ZIP Code; the sixth and seventh digits (the first two after the hyphen) identify an area known as a sector; the eighth and ninth digits identify a smaller area known as a segment. Together, the final four digits identify geographic units such as a side of a street between intersections, both sides of a street between intersections, a building, a floor or group of floors in a building, a firm within a building, a span of boxes on a rural route, or a group of Post Office boxes to which a single USPS employee makes delivery.

#### 1.8.3 Numeric Delivery Point Barcode

A numeric equivalent of a delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in [708.4.2.4](#). The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

### 1.9 Additional Addressing Standards by Class

Basic addressing standards are in the Prices and Eligibility section for each class of mail.

## 2.0 Restrictions

### 2.1 Dual Address

Mail with a dual address (both a street address and a Post Office box number) is delivered to the address immediately above the city and state (or to the Post Office box if both the street address and Post Office box are on the same line). If a ZIP+4 code or 5-digit ZIP Code is used, it must correspond to the address element immediately above the city and state (or with the Post Office box number in the address if both the street address and Post Office box are on the same line). These restrictions also apply to return addresses on mail (for more information, see Publication 28, *Postal Addressing Standards*).

### 2.2 More Than One Post Office

Mail with the name of more than one Post Office in the delivery address or return address is not acceptable for mailing.

### 2.3 Mail Addressed to CMRAs

Mail sent to an addressee at a commercial mail receiving agency (CMRA) must be addressed to their private mailbox ("PMB" or "#") number at the CMRA mailing address.

## 3.0 Use of Alternative Addressing

### 3.1 General Information

#### 3.1.1 Use

[7-28-13] Alternative addressing formats may be used as described in 3.2 through 3.4.

#### 3.1.2 Prohibited Use

[1-27-13] Alternative addressing formats may not be used on:

- a. Priority Mail Express pieces.
- b. Mail with any ancillary service endorsement under 507.1.1 through 507.1.8, except as allowed for First-Class Mail, First-Class Package Service parcels, or Priority Mail under 507.1.5.1b.
- c. Periodicals intended to count as subscriber or requester copies to meet the applicable circulation standards.
- d. Mail addressed to an overseas military Post Office under 703.2.2.
- e. The following extra services:
  1. Registered Mail.
  2. Certified Mail.
  3. Insured mail.
  4. Return receipt.
  5. Restricted delivery.
  6. Return receipt for merchandise.
  7. Signature Confirmation.
  8. Collect on delivery (COD).

#### 3.1.3 Treatment

[7-28-13] Mail with an occupant or an exceptional address format is delivered as addressed and is not forwarded. Such mail is treated as undeliverable only when the address is incorrect or incomplete or when the mail cannot be delivered for another reason related solely to the address (e.g., a vacant building), as shown in Exhibit 1.4.1. Periodicals publishers are notified when a mailpiece with an occupant or exceptional address format is undeliverable for solely address-related reasons. Mail with a simplified address format is distributed to all deliveries on a route or to Post Office boxholders. Undeliverable mail with any alternative addressing format is disposed of as waste under 507.1.9.1, except for First-Class Mail, First-Class Package Service parcels, and Priority Mail under 507.1.5.1b.

### 3.2 Simplified Address

#### 3.2.1 Conditions for General Use

[1-27-13] The following conditions must be met when using a simplified address on commercial mailpieces:



- a. The simplified address format ("Postal Customer" or one of the optional formats in [3.2.1a1](#) through [3.2.1a3](#)) must be used on mail when complete distribution is made to each family (household residence) or boxholder on a rural or highway contract route, and to Post Office boxes in offices without city carrier service. The following also apply:
  1. Mailers may use a more specific address, such as "Rural Route Boxholder," for mail intended to all boxholders on a rural route, followed by the name of the Post Office and state.
  2. Mailers may use "Residential Customer" to indicate that delivery is desired to residential addresses only.
  3. Use of the word "Local," instead of the Post Office and state name, is optional; however the Postal Service recommends using the Post Office, state and ZIP Code for mail not dropshipped directly to a destination delivery unit.
  4. See [3.2.2](#) for governmental mail and [703.6.0](#) for Congressional mail.
- b. Standard Mail, Periodicals, and Bound Printed Matter flat-size mailpieces (including Standard Mail pieces allowed as flats under [3.2.1c](#)), Standard Mail Product Samples mailed at saturation (Every Door) prices, and Periodicals irregular parcels for distribution to a city route or to Post Office boxes in offices with city carrier service may bear a simplified address, but only when complete distribution is made under the following conditions:
  1. Mailers must use the simplified address "Postal Customer" when complete distribution is intended to all active deliveries (residential and business) on any designated city route.
  2. Mailers may use a more specific address, such as "PO Boxholder" when delivery is intended to all active Post Office boxes.
  3. Mailers may use "Residential Customer" to indicate that delivery is intended only to all active residential deliveries.
  4. When preparing mail to routes with 100 percent business deliveries, mailers may use "Business Customer" to indicate that delivery is intended to all active business deliveries.
  5. Use of the word "Local," or the Post Office and state name, is optional; however the Postal Service recommends using the Post Office, state and ZIP Code for mail not entered at or dropshipped directly to a destination delivery unit.
  6. See [3.2.2](#) for governmental mail and [703.6.0](#) for Congressional mail.
- c. Standard Mail flats with simplified addresses (also known as "Every Door Direct Mail" or "EDDM") must have one dimension larger than a letter-size maximum dimension, except under [301.2.2.2](#). Standard Mail pieces, when mailed under conditions in [301.2.2.2](#) and delivered by city route delivery or Post Office Box delivery in offices with city route delivery, are considered to be flats and are charged postage for Standard Mail saturation flats. Letter-size pieces that meet the size standards in [301.2.2.2](#) and that are delivered by rural or HCR routes



may be mailed (when entered at a BMEU) as letters or flats with simplified addresses, at the mailer's option. See 140 for more information about entering EDDM pieces (EDDM-Retail) at Retail locations.

### 3.2.2 Use—Governmental Mailers

When distribution is to be made to each active possible delivery on city carrier routes or to each Post Office boxholder at a Post Office with city carrier service, the addressee's name; mailing address; and city, state, and ZIP Code may be omitted from the address only on pieces mailed as official matter by agencies of the federal government (including mail with the congressional frank prepared under 703.6.0); any state, county, or municipal government; and the governments of the District of Columbia, the Commonwealth of Puerto Rico, and any U.S. territory or possession listed in 608.2.0. The requirement for distribution to each stop or Post Office boxholder may be modified for congressional mail under 703.6.0. The following also applies:

- a. Only these forms of address may be used instead of the addressee's name and address:
  1. "Postal Customer" (delivery desired at all addresses).
  2. "Residential Customer" (delivery desired at residential addresses only).
  3. "Business Customer" (delivery desired at business addresses only).
- b. At least 10 days before the mailing date, the mailer must submit a sample mailpiece and the following information to the entry office postmaster (in response, the mailer receives a mailing schedule that must be followed):
  1. Proposed mailing date.
  2. Total number of pieces being mailed.
  3. Method of postage payment.
  4. Names of all city delivery Post Offices to receive any of the mailing and the number of pieces for each.

### 3.2.3 Mail Preparation

Mailers must prepare letter-size pieces in trays. Mailers must prepare flat-size pieces and irregular parcels in carrier route bundles in sacks or directly on pallets. Bundles, sacks, or trays may be placed on 3-digit, 5-digit, or 5-digit scheme pallets under 705.8.10. In addition to the required simplified address, each bundle must bear a facing slip showing the desired distribution (for example, 5-digit ZIP Code and route number) or the top piece of each bundle must include the route number and ZIP Code. Mailers may obtain delivery statistics for routes as described in 509.1.0. The following also applies:

- a. All pieces must be in the same processing category.
- b. Mailers must mark pieces according to 102, 202, 302, or 402.
- c. Mailers must prepare all pieces for the same carrier route in bundles of 50, so far as practicable. If the pieces are bundled in quantities other than 50, mailers must show the actual number of pieces on the facing slip or on the top piece of the bundle.



- d. If selective distribution is desired, the mailer must include enough pieces to cover the routes selected.

### 3.2.4 Postage

[1-27-13] Postage must be paid with permit imprint, meter indicia, precanceled stamps, or other authorized methods not requiring cancellation, according to the standards for the class of mail. Postage for pieces mailed as EDDM-Retail flats must be as described in 144.

### 3.2.5 Address Designation

Only the address designations in 3.2.1 or 3.2.2 may be used. Other designations (e.g., “Food Buyer,” “Voter”) are not permitted.

## 3.3 Occupant Address

### 3.3.1 Use of Occupant Address

The occupant address format (“Postal Customer” or “Occupant,” “Householder,” or “Resident”) may be used to address mail selectively to a rural route and box number, a specific street number, or a specific Post Office box number without using the addressee’s name:

Example

POSTAL CUSTOMER  
2711 ORDWAY ST NW APT 204  
WASHINGTON DC 20008-5036

## 3.4 Exceptional Address

### 3.4.1 Use of Exceptional Address

The exceptional address format (“Jane Doe or Current Resident” or “Jane Doe or Current Occupant”) may be used on any mail except mail types listed in 3.1.2. The word “Current” is optional. The order of the words may be reversed (e.g., “Current Resident or Jane Doe” rather than “Jane Doe or Current Resident”).

### 3.4.2 Placement

The exceptional address format must be placed in the address block, with the following exceptions:

- a. If all the current resident/occupant information cannot be placed on the first or second line of the address, the exceptional address format may be placed no more than 3/4 inch above the address block.
- b. If an optional endorsement line (OEL) is used, the mailer may elect to place the exceptional address format above the OEL. In these cases, the exceptional address format must be at least 1/2 inch, but not more than 3/4 inch, above the optional endorsement line. If a window envelope is used with an OEL, the exceptional address information may be printed either in the area on the insert showing through the window or on the envelope above the window.



## 4.0 Detached Address Labels (DALs) and Detached Marketing Labels (DMLs)

### 4.1 DAL and DML Use

#### 4.1.1 Definitions

For these standards, *item(s)* refers to the types of mail described in 4.1.2 through 4.1.4. DALs in their basic form may be used by mailers as an optional method of addressing and printing of postage indicia on the DALs instead of printing addresses and postage on the items mailed with the DALs. DMLs are types of DALs, but also include advertising. For purposes of standards in 4.0, the term “DALs” (or “DAL”) will be used to mean both DALs and DMLs, unless a standard specifically states that it applies only to DMLs.

#### 4.1.2 Periodicals or Standard Mail Flats Saturation Mailings

Saturation mailings of unaddressed Periodicals or Standard Mail flats may be mailed with detached address labels (DALs). For this standard, saturation mailing means a mailing sent to at least 75% of the total addresses on a carrier route or 90% of the residential addresses on a route, whichever is less. Deliveries are not required to every carrier route of a delivery unit. Saturation flats mailings presented with DALs that are not automation-compatible and barcoded do not qualify for saturation prices. Instead they may be entered at the Periodicals basic carrier route price or the Standard Mail basic Enhanced Carrier Route price. This standard (for automation-compatible barcoded DALs) does not apply to DALs with simplified addressing.

#### 4.1.3 Standard Mail Marketing Parcels—Product Samples

[1-27-13] DALs or DMLs must be used with Standard Mail Marketing parcels mailed at targeted Product Sample prices and may be used with parcels mailed at saturation Product Sample prices.

#### 4.1.4 Bound Printed Matter

Unaddressed pieces of Bound Printed Matter may be mailed with DALs when:

- a. The mail is prepared on 5-digit pallets meeting the standards in 705.8.0, except that for flat-size mail, separate 5-digit pallets of carrier route and Presorted price mail are not required. The destination delivery unit (DDU) is determined using the Drop Shipment Product under the provisions for the DDU price in 366.3.0 through 366.6.0 or 466.3.0 through 466.6.0. The mail may not be prepared on pallets when the Drop Shipment Product indicates that the delivery unit that serves the 5-digit pallet destination cannot handle pallets. For such delivery units, mail with DALs must be prepared in sacks. The trays or cartons of DALs must be prepared under 4.3, placed on the same pallet as the pieces, and must be stretch-wrapped together as one unit.
- b. The mail is prepared in 5-digit sacks and entered at the destination delivery unit. The destination delivery unit is determined by using the Drop Shipment Product under the provisions for the DDU price in 366.3.0 through 366.6.0 or 466.3.0 through 466.6.0. DALs must be bundled under 4.3 and presented to the destination delivery unit with the accompanying items to be distributed with the DALs.



### 4.1.5 Alternative Addressing Format

DALs may have alternative addressing formats under [3.0](#), subject to the applicable standards.

### 4.1.6 Documentation

When requested by the USPS, DAL mailers must provide documentation to establish that the applicable distribution standards in [4.1.2](#) through [4.1.4](#) are met.

### 4.1.7 Extra Services

Items mailed with DALs may not be combined with any extra service.

## 4.2 Label Preparation

### 4.2.1 Label Construction

Each DAL must be made of paper or cardboard stock that is not folded, perforated, or creased, and that meets these measurements:

- a. Between 3-1/2 and 5 inches high (perpendicular to the address).
- b. Between 5 and 9 inches long (parallel to the address).
- c. At least 0.007 inch thick, except under [4.2.1d](#).
- d. If more than 4-1/4 inches high or more than 6 inches long, must be at least 0.009 inch thick.
- e. Must have an aspect ratio (length divided by height) from 1.3 to 2.5, inclusive.

### 4.2.2 Addressing

**[1-27-13]** The address for each item must be placed on a DAL, parallel to the longest dimension of the DAL, and may not appear on the item it accompanies. The DAL must contain the recipient's delivery address and the mailer's return address. In addition, if DALs accompany saturation mailings of Periodicals or Standard Mail flats, a correct Intelligent Mail barcode with an 11-digit routing code must be printed on each DAL except when using a simplified address.

### 4.2.3 Ratio

Only one DAL may be prepared for each accompanying item, and only one item may be identified for delivery per DAL (a single DAL may not be prepared to deliver one each of different accompanying items or multiples of the same item).

### 4.2.4 Required Information

The following words must appear in bold type at least 1/8 inch high on the front of each DAL: "USPS regulations require that this address label be delivered with its accompanying postage-paid mail. If you should receive this label without its accompanying mail, please notify your local postmaster." The title or brand name of the item (which may include an illustration of the item) must also appear on the front or back of the DAL to associate it with the accompanying item.

### 4.2.5 Other Information

In addition to the information described in [4.2.2](#) and [4.2.4](#), and an indicium of postage payment, only official pictures and data circulated by the National Center for Missing and Exploited Children may appear on the front of a DAL. Advertising may appear on a DML, under the following conditions:





- a. The DMLs must meet the physical characteristics for DALs under [4.2.1](#) and have a correct Intelligent Mail barcode with an 11-digit routing code (see [708.4.0](#)).
- b. The advertising must not obstruct or overlap any of the required elements on the front of a DML.
- c. The advertising must be to the left of the delivery address and placed to maintain required clear spaces around the address and postage payment (see [202](#) and [1.0](#)).

### 4.3 Mail Preparation

#### 4.3.1 Notice to Delivery Office

Each delivery office to receive a DAL mailing must be notified in writing at least 10 days before the requested delivery period. To ensure that the delivery office can readily relate the notice to the cartons containing the corresponding items, a copy of that letter must be enclosed with the DALs unless the initial notice and the cartons used for the DALs and items each conspicuously bears a mailing identification number. The letter must contain the following information:

- a. Name and telephone number of mailer or representative.
- b. Origin Post Office of mailing.
- c. Expected mailing date.
- d. Description of mailing.
- e. Number of addressees for each 5-digit ZIP Code.
- f. Number of DALs per carton or bundle.
- g. Number of items per carton or bundle.
- h. Expected delivery period (range of dates).
- i. Requested action for excess or undeliverable DALs or items (see [4.4](#)).

#### 4.3.2 Basic Standards for DALs

**[1-27-13]** The DALs must be presorted, counted, and prepared by 5-digit ZIP Code delivery area. Only DALs for the same 5-digit area may be placed in the same carton, sack, or tray. DAL mailings claimed at carrier route basic or walk-sequence prices must be further prepared under the corresponding standards. Mailers must prepare DALs as bundles in sacks or in cartons, unless prepared in trays under [4.3.7](#) when mailed with saturation flats or with Product Samples. Different size cartons may be used in the same mailing, but each must be filled with dunnage as necessary to ensure that the DALs retain their orientation and presort integrity while in transit. Each carton of DALs must bear a label showing the information in [4.3.5](#) unless a mailing identification number is used (see [4.3.1](#)). Multiple containers of DALs must be numbered sequentially ("1 of \_\_," "2 of \_\_," etc.).

#### 4.3.3 Basic Standards for Items Distributed With DALs

**[1-27-13]** Except for bundles of saturation flats or Product Samples placed directly on pallets under [4.3.7](#), the items to be distributed with DALs must be placed in cartons or prepared in bundles placed in sacks, subject to the standards for the price claimed. A label bearing the content description information in [4.3.5](#) must be



affixed to each carton, sacked bundle, or pallet unless a mailing identification number is used (see [4.3.1](#)). Cartons of items (including those on pallets) may be of different sizes but must be filled with dunnage as necessary to ensure the integrity of the items while in transit. The gross weight of each carton or sack must not be more than 40 pounds.

#### 4.3.4 Combined Cartons

Both the DALs and the accompanying items may be enclosed in the same carton when sent to a small volume 5-digit ZIP Code area. If packed together, these standards apply:

- a. The DALs must be bundled and labeled under [4.3.2](#) and placed on top of the items.
- b. The carton must be packed with dunnage to ensure the integrity of the contents while in transit.
- c. The gross weight of the carton must not exceed 40 pounds.
- d. The exterior of the carton must be labeled under [4.3.5](#) and marked "DALs ENCLOSED" in letters not less than 1/2 inch high.

#### 4.3.5 Container Labels

Sacks, cartons, and pallets of DAL mail must be labeled under the preparation standards for the price claimed. A second label must be affixed to each carton or sacked bundle to provide the following information (unless a mailing identification number is used under [4.3.1](#)):

- a. Delivery Post Office name and 5-digit ZIP Code delivery area.
- b. Title, brand name, or other description of the items.
- c. Name and telephone number of the mailer or representative.
- d. Number of labels or items in the carton, as applicable.
- e. Instructions to open and distribute either the DALs with matching items or the items with matching DALs, as appropriate.

#### 4.3.6 Optional Tray and Bundle Preparation

**[1-27-13]** Mailers may prepare DALs in letter trays according to [245.6.0](#) when DALs are used in mailings of saturation flats or Product Samples. Bundles of saturation flats and bundles of Product Sample parcels to be distributed with DALs may be prepared on 5-digit (and 5-digit scheme under L606 for parcels) pallets under [4.3.7](#). Do not use pallets when the Drop Shipment Product indicates the delivery unit that serves the 5-digit pallet destination cannot handle pallets. For such delivery units, mail with DALs must be prepared in cartons or sacks. The tray(s) of corresponding DALs must be placed on top of the accompanying pallet of flats, and the pallet contents must be secured with stretchwrap to avoid separation in transportation and processing. All containers must be labeled according to [4.3.5](#).

#### 4.3.7 Optional Container Preparation

**[1-27-13]** Bundles of flats, bundles of Product Samples, and cartons or sacks of items may be placed on pallets meeting the standards in [705.8.0](#). Cartons or trays of DALs must be placed on pallets with the corresponding items under [4.3](#) and

[705.8.0](#). The USPS plant manager at whose facility a DAL mailing is deposited may authorize other containers for the portion of the mailing to be delivered in that plant's service area.

#### **4.4 Disposition of Excess or Undeliverable Material**

##### **4.4.1 Excess Material**

The letter required under [4.3.1](#) must either request that the delivery office contact the mailer (or representative) about excess DALs or items, or provide instructions for their treatment. (If the mailer does not provide information about excess DALs or items, such material is disposed of as waste by the USPS.) The mailer must choose one of the following options for each DAL mailing and the items:

- a. Disposal of any excess material as waste.
- b. Return of the excess material to the mailer, postage due at the applicable single-piece price under [4.5](#).
- c. Holding of the excess material for pickup by the mailer (or representative). If pickup is not made within 15 calendar days of the notice to the mailer, the material is returned to the mailer postage due.
- d. Holding of the excess material while additional DALs or items are supplied (as applicable). If additional material is not supplied within 15 days of the notice to the mailer, the excess material is returned to the mailer postage due. Additional material must be sent prepaid to the delivery Post Office as First-Class Mail, Priority Mail, or Priority Mail Express.

##### **4.4.2 Undeliverable DAL**

Ancillary service endorsements are not permitted. A DAL that is undeliverable as addressed is handled under [507.1.1](#) through [507.1.9](#) for the applicable class of mail. The accompanying item is treated as specified by the mailer under [4.4.1](#).

#### **4.5 Postage**

##### **4.5.1 Prices**

DAL mailings are not eligible for automation prices, but the pieces may qualify for carrier route prices, subject to applicable standards. Mailers must pay a surcharge for each DAL used with Standard Mail flats. See [Notice 123—Price List](#) for prices.

##### **4.5.2 Postage Computation and Payment**

[\[1-27-13\]](#) Postage is computed based on the combined weight of the item and the accompanying DAL. If the number of DALs and items mailed is not identical, the number of pieces used to determine postage is the greater of the two. No postage refund is allowed in these situations. In addition, these methods of postage payment apply:

- a. Periodicals flats must be prepaid. A notice of entry must appear in the upper right corner of the DAL.
- b. Standard Mail flats and parcels (at the applicable postage) and Bound Printed Matter pieces must be paid by permit imprint, which must appear on each DAL.



- c. A surcharge applies to each DAL (including DMLs) used in a Standard Mail flats mailing and to each DAL (or DML) used with pieces mailed at Standard Mail Product Sample saturation parcel prices.

#### 4.5.3 Returns

Postage for excess or undeliverable DALs that are properly endorsed or for items being returned is computed at the single-piece price (First-Class Mail, Priority Mail, or Package Services) applicable to the combined weight of the DAL and the accompanying item, regardless of whether both are returned. The total amount due for returned material, which includes the return postage and the applicable address correction fee for each DAL or item returned, is collected when the material is returned to the mailer.

#### 4.5.4 Additional Items

Postage for additional material (DALs or items) mailed to the USPS under [4.4.1d](#) must be prepaid as First-Class Mail, Priority Mail, or Priority Mail Express, subject to the eligibility standards for the price claimed and the conditions in [4.5.2](#).

## 5.0 Move Update Standards

### 5.1 Basic Standards

The Move Update standard requires the periodic matching of a mailer's address records with customer-filed change-of-address orders maintained by the USPS. Each address, except for mail bearing an alternative address format (under [3.0](#)), in a mailing at commercial First-Class Mail presorted or automation prices, First-Class Package Service presorted parcel prices, Standard Mail, or Parcel Select Lightweight prices is subject to the Move Update standard and must meet these requirements:

- a. Each address and associated addressee used on the mailpieces in a mailing must be updated within 95 days before the mailing date, with one of the USPS-approved methods in [5.2](#).
- b. The Move Update standard is met when an address used on a mailpiece in a mailing at any class of mail is updated under [5.2](#), and the same address is used in a First-Class Mail, First-Class Package Service, Standard Mail, or Parcel Select Lightweight mailing within 95 days after the address has been updated.

### 5.2 USPS-Approved Methods

[\[1-27-13\]](#) The following methods are authorized for meeting the Move Update standard:

- a. Address Change Service (ACS).
- b. National Change of Address Linkage System (NCOALink). This includes both pre-mail NCOALink processing systems and the physical mailpiece processing equipment system: National Change of Address Linkage System Mail Processing Equipment (NCOALink MPE). See the NCOALink page (NCOALink MPE Solutions) on [ribbs.usps.gov](http://ribbs.usps.gov) for more information on the MPE application.
- c. Applicable ancillary service endorsements under [507.1.5.1](#) or [507.1.5.3](#), except "Forwarding Service Requested."

- d. For First-Class Mail, and First-Class Package Service only: 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 (see [608.8.1](#) for address) administers and approves both Mailer Move Update Process Certification and alternative methods.

### 5.3 Mailer Certification

The mailer's signature on the postage statement certifies that the Move Update standard has been met for each address in the corresponding mailing presented to the USPS.

## 6.0 ZIP Code Accuracy Standards

### 6.1 Basic Standards

**[9-3-13]** Except for mail bearing a simplified address, addresses used on pieces in a mailing at all commercial First-Class Mail, First-Class Package Service presorted parcel, nonbarcoded presorted Periodicals, Standard Mail, Parcel Select Lightweight, and Bound Printed Matter presorted and carrier route prices are subject to the ZIP Code accuracy standard and must meet these requirements:

- a. Each address and associated 5-digit ZIP Code on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [6.2](#).
- b. If an address used on a mailpiece in a mailing at one class of mail and price is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and price.

### 6.2 USPS-Approved Methods

The following methods meet the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
  - 1. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
  - 2. Any mailing list service in [507.8.0](#).
  - 3. An authorized service provider.
  - 4. CASS-certified matching software.
  - 5. USPS Web site [www.usps.com](http://www.usps.com).



### 6.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

## 7.0 Carrier Route Accuracy Standard

### 7.1 Basic Standards

**[10-7-13]** The carrier route accuracy standard is a means of ensuring that the carrier route code correctly matches the delivery address information. For the purposes of this standard, address means a specific address associated with a specific carrier route code. Addresses used on pieces claiming any Periodicals carrier route prices, any Standard Mail Enhanced Carrier Route prices (including DALs used with Product Samples), or any Bound Printed Matter carrier route prices are subject to the carrier route accuracy standard and must meet the following requirements:

- a. Each address and associated carrier route code used on the mailpieces (or DALs) in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [6.2](#).
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address, used on a mailpiece in a carrier route mailing at one class of mail and price, is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and price.

### 7.2 Exception

**[10-7-13]** The carrier route accuracy standard does not apply to mail of any class bearing a simplified address format under [3.0](#).

### 7.3 USPS-Approved Methods

**[10-7-13]** Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to [509.1.0](#) and [708.3.0](#). Printed Carrier Route Files (schemes) may be used only for Periodicals carrier route mailpieces and for Standard Mail Enhanced Carrier Route flat-size mailpieces.

### 7.4 Mailer Certification

**[10-7-13]** The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS.



## 604 Postage Payment Methods

### Overview

- 1.0 Stamps
- 2.0 Stamped Stationery
- 3.0 Precanceled Stamps
- 4.0 Postage Meters and PC Postage Products ("Postage Evidencing Systems")
- 5.0 Permit Imprint (Indicia)
- 6.0 Payment of Postage
- 7.0 Computing Postage
- 8.0 Insufficient or Omitted Postage
- 9.0 Exchanges and Refunds
- 10.0 Revenue Deficiency

### 1.0 Stamps

#### 1.1 Postage Stamp Denominations

[1-27-13] Postage stamps are available in the following denominations:

TYPE AND FORMAT	DENOMINATION	
<b>Regular Postage</b>	Panes	\$0.01, .02, .03, .04, .05, .10, .20, .33, \$1, \$2, \$5, \$10 In addition, panes of stamps for the current First-Class Mail (FCM) single-piece 1-ounce letter price, FCM 2-ounce letter price, FCM 3-ounce letter price, Priority Mail flat-rate envelope price, and Priority Mail Express flat-rate envelope price.
	Booklets of 10 or 20 stamps	The current First-Class Mail single-piece 1-ounce letter price
	Coils of 50	The current First-Class Mail single-piece 1-ounce letter price
	Coils of 100	\$0.20, .33, and the current First-Class Mail single-piece 1-ounce letter price
	Coils of 3,000	The current First-Class Mail single-piece 1-ounce letter price
	Coils of 10,000	\$0.01, .02, .03, .04, .05, .10, and coils of the current First-Class Mail single-piece 1-ounce letter price
<b>Precanceled Presorted Price Postage — First-Class Mail and Standard Mail</b>	Coils of 500, 3,000, and 10,000	Various nondenominated (available only to permit holders).
<b>Commemoratives</b>	Panes of up to 20 stamps And 20-stamp booklets	The current First-Class Mail single-piece 1-ounce letter price and other denominations.
<b>Semipostal</b>	Breast Cancer Research & Save Vanishing Species	Purchase price of \$0.55; postage value equivalent to First-Class Mail single-piece 1-ounce letter price; remainder, minus reasonable costs incurred by the Postal Service, is contributed to fund specified causes.



604.1.2

TYPE AND FORMAT		DENOMINATION
Forever Stamp (Nondenominated)	Panes of up to 20	The current First-Class Mail 1-ounce letter price.
	20-Stamp Booklets	The current First-Class Mail 1-ounce letter price.
	18-Stamp Sheetlets	The current First-Class Mail 1-ounce letter price.
	Coils of 100	The current First-Class Mail 1-ounce letter price.

### 1.2 Postage Stamps Valid for Use

All postage stamps issued by the United States since 1860, unless listed in [1.3](#), are valid for postage from any point in the United States or from any other place where U.S. Mail service operates. Precanceled stamps may be used to pay regular postage and fees for extra services if the mailpiece is endorsed under the standards for the class of mail and service requested. Precanceled postage may be used only by permit holders authorized under [3.0](#). Unless excepted by standard, the total postage affixed must equal at least the postage charge for the class of the mail and, if applicable, the fee for the extra service requested. All nondenominated postage and makeup price stamps, including official mail stamps, are valid at the original prices of issue.

### 1.3 Postage Stamps Invalid for Use

The following are not valid to pay postage for U.S. domestic or U.S.-originated international mail:

- Postage due, special delivery, special handling, and Certified Mail stamps.
- Stamps of other countries.
- United Nations stamps, unless on mail deposited at the United Nations, NY.
- U.S. stamps that are mutilated or defaced; cut from stamped envelopes, aerogrammes, or stamped cards; covered or coated in such a manner that canceling or defacing marks cannot be printed onto the stamps; or overprinted with an unauthorized design, message, or other marking.
- Nonpostage stamps, such as migratory-bird hunting and conservation stamps, U.S. saving and thrift stamps.

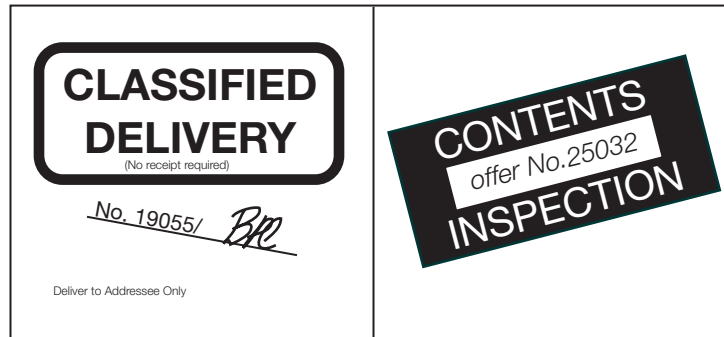
### 1.4 Imitations of Stamps

Matter bearing imitations of postage stamps, in adhesive or printed form, or private seals or stickers resembling a postage stamp in form and design, is not acceptable for mailing.

### 1.5 Imitations of Markings

Matter bearing decorative markings and designs, in adhesive or printed form, resembling the markings and designs of official postal services, is not accepted for mailing (see [Exhibit 1.5](#)).



**Exhibit 1.5 Prohibited Imitations****1.6 Stamp Reproduction**

Postmasters may not advise the public about the reproduction of foreign or domestic postage stamps. Such information is available from Stamp Development, USPS Headquarters (see [608.8.0](#) for address).

**1.7 Position of Stamp on Mailpiece**

Stamps must be affixed firmly in the upper right corner of the address side of the mail cover. Any stamp partly concealed by an overlapping stamp may not be counted as postage.

**1.8 Reuse of Stamps**

Reuse of stamps with intent to cause loss to the government or the USPS is punishable by fine and imprisonment.

**1.9 Perforating Stamps**

Postage stamps may be marked with perforation holes. The mark may not cover more than 1/4 square inch (1/2 inch by 1/2 inch) of the stamp, and the diameter of the holes may not exceed 1/32 inch.

**1.10 Additional Standards for Forever Stamps**

Forever stamps are sold for the price of the current First-Class Mail single-piece 1-ounce letter price. The postage value of each forever stamp is the current First-Class Mail single-piece 1-ounce letter price. Forever stamps may be used only on single-piece price mail.

**1.11 Additional Standards for Semipostal Stamps**

**[1-27-13]** Semipostal stamps are subject to the following special conditions:

- a. Semipostal stamps are stamps sold for a price that exceeds the postage value of the stamp. The difference between the price and postage value (also known as the “differential”) less an offset for reasonable USPS costs, as determined by the USPS, is contributed to a specific cause. Semipostal stamps are offered for sale for a limited time as provided by law or by the USPS.
- b. The following semipostal stamps are available for sale:



1. The *Breast Cancer Research* semipostal stamp. The difference between the purchase price and the First-Class Mail single-piece first-ounce letter price in effect at the time of purchase constitutes a contribution to breast cancer research and cannot be used to pay postage. Funds (net of reasonable USPS costs) from the sale of the Breast Cancer Research semipostal stamp are transferred to the Department of Defense and the National Institutes of Health.
  2. The *Save Vanishing Species*™ semipostal stamp. The difference between the purchase price and the First-Class Mail single-piece first-ounce letter price in effect at the time of purchase constitutes a contribution to the Multinational Species Conservation Funds. Funds (net of reasonable USPS costs) from the sale of the *Save Vanishing Species* semipostal stamps are transferred to the United States Fish and Wildlife Service.
- c. The postage value of each semipostal stamp is the First-Class Mail single-piece first-ounce letter price in effect at the time of purchase. Additional postage must be affixed to pieces weighing in excess of 1 ounce, pieces subject to the nonmachinable surcharge, or pieces for which extra services have been requested. The postage value of semipostal stamps purchased before any subsequent change in the First-Class Mail single-piece first-ounce letter price is unaffected by any subsequent change in that price. The purchase price is listed in [1.1](#).

### 1.12 Paying for Stamps

Payment may be made in U.S. currency. Foreign or mutilated money is not acceptable. The USPS may require payment of the exact amount of the purchase. Checks are acceptable subject to USPS check-acceptance policy and the assessment of charges to the customer for an uncollectible check returned by the bank. The customer must use a money order or certified check if the amount due is sent by mail.

### 1.13 Seals and Stickers

The nonaddress side of mail may have seals or stickers, if they do not imitate postage stamps and do not have words, numerals, or other markings indicating a value.

## 2.0 Stamped Stationery

### 2.1 Plain Stamped Envelope

#### 2.1.1 Fee

Fee is in addition to the postage value preprinted on the envelope. See [Notice 123—Price List](#).

#### 2.1.2 Availability

Plain stamped envelopes are available at all Post Offices. Only sizes 6-3/4 and 10 envelopes are sold in less than full box lots (a full box contains 500 envelopes).

#### 2.1.3 Envelope Dimensions

Envelope dimensions, which can vary 1/16 inch, are as follows:

- a. Size 6-3/4: 3-5/8 by 6-1/2 inches.
- b. Size 10: 4-1/8 by 9-1/2 inches.
- c. Intermediate sizes (between 6-3/4 and 10, as determined by surface area in square inches) are not less than 6-1/2 or more than 9-1/2 inches long, not less than 3-5/8 or more than 5 inches high, have a surface area of not more than 39 square inches, and have an aspect ratio (length divided by height) not less than 1.3 or more than 2.5.

#### 2.1.4 Window Sizes

Window envelopes are available with these window sizes:

- a. The standard window is 1-1/8 inches high and 4-3/4 inches wide, and is placed 5/8 inch from the bottom edge of the envelope.
- b. In size 6-3/4 envelopes, the window is 7/8 inch from the left edge; in size 10 envelopes, 1 inch from the left edge.
- c. On double window envelopes, the second window (designed for a return address) is 1/2 inch from the top and left edges, and measures 3/4 inch high and 2-1/2 inches wide.
- d. Other window sizes and locations can be produced, if the window size is not more than 1-1/2 inches high and 5 inches wide, and the window is not less than 3/8 inch from any envelope edge. Windows must allow compliance with general USPS addressing guidelines.

#### 2.1.5 Imprinting

Stamped envelopes may be privately imprinted in any style, if at least 3-1/2 inches of clear space remains at the right end of the address side.

## 2.2 Personalized Stamped Envelopes

### 2.2.1 Fee

Fee is in addition to the postage value preprinted on the envelope. See [Notice 123—Price List](#).

### 2.2.2 Availability

Personalized envelopes (stamped envelopes imprinted with a return address) are available by mail order only. Customers mail Form 3203, with the full payment (by check or money order) for the envelopes ordered, to Stamp Fulfillment Services (see [608.8.0](#) for address).

### 2.2.3 Printing Specifications

All printing on personalized envelopes is subject to these specifications:

- a. Any line of printing is limited to 47 characters and spaces.
- b. The total number of lines is limited to seven.
- c. The last two lines of printing must be reserved for the street address or Post Office box number where mail is to be delivered, and the city, state, and ZIP Code.



- d. Stamp Development, USPS Headquarters, must approve any printing not permitted under [2.2.4](#) through [2.2.6](#). Requests for nonstandard printing are considered on orders of one million or more identical envelopes. Stamp Development's decision is final.
- e. Each envelope must bear a return address printed in uppercase and lowercase letters, with flush left margin, using 8-point Helvetica type. The firm name or main lines are in bold type.

#### **2.2.4 Printed Return Address Standards**

The printed return address must include the local address that includes a street address; a Post Office box number; a rural route and box number; a building name, room number, and street address; or both a street address and Post Office box number; and the name of the Post Office or branch Post Office, state, and either the ZIP+4 or the 5-digit ZIP Code. The ZIP Code must be correct for the address on the line immediately preceding the city and state. The postmaster determines whether the address is adequate to ensure return of undeliverable mail.

#### **2.2.5 Printed Return Address Options**

The printed return address may include:

- a. The name and title of an individual, or the name of a firm, corporation, institution, association, or society.
- b. Descriptive words that represent business or professional names.
- c. The branch or department name of a business if necessary to ensure return of undeliverable mail.
- d. The telephone number of an individual or group if printed immediately preceding the local address.
- e. A brief advertising statement or descriptive phrase following the name or on up to two separate lines. Indecent matter may not appear on wrappers or envelopes (18 USC 1463).

#### **2.2.6 Optional Information**

The following endorsements and instructions printed in at least 8-point type may be included as part of the return address:

- a. Any ancillary service endorsement under [507.1.1](#) through [507.1.9](#) that requests address correction, forwarding, or return appropriate for the intended class of mail (e.g., "Address Service Requested"). The endorsement must appear directly below the return address, separated with a minimum clear space of 1/4 inch.
- b. Any sender instruction that specifies a period for holding mail, not fewer than 3 and not more than 30 days. The instruction must appear directly above the return address.

#### **2.2.7 Premium Options**

Personalized stamped envelopes may be ordered with the following premium options:

- a. Pressure-sensitive sealing.
- b. 10-point or 12-point font size.
- c. Script or Times New Roman font style.
- d. Blue, red, or green font color.

**2.2.8 Rejected Envelopes**

A customer may reject personalized envelope orders for defective manufacture or mistakes in printing, denomination, size, etc.:

- a. If the purchaser's error, only the value of the postage is refunded. Such a refund may be made at a Post Office or by returning the envelopes to Stamp Fulfillment Services (see [608.8.0](#) for address). If the customer wants the envelopes replaced instead, the customer must pay the difference between the full selling price of the envelopes and the postage value. The customer must include an explanation for rejecting the envelopes in a request for replacement or refund.
- b. If an error is made by the USPS, Stamp Fulfillment Services refunds the total cost of the envelopes. The envelopes must be returned to Stamp Fulfillment Services (see [608.8.0](#) for address) with an explanation of the error. Only the customer whose name is in the return address, or the customer's representative, may submit rejected personalized envelopes for a refund. Rather than seeking a refund, the customer may request that the envelopes be replaced.

**2.3 Other Stationery****2.3.1 Stamped Cards****2.3.2 HFee for Stamped Cards**

Fee is in addition to the postage value preprinted on the card. See [Notice 123—Price List](#).

**2.3.3 Validity of Postal Stationery**

All stamped envelopes, stamped cards (formerly called "postal cards"), and aerogrammes issued by the United States since 1873 are valid for postage from any point in the United States or from any other place where U.S. domestic mail service operates, under the same conditions as for postage stamps in [1.0](#).

**2.3.4 Printing Specifications**

The printing specifications for personalized stamped envelopes also apply to stamped postcards (see [2.2.3](#)).

**2.4 Stamp Fulfillment Service****2.4.1 Description**

Stamp Fulfillment Services provides the fulfillment of stamp orders placed by customers via mail, phone, fax, or online to the Stamp Fulfillment Services organization. Stamp Fulfillment Services charges shipping and handling fees associated with fulfilling stamp orders. The fees vary depending on the dollar amount of the order. All prices and fees are listed on [Notice 123—Price List](#).



### 3.0 Precanceled Stamps

#### 3.1 General Information

##### 3.1.1 Definition

Precanceling is the cancellation of adhesive postage, stamped envelopes, or stamped cards before mailing. Precanceling may be done by the mailer under a postal permit, or mailers may purchase precanceled stamps bearing a price category from the USPS.

##### 3.1.2 Use of Precanceled Stamps

Precanceled postage is an optional postage payment method for mailings at Presorted and automation First-Class Mail prices and at all Standard Mail prices.

##### 3.1.3 Prohibited Use of Precanceled Stamps

Precanceled postage stamps may not be used on any reusable mailing containers, such as boxes, cases, or bags.

##### 3.1.4 Documentation

Unless excepted by standard, a precanceled stamp mailing must be accompanied by documentation subject to the standards for documentation for each class of mail if the mailing contains nonidentical-weight pieces or pieces without the full postage at the applicable price.

##### 3.1.5 Amount of Postage

The value of precanceled stamps affixed to each piece in a mailing must be either the exact amount due or the exact monetary value of the USPS precanceled stamp appropriate to the price category of the mailpiece. Unless permitted by other standards or Business Mailer Support authorization, the same monetary value of stamp(s) must be affixed to every piece in the mailing. Refunds for overpayment must meet the standards in [9.0](#).

##### 3.1.6 Depositing Precanceled Stamp Mailings

Mail bearing precanceled postage must be presented to the Post Office where the permit is held, at the times and places designated by the postmaster. Mail bearing precanceled postage must not be deposited in street collection boxes.

##### 3.1.7 Combining Precanceled Stamps With Other Postage Payment Methods

Precanceled mail may be combined in a mailing with mail paid with other means only if authorized by the USPS.

##### 3.1.8 Return Address

Except for mailpieces otherwise requiring a return address under [602.1.5.3](#), Standard Mail pieces, 13 ounces or less and bearing stamps precanceled with a mailer's postmark, are not required to include a return address. All other mailpieces bearing precanceled stamps must have a complete domestic return address. Mailpieces bearing precanceled stamps and any return addresses outside the Post Office of mailing must meet one of the following standards:



- a. At the time of mailing, the mailer must submit a duplicate of the postage statement and a sample mailpiece, enclosed in a stamped envelope and addressed to the postmaster at the Post Office of the return address.
- b. The mailer must put a cancellation endorsement to the left of the postage showing the city, two-letter state abbreviation, and ZIP Code of the office of mailing.
- c. The mailer must use the cancellation endorsement "Mailed From ZIP Code" followed by the 5-digit ZIP Code assigned to the postmaster at the office of mailing.

### 3.1.9 Markings and Endorsements

Whether the mailer or the USPS precanceled the stamps, each mailpiece with precanceled postage must bear markings and endorsements required for the price claimed or services requested.

## 3.2 Permit to Use Precanceled Stamps

### 3.2.1 Authorization to Use Precanceled Stamps

A mailer who wants to use USPS-precanceled stamps and stamped envelopes must complete Form 3615 and file it at the Post Office where mailings are to be deposited. If an applicant has a completed Form 3615 on file for other services, precanceled authorization is annotated on the existing application. There is no fee for this permit.

### 3.2.2 Revocation of Precanceled Stamp Permit

A permit may be revoked if used in operating any unlawful scheme or enterprise, or for buying or acquiring stamps or mailer's precancel postmarks for other than mailing, or for failing to comply with the format requirement or instructions on Form 3615. The permit holder has 10 days to file a written statement showing why the permit should not be revoked. The manager, customer service support (district), issues the decision on such appeals.

## 3.3 USPS Precanceled Stamps

USPS precanceled stamps are preprinted with a price category as the precancellation method. The following also applies:

- a. Unless used to pay single-piece postage under [3.3d](#) or to pay postage under [3.5](#) or [3.6](#), or permitted by other standards or Business Mailer Support authorization, only one USPS precanceled stamp may be affixed to each piece in a mailing.
- b. Mailpieces bearing a USPS precanceled stamp must include the return address.
- c. If the return address is not within the delivery area of the Post Office of mailing, the mailer must place a cancellation endorsement on the piece or provide mailing information to the Post Office shown in the return address.
- d. USPS precanceled stamps may be used to pay single-piece postage if the piece bearing the stamps has the correct marking (e.g., "First-Class Mail") immediately under the postage.



### 3.4 Precancellation of Stamps by Mailer

#### 3.4.1 Definition of Stamps Precanceled by Mailer

A mailer meeting the standards in 3.4 may precancel adhesive stamps, stamped cards, and stamped envelopes with a mailer's precancel postmark. Mailers authorized under 3.4 may precancel one or more postage stamps provided the total of the postage on the mailpiece equals the exact monetary value of the corresponding USPS precanceled stamp appropriate to the price category of the mailpiece. Stamped cards are precanceled at the time of printing and do not require a mailer's precancel postmark.

#### 3.4.2 Authorization to Precancel Stamps

A mailer must request authorization to preprint price markings on precanceled stamps or to use a precancel postmark on adhesive stamps, stamped cards, and stamped envelopes. The applicant must submit a specimen mailpiece showing the preprinting method or proposed precancel postmark. If more than one preprinted marking is prepared or more than one format is used, a specimen for each must be submitted. Form 3615 must be endorsed "Preprinting of Price Markings," or "Mailer's Precancel Postmark," or both, as appropriate. The application and format samples must be submitted to the postmaster of the office where the precanceled mailings are to be deposited for approval by the district Business Mail Entry manager. If the application and samples are approved, the applicant receives written notice of approval from the postmaster and a unique permit number assigned by the postmaster.

#### 3.4.3 Authorization Conditions

Mailer precancellation is authorized only for the specimen mailpieces submitted and approved. After that, a specimen must be submitted and approved for each new precancel postmark format or preprinted marking to be used.

#### 3.4.4 Denial of Authorization to Precancel Stamps

If the application and format samples are not approved by the district Business Mail Entry manager, the applicant receives written notice from the postmaster stating the reasons for the denial and the applicant's appeal rights. The applicant may file a written appeal with the Pricing and Classification Service Center (PCSC). (See [608.8.4, PCSC and District Business Mail Entry Offices Contact Information](#).)

#### 3.4.5 Revocation of Authorization to Precancel Stamps

A permit may be revoked for operating any unlawful scheme or enterprise, for buying or acquiring stamps for other than mailing, or for failing to comply with the required format standards. Within 10 days of receipt of the revocation notice, the permit holder may file a written appeal with the PCSC. (See [608.8.4, PCSC and District Business Mail Entry Offices Contact Information](#).) The PCSC issues the final agency decision.

#### 3.4.6 Design and Content of Mailer's Postmark

The mailer's precancel postmark must contain specific elements:

- a. The mailing date (day, month, and year) if used on First-Class Mail; the month and year of mailing may be shown on Standard Mail.



- b. The words “Mailer’s Postmark” followed by the permit number and enough lines to deface (cancel) the postage.
- c. Either the city, state, and 5-digit ZIP Code of the Post Office where the precancel permit is held and the mailing is to be deposited, or the words “Mailed From ZIP Code” followed by the 5-digit ZIP Code of the mailing office. (If that Post Office is assigned more than one 5-digit ZIP Code, the precancel postmark must show the 5-digit ZIP Code assigned to the postmaster.)

### 3.4.7 Price Marking

The precancel postmark may include the words or authorized abbreviations of the price marking required for the price claimed. Alternatively, if authorized under [3.4.2](#), the mailer may preprint price markings required by other standards on adhesive stamps to be used for mailings at the corresponding prices. Such preprinted markings must be in uppercase letters of at least 6-point type, printed in black indelible ink on the stamp where optimum contrast is possible. A preprinted price marking applied by the mailer, by itself or with a precancel postmark, must not obscure other printing on the stamp that is part of the USPS design (e.g., “USA”).

### 3.4.8 Cancellation of Stamps

Black ink must be used for cancellation. It must provide enough indelibility and contrast to prevent reuse of the stamps. The precancel permit number must not be obscured by the cancellation.

### 3.4.9 Required Format

A mailer must use one of the Format A designs in [Exhibit 3.4.9](#). Format B may be used only by a mailer previously authorized to do so and who has the necessary die. The only permissible alternative or modification to any format is the addition of a price marking permitted by [3.4.7](#).

#### Exhibit 3.4.9 Format for Mailer’s Precancel Postmarks

Format A



Format B



## 3.5 Stamp Collectors

Subject to USPS policy in [608.4.0](#), precanceled postage may be bought for philatelic purposes as well as postage payment. A stamp collector may mail matter bearing precanceled postage if the collector has a permit to use precanceled



postage at the Post Office where the mail is presented. Creating philatelic oddities or precanceling issues or denominations that would not otherwise see legitimate mail use is not permitted. Mail orders must include a stamped, self-addressed envelope.

### 3.6 Using High Value Stamps

If precanceled postage on a single piece is more than \$1.00, the precanceled stamps must be overprinted or handstamped in black ink with the mailer's initials and the numerical abbreviations of the month and year for use (e.g., "A. B. Co. 9-78"). These stamps are acceptable on mail during the month shown and through the 10th of the following month.

## 4.0 Postage Meters and PC Postage Products ("Postage Evidencing Systems")

### 4.1 Basic Information

#### 4.1.1 Definitions

Postage meters and PC Postage products are collectively identified as "postage evidencing systems." A postage evidencing system is a device or system of components a customer uses to print evidence that postage required for mailing has been paid. Postage evidencing systems print indicia, such as meter imprints or information-based indicia (IBI), to indicate postage payment. Mailers print indicia directly on a mailpiece or on a label that is affixed to a mailpiece. Mailers must place indicia in the upper-right corner of the mailpiece or label, according to 4.3.3. When used to apply postage to commercial mailings, the postage evidencing system indicia must bear the numerical value of postage.

#### 4.1.2 Product Categories

Product categories include postage meters and PC Postage products. Additional information on product categories and authorized providers is available online at [www.usps.com/postagesolutions](http://www.usps.com/postagesolutions). The primary characteristics of postage meters and PC Postage products are described below.

- a. Postage meters are devices that allow download, storage, and accounting of postage in the device. Meters print indicia that may be IBI or non-IBI, to indicate postage payment. IBI are digitally generated indicia that include a two-dimensional barcode. Postage meters are available only through authorized providers. Meters may only be leased or rented and may not be sold or resold. Some components of metering systems may be purchased as authorized by the USPS.
- b. PC Postage products allow mailers to purchase and print postage with Information-Based Indicia (IBI) directly onto mailpieces, shipping labels, and USPS-approved customized labels.
- c. Click-N-Ship and USPS-approved commercial providers offer PC Postage products for mailers through subscription service agreements.

#### 4.1.3 Authorized Meter Providers

The following providers are authorized:

DATA-PAC MAILING SYSTEMS CORP  
1217 BAY RD  
WEBSTER NY 14580-1958  
800-355-1755  
[www.data-pac.com](http://www.data-pac.com)

FP MAILING SOLUTIONS  
140 N MITCHELL CT STE 200  
ADDISON IL 60101-5629  
800-341-6052  
[www.fpusa.net](http://www.fpusa.net)

HASLER INC  
478 WHEELERS FARMS RD  
MILFORD CT 06461  
800-995-2035  
[www.haslerinc.com](http://www.haslerinc.com)

NEOPOST INC  
478 WHEELERS FARMS RD  
MILFORD CT 06461  
800-624-7892  
[www.neopostinc.com](http://www.neopostinc.com)

PITNEY BOWES INC  
1 ELMCROFT RD  
STAMFORD CT 06926-0700  
800-322-8000  
[www.pitneybowes.com](http://www.pitneybowes.com)

#### **4.1.4 Authorized PC Postage Providers**

The following providers are authorized:

ENDICIA.COM (PSI SYSTEMS INC)  
247 HIGH ST  
PALO ALTO CA 94301-1099  
800-576-3279 x140  
[www.endicia.com](http://www.endicia.com)

PITNEY BOWES INC  
1 ELMCROFT RD  
STAMFORD CT 06926-0700  
800-322-8000  
[www.pitneybowes.com](http://www.pitneybowes.com)

STAMPS.COM  
12959 CORAL TREE PLACE  
LOS ANGELES CA 90066-7020  
888-434-0055  
[www.stamps.com](http://www.stamps.com)



### 4.1.5 Authorized Classes of Mail

[1-27-13] Mailers may use postage evidencing systems to affix or apply indicia on any class of mail except Periodicals and Bound Printed Matter and as follows:

- a. Metered indicia may not be used for First-Class Package Service commercial plus parcels.
- b. PC Postage products may be used for Standard Post only by USPS-Approved Shippers.

## 4.2 Authorization to Use Postage Evidencing Systems

### 4.2.1 Customer Agreement

Customers must enter into an agreement with the USPS for authorization to use postage evidencing systems. By entering into the agreement, the customer accepts responsibility for control and use of the system and agrees to abide by all rules and regulations governing its use. The following conditions apply to these agreements.

- a. Customers enter into an agreement with the USPS (e.g., via electronic click-through or contract signature) in conjunction with executing a separate agreement with the provider for rental, lease, or use of a postage evidencing system. Actual implementation of the agreement with the USPS varies by product category and provider and is typically facilitated by the provider on behalf of the USPS. Postage evidencing systems are rented or leased. They may not be purchased, sold, or resold.
- b. A meter lease or rental agreement with an authorized provider is required for postage meter use. Registration with an authorized provider is required for PC Postage system use.
- c. The customer must provide updated address information to the provider in the event of relocation.
- d. Postage meter manufacturers must conduct inspection of certain meters on a scheduled basis. The customer agrees to make the meter available for provider inspection or USPS examination when required.
- e. The customer agrees to promptly report a defective meter, or loss or theft of a meter, to the provider.

### 4.2.2 Authorized Possession

Only authorized customers may possess or use postage evidencing systems. Customers must surrender postage evidencing systems to the provider or its agent upon termination of the lease or rental agreement or device malfunction.

### 4.2.3 Use Outside the United States

The manager of Payment Technology must give specific approval to the provider before a provider may place a postage evidencing system for use outside the customs territory of the United States.

### 4.2.4 Denial of Use

The mailer authorized to use a postage evidencing system may be denied use when the mailer:

- a. Fails to comply with mailing standards.

- b. Submits false or incomplete information.
- c. Enters shortpaid or unpaid mailpieces into the mailstream.

#### 4.2.5 Surrender of Postage Evidencing System

If authorization to use a Postage Evidencing System is denied, the mailer must surrender the systems, upon request, to the service provider, USPS, or USPS authorized agent.

#### 4.2.6 Appeal Process

Appeals regarding standards in this section or on the basis of noncompliance may be filed as follows:

- a. IBI postage mailers must appeal under [4.4.8](#).
- b. All other appeals must be in writing to the manager, Payment Technology (see [608.8.1](#) for address).

### 4.3 Postage Payment

#### 4.3.1 Paying for Postage

The numerical value of the postage displayed on each mailpiece must be equal to or greater than the amount due for the applicable price and any extra service fees, or another amount permitted by mailing standards. Payment options vary by provider and product category. Contact provider for authorized USPS payment options.

#### 4.3.2 Legibility of Postage

Postage indicia must be legible (readable by USPS personnel and mail processing equipment). Illegible or unreadable (unscannable) indicia are not acceptable as payment of postage. Reflectance measurements of the indicia and the background material must meet the standards in [708.4.0](#).

#### 4.3.3 Placement of Postage

Mailers must print or apply indicia in the upper-right corner of the envelope or, if postage is printed on an address label, the upper-right corner of that label. Mailers must meet the following additional standards when placing indicia on mailpieces. Position indicia at least 1/4 inch from the right edge of the mailpiece and 1/4 inch from the top edge of the mailpiece.

- a. Position indicia within the required boundaries. The boundaries of indicia are defined by the right edge of the envelope, the top edge of the envelope, and the bottom edge and the left edge of any USPS-required indicium element printed by the postage evidencing system.
- b. Maintain the required 1/2-inch clear zone to the left of and below all elements of the indicium, within which nothing must be printed or placed, except as follows:
  - 1. Indicia containing images obtained from a USPS-approved licensed vendor of customized PC Postage.
  - 2. For letterpress indicia only, advertising material may be printed with the indicia within space limitations. These advertising messages and slogans are known as “ad plates.” Customers must obtain the ad plates from their



authorized postage meter provider. Ad plate messages must be distinguished by the inclusion of the name of the mailer or words such as “Mailer's Message.”

- c. For postage evidencing systems that print digital indicia, an approved indicium must include within its boundaries only postal markings and text required or recommended by the USPS, except that the indicium may identify the provider. Other material may be printed only outside the boundaries of the clear zone identified in [4.3.3b](#).
- d. Any additional material printed by a postage evidencing system under [4.3.3b](#) and [4.3.3c](#) must comply with the following requirements:
  - 1. The material must be consistent with the Postal Service's intent to maintain neutrality on religious, social, political, legal, moral, or other public issues.
  - 2. The material must not be obscene, deceptive, or defamatory of any person, entity, or group and must not advocate unlawful action.
  - 3. The material must not emulate any form of valid postage, government, or other official indicia or payment of postage.
  - 4. The material must not harm the public image, reputation, or goodwill of the Postal Service and must not be otherwise derogatory or detrimental to the Postal Service's interest.
- e. Do not allow the indicia to infringe on the areas reserved for the FIM, POSTNET barcode, or optical character reader (OCR) clear zone.
- f. Orient indicia with the longest dimension parallel to the address.
- g. Single-piece, First-Class Mail letters must contain a mechanism so that the Postal Service can face the mailpiece during automated processing. Acceptable methods for a mailpiece produced by a postage meter or PC Postage system include:
  - 1. Printing postage meter indicia with fluorescent ink approved by the Postal Service. To determine if an ink has been approved by the Postal Service, send written requests to the Manager, Payment Technology (see [608.8.1](#) for address).
  - 2. Printing a postage meter or PC Postage indicia directly on a label containing fluorescence that has been approved by the Postal Service. To determine if a label has been approved by the Postal Service, send written requests to the Manager, PaymentTechnology.
  - 3. Printing a FIM D with the indicia or applying the indicia to an envelope containing a preprinted FIM. Position the FIM according to standards in [708.9.0](#).
- h. When placing multiple indicia on an envelope (e.g., for redate or postage correction) the indicia must not overlap each other. Overlapping indicia are not acceptable as payment of postage.

#### 4.3.4 Postal Markings

Indicia are comprised of human-readable information. Information-based indicia (IBI) also contain machine-readable information that identifies the postage evidencing system, postage payment information, and mail service requested. There are particular data sets associated with different types of indicia, depending on the product and the type of mailing. Indicia may include postal markings related to the class of mail and presort level and an ancillary service endorsement. All words must be legible and in bold capital letters at least 1/4 inch high or 18-point type. See [202.3.0](#) for standards on markings and [202.4.0](#) for placing ancillary service endorsements on letter-size mailpieces. See [302.3.0](#) and [302.4.0](#) for corresponding standards for flat-size mailpieces; see [402.2.0](#) and [402.3.0](#) for parcels.

#### 4.3.5 Refund Procedures

Refund procedures for unused printed postage, postage purchased but not printed, and postage lost due to postage evidencing system failure varies by product category. See [9.0](#) for refund procedures.

### 4.4 Shortpaid and Unpaid Information-Based Indicia (IBI)

#### 4.4.1 Definitions

Mailpieces bearing shortpaid postage are those for which the total postage and fees affixed are less than the postage required for the applicable price and any extra services fees. Mailpieces bearing unpaid IBI are those for which the mailer has not paid the postage or additional fees due to the lack of affixed postage, the use of counterfeited, replicated, duplicated, falsified, otherwise modified IBI, or IBI with zero value.

#### 4.4.2 Detection Process for Revenue Deficiency

For mailpieces with shortpaid or unpaid postage found in the mailstream, manual and automated processes are used to detect and verify the revenue deficiencies.

#### 4.4.3 Handling of Mailpieces with IBI Postage Revenue Deficiencies

For confirmed shortpaid or unpaid IBI postage, corrective measures may include:

- a. Delivering the mailpiece to the addressee and collecting the revenue deficiency as postage due.
- b. Collecting the revenue deficiency from the sender as described in [4.4.4](#) through [4.4.9](#).
- c. Returning the mailpiece to the sender.

#### 4.4.4 Electronic Notification of Revenue Deficiencies

Upon confirmation of a revenue deficiency with IBI postage, the Postal Service electronically notifies both the mailer and the postage evidencing system service provider of the revenue deficiency and delivers the mailpiece to the addressee. The notification provides a link to the web-based customer payment portal that permits the mailer to pay or dispute the revenue deficiency.

#### 4.4.5 Resolution Process

A resolution process is provided through the web-based customer payment portal.



#### **4.4.6 Payment Process**

The mailer must make payment within 14 days from the date the Postal Service sends the electronic notification by accessing the web-based customer payment portal or choose another method identified in the notification. Any mailer disputes regarding the revenue deficiency must be made during this 14-day period. The postage evidencing system service provider may be notified to temporarily suspend the mailer's account under the following conditions:

- a. After 14 days, if a mailer has not paid or disputed a revenue deficiency.
- b. When an electronic notification to a mailer is undeliverable.
- c. When a mailer's cumulative revenue deficiency increases during the 14-day period due to additional mailpieces being identified as shortpaid or unpaid.

#### **4.4.7 Dispute Process**

Mailers wishing to dispute the deficiency payment must do so within 14 days by accessing the web-based customer payment portal or other method identified in the electronic notification and substantiate that the postage affixed was valid and sufficient for the postage and applicable fees. An electronic notification is sent to the mailer of the decision to uphold or deny the dispute. If the Postal Service upholds the dispute, the mailer is not required to take further action.

#### **4.4.8 Denied Disputes and the Appeal Process**

If a dispute of a revenue deficiency is denied, the mailer has 7 days from the date of the electronic notification to file an appeal, by accessing the web-based customer payment portal or choosing another method identified in the notification. The mailer must provide additional evidence to substantiate that the postage affixed was valid and sufficient for the postage and fees. If the appeal decision is upheld, the mailer takes no further action. The Postal Service may notify the postage evidencing system service provider to temporarily suspend the mailer's account under the following conditions:

- a. After 7 days, if a mailer has not paid or appealed the revenue deficiency.
- b. When an electronic notification to a mailer is undeliverable.
- c. When a mailer's cumulative revenue deficiency increases during the 7-day period due to additional mailpieces being identified as shortpaid or unpaid.

#### **4.4.9 Denied Appeals**

If the appeal is denied, the mailer must pay the revenue deficiency within 7 days from the date of the electronic notification by accessing the web-based customer payment portal or choosing another USPS-authorized method identified in the notification. The postage evidencing system service provider may be notified to suspend the mailer's account under the following conditions:

- a. After 7 days, if a mailer has not paid the revenue deficiency.
- b. When an electronic notification to a mailer is undeliverable.
- c. When a mailer's cumulative revenue deficiency increases during the 7-day period due to additional mailpieces being identified as shortpaid or unpaid.



## 4.5 Special Indicia

### 4.5.1 Date and Postage Corrections

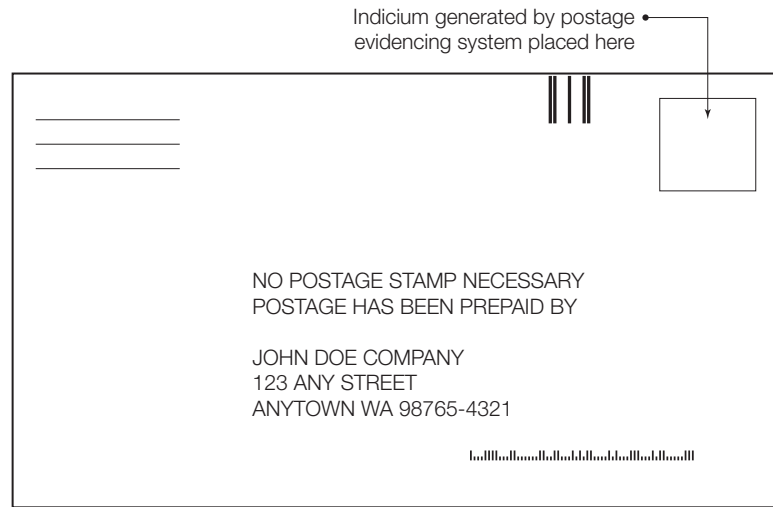
Mailers may print a date correction or additional postage indicium directly on the mailpiece or on a USPS-approved label under the following conditions.

- a. A date correction indicium is required for any mailpiece not deposited by the date of mailing in the indicium. Only one date correction indicium is permitted on a mailpiece. For all postage evidencing systems except PC Postage systems, a date correction must show the actual date of deposit and zero postage value ("0.00"). Place the date correction as follows:
  1. On letter-size mail, place the date correction on the nonaddress side in the upper right corner or on the address side in the lower left corner.
  2. On flat-size mail or parcels, place the date correction next to the original indicium, except when applied by an ink jet printer on barcoded flats.
- b. Indicia for additional postage on shortpaid mailpieces must equal the total amount of required postage.

### 4.5.2 Reply Postage

Mailers may use indicia generated by any postage evidencing system to prepay reply postage on Priority Mail Express, on Priority Mail when the price is the same for all zones, on First-Class Mail, and on single-piece price Media Mail and Library Mail under the following conditions.

- a. The postage amount must be sufficient to prepay the full postage due.
- b. Print indicia directly on the mailpiece or on a label, and place indicia under [4.3.3](#).
- c. Indicia used to prepay reply postage must not show the date.
- d. Pre-address the mailpiece for return to the authorized user only.
- e. Print the words "NO POSTAGE STAMP NECESSARY POSTAGE HAS BEEN PREPAID BY" directly above the address.
- f. Mailers may use FIM A on barcoded letter-size First-Class Mail reply mail except when using PC Postage.
- g. When using PC Postage, mailers must use FIM D for prepaid reply mail when the indicium is printed directly on the mailpiece.
- h. The address side must appear as described in this section and shown in the illustration below. Nothing may be added except a return address, FIM, or barcode.



## 4.6 Mailings

### 4.6.1 Mailing Date Format

The mailing date in meter indicia must meet the format standards in this section. The year must be represented by all four digits or by the last two digits. Mailers may print the indicia directly onto mailpieces or onto separate labels or tape affixed to mailpieces. The mailing date format used in the indicia is also subject to the following conditions.

- a. Complete Date. Mailers must use a complete date for the following:
  1. All Priority Mail Express, Priority Mail, First-Class Mail, and First-Class Package Service 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.
- b. 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.
- c. 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 [4.6.2a](#).

### 4.6.2 Mailing Date Accuracy and Mailing Periods

The date or period when mailers may deposit or present metered mail for mailing is controlled by the mailing date in the indicia under the following conditions.

- a. Complete Date. Mailpieces bearing a complete date in the indicia must be deposited or presented on that date, except that pieces entered after the day's last scheduled collection from the Post Office or collection box may bear the

actual date of entry or the date of the next scheduled collection from the Post Office or collection box. When authorized by USPS, presort mail accepted after midnight may bear the previous day's date. If the mailer knows that the mail is not to be deposited or presented on the date in the indicia, the mailer must use a date correction indicium under [4.5.1](#).

- b. Month and Year. Mailpieces bearing only the month and year in the indicia may be deposited or presented for mailing on any day during the month shown in the indicia and through the third day of the following month.
- c. No Date. Mailpieces bearing no date in the indicia may be deposited or presented for mailing on any date.

#### 4.6.3 Deposit of Mail

Mailers must deposit or enter mailpieces with metered or PC Postage indicia according to the following conditions.

- a. Mailers may deposit Priority Mail Express, Flat Rate Priority Mail, Priority Mail weighing one pound or less, single-piece price First-Class Mail, single-piece price Media Mail, and single-piece price Library Mail items with a metered or PC Postage indicia at any postal facility, preferably within the area of the customer's local Post Office. Mailers may also deposit zone-priced Priority Mail pieces at any postal facility, provided the postage affixed to each mailpiece is calculated to include the amount due as specified in [4.3.1](#), taking into account the weight, shape, and the zone from the ZIP Code of the office where the mailpiece is deposited to the ZIP Code of the destination address.
- b. Mailers must deposit all mail not specified in [4.6.3a](#) as follows:
  - 1. At a postal facility within the ZIP Code shown in the indicia.
  - 2. For Presort price mail, at the authorized mailing office if not at a facility within the ZIP Code shown in the indicia.
- c. Mailers also may dropship metered mail according to standards in [705.20.0](#).

#### 4.7 Authorization to Produce and Distribute Postage Evidencing Systems

[\[7-28-13\]](#) Title 39, *Code of Federal Regulations*, part 501, contains information concerning authorization to produce and distribute postage evidencing systems. Additional information may be obtained from the manager, Payment Technology (see [608.8.1](#) for address).

## 5.0 Permit Imprint (Indicia)

### 5.1 General Standards

#### 5.1.1 Definition

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with USPS. This payment method may be used for postage and extra service fees for Priority Mail Express ("eVS" only), Priority Mail, First-Class Mail,



First-Class Package Service, Standard Mail, Package Services, and Parcel Select mailpieces. This method is not available for Periodicals. A picture permit imprint indicia (5.4) may not be used on reply mail pieces.

#### 5.1.2 Minimum Volume

**[1-27-13]** Permit imprint mailings must contain at least 200 pieces or 50 pounds of mail, except:

- a. Other higher minimum quantities may apply, depending on the price claimed.
- b. An occasional First-Class Mail mailing may contain fewer than 200 pieces if from a mailer whose total daily mailings are not much more than 200 pieces but who, to cooperate with the Post Office, presents a part of that mail early in the day.
- c. A mailing may contain fewer than 200 pieces if it is the completion of a large mailing extending over 2 or more consecutive days and the mailer includes an explanation on the accompanying postage statement.
- d. Single-piece price mailings submitted under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision.
- e. Bound Printed Matter nonpresorted, non-discounted mailings.
- f. Parcel Select Nonpresort mailings made under [453.3.3](#).

#### 5.1.3 Use of Permit Imprint

Each mailpiece sent under this payment method must bear a permit imprint indicia showing that postage is paid. Permit imprint indicia may be printed directly on mailpieces, on labels (including address labels) permanently affixed to mailpieces, or on mailpiece wrappers, envelopes, and other containers. Except where the enclosure is prohibited by other standards, matter bearing a permit imprint indicia may be mailed as an enclosure when postage for the enclosure or the host matter is not paid with the enclosed permit imprint, and the enclosed permit imprint indicia is not visible when the matter is mailed.

#### 5.1.4 Permit and Fees

A mailer may obtain a permit to use a permit imprint indicia by submitting PS Form 3615, *Mailing Permit Application and Customer Profile*, and the applicable fees to the Post Office where mailings are made. Except for mailpieces bearing picture permit imprint indicia (5.4), there are no other fees for the use of a permit imprint indicia but other fees (e.g., an annual presort mailing fee) may be due depending on the class of mail to be prepared.

#### 5.1.5 Application Fee

Application fee required. See [Notice 123—Price List](#).

#### 5.1.6 Payment of Permit Imprint Postage

Payment must be made for each mailing, either in cash or through an advance deposit account, before the mailing can be released for processing. Funds to pay postage must be deposited as directed by the USPS. If the funds paid or on deposit are less than that necessary to pay for a mailing, the difference must be paid or



deposited before the mailing or other permit imprint mailings can be accepted. Credit for postage is not allowed. Postage may not be paid partly in money and partly by postage stamps unless permitted by standard.

#### **5.1.7 Preparation of Mailing**

All pieces in a permit imprint mailing must be faced (positioned with all addresses in the same direction, unless counterstacked under the applicable standards) and meet the preparation standards for the price claimed. Mail claimed at a postage price that varies by zone must be separated by zone when mailed, unless otherwise authorized by the USPS.

#### **5.1.8 Weight Standards for Permit Imprint Mailing**

All pieces in a permit imprint mailing must be of identical weight unless otherwise authorized by the USPS.

#### **5.1.9 Combining Permit Imprint Mailings With Other Payment Methods**

Mailpieces paid with permit imprint may be combined in the same mailing with pieces paid with other methods only if authorized by the USPS.

#### **5.1.10 Presenting Mailings to be Weighed**

Permit imprint mailings with postage paid by advance deposit account must be presented to the USPS for weighing, unless otherwise authorized by Business Mailer Support, USPS Headquarters.

#### **5.1.11 Depositing Permit Imprint Mailings**

Mail must be deposited and accepted at the Post Office that issued the permit, at a time and place designated by the postmaster, except as otherwise provided for plant-verified drop shipments.

### **5.2 Suspension and Revocation**

#### **5.2.1 Suspension of Authorization**

The USPS may immediately suspend the authorization to use a permit imprint if the permit holder or its agent refuses or fails to provide information in a timely manner (as specified in [604.5.3.9](#)) to the USPS about the use of its company permit.

#### **5.2.2 Revocation of Permit**

A permit may be revoked for use in operating any unlawful scheme or enterprise, if no mailings or payment of fees occurred during any consecutive 2-year period, for refusal to provide information about permit imprint use or mailings, and for noncompliance with any standard applicable to permit imprints. The permit holder may submit a written appeal to the postmaster within 10 days of receipt of the revocation notice.

### **5.3 Indicia Design, Placement, and Content**

#### **5.3.1 Production**

Embossed or unembossed permit imprint indicia may be made by printing press, hand stamp, lithography, mimeograph, multigraph, address plate, or similar device. They may not be typewritten or hand-drawn.



#### **5.3.2 Permit Imprint Indicia Content and Format**

The content and format of a permit imprint indicia must meet the standards below. No other formats may be used.

#### **5.3.3 Indicia Legibility and Color**

The permit imprint indicia must be legible and of a color that contrasts sufficiently with the paper and the indicia's background for readability. A different color may be used to highlight the background of an indicia.

#### **5.3.4 Indicia Placement on Mailpiece**

Permit imprint indicia must read in the same direction as the delivery address on the mailpiece. The indicia may not be placed below the address or encroach on reserved space (e.g., ACS participant code, delivery point barcode). The indicia can be placed in one of these four positions:

- a. Upper right corner of the mailpiece. (Also the recommended location for picture permit imprint indicia).
- b. Upper right corner of the address area.
- c. Upper right area (not lower than the address area) on an affixed address label or when printed in an address block.
- d. To the right of the address on an insert appearing through a window envelope.

#### **5.3.5 Marking Expedited Handling on Standard Mail**

Except for postcard-size mail and permit imprint indicia placed on address labels, indicia on Standard Mail pieces bearing references to expedited handling or delivery (e.g., "Critical Mail," "Priority," "Express," "Overnight") must:

- a. Show the words "Standard" or "STD"; "Presorted Standard" or "PRSRT STD"; or "Nonprofit Organization," "Nonprofit Org.," or "Nonprofit" more prominently than other words in the indicia.
- b. Include a clear space of at least 3/8 inch around the entire indicia.

#### **5.3.6 Priority Mail Express, Priority Mail, Critical Mail, First-Class Mail and First-Class Package Service Format**

A permit imprint indicia on Priority Mail Express, Priority Mail, Critical Mail, First-Class Mail, or First-Class Package Service mailpieces must show "Priority Mail Express," "Priority Mail" (or "Priority"), "Critical Mail," "First-Class Mail," or "First-Class Package" (or "First-Class Pkg") as applicable; "U.S. Postage Paid"; city and state; and permit number. If the Electronic Verification System (eVS) is used under [705.2.9](#), the marking "eVS" (or the alternative "e-VS" or "E-VS") must appear directly below the permit number. The "Priority Mail Express," "Priority Mail" (or "Priority"), or "Critical Mail" marking may be omitted when using USPS-provided Priority Mail Express, Priority Mail, and Critical Mail envelopes and containers. The indicia may show the mailing date, amount of postage paid, or the number of ounces for which postage is paid. The ZIP Code of the permit holder may be shown directly after the state name or in a separate inscription reading "ZIP Code 00000," when that ZIP Code does not create uncertainty about the permit holder's correct address or permit number. Instead of printing the city and state of mailing in



the indicia, the mailer may print “Mailed From ZIP Code,” followed by the 5-digit ZIP Code assigned to the postmaster of the mailing office. The indicia may also include required price markings.

### 5.3.7 Standard Mail, Parcel Select and Package Services Format

**[1-27-13]** A Standard Mail, Parcel Select or Package Services permit imprint indicia must contain the same information required in [5.3.6](#), except that the Standard Mail, the applicable Parcel Select (Parcel Select or Parcel Select Lightweight), or the applicable Package Services (Bound Printed Matter, Media Mail or Library Mail) marking must be used instead of “First-Class Mail.” If eVS is used under [705.2.9](#), the marking “eVS” (or alternative “e-VS” or “E-VS”) must appear directly below the permit number. The indicia may include the amount of postage paid, the weight of the piece, and price markings as required. The indicia must not include the mailing date.

### 5.3.8 Indicating Extra Services

Mailpieces for which postage and extra services fees are paid for by permit imprint must show the applicable class of mail (“First-Class Mail,” for example); “U.S. Postage Paid” (or “U.S. Postage and Fees Paid”, at the mailer's option); city and state; and permit number. The city, state, and permit number may be omitted in a company permit imprint indicia, subject to [5.3.9](#).

### 5.3.9 Use of a Company Permit Imprint

A company permit imprint is one in which the exact name of the company or individual holding the permit is shown in the indicia in place of the city, state, and permit number. If a company permit imprint is used for eVS under [705.2.9](#), the marking “eVS” (or alternative “eVS” or “E-VS”) is placed directly below the name on a separate line. As an option for eVS mail only, “Permit No.” and the permit number used exclusively for eVS may appear on a separate line between the company name and the marking “eVS.” The following standards apply:

- a. For 1 year from the date of mailing, the permit holder or its agent must keep records for each mailing paid with a company permit imprint and make them available for USPS review on request. These records include (for each version of what was mailed, if applicable) the weight of a single piece; the total number of pieces mailed; the total postage; the date(s) and Post Office(s) of mailing; and other records required by the postage price claimed or the payment method used. A complete sample mailpiece must be included for each identical-weight mailing, or each commingled or combined version in a nonidentical-weight mailing. Sample pieces are not required for nonidentical-piece Standard Mail and Package Services machinable or irregular parcel mailings (e.g., merchandise and other fulfillment mailings).
- b. Each mailpiece must bear a complete domestic return address. The return address on official mail is subject to the corresponding standards. On unendorsed Standard Mail and Bound Printed Matter, the return address is permitted below the indicia. Except for official mail, if the return address is *not* the physical location at which the USPS may review the records listed in [5.3.9a](#) (i.e., where they are kept or can be made available) or is *not* a point of contact from which such a physical location can be readily determined, the mailer must:
  1. Include in the indicia the 5-digit ZIP Code of the physical location at which the records listed in [5.3.9a](#) are either kept or can be made available for USPS review.



604.5.3.10

2. Provide the postmaster of that Post Office with a complete sample mailpiece (except as noted above); the date(s) and Post Office(s) of mailing; and the name and local address of the party from whom the records listed in [5.3.9a](#) may be obtained.

### **5.3.10 Use of a Local Permit Imprint in Other Mailing Locations**

A permit imprint displaying the city, state, and permit number of a mailer's original permit may be applied to pieces in a mailing presented for verification and acceptance at another Post Office location under the following conditions:

- a. Mailers must pay all applicable fees at every acceptance location.
- b. Mailpieces must be entered as part of a full-service automation mailing (see [705.24.0](#)) within an authorized *First-Class Mail or Standard Mail Mailings With Different Payment Methods Mailing System* (under [705.5.0](#)).
- c. For 2 years from the date of mailing, the permit holder or its agent must keep records, including copies of postage statements and all other required documentation, for each mailing that is presented for acceptance at another mailing location, and must make these available for USPS review on request.
- d. For each mailing, the mailer must provide documentation, to the postmaster of the Post Office displayed in the permit imprint, showing the mailing date(s), the Post Office location(s) of mailing, and the name and local address of the customer from whom the records listed in [5.3.10c](#) may be obtained.

### **5.3.11 Indicia Formats**

[\[7-28-13\]](#) Unless prepared under [5.3.12](#) or 5.4, permit imprint indicia on mailpieces must be prepared in one of the formats in [Exhibit 5.3.11](#), as applicable to the price claimed or type of mail. (Not all permissible combinations of content elements are shown.) Specific markings may be required as applicable for the price claimed.

### **Exhibit 5.3.11 Indicia Formats for Official Mail and Other Classes**





## Priority Mail Express Official Mail:

PRIORITY MAIL EXPRESS  
POSTAGE & FEES PAID  
AGENCY NAME  
PERMIT NO. G-999  
eVS

Note: For this example, when not in indicia, mail class or price must be marked on mailpiece, directly below or to the left of the indicia. The "Priority Mail Express" marking may be omitted when using USPS-provided Priority Mail Express envelopes.

## First-Class Mail Official Mail:

FIRST-CLASS MAIL  
POSTAGE & FEES PAID  
AGENCY NAME  
PERMIT NO. G-999

FIRST-CLASS MAIL  
PRESORTED  
POSTAGE & FEES PAID  
AGENCY NAME  
PERMIT NO. G-999

FIRST-CLASS MAIL  
AUTO  
POSTAGE & FEES PAID  
AGENCY NAME  
PERMIT NO. G-999

Note: These are only examples; not all possible variations are shown. When not in indicia, class or price must be marked on mailpiece, directly below or to the left of the indicia.

## Standard Mail Official Mail:

PRSRT STD  
POSTAGE & FEES PAID  
AGENCY NAME  
PERMIT NO. G-999

PRESORTED STANDARD  
POSTAGE & FEES PAID  
AGENCY NAME  
PERMIT NO. G-999

PRSRT STD  
AUTO  
POSTAGE & FEES PAID  
AGENCY NAME  
PERMIT NO. G-999

Note: "Standard" (or "STD") may also be used. These are only examples; not all possible variations are shown. When not in indicia, class or price must be marked on mailpiece,

## Package Services Official Mail:

POSTAGE & FEES PAID  
AGENCY NAME  
PERMIT NO. G-999

MEDIA MAIL  
POSTAGE & FEES PAID  
AGENCY NAME  
PERMIT NO. G-999

PRSRT  
BOUND PRINTED MATTER  
POSTAGE & FEES PAID  
AGENCY NAME  
PERMIT NO. G-999

Note: These are only examples; not all possible variations are shown. When not in indicia, class or price must be marked on mailpiece, directly below or to the left of the indicia.



# 604

## Postage Payment Methods: Permit Imprint

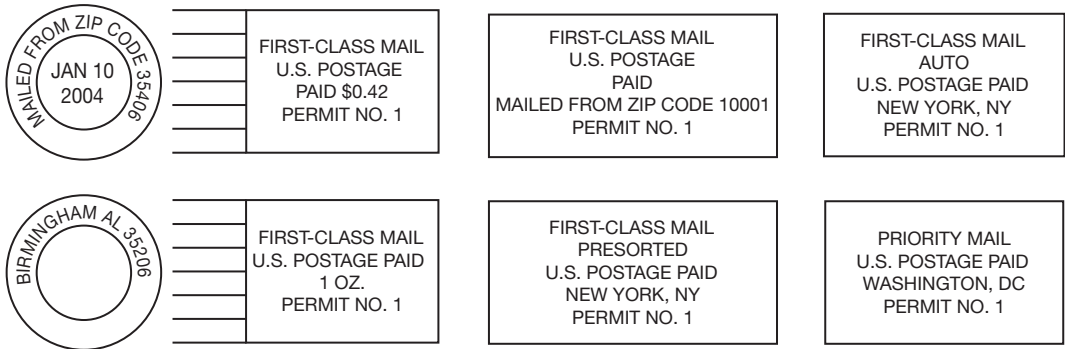
604.5.3.11

### Priority Mail Express:



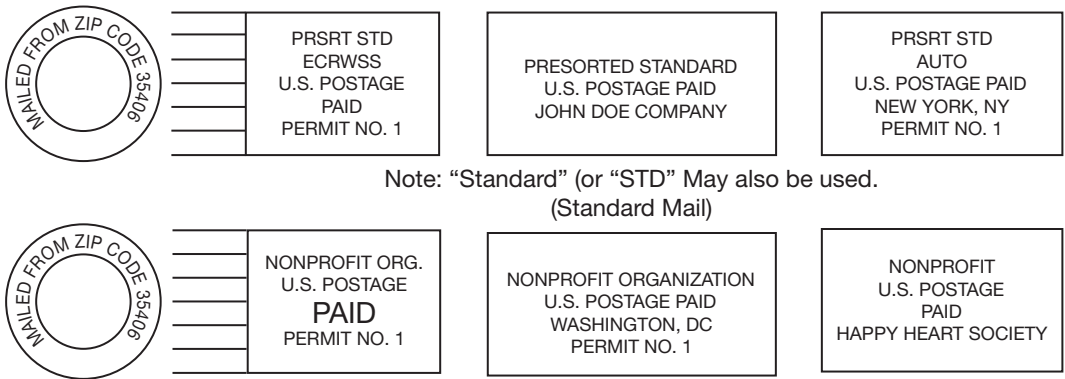
Note: For this example, when not in indicia, mail class or price must be marked on mailpiece, directly below or to the left of the indicia. The "Priority Mail Express" marking may be omitted when using USPS-provided Priority Mail Express envelopes.

### First-Class Mail:



Note: These are examples; not all possible variations are shown. When not in indicia, class or price must be marked on mailpiece, directly below or to the left of the indicia.

### Standard Mail:



Note: "Standard" (or "STD") May also be used.  
(Standard Mail)

(Nonprofit-authorized organizations)



(Class omitted from indicia - see note below)

Note: These are only examples; not all possible variations are shown. When not in indicia, class or price must be marked on mailpiece, directly below or to the left of the indicia.



### Parcel Select

PARCEL SELECT  
US POSTAGE PAID  
NEW YORK, NY  
PERMIT NO. 1

PARCEL SELECT  
LIGHTWEIGHT  
US POSTAGE PAID  
NEW YORK, NY  
PERMIT NO. 1

### Standard Post

STANDARD POST  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO. 1

### Package Services

Bound Printed Matter:

BOUND PRINTED MATTER  
CAR-RT SORT  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO. 1

PRESORTED BOUND  
PRINTED MATTER  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO. 1

Media Mail:

PRESORTED  
MEDIA MAIL  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO. 1

Library Mail:

LIBRARY MAIL  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO. 1

### 5.3.12 Optional Indicia Format

As options to the basic format under [5.3.11](#), permit imprint indicia may be prepared as picture permit imprint indicia under 5.4 or in other formats subject to these conditions:

- a. The rule that forms a box around the content of the indicia may be omitted if the content remains as specified in [5.3.6](#) through [5.3.9](#) and [Exhibit 5.3.11](#).



- b. Unless printed directly on an address label, the indicia content must be placed within a clear area no smaller than 1/2 inch high and 1/2 inch wide, no more than 1-1/2 inches below or left from the upper right corner of the mailpiece or of the address area when oriented to read the address, regardless of processing category or postage price claimed. If printed on an address label (including paper, adhesive, and multilayer sandwich labels), the space allowed for the indicia content must be rectangular, large enough to ensure legibility of that content from a normal reading distance and to separate it from other information on the label, and located in the upper right corner of the label when oriented to read the address.
- c. No printing appears in the indicia other than that required or allowed under [5.3.6](#) through [5.3.9](#).
- d. Except as required to enclose the permit information, no printing appears above or to the right of the permit information when the indicia is printed directly on the mailpiece or within the address area or on the address label.
- e. Except for indicia printed on address labels, the permit information is printed in no smaller than 4-point type. In indicia printed on address labels under [5.3.12b](#), the permit information must be legible.
- f. Except as required to enclose the permit information, decorative designs intended to be part of the indicia design must appear below or to the left of the permit information in an area extending no farther than 4-1/2 inches to the left of the right edge, and 1-1/2 inches below the top edge of the mailpiece, address area, or address label, as applicable. Such designs must not resemble or imitate a postage meter imprint, postage stamp, postcard postage, or other postage payment method; and they must not include words, symbols, or designs used by the USPS to identify a class of mail, price of postage, or level of service, *unless* such elements are correctly used under the applicable standards for the mailpiece on which they appear and the corresponding postage and fees have been paid.
- g. All other applicable standards in [5.0](#) are met.

## 5.4 Picture Permit Imprint Indicia

### 5.4.1 Description

[\[1-27-13\]](#) Picture permit imprint indicia may contain business-related color images, such as corporate logos, brand, trademarks and other pictorial business images. These images are known as picture permit imprints. Picture permit imprints may be used to pay postage and extra service fees on commercial mailings of full-service automation First-Class Mail or Standard Mail postcards, letters, or flats.

### 5.4.2 Postage and Fees

Picture permit imprint is charged a per piece fee, in addition to the postage applicable for the class of mail. See [Notice 123–Price List](#).

### 5.4.3 Prohibitions

Color images used in picture permit imprint indicia must maintain neutrality on social or political issues in order to avoid the creation of a public forum for the debate or dissemination of political ideas by private parties and images must also adhere to the following prohibitions:

- a. Must not resemble or imitate U. S. postage stamps, postage evidencing system indicia (4.0), postcard postage, Customized Postage, postage printed from USPS self-service kiosks and USPS Certified 3rd Party Kiosks, precancelled postage stamps or other postage payment methods.
- b. The color image used in picture permit imprint indicia must not include USPS-registered trademarks or words, symbols, or designs used by the USPS to identify a class of mail, price of postage, or level of service, unless such elements are correctly used for the mailpiece on which they appear and the corresponding postage and fees have been paid.
- c. Two-toned, black and white images are not permitted.
- d. Only commercial images and/or text are eligible for inclusion. *Commercial images and/or text* means images and/or text that promote only a product or service available in commerce. Images and/or text that take a position, explicitly or implicitly, on government, public policy, morality, politics, or religion (whether or not they also convey a commercial message) are not eligible for inclusion.
- e. Eligible commercial images and/or text must not: (1) be indecent or obscene; (2) depict violent or sexual material that would be harmful to minors; (3) be unlawful or legally actionable; (4) compete with a Postal Service product or service; or (5) promote alcohol, tobacco, weapons, or gambling.
- f. A picture permit imprint indicia may not be used on reply mail pieces.

### 5.4.4 Application

An application to use picture permit imprint must be completed and Postal Service authorization must be obtained for each picture permit imprint indicia prior to the acceptance of mailpieces bearing these indicia. Customers must sign an indemnification statement and, upon request, provide valid addressed samples of mailpieces bearing the color images for testing. Contact the manager, Transaction and Correspondence (608.8.1) for more information. Additional information is available at <http://usps.com/picturepermit>.

### 5.4.5 Picture Permit Imprint Indicia Format

[1-27-13] As options to the basic format under 5.3.11 and if all other applicable standards in 5.0 are met, permit imprint indicia may be prepared in picture permit imprint format subject to these conditions:

- a. Printed Indicia elements, as required in 5.3.6 through 5.3.9, must be OCR readable (prefer sans serif) and no smaller than 8 point font.
- b. The class of mail must be printed in all capital letters.
- c. Indicia must not be placed in any location lower than the complete address information. The upper right corner of the mailpiece is the preferred location.



604.6.1

- d. A clear space of at least 0.25 (1/4) inch must be maintained to the right and above the picture permit indicia.
- e. A clear space of at least 0.50 (1/2) inch must be maintained to the left and below the picture permit indicia.
- f. Commercial mailings of First-Class Mail and Standard Mail postcards, letters or flats bearing picture permit indicia must be prepared as IMb full-service automation mailings under [705.24.0](#). Residual mailpieces that result from a mailer's normal preparation of the full-service IMb mailing also can be mailed bearing a picture permit imprint and not be paid at the full-service price.
- g. All pieces in the mailing must bear a picture permit.
- h. Imprint (i.e.: image and text area) dimensions may be between 1.625" to 2.00" in height and between 1.31" to 1.50" in width.
- i. Image dimensions may be between .84" to 1.00" in height and between 1.31" to 1.5" in width.
- j. A clear space of 5/32 inch (+/- 1/32 inch) on all sides must be maintained between the color image and indicia text.
- k. Only color images are permitted in image area (two-tone, black and white print is prohibited).

## 6.0 Payment of Postage

### 6.1 Basic Standards

The mailer is responsible for proper payment of postage. Postage on all mail must be fully prepaid at the time of mailing, except as specifically provided by standard for:

- a. Business reply mail (see [505.1.0](#)) and metered reply mail (see [4.5.2](#)) handled as business reply mail.
- b. Merchandise return service (see [505.3.0](#)).
- c. Certain mail sent by members of the Armed Forces (see [703.4.0](#)).
- d. Certain matter by or for the blind or handicapped (see [703.5.0](#)).
- e. Official mail (see [703.6.0](#) and [703.7.0](#)).
- f. Keys and identification devices returned to owners (see [123.1.8](#) and [133.1.4](#)).

### 6.2 Unpaid Mailable Matter for Private Delivery

If mailable matter without postage, intended for delivery by a private delivery company, is found in USPS collection boxes (or other receptacles for mail deposit), USPS facilities, or USPS mail processing operations, the company is contacted to pick up the matter by the close of the next workday. If the company does not pick up the matter, it is returned to the sender, postage due. If the sender cannot be identified or refuses the matter, it is treated as dead mail.

**6.3 Payment for Postage Due Mail**

Customers must pay in cash for postage-due mail before the mail is delivered. If postage-due collections equal about \$10 or more every 60 days, payment may be made by advance deposit of money in a postage due account. Postage on quantity mailings found in private mailboxes is subject to 8.1.1. Government agencies using penalty mail must pay postage due through an OMAS postage due account. Government agencies may no longer use penalty meter strips or penalty mail stamps to pay postage due.

**6.4 Advance Deposit Account**

Mailers may choose to establish an advance deposit account(s) from which postage, per piece charges, and other fees are deducted. For certain extra services, an advance deposit account is required. Mailers may use a single advance deposit account to pay postage due charges for more than one extra service (e.g., business reply mail, merchandise return service, and bulk parcel return service).

**6.5 Annual Accounting Fee for Extra Services**

Except for accounts used solely to pay postage due for shortpaid mail, address correction notices, and undeliverable-as-addressed pieces returned to sender (e.g., return service requested), mailers must pay a separate annual accounting fee for each extra service paid through an advance deposit account. This fee covers the administrative cost of maintaining the account and provides the mailer with the accounting of all charges deducted from that account. The accounting fee is charged once each 12-month period on the anniversary date of the initial accounting fee payment. The fee may be paid in advance only for the next year and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

**7.0 Computing Postage****7.1 General Standards****7.1.1 Determining Single-Piece Weight for Retail and Commercial Mail**

[1-27-13] To determine single-piece weight in any mailing at single-piece prices, in a bulk mailing at Media Mail, or Library Mail prices, or in any bulk price mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in any other bulk or presort price mailing, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to two decimal places for the following mailpieces: Priority Mail Express, Priority Mail (except Critical Mail), Parcel Select, Bound Printed Matter, Media Mail, and Library Mail prices. Mailers using eVS may round off to two or four decimals, because eVS automatically rounds to the appropriate decimal place. For all other mailpieces, express all single-piece weights in decimal pounds rounded off to four decimal places.

**7.1.2 Expression of Numerical Values**

For these standards, express:

- a. Piece counts in whole numbers.



- b. Weights in decimal pounds (e.g., 1.1250 pounds) rounded as shown below.
- c. Postage in decimal dollars (e.g., \$0.1625) rounded as shown below.
- d. Intermediate postage figures on all permit imprint and Periodicals statements (rounded off) to four decimal places. On all postage affixed statements (rounded off) to three decimal places. An intermediate postage figure is defined as follows: For First-Class Mail, Standard Mail, and Package Services mailings, any figure on any line of a postage statement, with the exception of the "Total Postage" line, is an intermediate figure. For Periodicals mailings, any figure on any line of a Form 3541, with the exception of the "Total Outside-County Postage," "Total In-County Postage," and "Total Postage" lines is an intermediate figure.
- e. Total postage figures (rounded off) to two decimal places. A total postage figure is defined as follows: For First-Class Mail, Standard Mail, and Package Services mailings any figure on a "Total Postage" line. For Periodicals mailings, any figure on a "Total Outside-County Postage," "Total In-County Postage," and "Total Postage" line.

#### 7.1.3 Rounding Numerical Values

For these standards:

- a. *Round off* requires increasing by 1 the last digit to be kept if the digit to its right, which is not to be kept, is 5 or greater. If that digit is 4 or less, the last digit kept is unchanged (e.g., 3.376 rounded off to two decimal places is 3.38, 3.374 is 3.37).
- b. *Round up* requires increasing by 1 the last digit to be kept if there are any digits to its right, regardless of significance (e.g., rounding up either 3.3701 or 3.379 to two decimal places yields 3.38).
- c. *Round down* requires eliminating any digits to the right of the last number to be kept (e.g., rounding down either 3.371 or 3.379 to two decimal places yields 3.37).

## 8.0 Insufficient or Omitted Postage

### 8.1 Insufficient Postage

#### 8.1.1 Definition

Mail of any class, including mail indicating extra services (except Priority Mail Express, Registered Mail, and nonmachinable First-Class Mail), that is received at either the office of mailing or office of address without enough postage is marked to show the total (rounded off) deficiency of postage and fees. Such individual pieces (or quantities fewer than 10) are delivered to the addressee on payment of the charges marked on the mail. For mailings of 10 or more pieces, the mailer is notified so that the postage charges may be paid before dispatch. For any mailpiece with insufficient postage generated by postage evidencing systems, the USPS may follow the process in [4.4.4](#) through [4.4.9](#).



**8.1.2 Undeliverable and Refused Mail**

Mail with insufficient postage that is refused by the addressee or otherwise undeliverable is:

- a. Returned to the sender with the reason for nondelivery “Returned for Additional Postage” if First-Class Mail with a return address. *The sender may affix the additional postage, cross out the reason for nondelivery, and remail the piece.*
- b. Returned to the sender and delivered when the sender pays the total deficient postage and additional postage for forwarding or return if other than First-Class Mail and with a return address.
- c. Treated as dead mail if it has no return address.

**8.1.3 Nonmachinable Mail**

Shortpaid nonmachinable First-Class Mail letters are returned to the sender for additional postage.

**8.1.4 Adding to Original Postage**

Postage stamps or meter stamps originally affixed to insufficiently prepaid mail are accepted in payment of postage to the amount of their face value when the mail is again presented for mailing.

**8.1.5 Damaged Postage**

When the cancellation impression shows that a postage stamp (or stamps) was wholly or partly lost, the piece is handled as if correct postage had been paid for the class and weight of the piece absent any evidence to the contrary.

**8.1.6 Registered Mail With Insufficient Postage**

If shortpaid Registered Mail is found in ordinary mail, with only the First-Class Mail price of postage paid, the piece is delivered to the addressee as ordinary First-Class Mail. If the amount of postage and fees affixed indicates that the piece was intended to be registered, the piece is priced as postage due and forwarded to the addressee through the Registered Mail. If shortpaid Registered Mail is found in the Registered Mail, the piece is delivered without the collection of postage due. The additional postage is collected from the sender.

**8.1.7 USPS Corporate Accounts and Federal Agency Accounts**

USPS Corporate accounts and federal government accounts that use a “Postage and Fees Paid” indicia are debited for the correct amount of postage and fees at the time of mailing.

**8.1.8 Priority Mail Express with Insufficient Postage—Acceptance**

When Priority Mail Express items are received at the office of mailing with insufficient postage, the Postal Service will contact the mailer to correct the postage deficiency prior to dispatch of the item. If the mailer cannot be contacted prior to dispatch, the deficiency is handled under [8.1.9](#).

**8.1.9 Priority Mail Express with Insufficient Postage—Processing Operations**

For Priority Mail Express items with insufficient postage that are identified during processing operations or at the destination Post Office, the Postal Service will:

- a. Endorse the item “Postage Due.”



604.8.1.10

- b. Mark the item to show the total deficiency of postage and fees.
- c. Deliver the item to the addressee upon payment of the postage due.
- d. If payment is refused by addressee, endorse the item "Return to Sender—Refused" and return the item to the sender, upon collection of the postage deficiency.

### **8.1.10 Priority Mail Express with Insufficient IBI Postage—Postage Evidencing Systems**

For Priority Mail Express items with insufficient IBI postage generated by postage evidencing systems, USPS may follow the process in [4.4.4](#) through [4.4.9](#).

### **8.1.11 Remailing Priority Mail Express with Insufficient Postage**

Priority Mail Express items with insufficient postage are returned to the sender after collecting the postage deficiency when an effort to contact the sender before dispatch fails and when the addressee refuses to pay the postage due. If the item is remailed as Priority Mail Express, the sender must affix a new Priority Mail Express label with new postage and any applicable fees.

## **8.2 Omitted Postage**

### **8.2.1 Handling Mail With Omitted Postage**

Matter of any class, including that for which extra services are indicated, received at either the office of mailing or office of address without postage, is endorsed "Returned for Postage" and is returned to the sender without an attempt at delivery. If a mail recipient attempts to return or forward the mail without paying additional postage when required, the mail is endorsed "Returned for Postage" and returned to the recipient. If no return address is shown, or the delivery and return addresses are identical, or the delivery and return addresses are different but for the same person or organization, the piece is treated as dead mail.

### **8.2.2 Handling Unpaid Metered Reply Mail**

Metered reply mail on which the mailer failed to imprint a meter stamp is treated as business reply mail (BRM). Such mail is delivered on payment of postage and the applicable business reply per-piece charge for basic BRM.

## **8.3 Mailable Matter Without Postage in or on Mail Receptacles**

### **8.3.1 Penalty**

Whoever knowingly and willfully deposits any mailable matter (such as statements of account, circulars, sale bills, or other like matter) on which no postage is paid, in any letterbox established, approved, or accepted by the Postal Service for the receipt or delivery of mail matter on any route, with intent to avoid payment of lawful postage thereon, shall for each such offense be fined not more than \$5,000.00 per individual or \$10,000.00 per organization (18 USC 1725, 3571).

### **8.3.2 Liability for Postage**

Except for limited use by newspapers under [508.3.0](#), any mailable matter not bearing postage found in, upon, attached to, supported by, or hung from private mail receptacles described in [508.3.0](#) is subject to payment of the same postage if carried by mail.

**8.3.3 Full Distribution**

If there is a distribution of identical pieces to all or substantially all addresses on a route, only a representative number of pieces is returned to the delivery unit. Postage is computed as described in [8.3.4](#).

**8.3.4 Partial Distribution**

**[1-27-13]** If there is a distribution of pieces to some, but not all, addresses on a route, pieces are returned to the delivery unit for use in computing the postage due. First-Class Mail prices are applied to matter that would require First-Class Mail postage if mailed. For other matter, if the piece weighs less than 16 ounces, the applicable single-piece First-Class Mail or Priority Mail price based on the weight of the piece is applied, or Standard Post or an applicable Package Services price is applied, whichever is lower. If the piece weighs 16 ounces or more, the Standard Post or applicable Package Services price is applied.

**8.3.5 Known Distributor**

If there is reason to believe that a private delivery firm or an individual within the Post Office delivery area is responsible for the delivery, the local postmaster notifies that party of the number of pieces and the postage due. If, within 5 days after notice, the firm or individual agrees to pay the postage due, payment is accepted and the pieces are delivered to the addressees. The party paying the postage may choose to redeliver the pieces rather than have the USPS deliver them. If the pieces are found to have been removed from receptacles improperly, they are delivered without postage charge.

**8.3.6 Unknown Distributor**

If the party responsible for delivery is not known or if the firm requested fails to pay the postage, the pieces are returned to the publisher or manufacturer, postage due and endorsed to show they were found in or on the addressee's mailbox without postage. If a publisher or manufacturer gives the name and telephone number of a person to contact and guarantees postage payment, the pieces are redelivered to the addressees. If the publisher or manufacturer is unknown or refuses the pieces, the matter is treated as dead mail.

**9.0 Exchanges and Refunds****9.1 Stamp Exchanges****9.1.1 USPS Fault**

The Post Office may correct mistakes in selling damaged, defective, or otherwise unserviceable stamps by exchanging stamps at full postage value.

**9.1.2 Unusable, Damaged Stamps or Stamped Paper**

**[7-28-13]** Stamps, including stamped paper (cards and envelopes), that are damaged or otherwise unusable for postage (because of humidity, moisture, or other causes) while in a customer's possession may be exchanged only for an equal number of stamps, or stamped paper, alike and of the same denomination. Unusable stamps, including stamped paper, accepted from a customer must be those on sale at Post Offices within 12 months before the transaction. Quantities of the same denomination totaling over \$10 (i.e., sheets, coils, booklets) must be



returned in the same configuration as when bought. Except as provided in item e, each such transaction is limited to \$100 worth of postage from each customer. These additional conditions apply to exchanges of damaged or unusable stamps or stamped paper:

- a. Only the buyer may exchange stamped paper with a printed return address or other matter printed by the buyer.
- b. Stamped envelopes (mutilated no more than is necessary to remove contents): Postage value plus value of any added postage due to a price increase or for additional service.
- c. Unmutilated single and double stamped cards: 85% of postage value, plus full value of postage added. Unused double stamped cards printed for reply should not be separated but, if they are separated in error and the buyer presents both halves, the cards may be redeemed. Reply halves of double stamped cards returned to sender outside of the mail are not redeemable by the original buyer, even though the reply half received no postal service.
- d. Stamps affixed to commercial envelopes and postcards: 90% of postage value. Envelopes and postcards must be in substantially whole condition and in lots of at least 50 of the same denomination and value.
- e. Unused precanceled stamps in full coils and in full sheets redeemed from precanceled permit holders: 90% of postage value.

#### 9.1.3 Condition and Quantity

The stamps presented for exchange must be in substantially whole condition, with the denomination evident. If coils of stamps are partially stuck together and cannot be counted, the postmaster may accept the customer's estimate of the number of stamps left in the coil and give equal quantities in exchange.

#### 9.1.4 Purchase Error

If a customer bought the wrong denomination stamps (or the wrong kind, size, or denomination envelope), they may be exchanged at full postage value. Only full panes of stamps, coils of stamps in the original sealed wrappers, full boxes of stamped envelopes, or original sealed packs of stamped cards may be exchanged. A customer exchanging \$250 or more of such stock must show proof of identity (e.g., a driver's license) and must present the stock for exchange to the postal unit from which his or her mail is delivered.

#### 9.1.5 Semipostal Stamps

**[7-28-13]** Customers may exchange semipostal stamps for their postage value (i.e., the price of the stamps less the contribution amount) to the extent that exchange of postage stamps is permitted. The postage the customer exchanges is equal to the First-Class Mail single-piece one-ounce letter price in effect at the time of exchange. However, if the customer provides a receipt showing the date of purchase, the postage exchanged is equal to the postage price in effect at the time of purchase. The contribution amount is not refundable and is not included in the exchange value.

#### 9.1.6 Not Exchangeable

**[7-28-13]** The following postage items cannot be exchanged:

- a. Adhesive stamps, unless mistakes were made in buying (9.1.4), stamps were defective, stamps are affixed to commercial envelopes and postcards, or under 9.1.2.
- b. Stamps cut from stamped cards, stamped envelopes, or aerogrammes (airletter sheets).
- c. Parts and pieces of stamped cards.
- d. Stamped cards, stamped envelopes, and aerogrammes received for reply.
- e. Mutilated and defaced stamps.

### 9.1.7 Appeal of Denied Exchange

[7-28-13] Any customer denied an exchange for damaged stamps may appeal the postmaster's decision to the Consumer Advocate, USPS Headquarters (see 608.8.0 for address).

## 9.2 Postage and Fee Refunds

### 9.2.1 General Standards

[7-28-13] A refund for postage and fees may be made:

- a. Under the standards below if postage and retail or extra service fees are paid and no service is rendered, or if the amount collected was more than the lawful price.
- b. Under 9.3 for postage evidencing systems refund requests (4.0), which includes postage meters and PC Postage products.
- c. Under 9.4 for Value Added Refund (VAR) requests made at the time of mailing.
- d. Under 2.0 for rejected personalized envelopes.

### 9.2.2 Ineligible Matter

The USPS is presumed at fault and no service is rendered in cases involving returned articles improperly accepted in either domestic or international service because of excess size or weight. Any mailer who customarily weighs and prices mail is expected to be familiar with basic standards. The USPS is not at fault if the mailer is required to withdraw articles from the mail before dispatch.

### 9.2.3 Full Refund

[7-28-13] A full refund (100%) may be made when:

- a. The USPS is at fault.
- b. Postage or fees are paid in excess of the lawful price.
- c. Service to the country of destination is suspended.
- d. Postage is fire-scarred while in USPS custody (including in the letterbox), and the mail is returned to sender without service.
- e. Fees are paid for special handling, Certified Mail, USPS Tracking, or Signature Confirmation and the article fails to receive the extra service for which the fee is paid.



- f. Surcharges are mistakenly collected on domestic Registered Mail or collected over the proper amount, or represented by stamps affixed to matter not actually accepted for registration.
- g. Fees are paid for return receipt or for restricted delivery, and the USPS (through fault or negligence) fails to furnish the return receipt or its equivalent, or makes erroneous delivery or nondelivery.
- h. An annual presort mailing fee is paid for Presorted First-Class Mail, Standard Mail, Presorted Media Mail, or Presorted Library Mail or a destination entry mailing fee is paid for Parcel Select or Bound Printed Matter and no mailings are made during the corresponding 12-month period. The permit holder should request a credit to its advance deposit account, unless an advance deposit account is not used or is unavailable and a refund is requested.
- i. Customs clearance and delivery fees are erroneously collected.
- j. Fees are paid for registry or insurance service on mail addressed to a country to which such services are not available, unless claim for indemnity is made.
- k. Priority Mail Express is not delivered according to the applicable service standard, except as provided in 114.1.0 and 414.d.. No refund is made if the mail was properly detained for law enforcement purposes (see *Administrative Support Manual* 274).
- l. If a First-Class Mail, First-Class Package Service, Standard Post or Package Services mailpiece is torn or defaced during USPS handling so that the addressee or intended delivery point cannot be identified. Where possible, the damaged item is returned with the postage refund.
- m. Under the terms of a contract between a contract postal unit (CPU) and the USPS for unused postage printed by the CPU.

### 9.2.4 Postage Refunds Not Available

[7-28-13] Refunds are not made for the following:

- a. An application fee to use permit imprints.
- b. Collect on delivery (COD), Priority Mail Express insurance, insured, and registered fees after the USPS accepts the article, even if the article is later withdrawn from the mail.
- c. Unused adhesive stamps (may be exchanged under 9.1).
- d. Adhesive stamps affixed to unmailed matter.
- e. Unused Priority Mail Forever Prepaid Flat Rate packaging. Only same packaging exchanges may be made directly through the Express and Priority Mail Supply Center (EPMSC) by calling 800-610-8734. Exchanges are only authorized when the unused packaging, purchased by credit card from <http://www.usps.com/>, arrives in damaged condition.
- f. For postage (and/or fees for extra services not rendered) when a postmarked (round-dated) mailing receipt, retail Post Office mailing receipt or valid USPS acceptance/mail processing scan events are not available.



- g. For extra service fees, when the service could not be provided and the mailpieces are properly returned to sender as undeliverable.

### 9.2.5 Applying for Refund

[7-28-13] For refunds under 9.2, the customer must apply for a refund on Form 3533; submit it to the postmaster; and provide the envelope, wrapper (or a part of it) showing the names and addresses of the sender and addressee, canceled postage and postal markings, or other evidence of postage and fees paid. The local postmaster grants or denies refund requests under 9.2. Payment processing is through Accounting Service Center. Adverse rulings may be appealed through the postmaster to the manager, Pricing and Classification Service Center (see 608.8.0), who issues the final agency decision. Refunds for postage evidencing systems postage are submitted under 9.3.

### 9.2.6 Postage Affixed to Business Reply Mail

[7-28-13] A business reply mail (BRM) permit holder may request a credit to an advance deposit account for postage affixed to returned BRM pieces. A refund may be requested for postage affixed to BRM only if an advance deposit is not used or is unavailable. Only the value of the postage affixed may be credited or refunded. Refunds are not given for foreign postage affixed to BRM. The permit holder must submit a completed Form 3533 to the postmaster documenting the excess postage payment for which a credit or refund is desired. The permit holder also must present properly faced and banded bundles of 100 (when quantities allow) identical BRM pieces with identical amounts of postage affixed. A charge of \$35 per hour, or fraction thereof, is assessed for the workhours used to process the credit or refund. Credits or refunds are not given for any BRM or QBRM per piece charges, annual accounting fees, quarterly fees, or monthly maintenance fees.

## 9.3 Refunds for Postage Evidencing Systems

### 9.3.1 Description

[7-28-13] Postage meters and PC Postage products are collectively identified as postage evidencing systems. A postage evidencing system is a device or system of components a customer uses to print evidence that required postage has been paid. Refunds for postage and fees when payment is made by postage evidencing system indicia are granted as applicable in 9.3.2 through 9.3.12 and as follows:

- a. Refund requests must include the entire envelope or wrapper or a sufficient portion of the container showing the indicia must be included to validate that the item was never deposited with the USPS. Unused metered postage must not be removed from the mailpiece (including unmailed meter reply mail).
- b. Indicia printed on labels or tapes not adhered to wrappers or envelopes must be submitted loose and must not be stapled together or attached to any paper or other medium. Self-adhesive labels printed without a backing may be submitted on a plain sheet of paper.
- c. If a part of one indicium is printed on one envelope or card and the remaining part on one or others, the envelopes or cards must be fastened together to show that they represent one indicium.
- d. Refunds are allowable for indicia on metered reply envelopes only when it is obvious that an incorrect amount of postage was printed on them.



#### 9.3.2 General Standards for Metered Indicia Refunds

[7-28-13] Unused metered indicia are postage amounts (which may include fees) already imprinted onto any mailpiece, shipping label or meter strip (stamp) that was never mailed. Such meter indicia are considered for refund only if complete, legible, and valid. Authorized users must submit requests within 60 days of the date(s) shown in the indicia. Requests must include proof (such as a copy of the lease or contract) that the person or entity requesting the refund is the authorized user of the postage meter that printed the indicia. See 9.3.3 for additional standards applicable to dated, unused metered indicia and 9.3.4 for additional standards applicable to undated, unused metered indicia. For both types of unused metered indicia, submit refund requests as follows:

- a. The items with unused postage must be sorted by meter used and then by postage value shown in the indicia, and must be properly faced and bundled in groups of 100 identical items when quantities allow.
- b. Submit a refund request with a separate Form 3533 for each meter for which a refund is requested. Complete all identifying information and sections of the form. Charges for processing a refund request for unused, dated meter indicia are as follows, depending on the total face value of the indicia:
  1. When the total face value of the indicia is \$350 or less, the amount refunded is 90% of the face value. USPS may process the refund payment via a no-fee postal money order; or
  2. When the total face value of the indicia is more than \$350, the amount refunded is the total face value reduced by \$35 per hour for the USPS time to process the refund, with a minimum charge of \$35. The charge is \$35 for each hour spent, with the last fraction of an hour treated as a full hour. For example, if the time to process the refund is 2 hours and 12 minutes, the charge is \$35 for 3 hours (\$105), which is deducted from the total face value of the indicia. USPS may process the refund payment via a no-fee postal money order for amounts up to \$500. Payment processing for refunds of \$500.01 or more is through the Accounting Service Center.
- c. If a request is denied, the authorized user may appeal within 30 days of the ruling to the Manager, Pricing and Classification Center (see 608.8.0), who issues the final agency decision. The original meter indicia must be submitted with the appeal.

#### 9.3.3 Dated, Unused Meter Indicia

[7-28-13] Refund requests for dated, unused meter indicia must be submitted to the local Post Office, under 9.3.1 and 9.3.2. The request is processed by the local Postmaster, who grants or denies the refund.

#### 9.3.4 Unused, Undated Meter Indicia

[7-28-13] Authorized users, or the commercial entity that prepared the mailing for the authorized user, must submit refund requests for undated, unused meter indicia under 9.3.1 and as follows:

- a. The request must include a letter signed by the authorized user, or by the commercial entity that prepared the mailing, explaining why the mailpieces were not mailed.



- b. The minimum quantity of unused, undated metered postage that may be submitted for refund is 500 pieces from a single mailing or indicia with a total postage value of at least \$500 from a single mailing.
- c. Supporting documentation must be submitted to validate the date. Examples of supporting documentation include the job order from the customer, production records, the USPS qualification report, spoilage report, and reorders created report, as well as customer billing records, postage statements, and a sample mailpiece.
- d. The request must be submitted (with the items bearing unused postage and the documentation) to the manager, business mail entry at the USPS district overseeing the mailer's local Post Office, or to a designee authorized in writing. The manager or designee approves or denies the refund request.

### 9.3.5 Ineligible Metered Postage Items

[7-28-13] The following metered postage items are ineligible for refunds:

- a. Meter reply pieces unless an incorrect postage price was printed.
- b. Indicia printed on labels or tape removed from wrappers or envelopes.
- c. Loose indicia printed on labels or tape that have been stapled together or attached to paper or other medium, except under 9.3.2c.
- d. Indicia lacking identification of the local Post Office or other required information.
- e. Indicia printed on mail returned to sender as undeliverable as addressed.

### 9.3.6 Rounding Numerical Values

[7-28-13] Any fraction of a cent in the total to be refunded is rounded down to the whole cent. Any such rounding is unrelated to calculating a 90% maximum.

### 9.3.7 Unused Postage Value in Meter

[7-28-13] The unused postage value remaining in a meter system when withdrawn from service may be refunded, depending upon the circumstance and the ability of the USPS to make a responsible determination of the actual or approximate amount of the unused postage value. When postage meters are withdrawn because of faulty operation, a final postage adjustment or refund will be withheld pending the system provider's report of the cause. Once provided, the USPS will make the determination of whether a refund is warranted and any refund amount, if applicable. When a meter damaged by fire, flood, or similar disaster is returned to the provider, postage may be refunded or transferred when the registers are legible and accurate, or the register values can be reconstructed by the provider based on adequate supporting documentation. When the damaged meter is not available for return, postage may be refunded or transferred only if the provider can accurately determine the remaining postage value based on adequate supporting documentation. The authorized user may be required to provide a statement as to the cause of the damage and the absence of any reimbursement by insurance or otherwise, and that the authorized user will not also seek such reimbursement. No refund is given for faulty operation caused by the authorized user, for a decertified meter, or if a meter is reported lost by the provider and recovered after 365 days. Refunds for unused postage value in meter systems are provided as follows:



- a. Authorized users must notify their provider to withdraw the meter and to refund any unused postage value remaining on it.
- b. The meter must be examined to verify the amount before any funds are cleared from the meter. Based on what is found, a refund or credit may be initiated for unused postage value, or additional money owing for postage value used.
- c. The provider forwards the refund request to the USPS for payment or credit to the authorized user's mailing account.
- d. The USPS will not issue individual customer refunds for unused postage value less than \$25 remaining in a meter.

#### **9.3.8 General Standards for PC Postage Indicia Refunds**

[7-28-13] Unused PC Postage indicia are considered for refund only if complete, legible, valid and documented pursuant to 9.3.1. See 9.3.9 for additional standards applicable to requests for undated unused PC Postage indicia and 9.3.10 and 9.3.11 for additional standards applicable to requests for refunds of dated unused PC Postage indicia. For all types of unused PC Postage indicia, submit refund requests as follows:

- a. Only authorized PC Postage users may request a refund.
- b. The PC Postage system provider grants or denies a request for a refund for PC Postage indicia using established USPS criteria.
- c. If a request is denied, the authorized user may appeal within 30 days of the adverse ruling through the manager, Payment Technology, USPS Headquarters (see 608.8.0) who issues the final agency decision. Requests for appeal must include the physical submission of the original label. If the exact numerical value of postage paid is not displayed in the indicia, the customer must submit the corresponding transaction log. The customer's specific reason for requesting the appeal must be included. If the appeal to an unfavorable refund request ruling results in a refund being granted, the amount refunded may not exceed 90% of the indicia's face value.

#### **9.3.9 Unused, Undated PC Postage Indicia**

[7-28-13] Refunds will not normally be provided for valid, undated, serialized PC Postage indicia containing commonly used postage values. If the authorized user believes extraordinary circumstances justify an exception, requests for such refunds must include a detailed explanation. Requests will be considered by the PC Postage system provider on a case by case basis and as provided in 9.3.1 and 9.3.8.

#### **9.3.10 Unused, Dated PC Postage Indicia With PIC**

[7-28-13] The refund request should reflect any package identification code (PIC). Requests for refund of international mail postage (domestic origin only) and fees may include valid PICs for any form of USPS Tracking, Signature Confirmation, or Priority Mail Express service, and include those PICs available through the Track & Confirm service on [usps.com](https://usps.com). Requests for refund of PC Postage indicia that contain a valid Postal Identification Code (PIC) are provided as follows:

- a. Requests must be submitted by authorized users to their provider electronically in accordance with procedures available from their provider. Physical submission of labels to the provider is not permitted.

- b. Requests must be initiated for within thirty (30) days of printing the indicia.
- c. If a postage refund is granted, the original physical shipping label must be destroyed by the authorized user.
- d. The provider may, at its discretion, charge for processing a refund request.

#### **9.3.11 Unused, Dated PC Postage Indicia Without PIC**

**[7-28-13]** Requests for refund of dated, unused PC Postage indicia which do not have an associated package identification code (PIC) must be submitted as provided in [9.3.1](#) and as follows:

- a. Must be physically submitted by authorized users to their provider, along with the items bearing the unused postage, in accordance with procedures available from their provider. Authorized users must submit the refund request within sixty (60) days of the date(s) shown in the indicia.
- b. The provider may, at its discretion, charge for processing a refund request.

#### **9.3.12 Unused Postage Value in PC Postage Systems**

**[7-28-13]** Authorized users must notify their PC Postage provider to withdraw a system and to refund any unused postage value remaining in that account. The provider refunds the unused postage value remaining in the user's system on behalf of the USPS. Individual customer refunds are not issued for unused postage value less than \$25 remaining in a PC Postage system.

### **9.4 Value Added Refunds**

#### **9.4.1 Definition of Value Added Refund**

Subject to the standards in [9.4](#), a *presenter* (i.e., the mailer or other party, such as a presort service bureau), who prepares letter-size First-Class Mail or Standard Mail under [9.4.12](#) and [9.4.13](#) for their customers and presents it to the USPS in their behalf, may request a *value added refund* (VAR) for postage affixed to mail in excess of the price applicable to that mail when presented to the USPS. A presenter must be authorized by the USPS to seek the refund. Any refund is issued to the presenter, and the disposition of any such refund is a private matter between the presenter and the presenter's customer.

#### **9.4.2 Application**

The presenter must make a written application to the postmaster serving each location where VAR mailings are to be deposited, verified, and paid. The application must describe the presenter's mail preparation system and the documentation that it can produce. The application must also show that the presenter can produce the postage statements and the refund documentation required by [9.4.17](#). The postmaster forwards the application and supporting documentation for approval to the Business Mailer Support manager, USPS Headquarters.

#### **9.4.3 Mailer System**

Eligibility to submit requests for VARs requires that the presenter process and document mail through a fully automated mail sorting system. The system must include barcoding equipment (e.g., multiline optical character readers) to read the address information and determine the correct ZIP+4 code; an ink jet or laser printer



to apply the correct POSTNET barcode in the required location; and a barcode reader (BCR) to read the POSTNET barcode, verify it for accuracy, and sort the mailpiece to the correct location.

#### **9.4.4 Presenter Agreement**

In applying for authorization to make VARs, the presenter agrees:

- a. That verification samples taken by the USPS represent the entire mailing and are to be used to adjust the total refund amount requested.
- b. To provide the USPS with advance written notice of plans for system changes that affect the calculation of postage, amount of refund, generation of required documentation, or mail presorting.
- c. To cooperate with the USPS during mail verification or system audits, and to process sampled mail through barcode readers (BCRs) when requested.

#### **9.4.5 Authorization**

If the application is approved, an authorization to make refund requests remains in effect until such time as the Business Mailer Support manager or the mailer cancels the agreement. If Postal Service periodic reviews or mailer supplied information demonstrates a need for a modification, the authorization will be modified, with concurrence by the Business Mailer Support manager and the mailer.

#### **9.4.6 Appeal**

If the application is denied, the presenter may file a written appeal within 15 days through Business Mailer Support, USPS Headquarters, to the Marketing and Technology Channel Management manager, who issues the final agency decision.

#### **9.4.7 Suspension**

The Business Mailer Support manager may suspend an authorization after determining that the presenter does not meet the standards in [9.4](#).

#### **9.4.8 Cancellation**

The Business Mailer Support manager may cancel an authorization for any of these reasons:

- a. The presenter consistently provides incorrect information and is unwilling or unable to correct the problem.
- b. The presenter continually fails to meet the standards in [9.4](#).
- c. No mailings are made under these procedures during any 12 consecutive months.

#### **9.4.9 Appeal of Cancellation or Suspension**

A cancellation or suspension takes effect 15 days from the presenter's receipt of the notice unless, during that time, the presenter files a written appeal with the Business Mailer Support manager, USPS Headquarters, stating why the authorization should not be canceled or suspended. If the manager upholds the action, the appeal is forwarded to the Marketing and Technology Channel Management manager, USPS Headquarters, who issues the final agency decision. A final cancellation takes effect 15 days after receipt by the presenter.

**9.4.10 Form 8096 Required**

An original PS Form 8096 must be completed and signed by each of the presenter's customers whose metered pieces are eligible for a VAR. The original PS Forms 8096 and a list of customers presenting a PS Form 8096 must be on file with the postmaster where the mailings are deposited for acceptance and payment. If postage is affixed to the pieces using a postage evidencing system by an intermediate agent (not the presenter of the mailing) for the owner of the pieces, a signed Form 8096 must be on file from the agent whose postage evidencing systems were used to affix the postage. Refund requests are denied if all required Forms 8096 are not provided.

**9.4.11 Form 8096 Not Required**

Form 8096 is not required for a customer whose mail is metered by the presenter with the presenter's own postage evidencing system. In such cases, the presenter must provide the Post Office where it submits refund requests with a list, in ascending numeric order, of its own postage evidencing system serial numbers and those of any intermediate agent used for affixing postage to the pieces included in the mailing.

**9.4.12 First-Class Mail**

If a VAR request is submitted when a First-Class Mail mailing is presented to the USPS, each piece in the mailing must be:

- a. Letter-size and weigh less than the applicable maximum weight for automation price mail as required in [201.3.4](#).
- b. Part of an automation price mailing prepared by the presenter.
- c. Metered by the presenter or the presenter's customer at the Presorted First-Class Mail or automation prices applicable to a piece of that weight, including the full postage for the second and third ounces, if applicable.

**9.4.13 Standard Mail**

If a VAR request is submitted when a Standard Mail mailing is presented to the USPS, each piece in the mailing must be:

- a. Letter-size and weigh less than the applicable maximum weight for automation price mail as required in [201.3.5](#).
- b. Part of an automation price mailing prepared by the presenter.
- c. Metered by the presenter or the presenter's customer at a nonautomation price or at any automation minimum per piece price. Pieces for each entry must be prepared as a separate mailing if the destination entry prices are claimed.

**9.4.14 Criteria for Mailing**

**[7-28-13]** A mailing for which a VAR request is submitted must meet these criteria:

- a. The presenter must process the mail for each customer so that the price of postage affixed on each piece can be documented by customer, unless otherwise authorized by Business Mailer Support, USPS Headquarters, and price category.
- b. Documentation must be kept showing internal quality control procedures done for each mailing submitted for which a VAR is claimed.



- c. Mail must be prepared by the standards corresponding to the First-Class Mail or Standard Mail price claimed.
- d. The presenter must be authorized by Business Mailer Support to submit Standard Mail mailings that contain both Regular and Nonprofit price pieces under the applicable standards.
- e. Each piece in the mailing for which barcodes are applied by an MLOCR must bear an automation marking that also describes the method of postage payment and the price of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail as described in [705.5.0, First-Class Mail or Standard Mail Mailings With Different Payment Methods](#).
- f. Each mailing refund request must be for at least \$50 in postage. Customers may not combine multiple postage statements on a single Form 3533 to reach the \$50 minimum threshold.

### 9.4.15 Postage Statement

The presenter must provide a complete and accurate postage statement with each mailing annotated to show the presort option used to prepare that mailing, and reporting postage data based on the price category for which each piece qualifies when presented to the USPS.

### 9.4.16 Applying for Refund

To request a VAR, Form 3533 and supporting documentation as described below must be provided with the corresponding mailing at the time of mailing. After the time of mailing, refund applications are not considered. The entry office postmaster pays refunds weekly or on another schedule agreed to with the mailer.

### 9.4.17 Documentation for Mailing

Mailers are required to submit or generate the following reports:

- a. Each mailing must be accompanied by all of the following documentation to enable the VAR request and the specific and efficient USPS verification of that request:
  - 1. Form 3533, if a net VAR refund is due.
  - 2. The applicable postage statement.
  - 3. The USPS qualification report in standardized format detailing by ZIP Code the number of pieces qualifying for each price by presort level. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS qualification report must be generated for each entry destination.
  - 4. The USPS Summary ZIP Destination report in one of two standardized formats that lists by tray destination and price category: each mail category, postage payment type, weight and price affixed (report all postage affixed First-Class Mail pieces as weighing one ounce); number of pieces; dollar amount of postage affixed to those pieces; cumulative postage affixed; total postage; net postage due; cumulative postage due; and a running total of the number of pieces. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS Summary ZIP

Destination report must be generated for each entry destination. This report is not required if there is only one metered price in the mailing. Business Mailer Support, USPS Headquarters, may authorize submission of only portions of this report.

5. The USPS Postage Summary in a standardized format. This report shows, by type of payment method, the total postage claimed for all pieces in the mailing by price level and the total postage affixed by price level. It also shows a grand total summary of postage affixed, postage claimed, and total postage due. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS Postage Summary report must be generated for each entry destination.
  6. Other documentation that may be required by other standards for the price claimed.
- b. The USPS Customer Mail Report must be generated for each mailing, but is required to be submitted to the USPS only when requested by USPS personnel for the resolution of errors (shortpaid and potential MLOCR profiling) detected in a specific mailing. The Customer Mail Report must list each customer by name and provide the following information about their mail: price affixed, mail category including postage payment type, weight, total postage, postage affixed, number of pieces, cumulative number of pieces, number of pieces rejected, and total pieces fed.

## 9.5 Priority Mail Express Postage Refund

### 9.5.1 Priority Mail Express Next Day and Second Day Delivery

**[7-28-13]** For Priority Mail Express Next Day and Second Day Delivery, the USPS refunds the postage for an item not available for customer pickup at destination or for which delivery to the addressee was not attempted, subject to the standards for this service, unless the delay was caused by one of the situations in [9.5.6](#).

### 9.5.2 Priority Mail Express Military Service (PEMS)

**[7-28-13]** For PEMS, the USPS refunds postage for an item not available for customer pickup at the APO/FPO or DPO address or for which delivery to the addressee was not attempted domestically within the times specified by the standards for this service, unless the item was delayed by Customs; the item was destined for an APO/FPO or DPO that was closed on the intended day of delivery (delivery is attempted the next business day); or the delay was caused by one of the situations in [9.5.6](#).

### 9.5.3 Priority Mail Express Custom Designed

**[7-28-13]** For Priority Mail Express Custom Designed, the USPS refunds the postage for an item not available for customer pickup at destination or not delivered to the addressee within 24 hours of mailing, unless the item was mailed under a service agreement that provides for delivery more than 24 hours after scheduled presentation at the point of origin or if the delay was caused by one of the situations in [9.5.6](#).



#### 9.5.4 Who May Apply

A claim for a refund for Priority Mail Express postage may be made only by the mailer (the sender of a Priority Mail Express item or the holder of the USPS Corporate Account used to pay for postage).

#### 9.5.5 Conditions for Refund

**[7-28-13]** A postage refund request must be made within 30 days after the date of mailing. Except as provided in [9.5.6](#), a mailer may file for a postage refund only if the item was not delivered, delivery was not attempted, or if the item was not made available for claim by the delivery date and time specified at the time of mailing.

#### 9.5.6 Refunds Not Given

**[7-28-13]** A postage refund will not be given if the guaranteed service was not provided due to any of the circumstances in [114.1.0](#), [214.d.](#), [314.d.](#), and [414.d.](#).

- a. The item was properly detained for law enforcement purposes (see Administrative Support Manual 274).
- b. The item was delayed due to strike or work stoppage.
- c. The item was delayed because of an incorrect ZIP Code or address; or forwarding or return service was provided after the item was made available for claim.
- d. The shipment is available for delivery, but the addressee made a written request that the shipment be held for delayed delivery.
- e. The shipment is undeliverable as addressed.
- f. If authorized by USPS Headquarters, and the delay was caused by governmental action beyond the control of USPS or air carriers; war, insurrection, or civil disturbance; delay or cancellation of flights; projected or scheduled transportation delays; breakdown of a substantial portion of USPS transportation network resulting from events or factors outside the control of USPS; or acts of God.
- g. The shipment contained live animals and was delivered or delivery was attempted within 3 days of the date of mailing.
- h. The Priority Mail Express Next Day shipment was mailed December 22 through December 25 and was delivered or delivery was attempted within 2 business days of the date of mailing.
- i. The postage refund was other than for loss, and the Priority Mail Express piece was destined to Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, or the Federated States of Micronesia (see [608.2.4.1](#) for ZIP Codes).

#### 9.5.7 How to Apply for a Refund

The mailer must complete Part I of Form 3533 in duplicate and submit it, along with the original customer copy of Label 11, to any Post Office.

#### 9.5.8 Immediate Refund

If the USPS can determine immediately that the mailer is entitled to a refund and the Priority Mail Express item had postage affixed, then the USPS refunds the postage immediately in cash or with a no-fee money order.



**9.5.9 Deferred Refund**

If the USPS cannot determine immediately that the mailer is entitled to a refund, then the USPS researches the application and, if appropriate, issues a refund to the mailer within 5 business days.

**9.5.10 Refunds Through a Corporate or Agency Account**

If the USPS determines that the mailer is entitled to a refund and postage was paid through a USPS Corporate Account or a federal government agency account, then the USPS refunds the postage by issuing a credit to that account within 5 business days.

**10.0 Revenue Deficiency****10.1 General****10.1.1 Definition of Revenue Deficiency**

*Revenue deficiency* means a shortage or underpayment of postage or fees. Revenue deficiencies are generally assessed by the postmaster; manager, Business Mail Entry; or the manager, Revenue Assessment and Control, who issues a written notification to the customer citing the amount of the deficiency and the circumstances.

**10.1.2 Appeal of Ruling**

Except as provided in 4.4.4 through 4.4.9, 10.2, and 703.1.0, a mailer may appeal a revenue deficiency assessment by sending a written appeal to the postmaster or manager in 10.1.2a through 10.1.2c within 30 days of receipt of the notification. In all cases, the mailer may be asked to give more information or documentation to support the appeal. Failure to do so within 30 days of the request is grounds for denying an appeal. Any decision that is not appealed as prescribed becomes the final agency decision. Mailers may send appeals as follows:

- a. To the district manager, Finance, for revenue deficiencies for fees. The district manager, Finance, issues the final USPS decision.
- b. To the postmaster, manager, Business Mail Entry, or manager, Revenue Assessment and Control for revenue deficiencies for postage. The postmaster; manager, Business Mail Entry; or manager, Revenue Assessment and Control forwards the appeal to the PCSC manager, who issues the final agency decision.
- c. To the manager, Product Classification (see 608.8.0 for address), if the PCSC manager first assessed the deficiency. The manager, Product Classification issues the final agency decision.

10.2 Nonprofit Standard Mail

10.2.1 Assessment and Appeal

A revenue deficiency may be assessed in the amount of the unpaid postage against any person or organization that mailed, or caused to be mailed, ineligible matter at the Nonprofit Standard Mail prices in violation of 703.1.0. Nonprofit mailers have two levels of appeal. They may appeal revenue deficiency assessments as follows:

IF THE INITIAL REVENUE DEFICIENCY ASSESSMENT WAS MADE BY:	FIRST-LEVEL APPEAL	SECOND-LEVEL APPEAL AND FINAL USPS DECISION
Postmaster; manager, Business Mail Entry; or manager, Revenue Assessment and Control	PCSC	Manager, Product Classification
PCSC	Manager, Product Classification (see 608.8.0 for address)	Vice President, Pricing and Classification (see 608.8.0 for address)

All appeals must be submitted in writing within 30 days of the previous USPS decision. Any decision that is not appealed as prescribed becomes the final agency decision; no appeals are available within the USPS beyond the second appeal.

10.2.2 Collection

Any deficiency assessed under 10.2.1 that is found to be due and payable to the USPS in the final USPS decision must be paid promptly. If the USPS does not receive payment within 30 days, the USPS may deduct from the violator's trust account or any other funds in USPS possession any deficiencies incurred within 12 months of the date of the final mailing on which the deficiency was assessed.

# 607 Mailer Compliance and Appeals of Classification Decisions

## Overview

- [1.0 Mailer Compliance With Mailing Standards](#)
- [2.0 Rulings on Mailing Standards](#)

## 1.0 Mailer Compliance With Mailing Standards

### 1.1 Mailer Responsibility

A mailer must comply with all applicable postal standards. Despite any statement in this document or by any USPS employee, the burden rests with the mailer to comply with the laws and standards governing domestic mail. For mailings that require a postage statement, the mailer certifies compliance with all applicable postal standards when signing the corresponding postage statement. Questions on mail classification and special mail services may be directed to local USPS representatives (e.g., business mail entry managers). The Pricing and Classification Service Center (PCSC) can help local Post Offices answer customer questions on mailing standards (see [608.8.4](#) for address or telephone number).

### 1.2 Postage Payment

A permit imprint, bulk, or other discount price mailing is accepted after an examination of the mailing and the accompanying postage statement prepared by the mailer. A USPS employee's signature on the postage statement and the subsequent acceptance of the mailing do not constitute verified accuracy of that statement, and do not limit the ability of the USPS to demand proper payment after acceptance when it becomes apparent such payment was not made.

### 1.3 Request for Exception to Standards

To the extent that postage prices, fees for mail services, and basic mail classification and eligibility are prescribed by federal statute or the Domestic Mail Classification Schedule, the USPS is not authorized to waive or except the corresponding DMM standards. Postmasters or managers at Post Offices, district or area offices, and other field facilities may not suspend or grant any waiver or exception to standards established by the USPS (e.g., regarding mail preparation) unless *specifically* authorized by the DMM. Any mailer's request for an exception to DMM standards must be referred to the PCSC (see [608.8.4](#) for address and telephone number).

## 2.0 Rulings on Mailing Standards

### 2.1 Local Decision

A mailer who disagrees with a classification decision by a local Post Office, whether on a pending or a proposed mailing, may send a written appeal to the postmaster within 30 days. The appeal is forwarded to the Pricing and Classification Service

Center (PCSC). The PCSC issues the final agency decision. Only the PCSC manager may rule on an appeal or initial request for a ruling on an exception to a USPS standard in the DMM.

## **2.2 Expedited Oral Decision**

A mailer who receives an adverse ruling from a Post Office, whether on a pending or a proposed mailing, may ask the PCSC manager to provide an expedited oral decision on appeal. This request for an expedited appeal may be made by telephone. The PCSC manager will determine whether the appeal or individual questions in the appeal can be decided on an expedited basis and, if so, will advise the mailer of the determination and confirm it in writing.

## **2.3 Classification While Appeal Pending**

Pending resolution of an appeal, the mailer may, by a letter to the local postmaster, request to mail under a deposit arrangement. The mailer must deposit with the postmaster enough funds to cover postage at the higher price. If the appeal is upheld, the difference between the amount deposited and a lower price determined to be appropriate is returned to the mailer. If the appeal is denied, the deposit is not returned. If a balance remains in the deposit after the higher price postage is deducted, the balance is refunded at the mailer's request.

## **2.4 Decisions on National Rulings**

The manager, National Customer Rulings makes mail preparation, mailpiece design, and price eligibility decisions for customers in strategic industries as appropriate. Any mail classification decision made initially by the manager, National Customer Rulings may be appealed within 15 days to the manager, Pricing and Classification Service Center, who will issue the final agency decision.

## **2.5 PCSC Decision**

Any mail classification decision made initially by the PCSC manager may be appealed within 15 days to the manager, Product Classification (see [608.8.0](#) for address), who has sole authority to render a decision on such appeals.

## **2.6 Corresponding Standards**

Rulings and appeals concerning revenue deficiencies (on past mailings), refunds, or applications for various mailing privileges, prices, or authorizations, are subject to the corresponding standards.

## 608 Postal Information and Resources

### Overview

- [1.0 About the Domestic Mail Manual](#)
- [2.0 Domestic Mail](#)
- [3.0 Post Offices and Holidays](#)
- [4.0 Philatelic \(Stamp Collecting\) Services](#)
- [5.0 Private Express Statutes](#)
- [6.0 Complaints and Postal Law Violations](#)
- [7.0 Trademarks and Copyrights of the USPS](#)
- [8.0 USPS Contact Information](#)

### 1.0 About the Domestic Mail Manual

#### 1.1 Content of the DMM

*Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)* contains the basic standards of the United States Postal Service (USPS) governing its domestic mail services; descriptions of the mail classes and extra services and conditions governing their use; and standards for price eligibility and mail preparation. Domestic mail is classified by size, weight, content, service, and other factors.

#### 1.2 Copies of the DMM

The DMM is distributed to selected Post Offices and is available online on Postal Explorer ([pe.usps.com](http://pe.usps.com)). Copies of the DMM may be inspected during normal business hours at USPS Headquarters; area and district offices. A copy is also filed at the Office of the Federal Register, National Archives and Records Administration. The public may buy copies by subscription from the Superintendent of Documents, U.S. Government Printing Office (see [8.1](#) for address).

#### 1.3 Revisions to the DMM

USPS may change the standards in the DMM. Substantive revisions are published in the *Postal Bulletin* and, when appropriate, the *Federal Register*.

#### 1.4 Terms in the DMM

Terms in the DMM referring to the singular also apply to the plural, unless the context indicates otherwise. The term *postmaster* also applies to an officer-in-charge if the postmaster position is vacant and, in district host cities, to the district manager.

608.2.4.1

## 2.0 Domestic Mail

### 2.1 Definition of “Domestic”

Domestic mail is mail transmitted within, among, and between the United States of America, its territories and possessions, Army Post Offices (APOs), fleet Post Offices (FPOs), and the United Nations, NY. For this standard, the term “territories and possessions” comprises the following:

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American Samoa

*Manua Island, Swain’s Island, Tutuila Island*

Guam

Northern Mariana Islands, Commonwealth of the

*Rota Island, Saipan Island, Tinian Island*

Puerto Rico, Commonwealth of

U.S. Virgin Islands

*St. Croix Island, St. John Island,*

*St. Thomas Island*

Wake Atoll

*Wake Island*

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### 2.2 Mail Treated as Domestic

Mail originating in the United States of America, its territories and possessions, APOs, FPOs, and the United Nations, NY, for delivery in the Freely Associated States, and mail originating in the Freely Associated States for delivery within, among, and between the Freely Associated States and the United States of America, its territories and possessions, APOs, FPOs, and the United Nations, NY, is treated as if it were domestic mail. The term “Freely Associated States” comprises the following:

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Marshall Islands, Republic of the

*Ebeye Island*

*Kwajalein Island*

*Majuro Island*

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Micronesia, Federated States of

*Chuuk (Truk) Island*

*Kosrae Island*

*Pohnpei Island*

*Yap Island*

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Palau, Republic of

*Koror Island*

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### 2.3 International Mail

International mail is mail addressed to or received from foreign countries, except under [2.2](#). Provisions for international mail are published in the [International Mail Manual](#).

### 2.4 Customs Forms Required

#### 2.4.1 Items Weighing 16 Ounces or More

Except for items sent via Priority Mail Express, or Priority Mail combined with Registered Mail service, any mailpiece (regardless of contents) weighing 16 ounces or more must bear a properly completed PS Form 2976,

*Customs Declaration CN 22*, or, if the customer prefers, a PS Form 2976-A, *Customs Declaration and Dispatch Note – CP 72*, when the item is:

- a. Sent from the United States, Puerto Rico, or the U.S. Virgin Islands to the ZIP Code destinations listed in the table below.
- b. Sent from the ZIP Code destinations listed in the table below to the United States, Puerto Rico, or the U.S. Virgin Islands.
- c. Sent between two different destinations listed in the “Territory, Possession, or Freely Associated States” column in the table below.
- d. Sent within American Samoa, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, or the Republic of the Marshall Islands. This standard does not apply to items sent within Guam or Palau.

ZIP Code	Two-Letter State Abbreviation	CITY	Territory, Possession, or Freely Associated State
96799	AS	PAGO PAGO	AMERICAN SAMOA
96910	GU	HAGATNA	GUAM
96912	GU	DEDEDO	GUAM
96913	GU	BARRIGADA	GUAM
96915	GU	SANTA RITA	GUAM
96916	GU	MERIZO	GUAM
96917	GU	INARAJAN	GUAM
96919	GU	AGANA HEIGHTS	GUAM
96921	GU	BARRIGADA	GUAM
96923	GU	MANGILAO	GUAM
96928	GU	AGAT	GUAM
96929	GU	YIGO	GUAM
96931	GU	TAMUNING	GUAM
96932	GU	HAGATNA	GUAM
96939 96940	PW	PALAU	PALAU
96941	FM	POHNPEI	FEDERATED STATES OF MICRONESIA
96942	FM	CHUUK	FEDERATED STATES OF MICRONESIA
96943	FM	YAP	FEDERATED STATES OF MICRONESIA
96944	FM	KOSRAE	FEDERATED STATES OF MICRONESIA
96950	MP	SAIPAN	COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
96951	MP	ROTA	COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
96952	MP	TINIAN	COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
96960	MH	MAJURO	REPUBLIC OF THE MARSHALL ISLANDS
96970	MH	EBEYE	REPUBLIC OF THE MARSHALL ISLANDS

## 2.4.2 Items Containing Goods

Regardless of mail class or weight, items containing goods (i.e., contents other than documents; see IMM 123.63 for “document” eligibility) must bear a properly completed PS Form 2976, *Customs Declaration CN 22*, or, if the customer prefers,

608.2.4.8

a PS Form 2976-A, *Customs Declaration and Dispatch Note – CP 72*, when the items are sent to the United States or Puerto Rico from the ZIP Code destinations listed in the table in [2.4.1](#), or from the U.S. Virgin Islands.

**2.4.3 Improperly Prepared Items**

Mailpieces deposited without a properly completed customs form under [2.4.1](#) and [2.4.2](#) will be returned to the sender.

**2.4.4 Overseas Military Mail**

For determining customs declarations' required usage when mailing to or from APO, FPO, or DPO addresses, see [703.2.3.6](#) through [703.2.3.8](#).

**2.4.5 Items Eligible for Deposit or Pickup**

Items under [2.4.1](#) bearing a computer-generated customs form (e.g., using Click-N-Ship service, an authorized PC Postage vendor, or the USPS Web Tools system) may be deposited through any of the following methods, provided postage is paid by a means other than the use of postage stamps:

- a. In a mailbox bearing a return address that matches the address at the point of pickup, when the customer or business is known to reside or do business at that location.
- b. Through Pickup on Demand service.
- c. Through Package Pickup service.
- d. At a Postal Service retail counter.
- e. Into a Postal Service lobby drop.
- f. In a collection box.
- g. At a Contract Postal Unit (CPU).
- h. At a USPS Approved Shipper location.

**2.4.6 Items Not Eligible for Deposit or Pickup**

Except for items under [2.4.7](#), customers must present the following items requiring a customs form to an employee at a Post Office retail service counter. Deposit and pickup methods listed items under [2.4.5](#) are prohibited. The Postal Service will return these improperly presented items to the sender for proper entry and acceptance:

- a. Any item bearing a customs form and paid with only postage stamps.
- b. Any item bearing a handwritten customs form.
- c. Any item bearing a customs form that was not computer-generated.

**2.4.7 Items Paid with a Permit Imprint**

Items requiring a customs form and paid with permit imprint may be entered at a business mail entry unit (BMEU) regardless if the customs form is computer-generated or handwritten.

**2.4.8 Freely Associated States—Items Requiring an Export License**

Items sent to the Freely Associated States listed in [2.2](#) that require an export license under [2.5.8](#), regardless of weight or class of mail, always require a PS Form 2976-A. See [IMM 530](#) for additional information on export licenses.



## 2.5 Foreign Trade Regulations—U.S. Department of Commerce, U.S. Bureau of the Census

This section describes the various U.S. Department of Commerce, U.S. Bureau of the Census requirements when shipping goods to, from, and between U.S. territories, possessions, and Freely Associated States. Shipments to APO/FPO/DPO addresses are not subject to these requirements. Customers may be subject to civil and criminal penalties if they fail to electronically file their export information when required, or if they fail to comply with the Foreign Trade Regulations in any other way. Refer to [IMM 520](#) for additional standards about the Census Bureau's requirements. The following are not subject to these requirements:

- a. Items mailed to or from APO/FPO/DPO addresses.
- b. Items mailed from the Freely Associated States (see [608.2.2](#)).
- c. Items mailed from the U.S. Virgin Islands to the United States or Puerto Rico.
- d. Items mailed to or from American Samoa, Guam, or the Commonwealth of the Northern Mariana Islands.

### 2.5.1 Mandatory Electronic Filing—U.S. Territories, Possessions, and Freely Associated States

Under the authority of 13 U.S.C. Chapter 9, as amended by the Foreign Relations Authorization Act of 2002, P.L. 107-228, U.S. Census Bureau regulations require electronic filing of export information through the U.S. Census Bureau's Automated Export System or AESDirect website for certain or AESDirect website for certain shipments of goods. Electronic filing of export information is required when any of the following applies, subject to certain exemptions (see [2.5.4](#)):

- a. The item requires an export license under U.S. law when sent to the Freely Associated States. See [2.5.5](#) and [2.5.6](#).
- b. One or more classes of goods (per Schedule B Export Codes at [www.census.gov/foreign-trade/schedules/b](http://www.census.gov/foreign-trade/schedules/b)) within the item is valued at more than \$2,500 and the item is mailed as follows:
  1. From Puerto Rico to the United States or U.S. Virgin Islands.
  2. From the United States to Puerto Rico or the U.S. Virgin Islands.
  3. From the United States, Puerto Rico, or the U.S. Virgin Islands to the Freely Associated States.

### 2.5.2 Value Criterion

Following are three examples to illustrate the value criterion defined in [2.5.1](#):

- a. A package contains one *mechanically* operated watch (Schedule B item # 9101.11.0000) valued at \$2600. The total value of goods to be mailed is \$2600, and the value of all items within the same Schedule B number is over \$2500. Consequently, electronic filing and an ITN *would* be required (unless an exemption applies).
- b. A package contains one *mechanically* operated watch (Schedule B item # 9101.11.0000) valued at \$2400, and one *electronically* operated watch (Schedule B item # 9101.91.0000) valued at \$2400. The total value of goods to be mailed is \$4800, but no group of items within the same Schedule B number

608.2.5.5

is valued over \$2500. Consequently, electronic filing and an ITN *would not* be required, because the mechanical watch and electronic watch are in different Schedule B groups,

- c. A package contains two *mechanically* operated watches (Schedule B item # 9101.11.0000) one valued at \$1400 and one valued at \$1500. The total value of goods to be mailed is \$2900 and the value of all items within the same Schedule B number is over \$2500. Consequently, electronic filing and an ITN *would* be required, unless an exemption applies.

### 2.5.3 How to File Electronic Export Information and Obtain an Internal Transaction Number

**[9-3-13]** For additional information on electronic filing, call the U.S. Census Bureau's toll-free information hotline at 800-549-0595, option #3. To file electronic export information through *AESDirect* and obtain an Internal Transaction Number (ITN), customers should use the following steps:

- a. Go to <http://aesdirect.census.gov>.
- b. Register for an *AESDirect* account or log into your existing account.
- c. Follow the instructions for the Automated Export System Certification Quiz.
- d. The Port of Export code for shipping through the Postal Service is 8000.
- e. The Mode of Transport is Mail.
- f. Leave the carrier as 'SCAC/IATA' and the conveyance name fields blank.
- g. After successfully filing electronic export information, *AESDirect* will provide an alphanumeric Internal Transaction Number (ITN) as confirmation. The ITN consists of the letters AES followed by the ITN: for example, AES X20080930987654.

### 2.5.4 AES Downtime Citation

If electronic information filing is required but U.S. Census Bureau's Automated Export System or *AESDirect* website is unavailable, the goods may be shipped but the customer is responsible for providing the appropriate AES Downtime Citation instead of an ITN. This citation includes the word "AESDOWN," the customer's AES filer identification number, and the date: for example, "AESDOWN 123456789 09/30/2009." If the Automated Export System system is down, call 800-549-0595, option 1.

### 2.5.5 AES Exemption

In many circumstances, electronic export information filing and an Internal Transaction Number (ITN) may not be required. In these circumstances, and only when a customs declaration form is required under 2.4, customers are responsible for presenting an applicable AES Exemption on the customs declaration form upon mailing. Customers may forgo this requirement if no customs declaration form is required. When a customs declaration form is used, customers should enter the applicable AES Exemption on the customs declaration form. Customers must only enter one AES Exemption per addressed mailpiece. When multiple AES Exemptions may apply, the mailer may select any one that applies. For more information on these and other exemptions, customers should consult Appendix C of the Foreign

Trade Regulations, 15 C.F.R. Part 30. The following is a list of the most commonly applicable AES Exemption for items mailed to, from, or between destinations under 2.0.

- a. Regardless of value, for all goods shipped to, from, or between the following U.S. Territories, use NOEEI 30.2(d)(2):
  1. American Samoa.
  2. Guam Island.
  3. Northern Mariana Islands.
- b. For items destined to the Freely Associated States listed in 2.2, customers may apply “NOEEI 30.37(a)” if the value of each class of goods is \$2,500 or less, provided an export license is not required (see 2.5.7 and 2.5.8).

#### **2.5.6 Placement of ITN, AES Downtime Citation, or AES Exemption**

[9-3-13] If no customs declaration form is required (e.g., items sent between the United States, Puerto Rico, and the U.S. Virgin Islands), no other action for recording the ITN or AES Downtime Citation on the package is required. However, when a shipment requires an ITN, or AES Downtime Citation, or AES Exemption, and a PS Form 2976-A is used under 2.4, it is the customer’s responsibility to legibly write one ITN, AES Downtime Citation, or applicable AES Exemption in block 10 of PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*. The only authorized editions for this form are September 2012 and July 2013.

#### **2.5.7 Additional Standards for the Freely Associated States**

The Freely Associated States listed in 2.2 are foreign destinations for the purposes of the Foreign Trade Regulations and other laws and regulations governing imports and exports. As such, certain goods shipped to these destinations from the United States, Puerto Rico, the U.S. Virgin Islands, or other U.S. territories may require an export license. To determine if an export license is required, go to <http://www.export.gov/regulation/index.asp> or call: 1-800-USA-TRAD(E) (1-800-872-8723).

#### **2.5.8 When an Export License Is Required**

[9-3-13] When an export license is required under 2.5.7, a PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*, is always required. The only authorized editions for this form are September 2012 and July 2013. The electronically generated License Number must appear in Block 16, and an ITN or AES Downtime Citation (see 520) must appear in block 10 of the form. See IMM 520 and 530 for complete requirements. In addition, it is the mailer’s responsibility to comply with the U.S. Census Bureau’s requirements for filing electronic export information, as described in 2.5.1 and 2.5.2.

608.3.2

## 3.0 Post Offices and Holidays

### 3.1 Management of Post Offices

#### 3.1.1 Establishment of Post Offices

The USPS establishes and maintains Post Offices, stations, and branches for customer convenience.

#### 3.1.2 Closing or Consolidation of Post Offices

Under 39 U.S. Code (USC) 404(b), any decision to close or consolidate a Post Office must be based on certain criteria. These include the effect on the community served; the effect on employees of the Post Office; compliance with government policy established by law that the USPS must provide a maximum degree of effective and regular postal services to rural areas, communities, and small towns where Post Offices are not self-sustaining; the economic savings to the USPS; and other factors that the USPS determines necessary. In addition, certain mandatory procedures apply.

#### 3.1.3 Procedures for Post Offices

The *Postal Operations Manual* contains USPS rules for discontinuing, consolidating, or suspending service at an existing Post Office or other postal facility; changing a Post Office or other postal facility name; setting public business hours of postal facilities; and using bulletin boards and handling lost articles found in public areas of postal facilities.

#### 3.1.4 Military Post Offices

Military Post Offices (MPOs) are branches 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. The term includes Army Post Offices (APOs) for the U.S. Army and the U.S. Air Force and fleet Post Offices (FPOs) for the U.S. Navy and the U.S. Marine Corps. MPOs provide postal service for military personnel where the U.S. civil postal service does not operate and a military situation requires the service. MPOs are established or discontinued by the USPS only on request of the military department that operates them. Notice of these actions is published in the *Postal Bulletin*. Military Post Offices do not verify and accept bulk or discounted-price mail; such mailings must be deposited at (nonmilitary) U.S. Post Offices.

### 3.2 Holiday Service

[Exhibit 3.2a](#) and [Exhibit 3.2b](#) shows the national holidays observed by the USPS and the service levels provided on those holidays for retail window, Post Office box, firm call, delivery, and collection services.

- a. Holidays widely observed:

**Exhibit 3.2a Holidays Widely Observed**

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day

Day of Holiday and Surrounding Days	RETAIL WINDOW	P.O. BOX	FIRM CALL	DELIVERY SERVICES			COLLECTION SERVICES
				Business	Residential	Priority Mail Express	
<b>Friday (holiday)</b>	None	Holiday	None	None	None	Holiday	Time decal
Saturday	Limited	Normal	Normal	Normal	Normal	Normal	Normal
Sunday	None	Normal	None	None	None	Normal	None
Friday	Normal	Normal	Normal	Normal	Normal	Normal	Normal
<b>Saturday (holiday)</b>	None	Holiday	None	None	None	Holiday	Time decal
Sunday	None	Normal	None	None	None	Normal	Time decal
Saturday	Limited	Normal	Normal	Normal	Normal	Normal	Normal
<b>Sunday (holiday)</b>	None	Normal	None	None	None	Normal	None
Monday	None	Holiday	None	None	None	Holiday	Time decal <sup>1</sup>
Saturday	Limited	Normal	Normal	Normal	Normal	Normal	Normal
Sunday	None	Normal	None	None	None	Normal	None
<b>Monday (holiday)</b>	None	Holiday	None	None	None	Holiday	Time decal <sup>1</sup>
<b>Tuesday, Wednesday, or Thursday (holiday)</b>	None	Holiday	None	None	None	Holiday	Time decal
Preceding Day	Normal	Normal	Normal	Normal	Normal	Normal	Normal

1. When a holiday is observed on Monday and no residential collection is scheduled on Sunday, a full residential collection may be provided on the Monday holiday. Consecutive days without collections should be avoided.

b. Holidays not widely observed:

**Exhibit 3.2b Holidays Not Widely Observed**

Martin Luther King, Jr.'s Birthday; Presidents Day; Columbus Day; and Veterans Day

Day of Holiday and Surrounding Days	RETAIL WINDOW	P.O. BOX	FIRM CALL	DELIVERY SERVICES			COLLECTION SERVICES
				Business	Residential	Priority Mail Express	
Saturday	Normal	Normal	Normal	Normal	Normal	Normal	Normal
Sunday	None	Normal	None	None	None	Normal	None
<b>Monday (holiday)<sup>1</sup></b>	Limited	Sunday	Limited	None	None	Holiday	Time decal <sup>2</sup>

1. Veterans' Day, November 11, is the only movable holiday in the group of holidays designated as not widely observed; the other three holidays listed in section B are always observed on Mondays. When Veterans' Day falls on any day except Sunday, the services provided on that holiday are the same as those shown for Monday. When Veterans' Day falls on Sunday, the service levels are the same as those shown for Sunday; the USPS, however, observes the holiday on Monday and treats it as a Monday holiday.

2. When a holiday is observed on Monday and no residential collection is scheduled on Sunday, a full residential collection may be provided on the Monday holiday. Consecutive days without collections should be avoided.

608.4.2.2

## 4.0 Philatelic (Stamp Collecting) Services

### 4.1 Basic Standards

#### 4.1.1 Philatelic Policy

A single national USPS policy governs postage stamps and postal stationery, including their release, sale, and discontinuance.

#### 4.1.2 Stamp Subjects

Subjects for commemorative postage stamps and postal stationery may be proposed by the public through correspondence to the Citizens' Stamp Advisory Committee (see [8.1](#) for address). The Committee reviews suggestions and makes recommendations to the postmaster general, who makes the final selections.

#### 4.1.3 Philatelic Availability

Stamps, postal stationery, and philatelic products are sold at various types of postal retail facilities. Post Offices establish special temporary retail stations to provide philatelic services and to sell commemorative stamps and philatelic products at activities of significant public or philatelic interest. Temporary philatelic stations may be authorized by the postmaster. Under specific circumstances, the USPS may limit or set conditions on the purchase of stamps and other forms of postage or postal stationery.

#### 4.1.4 Philatelic Mail Orders

Mail orders for postage stamps and other philatelic items must be directed to Stamp Fulfillment Services (see [8.1](#) for address). Post Offices do not fill mail orders for stamps and other philatelic items other than orders under the stamps-by-mail program and for locally precanceled stamps. Customers must provide a self-addressed stamped envelope for the return of precanceled stamps.

#### 4.1.5 Philatelic Postmarking

Postmarking for philatelic (stamp collecting) purposes is provided at the request of collectors or cover servicers. The *Postal Operations Manual* contains USPS policy on philatelic postmarking, including cancellation devices, types of postmarks or cancellations, first day covers, and service conditions.

### 4.2 Special Cancellations

#### 4.2.1 Description of Special Cancellations

Special cancellations are inkjet cancellations in which a caption publicizing an event is used to cancel mail. Special cancellations may be used only in Post Offices with 190 revenue units for canceling large volumes of mail. Special cancellations are authorized only if the scheduled observance is for a national purpose for which Congress has made an appropriation, or is of general public interest and importance. Special cancellations are approved for a definite period not to exceed 6 months, and must not be conducted for private gain or profit.

#### 4.2.2 Prohibitions for Special Cancellations

Special cancellations are not authorized for events of interest primarily to a particular local group; for fraternal, political, religious, service, commercial, or trade organizations; for campaigns or events promoting the sale or use of private products or services; for idea or slogan promotions not directly connected with the

event of general public interest and importance; for Post Office anniversaries; for recruitment programs; or for events that occur when all canceling machines in the Post Office are scheduled for other special cancellations.

#### **4.2.3 Applying to Use Special Cancellations**

Submit a written letter of request, on the requesting organization's letterhead, to the manager, Product Classification (see 8.1 for address) at least 4 months before the special cancellation will be used. The letter must include the following information:

- a. The name, address, and telephone number of the sponsor.
- b. Advance promotional materials that include a complete description and schedule of the event.
- c. Evidence that the event is not conducted for private gain or profit.
- d. The wording of the special cancellation, which must be standardized and approved by the sponsor's national headquarters. Space available for the wording is limited to three lines of not more than 20 letters, numbers, or spaces each. Illustrations or designs cannot be used. The wording must directly reflect the event to be commemorated.
- e. The Post Office name(s) where the cancellation is to be used.
- f. The requested time period of use.

#### **4.2.4 Sponsor Payment for Special Cancellations**

The sponsor must pay the costs incurred for installing and maintaining the special cancellation.

#### **4.2.5 Time Limit on Use of Special Cancellations**

Use of a special cancellation may not exceed 6 months. A special cancellation approved on an annual basis is limited to one 60-day period for each year. A request for reuse of recurring annual cancellations must be submitted 4 months before the date the cancellation will be used again. For national cancellations, the national sponsor may submit a single request.

#### **4.2.6 Revocation of Special Cancellations**

The USPS may curtail or revoke the use of any special cancellation when it is necessary to use special postmarking for USPS purposes.

#### **4.2.7 Information about Special Cancellations**

More information about special cancellations is in the *Postal Operations Manual*.

#### **4.2.8 Mail Submitted for Special Cancellations**

A mailer must affix First-Class Mail postage to mail that the mailer wants canceled with a special cancellation. The mail must bear a complete address. Stamps issued by foreign countries are not permitted on the mail. Mail bearing the special cancellation will not be enclosed in another envelope for return even if a postage-paid envelope is provided by the customer. Damaged envelopes canceled with a special cancellation are not replaced.

608.5.1.5

## 5.0 Private Express Statutes

### 5.1 Private Express Statutes

#### 5.1.1 Legal Foundation

By the laws known as the Private Express Statutes, Congress has generally conferred on the USPS the exclusive right to carry letters for others over post routes. USPS regulations under the Private Express Statutes are in the Code of Federal Regulations, 39 CFR 310 and 320, as amended by final rules published in the *Federal Register*. These regulations take precedence over all prior rulings and USPS publications. Copies of the regulations are available from the manager, Product Classification, USPS Headquarters (see [8.1](#) for address).

#### 5.1.2 Definition of a Letter for Private Express

For the Private Express Statutes, a *letter* is a message directed to a specific person or address and recorded in or on a tangible object. A *message* consists of any information or intelligence that can be recorded on tangible objects including, but not limited to, paper in sheet or card form, recording disks, and magnetic tapes. Certain matter is excluded from the definition of letter, e.g.: telegrams; checks and certain other instruments shipped to, from, or between financial institutions; newspapers; and periodicals. The regulations detail exclusions.

#### 5.1.3 Postage for Private Express

If the proper postage is paid, letters may be privately carried without violating the Private Express Statutes. The regulations detail compliance. Under certain circumstances, letters may be privately carried without paying postage. The principal exceptions cover letters sent with, and related in all substantial respects to, some part of the cargo or to the ordering, shipping, or delivering of the cargo; letters carried by the senders or the recipients, or by their regular salaried employees; and letters carried to or from a postal facility where they are to be or have been carried in the mail. The regulations detail exceptions.

#### 5.1.4 Suspensions of Private Express Statutes

Limited suspensions of the Private Express Statutes specify the conditions under which: (a) private couriers may carry data-processing materials, international ocean carrier documents, extremely urgent letters, and advertisements incidental to the shipment of accompanying merchandise or periodicals; and (b) universities and colleges may carry the letters of their bona fide student and faculty organizations. Carriers wanting to use the suspension for data-processing materials must file a notice of their intention on a form available from the manager, Product Classification.

#### 5.1.5 Violations of Private Express Statutes

Product Classification, USPS Headquarters, is responsible for reviewing initial reports of possible violations of the Private Express Statutes. When warranted by the facts, possible violations are forwarded to the USPS General Counsel for further action.



5.1.6 Legal Advice for Private Express

The public and USPS employees can obtain authoritative advice on the Private Express Statutes, including written advisory opinions, by contacting the Senior Counsel, Ethics and Information, USPS Headquarters (see 8.1 for address and telephone number).

6.0 Complaints and Postal Law Violations

6.1 Consumer Complaints and Inquiries

Any postal customer may complain or inquire about postal products, services, or employees at any Post Office or directly to the USPS Consumer Advocate (see 8.1 for address). A complaint or inquiry may be made in person, by telephone, by e-mail, or by letter. A complaint or inquiry about the handling of a specific piece of mail should include the related envelope or wrapper and copies of all postal forms filed. A customer who is dissatisfied with the local handling of a complaint or inquiry may send a written appeal to the Consumer Advocate. A court of law can require such appeal as a legal prerequisite for hearing a customer's suit against the USPS.

6.2 Postal Law Violations

Instructions on mail security as it relates to unauthorized opening, inspection, tampering, or delay of mail are in *Administrative Support Manual* 274. Information and complaints on a possible postal law violation must be sent to the appropriate address according to the ZIP Code ranges shown below:

ZIP CODES	ADDRESS
003-079, 08005, 08006, 08008, 08050, 08087, 08092, 08501-08504, 08506-08510, 08512-08514, 08516, 08517, 08519-08553, 08555-08561, 08600-08639, 08642-08691, 087-098, 100-149	Postal Inspection Service PO Box 2613 Jersey City NJ 07303-2613
08001-08004, 08007, 08009-08049, 08051-08086, 08088-08091, 08093-08099, 081-084, 08505, 08511, 08515, 08518, 08554, 08562, 08640-08641, 150-39776, 700-799	Postal Inspection Service 225 N Humphreys Blvd Memphis TN 38120-2149
400-693, 800-884, 850-999	Postal Inspection Service 222 S Riverside Plz Ste 1250 Chicago IL 60606-6100

608.7.1

## 7.0 Trademarks and Copyrights of the USPS

### 7.1 Use of USPS Trademarks

[10-7-13] USPS trademarks must be used in the form listed in this section. Proper use of any USPS trademarks may require capitalizing the initial letters, or all the letters of the acronym, to distinguish them from terms not used as trademarks. Words and phrases that are registered trademarks may also use the registration symbol ®; words and phrases that are not registered but are still USPS trademarks may use the TM symbol. If the registration or TM symbol is not used, a reference should be placed at the beginning or end of the document, indicating the marks that are used in the publication with the following notation preceding the marks: "The following marks are among the many marks belonging to the U.S. Postal Service and are not an exhaustive list". Registered USPS marks include, but are not limited to:

1-800-Ask-USPS	Parcel Post
Air Mail	Parcel Select
Business Reply Mail	Parcel Select Lightweight
Certified Mail	PC Postage
Click-N-Ship	PFS
Click-N-Ship for Business	Pickup on Demand
Commercial Base	Postal Explorer
Commercial Plus	Premium Forwarding Service
Critical Mail	Priority Mail
DMM	Priority Mail Flat Rate
EDDM	Priority Mail International
EDDM Retail	Priority Mail Open and Distribute
ePacket	Priority Mail Regional Rate
EVS	Priority Mail Regional Rate Box
e-VS	Priority Mail Returns
Express Mail	Return to Sender
Express Mail International	RIBBS
FAST	Stamps by Mail
FastForward	Stamps to Go
First-Class Mail	Standard Mail
First-Class Mail International	U.S. Postage Paid
First-Class Package	The Postal Service
Forever	The Postal Store
Global Express Guaranteed	U.S. Postal Service
GXG	United States Postal Service
IMb	USPS
IMb Tracing	USPS Delivery Confirmation
IMM	USPS Electronic Postmark
Intelligent Mail	USPS ePacket
International Surface Air Lift	USPS Package Intercept
IPA	USPS Returns
ISAL	USPS Web Tools
Market Mail	USPS.com
Media Mail	ZIP
MERLIN	ZIP+4

## 7.2

### Common Law Marks or USPS Marks with Pending Trademark Applications

[10-7-13] The following is a list of Common Law Marks or USPS marks with pending trademark applications that appear throughout the DMM. The TM may be used after these marks and the same trademark rules apply whenever these services or terms appear in the DMM (note: this list changes frequently and some of these marks may become registered and will require the ®):

608.7.3

ACS	Priority Mail 2-Day
Carrier Pickup	Priority Mail 3 Day Delivery
CASS	Priority Mail 3 Day Delivery Guaranteed
CASS Certified	Priority Mail 3-Day
Courtesy Reply Mail	Priority Mail Express
Delivery Confirmation	Priority Mail Express 1-Day
FCPIS	Priority Mail Express 2-Day
First-Class	Priority Mail Express 3-Day
First-Class Package International Service	Priority Mail Express DPO
First-Class Package Service	Priority Mail Express Flat Rate Box
IMRS	Priority Mail Express International
International Business Reply	Priority Mail Express Military
International Priority Airmail	Priority Mail Express Offshore
M-Bag	Priority Mail Express Open and Distribute
Open and Distribute	Priority Mail Intl
Parcel Select Regional Ground	QBRM
P.O. Box	Qualified Business Reply
PO Box	Registered Mail
Post Office	Signature Confirmation
Post Office Box	Standard Post
Postal Service	U.S. Mail
Postmaster General	US Postage Paid
POSTNET	US Postal Service
Priority Mail 1 Day Delivery	USPSA
Priority Mail 1 Day Delivery Guaranteed	USPS Picture Permit
Priority Mail 1-Day	USPS Tracking
Priority Mail 2 Day Delivery	ZIP Code
Priority Mail 2 Day Delivery Guaranteed	

### 7.3 **Inquiries about USPS Trademarks and Copyrights**

Inquiries about USPS copyrights or use of USPS trademarks and service marks, copyright materials, and intellectual property other than patents and technical data rights in USPS contracts must be sent to USPS Stamp Development. Inquiries about licenses to publish or reproduce ZIP Code information must be sent to the National Customer Support Center (see [8.1](#) for address).

## 8.0 USPS Contact Information

### 8.1 Postal Service

Business Mail Acceptance

US Postal Service

475 L'Enfant Plz SW Rm 2P846

Washington DC 20260-0846

Business Mailer Support

US Postal Service

475 L'Enfant Plz SW, Rm 3676

Washington DC 20260-0911

Citizens Stamp Advisory Committee

Stamp Services

US Postal Service

1735 North Lynn Street, Room 5013

Arlington, VA 22209-6432

Consumer Advocate

US Postal Service

475 L'Enfant Plz SW

Washington DC 20260-2200

Corporate Accounting Manager

US Postal Service

475 L'Enfant Plz SW Rm 8831

Washington DC 20260-5241

Customer Service Standardization

US Postal Service

475 L'Enfant Plz SW Rm 6816

Washington DC 20260-6816

Domestic Claims

Accounting Services

US Postal Service

PO Box 80143

St Louis MO 63180-0143

Domestic Claims Appeals

Accounting Services

US Postal Service

PO Box 80141

St Louis MO 63180-0141

Domestic Products

US Postal Service

475 L'Enfant Plz SW Room 5337

Washington DC 20260-5337

608.8.1

Distribution Operations  
Washington DC Post Office  
900 Brentwood Rd NE  
Washington DC 20066-9704

Engineering  
US Postal Service  
8403 Lee Hwy  
Merrifield VA 22082-8101

General Counsel  
US Postal Service  
475 L'Enfant Plz SW  
Washington DC 20260-1100

Integrated Business Solutions, Shipping Services  
US Postal Service  
475 L'Enfant Plz SW Rm 5149  
Washington DC 20260-5149

Licensing  
Marketing  
US Postal Service  
475 L'Enfant Plz SW Rm 1P801  
Washington DC 20260-0801

Mail Entry and Payment Technology  
US Postal Service  
475 L'Enfant Plz SW, Rm 3707  
Washington, DC 20260-0911

Material Distribution Center  
US Postal Service  
500 SW Gary Ormsby Dr  
Topeka KS 66624-9502  
(800) 332-0317

Money Order Branch  
Accounting Service Center  
US Postal Service  
PO Box 82450  
St Louis MO 63182-2450

National Customer Support Center  
US Postal Service  
225 N. Humphreys Blvd, Ste 501  
Memphis, TN 38188-1001

National Print Center (NPC)  
US Postal Service  
500 SW Gary Ormsby Dr  
Topeka KS 66624-9502  
(800) 332-0317

Network Distribution Center Operations  
US Postal Service  
475 L'Enfant Plz SW Rm 7631  
Washington DC 20260-2806

Payment Technology  
US Postal Service  
475 L'Enfant Plz SW Rm 3660  
Washington DC 20260-4110

Postal Inspection Service  
222 S Riverside Plz Ste 1250  
Chicago IL 60606-6100

Postal Inspection Service  
PO Box 2613  
Jersey City NJ 07303-2613

Postal Inspection Service  
225 N Humphreys Blvd  
Memphis TN 38120-2149

Pricing  
US Postal Service  
475 L'Enfant Plz SW Rm 4016  
Washington DC 20260-4016  
(see [8.4.1](#) for Pricing and Classification Service Center (PCSC) address)

Pricing Strategy  
US Postal Service  
475 L'Enfant Plz SW Rm 4316  
Washington DC 20260-4316

Product Classification (formerly Mailing Standards)  
US Postal Service  
475 L'Enfant Plz SW Rm 4446  
Washington DC 20260-5015

Product Development  
US Postal Service  
475 L'Enfant Plz SW Rm 5012  
Washington DC 20260-5012

Prohibitory Order Processing Center  
PO Box 1500  
New York NY 10008-1500

Recorder  
Judicial Officer  
US Postal Service  
2101 Wilson Blvd Ste 600  
Arlington VA 22201-3078

608.8.2

Revenue Assessment and Control  
US Postal Service  
475 L'Enfant Plaza SW Rm 8430  
Washington DC 20260-8430

Senior Counsel  
Ethics and Information  
US Postal Service  
475 L'Enfant Plz SW  
Washington DC 20260-1127

Shipping Support, Shipping Services  
US Postal Service  
475 L'Enfant Plz SW NB Ste 5437  
Washington DC 20260-0001

Stamp Services  
US Postal Service  
475 L'Enfant Plz SW Rm 3300  
Washington DC 20260-3501

Stamp Fulfillment Services  
US Postal Service  
8300 NE Underground Dr. Pillar 210  
Kansas City MO 64144-0011

Transactions and Correspondence  
US Postal Service  
475 L'Enfant Plz SW Rm 5621  
Washington DC 20260-0230

## **8.2 Federal Agencies**

Bureau of Alcohol Tobacco and Firearms  
US Department of the Treasury  
1200 Pennsylvania Ave NW  
Washington DC 20226-0001

Bureau of the Public Debt  
US Department of the Treasury  
PO Box 1328  
Parkersburg WV 26106-1328

Diplomatic Pouch Division  
US Department of State  
1375 K St NW  
Washington DC 20522-0508

Office of the Federal Register  
National Archives and Records Administration  
1100 L St NW Rm 8401  
Washington DC 20005-0001



Plant Protection and Quarantine Programs  
Animal and Plant Health Inspection Service  
US Department of Agriculture  
4700 River Rd  
Riverdale MD 20737-1228

Postal Regulatory Commission  
901 New York Ave NW Ste 200  
Washington DC 20268-0001

Superintendent of Documents  
US Government Printing Office  
732 N Capitol St NW  
Washington DC 20401-0003

US Fish and Wildlife Service  
US Department of the Interior  
18TH and C St NW  
Washington DC 20240-0001

### 8.3 Other Agencies

American National Standards Institute  
11 W 42ND St  
New York NY 10036-8002  
(212) 642-4900  
[www.ansi.org](http://www.ansi.org)

Automatic Identification Manufacturers (AIM)  
634 Alpha Dr  
Pittsburgh PA 15238-2802  
(412) 963-8588  
[www.aimusa.org](http://www.aimusa.org)

Uniform Code Council INC  
7887 Washington Village Dr Ste 300  
Dayton OH 45459  
(937) 435-3870  
[www.uc-council.org](http://www.uc-council.org)

### 8.4 PCSC and District Business Mail Entry Offices Contact Information

The Pricing and Classification Service Center (PCSC) and the district business mail entry offices provide guidance on mail classification, prices, and mail preparation standards. Direct questions about mail classification and special mail services to local postal officials. The PCSC can help local offices answer these questions. (Note: Zip Code Prefix 340 is shared by South Florida and New York districts. Unassigned prefixes are not listed.)

**8.4.1 Pricing and  
Classification Service  
Center (PCSC)**

For return receipts  
mailed under the  
provisions in [601.11.5](#),  
[601.11.7](#), and [601.11.8](#),  
use the following  
address:

90 Church St Ste 3100  
New York  
NY 10007-2951  
Telephone: (212)  
330-5300 / Fax: (212)  
330-5320

PCSC, PACT MAILING  
OFFICE  
USPS ELIGIBILITY NO.  
XX-00-0000  
90 Church Street Suite  
3100  
New York, NY  
10007-2951

**Exhibit 8.4.1 Contact Information for Business Mail Entry Offices, Grouped by Region and Listed by District and 3-Digit ZIP Code Service Area**

<b>MANAGER BUSINESS MAIL ENTRY</b>	<b>3-DIGIT ZIP CODE SERVICE AREA</b>	<b>MANAGER BUSINESS MAIL ENTRY</b>	<b>3-DIGIT ZIP CODE SERVICE AREA</b>
<b>Capitol Metro Area</b>		Central Pennsylvania District: 1425 Crooked Hill Road, 3rd Floor Harrisburg, PA 17107-9651 Phone: 717-257-4819 Fax: 717-257-2152	169-188, 195-196
Atlanta District: 1605 Boggs Road North Metro, GA 30026-9651 Phone: 770-717-3435 Fax: 770-717-3405	300-303, 305, 306, 311, 399	Cincinnati District: 990 Dalton Avenue Cincinnati, OH 45203-9651 Phone: 513-684-5588 Fax: 513-684-5691	410, 430-433, 437-438, 450-457, 459, 470
Baltimore District: 900 E. Fayette Street, Room 166 Baltimore, MD 21233-9706 Phone: 410-347-4248 Fax: 410-234-8553	210-212, 214-219	Kentuckiana District: 4440 Crittenden Drive Louisville, KY 40221-9998 Phone: 502-375-8540 Fax: 502-375-8549	400-409, 411-418, 420-427, 471, 476-477
Capital District: 900 Brentwood Road, NW Washington, DC 20066-7204 Phone: 202-636-2177 Fax: 202-636-4367	200, 202-209	Northern Ohio District: 2400 Orange Avenue, Room 24 Cleveland, OH 44101-9603 Phone: 216-443-4100 Fax: 216-443-4186	434-436, 439-449, 458
Greater South Carolina District: 2001 Dixiana Road West Columbia, SC 29172-3098 Phone: 803-926-6329 Fax: 803-926-6326	290-296	Philadelphia Metro District: 3190 S. 70th Street, Room 502 Philadelphia, PA 19153-9651 Phone: 215-863-5061 Fax: 215-863-6074	189-194
Greensboro District: 418 Gallimore Dairy Road Greensboro, NC 27409-9651 Phone: 336-668-1250 Fax: 336-668-1266	270-279, 286	South Jersey District: 501 Benigno Boulevard Bellmawr, NJ 08031-9651 Phone: 856-933-4262 Fax: 856-933-4241	077, 080-087, 197-199
Mid-Carolinas District: 1820 W. Pointe Drive, Suite A Charlotte, NC 28214-9106 Phone: 704-398-5521 Fax: 704-398-5555	280-285, 287-289, 297	Tennessee District: 525 Royal Parkway Nashville, TN 37229-9651 Phone: 615-885-9103 Fax: 615-885-9287	307, 370-385
Northern Virginia District: 8409 Lee Highway Merrifield, VA 22081-9651 Phone: 703-698-6380 Fax: 703-207-3660	201, 220-223, 226-227	Western New York District: 55 Msgr. Valente Drive Buffalo NY 14206-9651 Phone: 716 846 2562 Fax: 716 846 2586	140-149
Richmond District: 1801 Brook Road Richmond, VA 23232-9650 Phone: 804-775-6235 Fax: 804-698-4711	224-225, 228-239, 244	Western Pennsylvania District: 1001 California Avenue, Room 2027 Pittsburgh, PA 15290-9651 Phone: 412-359-1468 Fax: 412 359-7108	150-168, 260
<b>Eastern Area</b>			
Appalachian District: 1002 Lee Street Charleston, WV 25301-1700 Phone: 304-561-1060 Fax: 304-561-1033	240-243, 245-259, 261-268		

MANAGER BUSINESS MAIL ENTRY	3-DIGIT ZIP CODE SERVICE AREA
<b>Great Lakes Area</b>	
Central Illinois District: 6801 W. 73rd Street Bedford Park, IL 60499-9651 Phone: 708-563-7772 Fax: 708-563-7703	601, 603-605, 609, 613-617
Chicago District: 433 W. Harrison Chicago, IL 60607-9651 Phone: 312-983-8627 Fax: 312-983-8433	606-608
Detroit District: 1401 W Fort Street, Room M-156 Detroit, MI 48233-9651 Phone: 313-226-8678 Fax: 313-226-8124	480-485, 492
Gateway District: 1720 Market Street, Room 1013 St. Louis, MO 63155-9651 Phone: 314-436-4103 Fax: 314-436-4565	618-620, 622-631 633-635, 650-653
Greater Indiana District: 3939 Vincennes Road Indianapolis, IN 46298-9651 Phone: 317-870-8504 Fax: 317-870-8684	460-469, 472-475, 478-479
Greater Michigan District 4800 Collins Road Lansing, MI 48924-9655 Phone: 517-337-8705 Fax: 517-337-8734	486-491, 493-499
Lakeland District: 350 W. St. Paul Avenue Milwaukee, WI 53203-9651 Phone: 414-287-1971 Fax: 414-287-2515	530-532, 534-535, 537-539, 541-545, 549, 600, 602, 610-611

MANAGER BUSINESS MAIL ENTRY	3-DIGIT ZIP CODE SERVICE AREA
<b>Northeast Area</b>	
Albany District: 30 Old Karner Road Albany, NY 12288-9601 Phone: 518-452-4034 Fax: 518-464-7451	120-123, 128-139
Caribbean District: 585 Ave FD Roosevelt, Suite 125 San Juan, PR 00936-9651 Phone: 787-622-1795 Fax: 787-622-1788	006-009
Connecticut Valley District 141 Weston Street Hartford CT 06101-9451 Phone: 860-524-6311 Fax: 860-524-6482	010-013, 027-029, 060-069
Greater Boston District 25 Dorchester Avenue, Room 1004 Boston, MA 02205-9651 Phone: 617-654-5443 Fax: 617-654-5026	014-026, 055
Long Island District: 160 Duryea Road Melville, NY 11747-8040 Phone: 631-755-2939 Fax: 631-755-2940	005, 115, 117-119
New York District: 421 8th Avenue, Room 3212 New York, NY 10199-9651 Phone: 212-330-4225 Fax: 212-330-3801	090-099, 100-102, 104
Northern New England District: 151 Forest Avenue, Suite 7023 Portland ME 04101-7023 Phone: 207-482-7186 Fax: 207-482-7265	030-054, 056-059
Northern New Jersey District 494 Broad Street, Room 223 Newark, NJ 07102-9334 Phone: 973-468-7075 Fax: 973-468-7027	070-076, 078-079, 088-089
Triboro District: 1050 Forbell Street Brooklyn, NY 11256-9602 Phone: 718-348-3760 Fax: 718-348-3753	103, 110-114, 116
Westchester District: 1000 Westchester Avenue White Plains, NY 10610-9651 Phone: 914-697-7013 Fax: 914-697-7022	105-109, 124-127

**Postal Information and Resources: USPS Contact Information**

<b>MANAGER BUSINESS MAIL ENTRY</b>	<b>3-DIGIT ZIP CODE SERVICE AREA</b>	<b>MANAGER BUSINESS MAIL ENTRY</b>	<b>3-DIGIT ZIP CODE SERVICE AREA</b>
<b>Pacific Area</b>		<b>Southwest Area</b>	
Bay Valley District: 1750 Lundy Avenue San Jose, CA 95101-7024 Phone: 408-437-6811 Fax: 408-437-6832	939, 945-948, 950-951	Alabama District 351 24th Street N. Birmingham, AL 35203-9651 Phone: 205-521-0217 Fax: 205-254-0176	350-352, 354-368
Honolulu District: 3600 Aolele Street Honolulu, HI 96820-9651 Phone: 808-423-3928 Fax: 808-423-3759	967-969	Arkansas District: 420 Natural Resources Drive Little Rock, AR 72205-9651 Phone: 501-228-4121 Fax: 501-228-4299	716-729
Los Angeles District: 7001 S. Central Avenue Los Angeles, CA 90052-9614 Phone: 323-586-4481 Fax: 323-586-3702	900-904, 962-966	Dallas District: 951 W. Bethel Road Coppell, TX 75099-9996 Phone: 972-462-2208 Fax: 972-462-2219	750-759
Sacramento District: 3775 Industrial Boulevard W. Sacramento, CA 95799-0070 Phone: 916-373-8723 Fax: 651-675-1556	936-938, 942, 952-953, 956-960	Fort Worth District: 4600 Mark IV Parkway Fort Worth, TX 76161-9621 Phone: 817-317-3635 Fax: 817-317-2777	739, 760-764, 768-769, 790-796
San Diego District 11251 Rancho Carmel Drive San Diego, CA 92199-9651 Phone: 858-674-0417 Fax: 858-573-0566	919-925	Houston District: 401 Franklin Street, Room 115 Houston, TX 77201-9653 Phone: 713-226-3201 Fax: 713-226-3041	770-778
San Francisco District 1300 Evans Avenue San Francisco, CA 94124-1769 Phone: 415-550-5716 Fax: 415-550-5770	940-941, 943-944, 949, 954-955	Louisiana District: 701 Loyola Avenue, Room 1101 New Orleans, LA 70113-9651 Phone: 504-589-1104 Fax: 651 406-4177	700-701, 703-708, 710-714
Santa Ana District 3101 W. Sunflower Avenue Santa Ana, CA 92799-9324 Phone: 714-662-6447 Fax: 714-966-2004	905-908, 917-918, 926-928	Mississippi District: 401 E. South Street Jackson, MS 39201-9998 Phone: 601-351-7125 Fax: 601-351-7501	369, 386-397
Sierra Coastal District 28201 Franklin Parkway Santa Clarita, CA 91383-9650 Phone: 661-775-6663 Fax: 661-775-7114	910-916, 930-935	North Florida District: 3650 Southside Boulevard Jacksonville, FL 32216-9651 Phone: 904-645-3220 Fax: 904-641-7925	298-299, 304, 308-310, 312-320, 326, 344, 398
		Oklahoma District: 4025 W Reno Avenue, Room 2044 Oklahoma City, OK 73125-9996 Phone: 405-815-2320 Fax: 405-815-2013	730, 731, 734-738, 740, 741, 743-749
		Rio Grande District: 10410 Perrin Beitel, Room 1069 San Antonio, TX 78284-9651 Phone: 210-368-8316 Fax: 210-368-8463	733, 765-767, 779-789, 797-799, 885

<b>MANAGER BUSINESS MAIL ENTRY</b>	<b>3-DIGIT ZIP CODE SERVICE AREA</b>
South Florida District: 16000 Pines Boulevard Pembroke Pines, FL 33027-9990 Phone: 954-450-3016 Fax: 954-436-4350	330-334, 340, 349
Suncoast District: 5433 W. Sligh Avenue, Suite C Tampa, FL 33634-9654 Phone: 813-243-5960 Fax: 813-243-7453	321, 327-329, 335-339, 341-342, 346-347
<b>Western Area</b>	
Alaska District: 4141 Postmark Drive Anchorage, AK 99530-9651 Phone: 907-266-3277 Fax: 907-266-3178	995-999
Arizona District: 4949 E. Van Buren Street, Room 190 Phoenix, AZ 85026-9651 Phone: 602-225-3148 Fax: 602-225-3909	850-853, 855-857, 859-860, 863-865, 870-884
Central Plains District: PO Box 199513 Omaha, NE 68119-9513 Phone: 402-573-2117 Fax: 402-573-2131	515-516, 664-666, 668-681, 683-693
Colorado/Wyoming District: 7500 E. 53rd Place, Room 2213 Denver, CO 80266-9651 Phone: 303-853-6134 Fax: 303-853-6194	800-816, 820-831
Dakotas District: 2801 S. Kiwanis Avenue Sioux Falls, SD 57105-9651 Phone: 605-333-2650 Fax: 605-333-2777	565, 567, 570-577, 580-588, 590-599
Hawkeye District District: 7900 Hickman Road Des Moines, IA 50318-9651 Phone: 515-251-2359 Fax: 515-251-2052	500-514, 520-528, 612
Mid-America District: 300 W. Pershing, Street 100 Kansas City, MO 64108-9995 Phone: 816-374-9358 Fox: 816-374-9701	636-641, 644-649, 654-658, 660-662, 667

<b>MANAGER BUSINESS MAIL ENTRY</b>	<b>3-DIGIT ZIP CODE SERVICE AREA</b>
Nevada-Sierra District 1001 E. Sunset Road Las Vegas, NV 89199-9651 Phone: 702-361-9281 Fax: 702-361-9406	889-891, 893-895, 897-898, 961
Northland District: 100 S. 1st Street, Room 115 Minneapolis, MN 55401-9651 Phone: 612-349-6395 Fax: 612-349-3576	540, 546-548, 550-551, 553-564, 566
Portland District 715 NW Hoyt Street Portland, OR 97208-9651 Phone: 503-294-2456 Fax: 503-294-2358	970-979, 986
Salt Lake City District: 1760 W. 2100 S. Salt Lake City, UT 84199-9651 Phone: 801-974-2507 Fax: 801-974-2513	832-834, 836-837, 840-847
Seattle District: 415 First Avenue N, 2nd Floor Seattle, WA 98109-9432 Phone: 206-378-2612 Fax: 206-378-2546	835, 838, 980-985, 988-994







## 609 Filing Indemnity Claims for Loss or Damage

### Overview

- [1.0 General Filing Instructions](#)
- [2.0 Providing Proof of Loss or Damage](#)
- [3.0 Providing Evidence of Insurance and Value](#)
- [4.0 Claims](#)
- [5.0 Compensation](#)
- [6.0 Adjudication of Claims](#)

### 1.0 General Filing Instructions

#### 1.1 Extra Services With Indemnity

A customer may file an indemnity claim for insured mail, collect on delivery (COD) items, Registered Mail with postal insurance, or Priority Mail Express. Inquiries on uninsured Registered Mail may be filed as detailed in [503.1.0](#). Customers can find additional information in Publication 122, *Customer Guide to Filing Domestic Insurance Claims or Registered Mail Inquiries*, available on [www.usps.com](http://www.usps.com) and in Post Offices.

#### 1.2 Bulk Insured Claims

Mailers authorized to mail at bulk insured prices under [503.3.0](#) will receive instructions for filing claims from their postmaster or designee, including specific claim numbers to be used when filing claims. At some time in the future, electronic filing of indemnity claims will become mandatory. Prior to mandatory electronic claims filing, customers will be provided with the format instructions for the new electronic (soft copy) of Form 3877 and instructions for electronic filing of indemnity claims.

#### 1.3 Who May File

A claim may be filed by:

- a. Either the mailer or addressee, for damaged articles or articles with some or all of the contents missing.
- b. Either the mailer or addressee who is in possession of the original retail mailing receipt, or in possession of the online label record or computer printout of the Web-based application as described in [3.1d](#), for lost articles.
- c. Only the merchandise return permit holder, for merchandise return service (MRS) parcels that are registered or insured as indicated by the permit holder on the MRS label.
- d. Only the mailer, when the mailer has added and paid for insurance on merchandise return service parcels.
- e. Only the mailer, for insured or collect on delivery (COD) parcels paid using eVS under [705.2.9](#).



### 1.4 When to File

[7-28-13] File claims as follows:

- Damaged or Missing Contents*: customers should file a claim immediately but must file no later than 60 days from the date of mailing.
- Lost Articles*: customers must file a claim within the time limits in the chart below.

MAIL TYPE OR SERVICE	WHEN TO FILE (FROM MAILING DATE)	
	No Sooner Than	No Later Than
Priority Mail Express	7 days	90 days
Priority Mail Express COD	45 days	90 days
Registered Mail	15 days	180 days
Registered COD	45 days	180 days
Insured Mail (including Priority Mail under 503.3.2)	21 days	180 days
COD	45 days	180 days
APO/FPO Insured Mail (First-Class Mail, SAM, or PAL)	45 days	1 year
APO/FPO Insured Mail (Surface Only)	75 days	1 year

### 1.5 Where to File

[7-28-13] [1-27-13] A domestic claim should be filed online at [www.usps.com/domestic-claims](http://www.usps.com/domestic-claims) for domestic insured mail, Priority Mail Express, COD and Registered Mail. Customers without internet access may file by mail (1.6.2) or at the post office (1.6.3).

### 1.6 How to File

#### 1.6.1 Claims Filed Online

[7-28-13] Customers may file a claim online for insured mail, including Priority Mail with insurance coverage as provided in 503.3.2, Priority Mail Express, COD, and Registered Mail at [www.usps.com/domestic-claims](http://www.usps.com/domestic-claims). Evidence of value is required and should be submitted as an uploaded file (.pdf or .jpeg), otherwise, the claim cannot be completed online. (see 1.6.3 to file by mail or 1.6.3 to file at the post office). Evidence of insurance must be retained by the customer until the claim is resolved. Upon written request by the USPS, the customer must submit proof of damage (see 2.0) for damaged items or missing contents, in person to a local Post Office for inspection, retention, and disposition in accordance with the claims decision.

#### 1.6.2 Claims Filed by Mail

[7-28-13] Customers may file a claim by completing a PS Form 1000, *Domestic or International Claim*, and mailing it to Domestic Claims, Accounting Services (see 608.8.0). Customers may print PS Form 1000 from [www.usps.com/insuranceclaims](http://www.usps.com/insuranceclaims). Evidence of value is required and must accompany the PS Form 1000. Evidence of insurance must be retained by the customer until the claim is resolved. For Priority Mail Express COD and Registered



Mail COD claims, the customer must provide both the original COD receipt and the Priority Mail Express receipt or the Registered Mail receipt. Upon written request by the USPS, the customer must submit proof of damage (see 2.0) for damaged items or missing contents, in person to a local Post Office for inspection, retention, and disposition in accordance with the claims decision.

### **1.6.3 Claims Filed at the Post Office**

A customer may file PS Form 1000 at a local Post Office, which will then forward the form to Accounting Services in St. Louis. Customers may print PS Form 1000 from [www.usps.com/insuranceclaims](http://www.usps.com/insuranceclaims). Evidence of value is required and must accompany the PS Form 1000. Evidence of insurance must be retained by the customer until the claim is resolved. For Priority Mail Express COD and Registered Mail COD claims, the customer must provide both the original COD receipt and the Priority Mail Express receipt or the Registered Mail receipt. Upon written request by the USPS, the customer must submit proof of damage (see 2.0) for damaged items or missing contents, in person to a local Post Office for inspection, retention, and disposition in accordance with the claims decision.

### **1.7 Filing Duplicate Claims**

A customer must file any duplicate claim no sooner than 30 days and no later than 60 days from the date the original claim was filed.

## **2.0 Providing Proof of Loss or Damage**

### **2.1 Missing Contents**

If a claim is filed because some or all of the contents are missing, the addressee must retain the mailing container, including wrapping, packaging, and any contents that were received, and must, upon written request by the USPS, make them available to the local Post Office for inspection, retention, and disposition in accordance with the claims decision. Failure to do so will result in denial of the claim.

### **2.2 Proof of Damage**

If the addressee files the claim, the addressee must retain the damaged article and mailing container, including wrapping, packaging, and contents, and must, upon written request by the USPS, make them available for inspection. If the mailer files the claim, Accounting Services in St. Louis may notify the addressee by letter to present the damaged article and mailing container, including any wrapping, packaging, and any other contents received, to a local Post Office for inspection, retention, and disposition in accordance with the claims decision. Failure to do so will result in denial of the claim.



### 3.0 Providing Evidence of Insurance and Value

#### 3.1 Evidence of Insurance

**[7-28-13]** For a claim involving insured mail, Registered Mail, COD, or Priority Mail Express, the customer must retain evidence showing that the particular service was purchased until the claim is resolved. Examples of acceptable evidence of insurance are:

- a. The original mailing receipt issued at the time of mailing (retail insured mail, Registered Mail, and COD receipts must contain a USPS postmark). Except for Registered Mail and COD claims, a photocopy of the original mailing receipt is acceptable. If the original mailing receipt, or a photocopy of such receipt, is not available, the original USPS sales receipt listing the mailing receipt number and insurance amount is acceptable. Customers filing online claims may scan the receipt and submit as an uploaded file; otherwise, the claim cannot be completed online. (see [1.6.3](#) to file by mail or [1.6.3](#) to file at the post office).
- b. The wrapper showing the names and addresses of the sender and the addressee and the proper mail endorsement, tag, or label showing that the article was sent insured, COD, registered with postal insurance, or Priority Mail Express. If only the wrapper is submitted, indemnity can be limited to \$100 for insured, \$50 for COD, \$100 for Registered Mail, and \$100 for Priority Mail Express.
- c. For Priority Mail Express items accepted for mailing under a Priority Mail Express Manifesting agreement in [705.2.0](#), a copy of the manifest page showing the Priority Mail Express label number for the item in question; the manifest summary page for the date the piece was mailed; a copy of Form 3152-E, Priority Mail Express *Manifesting Certification*, round-dated by the accepting Post Office; and a copy of the USPSA monthly statement that lists the label number and postage for the mailpiece. If the customer purchased additional insurance, a copy of the round-stamped Form 3877, *Firm Mailing Book for Accountable Mail*, must also be submitted.
- d. For insurance purchased online, the mailer may access and print an electronic record as follows:
  1. A computer printout from the Web-based application used to print the label and purchase the insurance. The printout must clearly identify the following information: the USPS Tracking or Signature Confirmation number of the insured parcel, total postage paid, insurance fee paid, declared value, declared mailing or shipping date, origin ZIP Code, and delivery ZIP Code.
  2. A printed online label record.
- e. For insured mail or COD mail paid using eVS under [705.2.9](#), the mailer must include either a Detail Record in their Shipping Services files, version 1.6 or higher, which contains recipient name and address information for the accountable Extra Services pieces in the mailing as provided in Publication 205, Pub 199, and Pub 122. Optionally, the mailer may instead present a printout of the part of Form 3877 that identifies the parcel by including the article number (the package identification code) of the insured or COD parcel, total postage



paid, fee paid, declared insured value, amount due sender if COD, mailing date, origin ZIP Code, and delivery ZIP Code reported in the parcel record in the eVS manifest file. The Detail Records of Shipping Services files or Form 3877 are presented to confirm payment through eVS. This information is used by the administering Post Office where the eVS permit account is held and for claims processing.

### 3.2 Evidence of Value

**[7-28-13]** The customer (either the mailer or the addressee) must submit acceptable evidence to establish the cost or value of the article at the time it was mailed. For claims submitted online, evidence of value should be submitted as an uploaded file; otherwise, the claim cannot be completed online (see [1.6.3](#) to file by mail or [1.6.3](#) to file at the post office). Other evidence may be requested to help determine an accurate value. Examples of acceptable evidence are:

- a. Sales receipt, invoice or bill of sale, or statement of value from a reputable dealer.
- b. For items valued up to \$100, the customer's own statement describing the lost or damaged article and including the date and place of purchase, the amount paid, and whether the item was new or used (only if a sales receipt or invoice is not available). If the article mailed is a hobby, craft, or similar handmade item, the statement must include the cost of the materials used in making the item. The statement must describe the article in sufficient detail to determine whether the value claimed is accurate. (For example, a claim for an heirloom item would include the customer's own statement explaining it was not purchased, costs for materials are not available, along with estimates of repair costs or appraisals from a reputable dealer or a picture from a catalog showing the value of a similar article).
- c. Picture from a catalog showing the value of a similar article (only if a sales receipt, invoice, or statement of value from a reputable dealer is not available). The date and place of purchase must be included.
- d. Paid repair bills; if the claim is for partial damage, estimates of repair costs or appraisals from a reputable dealer. Repair costs may not exceed the original purchase price.
- e. Receipt or invoice for the costs incurred to buy a surety bond required to reissue a lost item.
- f. Receipt or invoice of costs incurred for the reconstruction of nonnegotiable documents.
- g. A copy of a canceled check, money order receipt, credit card statement, or other documentation indicating the amount paid. For Internet purchases, a copy of the front and back of the canceled check, money order, or a copy of the credit card billing statement is required.
- h. For Internet transactions conducted through a Web-based payment network that offers payment services through a stored value account, provide a computer printout of the online transaction identifying the purchaser and seller, price paid, date of transaction, description of item purchased, and assurance



that the transaction status is completed. The printout must clearly identify the Web-based payment network provider through which the Internet transaction was conducted.

## 4.0 Claims

### 4.1 Payable Claim

Insurance for loss or damage to insured, registered, or COD mail within the amount covered by the fee paid or within the indemnity limits for Priority Mail Express as explained in [4.2](#) is payable for the following:

- a. Actual value of lost articles at the time and place of mailing (see [4.1n](#) for bulk insured articles).
- b. Cost of repairing a damaged article or replacing a totally damaged article not exceeding actual value of the article at the time of mailing.
- c. Remittance due on a COD parcel not received by the sender, subject to the limitations set by the standards for COD service.
- d. Reasonable costs incurred duplicating documents such as:
  1. Copying service.
  2. Notary fees.
  3. Bonding fees for replacement of stock or bond certificates.
  4. Reasonable attorney's fees if required to replace the lost or damaged documents.
  5. Other direct and necessary expense or cost, as determined by the USPS.
  6. Face value of negotiable documents that cannot be reconstructed up to the amount of insurance coverage bought, but not to exceed the \$25,000 maximum amount of insurance coverage available if sent by Registered Mail.
- e. Extra cost of gift wrapping, if the gift-wrapped article was enclosed in another container when mailed.
- f. Cost of outer container, if designed and constructed for the article sent.
- g. Fair market value of stamps and coins of philatelic or numismatic value, as determined by a recognized stamp or coin dealer or current coin and stamp collectors newsletters and trade papers.
- h. Federal, state, or city sales tax paid on articles lost or totally damaged.
- i. Postage (not fee) paid for sending damaged articles for repair. (The USPS must be used for this purpose. Other reasonable transportation charges may be included if the USPS is not available.)
- j. Cost of film stock or blank tape for photographic film, negatives, slides, transparencies, videotapes, laser disks, x-rays, magnetic resonance imaging (MRI) prints, computerized axial tomography (CAT) scan prints, etc.

- k. Cost of bees, crickets, or baby poultry destroyed by *physical* damage to the package or delay for which the USPS is responsible. (In the absence of definite evidence showing responsibility for death of these insects or animals, the USPS is presumed to be at fault if 10% or more are dead on delivery, and pays indemnity for all dead bees, crickets, or poultry; if less than 10%, the USPS is not presumed to be at fault.)
- l. Cost of filing a lost ticket report with the airline.
- m. Per page copying cost of lost or damaged blueprints, schematics, etc.
- n. For bulk insured articles, indemnity is provided for the lesser of (1) the actual value of the article at the time of mailing or (2) the wholesale cost of the contents to the sender.
- o. Except for Registered Mail, the maximum indemnity for negotiable items (defined as instruments that can be converted to cash without resort to forgery), currency, or bullion, is \$15.00.

#### 4.2 Payable Priority Mail Express Claim

In addition to the payable claims in [4.1, Payable Claim](#), the following are payable for Priority Mail Express:

- a. For Priority Mail Express insurance, nonnegotiable documents are insured against articles that are lost, damaged, or have missing contents while in transit. Coverage is limited to \$100 per piece (the unit on which postage is paid), subject to a maximum limit per occurrence as provided in [4.2a4](#). Claims for document reconstruction insurance must be supported by a statement of expense incurred in reconstruction. For this standard, while in transit begins when the USPS receives custody of the insured material and ends when the material is delivered to the addressee or, if undeliverable, when the sender receives the material on return. Nonnegotiable documents include audit and business records, commercial papers, and such other written instruments for the conduct and operation of banks and banking institutions that have not been made negotiable or cannot be negotiated or converted into cash without forgery. Nonnegotiable documents can be in print, disk, tape, microfilm, or other forms of data storage. Articles such as artwork, collector or antique items, books, pamphlets, readers proofs, repro proofs, separation negatives, engineering drawings, blueprints, circulars, advertisements, film, negatives, and photographs are considered merchandise, not documents. Indemnity for document reconstruction is paid as follows:
  - 1. For payments made (or which are payable) for reasonable costs incurred in the reconstruction of the exact duplicate of a lost or damaged nonnegotiable document. Indemnity is not paid for the cost of preparing the document mailed, or for the mailer's time in preparing the document mailed or reconstructed. Except for the per page copying cost, indemnity is not paid for documents if copies of the lost document are available or if they could have been made before mailing.
  - 2. Reasonable reconstruction expenses incurred or obligated between the time of guaranteed or scheduled delivery and actual delivery.



3. Loss sustained by the use of funds to maintain cash balances during the period of document reconstruction (based on the applicable Federal Reserve discount price). The period begins at the scheduled delivery time and may not exceed 15 days.
  4. Catastrophic loss for multiple Priority Mail Express items, such as a major fire, limited to \$5,000.00, regardless of the number of Priority Mail Express items, or the identity or number of customers involved. Each claim resulting from a catastrophic loss first is adjudicated individually. If the preliminary adjudication exceeds \$5,000.00, the percentage of the sum represented by each individual settlement is applied to the \$5,000.00 to determine each claimant's pro rata share of the final settlement, not to exceed \$100 per piece.
- b. Merchandise insurance coverage is provided against articles that are lost, damaged, or has missing contents and is limited to \$100. (Additional insurance, up to a maximum liability of \$5,000.00, may be purchased for merchandise valued at more than \$100.)
  - c. For negotiable items, currency, or bullion, the maximum indemnity is \$15.00.

### 4.3 Nonpayable Claims

Indemnity is not paid for insured mail, Registered Mail, COD, or Priority Mail Express in these situations:

- a. Evidence of insurance coverage not provided.
- b. Loss, damage, or have missing contents, that occurred after delivery by the USPS.
- c. Claim based solely on sentimental rather than actual value.
- d. Requested replacement value exceeded actual value at the time and place of mailing.
- e. The contents of film (e.g., positives, negatives, slides, transparencies, videotapes, laser disks, x-rays, magnetic resonance imaging (MRI) prints, computerized axial tomography (CAT) scan prints), the cost of creating or re-creating these items, or the photographer's time and expense in taking the photographs.
- f. Loss resulting from delay of the mail, except under [4.2a.2, Payable Priority Mail Express Claim](#), and [4.3ad](#) below.
- g. Consequential loss claimed rather than the actual value of the article.
- h. Perishable contents froze, melted, spoiled, or deteriorated.
- i. Damage by abrasion, scarring, or scraping to articles not properly wrapped for protection.
- j. Death of baby poultry caused by shipment to points where delivery could not be made within 72 hours from the time of hatching, unless it is determined that transportation was in place to achieve the 72-hour target.





- k. Death of honeybees, crickets, and harmless live animals not the fault of the USPS (mailability of these insects and animals is subject to [601.9.0, Perishables](#)).
- l. The sender or addressee failed to cooperate in the completion of required claim forms.
- m. Fragile nature of article prevented its safe carriage in the mail, regardless of packaging.
- n. Personal time required to replace documents.
- o. Claim filed after the article transported outside the USPS.
- p. Damage caused by shock, transportation environment, or x-ray, without evidence of damage to the mailing container.
- q. Mail article or part or all of its contents officially seized while in the military postal system overseas.
- r. Consequential loss of Priority Mail Express claimed, except under [4.2a3](#) and [4.3ad](#).
- s. Nonmailable items, prohibited items, or restricted items not prepared and mailed according to postal standards, or any item packaged in such a manner that it could not have reached its destination undamaged in the normal course of the mail.
- t. Loss or damage caused by employees or agents of the sender or addressee.
- u. Radioactive injury, electrical or magnetic injury, or erasure of electrical recordings.
- v. War, insurrection, or civil disturbance, or seizure by any agency of government.
- w. Loss after items signed for by the addressee, the addressee's agent, or delivery employee if authorized under the applicable standards.
- x. Items sent COD without the addressee's consent.
- y. Adult birds in Priority Mail Express with no physical damage to the container.
- z. Cost incurred for estimates and appraisals.
- aa. Lottery tickets, sweepstakes tickets, contest entries, and similar items.
- ab. Mailer refuses to accept delivery of the parcel on return.
- ac. Mail not bearing the complete names and addresses of the mailer and addressee, or is undeliverable as addressed to either the addressee or the mailer.
- ad. Event or transportation tickets (e.g., concert, theater, sport, airline, bus, train, etc.) received after the event date. Such items are insured for loss, but not for delay or receipt after the event date for which they were purchased unless sent by Priority Mail Express and the delay is attributable solely to the failure to meet the guaranteed delivery standard under the terms and conditions for the Priority Mail Express service selected.
- ae. Software installed onto computers that have been lost or damaged.



af. Damaged articles not claimed within the time limits in the *Postal Operations Manual*.

ag. Personal time used to make hobby, craft, or similar handmade items.

## 5.0 Compensation

### 5.1 Payment Limit

The USPS does not make payment for more than the actual value of the article or, for bulk insurance, for more than the wholesale cost of the contents to the sender if a lesser amount. The USPS does not make payment for more than the maximum amount covered by the fee paid.

### 5.2 Depreciation

The USPS depreciates a used article either lost or damaged based on the life expectancy of the article.

### 5.3 Insufficient Fee

If, through an established error by the USPS, a fee was charged for less than that required to pay for the amount of insurance coverage requested at the time of mailing, the sender may pay the difference. Indemnity may be paid within the limit fixed for the higher fee. This applies only to the insurance fee when the article is insured. An additional fee may not be paid to register an article previously sent by insured mail, to buy insurance on mail sent as uninsured registered, or to increase the indemnity on the registered article. The declared value must already be noted on Form 3806 or Form 3813-P. Customers must complete all entries on Form 3877 or facsimile.

### 5.4 Loss or Total Damage

If the insured, registered, or COD article is lost or the entire contents totally damaged, the payment includes an additional amount for the postage (not fee) paid by the sender. Postage for Priority Mail Express is refunded under [604.9.5](#).

### 5.5 Dual Claim

If the mailer and the addressee both claim insurance and cannot agree on which one should receive the payment, any payment due is made to the mailer unless the claim has already been paid to the addressee upon presentation of the original mailing receipt.

### 5.6 Incompetent or Deceased

If the payee is incompetent or deceased, payment is made to the legal representative. If there is no legal representative, payment can be made at the discretion of the USPS.

### 5.7 Recovered Article

If a lost registered, insured, COD, or Priority Mail Express article is recovered after payment of a claim, the payee may accept the article and reimburse the USPS for the full amount paid if the article is undamaged. If the article is damaged, has depreciated, or has missing contents, the payee may accept it and reimburse the USPS in an amount set by the Consumer Advocate, USPS Headquarters.

## 6.0 Adjudication of Claims

### 6.1 Initial Adjudication of Claims

Accounting Services in St. Louis adjudicates and determines whether to uphold a claim in full, uphold a claim in part, or deny a claim in full. Domestic insurance claims may be filed online through [www.usps.com/insuranceclaims/online.htm](http://www.usps.com/insuranceclaims/online.htm), via mail to Domestic Claims Accounting Services (see [608.8.0](#)), or by filing it at a local Post Office. Claims for COD and Registered Mail cannot be filed online.

### 6.2 Appealing a Claim Decision

A customer may appeal a claim decision by filing a written appeal to Domestic Claims Appeals, Accounting Services (see [608.8.0](#)) within 60 days of the date of the original decision. A customer may also appeal a claim decision online through [www.usps.com/insuranceclaims/online.htm](http://www.usps.com/insuranceclaims/online.htm) if the original claim was filed online.

### 6.3 Final USPS Decision of Claims

If the manager of Claims Appeals at the St. Louis ASC sustains the denial of a claim, the customer may submit an additional appeal within 60 days for final review and decision to the Consumer Advocate, USPS Headquarters (see [608.8.0](#) for address), who may waive standards in [609](#) in favor of the customer. The customer may file the additional appeal online if the original appeal was filed online.



# 700

## Special Standards

- 703 Nonprofit Standard Mail  
and Other Unique Eligibility**
- 705 Advanced Preparation and  
Special Postage Payment  
Systems**
- 707 Periodicals**
- 708 Technical Specifications**
- 709 Negotiated Service  
Agreements and  
Experimental and  
Temporary Classifications**



## 700

### Special Standards

#### TOPICS

- 703 Nonprofit Standard Mail and Other Unique Eligibility
- 705 Advanced Preparation and Special Postage Payment Systems
- 707 Periodicals
- 708 Technical Specifications
- 709 Negotiated Service Agreements and Experimental and Temporary Classifications

## 703

### Nonprofit Standard Mail and Other Unique Eligibility

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#### 1.0 Nonprofit Standard Mail

- 1.1 Basic Standards
- 1.2 Qualified Nonprofit Organizations
- 1.3 Qualified Political Committees and State or Local Voting Registration Officials
- 1.4 Ineligible Organizations
- 1.5 Identification of Nonprofit Organization
- 1.6 Eligible and Ineligible Matter
- 1.7 Authorization—Application
- 1.8 Confirmation of Authorization to Mail at Nonprofit Standard Mail Prices
- 1.9 Mailing While Application Pending
- 1.10 Ruling on Application
- 1.11 Revocation

#### 2.0 Overseas Military Mail

- 2.1 Basic Standards
- 2.2 Addressing Military Mail
- 2.3 General Restrictions
- 2.4 Military Ordinary Mail (MOM)
- 2.5 Parcel Airlift (PAL)
- 2.6 Priority Mail Express Military Service (PMEMS)
- 2.7 Delivery of Military Mail

#### 3.0 Department of State Mail

- 3.1 Availability
- 3.2 Conditions For Authorized Mail
- 3.3 Mail Security

#### 4.0 Mail Sent by U.S. Armed Forces

- 4.1 Letters Sent Postage Collect
- 4.2 Matter Sent Free

#### 5.0 Free Matter for the Blind and Other Physically Handicapped Persons

- 5.1 Basic Information
- 5.2 Matter Sent To Blind or Other Physically Handicapped Persons
- 5.3 Matter Sent By Blind or Other Physically Handicapped Persons
- 5.4 Preparation

#### 6.0 Official Mail (Franked)

- 6.1 Basic Information
- 6.2 Addressing

#### 7.0 Official Mail (Penalty)

- 7.1 Definitions

- 7.2 Postage And Fees
- 7.3 Eligibility
- 7.4 Authorization
- 7.5 Services, Classes, Prices, Preparation, And Detention
- 7.6 General Standards for Penalty Indicia
- 7.7 Penalty Meter
- 7.8 Penalty Permit Imprint
- 7.9 Penalty Postage Stamps and Stationery
- 7.10 General Standards for Penalty Reply Mail
- 7.11 Penalty Business Reply Mail (BRM)
- 7.12 Penalty Merchandise Return Service
- 7.13 Penalty Periodicals
- 7.14 Penalty Priority Mail Express
- 7.15 Contractors

#### 8.0 Balloting Materials

- 8.1 Basic Standards
- 8.2 Special Exemption

#### 9.0 Mixed Classes

- 9.1 Basic Information
- 9.2 Eligibility for Attachments of Different Classes
- 9.3 Eligibility for an Enclosure in Periodicals Publication
- 9.4 Eligibility for an Enclosure in Standard Mail, Parcel Select, and Package Services Parcels
- 9.5 Eligibility for an Incidental First-Class Mail Attachment or Enclosure
- 9.6 Eligibility for Combined Mailing of Media Mail and Bound Printed Matter
- 9.7 Markings on Mixed Mail
- 9.8 Postage Payment for Attachments of Different Classes
- 9.9 Postage Payment for Enclosure in Periodicals Publication
- 9.10 Postage Payment for Enclosure in Standard Mail, Parcel Select, or Package Services Parcel
- 9.11 Postage Payment for Incidental First-Class Mail Attachment or Enclosure
- 9.12 Postage Payment for Combined Mailings of Media Mail and Bound Printed Matter
- 9.13 Extra Services for Mixed Classes

## 700 Special Standards

### 705 Advanced Preparation and Special Postage Payment Systems

#### **1.0 Customized MarketMail**

- 1.1 Basic Standards
- 1.2 Prices
- 1.3 Extra Services
- 1.4 Preparation Standards

#### **2.0 Manifest Mailing System**

- 2.1 Description
- 2.2 Basic Standards
- 2.3 Keyline
- 2.4 Authorization
- 2.5 Revocation
- 2.6 Priority Mail Express Manifesting Agreements
- 2.7 Basic Standards
- 2.8 Applications, Agreement Renewals, Modifications, Suspensions, and Cancellations
- 2.9 Electronic Verification System

#### **3.0 Optional Procedure Mailing System**

- 3.1 Basic Information
- 3.2 Authorization
- 3.3 Records

#### **4.0 Alternate Mailing System**

- 4.1 Basic Information
- 4.2 Authorization

#### **5.0 First-Class Mail or Standard Mail Mailings With Different Payment Methods**

- 5.1 Basic Provisions
- 5.2 Postage
- 5.3 Producing the Combined Mailing
- 5.4 Documentation

#### **6.0 Combining Mailings of Standard Mail, Package Services, and Parcel Select Parcels**

- 6.1 Basic Standards for Combining Parcels
- 6.2 Combining Parcels—DNDC Entry
- 6.3 Combining Parcels—Parcel Select ONDC Presort, NDC Presort, DSCF, and DDU Prices
- 6.4 Combining Package Services, Parcel Select, and Standard Mail—Optional 3-Digit SCF Entry

### **7.0 Combining Package Services and Parcel Select Parcels for Destination Entry**

- 7.1 Combining Parcels—DSCF and DDU Entry
- 7.2 Combining Parcel Select and Package Services Machinable Parcels for DNDC Entry
- 7.3 Postage Payment
- 7.4 Documentation
- 7.5 Authorization

#### **8.0 Preparing Pallets**

- 8.1 Physical Characteristics
- 8.2 Top Caps
- 8.3 Stacking Pallets
- 8.4 Pallet Boxes
- 8.5 General Preparation
- 8.6 Pallet Placards
- 8.7 Copalletized, Combined, or Mixed-Price Level Palletized Mailings
- 8.8 Basic Uses
- 8.9 Bundles on Pallets
- 8.10 Pallet Presort and Labeling
- 8.11 Bundle Reallocation to Protect SCF Pallet for Periodicals Flats and Irregular Parcels and Standard Mail Flats on Pallets
- 8.12 Bundle Reallocation to Protect ADC Pallet for Periodicals Flats and Irregular Parcels on Pallets
- 8.13 Bundle Reallocation to Protect NDC Pallet for Standard Mail Flats on Pallets
- 8.14 Pallets of Bundles, Sacks, and Trays
- 8.15 Sacks
- 8.16 Copalletized Letter-size and Flat-size Pieces—Periodicals or Standard Mail
- 8.17 Pallets of Machinable Parcels
- 8.18 Parcel Select—Network Distribution Center (NDC) Presort Discount
- 8.19 Parcel Select—Origin Network Distribution Center (ONDC) Presort Discount
- 8.20 Parcel Select DSCF Prices—Parcels on Pallets
- 8.21 Parcel Select DSCF Prices—Sacks on Pallets
- 8.22 Parcel Select and Bound Printed Matter DDU Prices



## **700 Special Standards**

### **9.0 Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks**

- 9.1 First-Class Mail
- 9.2 Periodicals
- 9.3 Standard Mail
- 9.4 Bound Printed Matter

### **10.0 Merging Bundles of Flats Using the City State Product**

- 10.1 Periodicals
- 10.2 Standard Mail

### **11.0 Combining Automation Price and Nonautomation Price Flats in Bundles**

- 11.1 First-Class Mail
- 11.2 Periodicals
- 11.3 Standard Mail
- 11.4 Bound Printed Matter

### **12.0 Merging Bundles of Flats on Pallets Using a 5% Threshold**

- 12.1 Periodicals

### **13.0 Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold**

- 13.1 Periodicals
- 13.2 Standard Mail

### **14.0 Combining Bundles of Flats Within FSS Zones**

- 14.1 General
- 14.2 Periodicals
- 14.3 Standard Mail
- 14.4 Bound Printed Matter

### **15.0 Combining Standard Mail Flats and Periodicals Flats**

- 15.1 Basic Standards
- 15.2 Combining Standard Mail Flats and Periodicals Flats in the Same Bundle
- 15.3 Combining Bundles of Standard Mail Flats and Periodicals Flats on the Same Pallet
- 15.4 Pallet Preparation

### **16.0 Plant Load Mailings**

- 16.1 Basic Information
- 16.2 Application for Plant Load Privileges
- 16.3 Plant Load Operations
- 16.4 Expedited Plant Load Shipment
- 16.5 Mailer Responsibilities
- 16.6 Intradistrict Plant-Loaded Shipments

- 16.7 Interdistrict Plant-Loaded Shipments

### **17.0 Plant-Verified Drop Shipment**

- 17.1 Description
- 17.2 Program Participation
- 17.3 Liability
- 17.4 Standard Mail Documentation
- 17.5 Parcel Select and Package Services PVDS Option

### **18.0 Priority Mail Express Open and Distribute and Priority Mail Open and Distribute**

- 18.1 Prices and Fees
- 18.2 Basic Standards
- 18.3 Additional Standards for Priority Mail Express Open and Distribute
- 18.4 Additional Standards for Priority Mail Open and Distribute
- 18.5 Preparation
- 18.6 Enter and Deposit

### **19.0 Priority Mail Express Reshipment Service**

- 19.1 Basic Information

### **20.0 Metered Mail Drop Shipment**

- 20.1 Basic Information
- 20.2 Authorization
- 20.3 Option 1: Deposit at P&DC/F
- 20.4 Option 2: Deposit at Another Post Office
- 20.5 Option 3: Consolidated Drop Shipment With Endorsement
- 20.6 Option 4: Consolidated Drop Shipment Without Endorsement

### **21.0 Postage Due Weight Averaging Program**

- 21.1 Basic Information
- 21.2 Authorization

### **22.0 Optional Combined Parcel Mailings**

- 22.1 Basic Standards for Combining Parcel Select, Package Services, and Standard Mail Parcels
- 22.2 Price Eligibility
- 22.3 Mail Preparation

### **23.0 Repositionable Notes (RPNs)**

- 23.1 Use
- 23.2 Mailpiece Characteristics
- 23.3 RPN Characteristics

## 700 Special Standards

- 23.4 RPNs on Automation-Price Mailpieces
- 23.5 Prices
- 23.6 Compliance

### **24.0 Full-Service Automation Option**

- 24.1 Description
- 24.2 General Eligibility Standards
- 24.3 Eligibility for Waiver of Annual Fees and Waiver of Deposit of Permit Imprint Mail Restrictions
- 24.4 Preparation
- 24.5 Additional Standards

### **25.0 Scan Based Payment**

- 25.1 Basic Information
- 25.2 Authorization
- 25.3 Price Adjustment

### **26.0 Alaska Bypass Service**

- 26.1 Prices
- 26.2 Price Eligibility

## 707 Periodicals

### **1.0 Prices and Fees**

- 1.1 Outside-County—Including Science-of-Agriculture
- 1.2 In-County
- 1.3 Ride-Along Price
- 1.4 Fees

### **2.0 Price Application and Computation**

- 2.1 Price Application
- 2.2 Computing Postage

### **3.0 Physical Characteristics and Content Eligibility**

- 3.1 Physical Characteristics
- 3.2 Addressing
- 3.3 Permissible Mailpiece Components
- 3.4 Impermissible Mailpiece Components
- 3.5 Mailpiece Construction
- 3.6 Printed Features

### **4.0 Basic Eligibility Standards**

- 4.1 Second-Class Mail
- 4.2 Qualification Categories
- 4.3 General
- 4.4 Periodical Publications
- 4.5 Printed Sheets
- 4.6 Known Office of Publication

- 4.7 Regular Issuance
- 4.8 Eligible Formats
- 4.9 Issues
- 4.10 Editions
- 4.11 Back Issues and Reprints
- 4.12 Identification
- 4.13 Advertising Standards
- 4.14 Fees

### **5.0 Applying for Periodicals Authorization**

- 5.1 Original Entry Application
- 5.2 Mailing While Application Pending
- 5.3 Decision on Application
- 5.4 Revocation or Suspension of Privileges

### **6.0 Qualification Categories**

- 6.1 General Publication
- 6.2 Publications of Institutions and Societies
- 6.3 Publications of State Departments of Agriculture
- 6.4 Requester Publications
- 6.5 Electronic Copies
- 6.6 Foreign Publications
- 6.7 News Agent Registry

### **7.0 Mailing to Nonsubscribers or Nonrequesters**

- 7.1 Sample Copies
- 7.2 Simplified Address
- 7.3 Advertising Copies
- 7.4 Gift Subscriptions
- 7.5 Exchange Copies
- 7.6 Expired Subscription
- 7.7 Complimentary Copies
- 7.8 Proof Copies
- 7.9 Nonrequester and Nonsubscriber Copies

### **8.0 Record Keeping Standards for Publishers**

- 8.1 Basic Standards
- 8.2 Verification
- 8.3 Statement of Ownership, Management, and Circulation
- 8.4 Nonsubscriber and Nonrequester Copy Distribution

### **9.0 Changing Title, Frequency, or Known Office of Publication**

- 9.1 General
- 9.2 Changing Qualification Categories

## 700

### Special Standards

#### 9.3 Application for Reentry

#### 10.0 Preferred Periodicals

##### 10.1 Nonprofit Eligibility—Basic Standards

##### 10.2 Nonprofit Eligibility—Qualified Organizations

##### 10.3 Nonprofit Eligibility—Other Qualified Organizations

##### 10.4 Classroom Eligibility

##### 10.5 Application

##### 10.6 Mailing While Application Pending

##### 10.7 Decision on Application

#### 11.0 Basic Eligibility

##### 11.1 Outside-County Prices

##### 11.2 Outside-County Science-of-Agriculture Prices

##### 11.3 In-County Prices

##### 11.4 Discounts

##### 11.5 Copies Mailed by Public

#### 12.0 Nonbarcoded (Presorted) Eligibility

##### 12.1 Basic Standards

##### 12.2 Prices—Outside-County

##### 12.3 Prices—In-County

#### 13.0 Carrier Route Eligibility

##### 13.1 Basic Standards

##### 13.2 Sorting

##### 13.3 Walk-Sequence Prices

##### 13.4 Full-Service Intelligent Mail Eligibility Standards

##### 13.5 Carrier Route Accuracy Standard

#### 14.0 Barcoded (Automation) Eligibility

##### 14.1 Basic Standards

##### 14.2 Eligibility Standards for Full-Service Automation Periodicals

##### 14.3 Prices—Outside-County

##### 14.4 Prices—In-County

##### 14.5 Address Standards for Barcoded Pieces

#### 15.0 Ride-Along Eligibility

##### 15.1 General

##### 15.2 Basic Standards

##### 15.3 Physical Characteristics

##### 15.4 Marking

#### 16.0 Postage Payment

##### 16.1 Filing Each Issue

##### 16.2 Filing Marked Copy

##### 16.3 Mailer and Publisher Responsibility

#### 16.4 Payment Method

#### 16.5 Periodicals Accuracy, Grading, and Evaluation Program

#### 17.0 Documentation

##### 17.1 Postage Statement

##### 17.2 Documentation

##### 17.3 Basic Standards for Documentation

##### 17.4 Basic Standards for Postage Statements

##### 17.5 Monthly Postage Statements

##### 17.6 Detailed Zone Listing for Periodicals

##### 17.7 Additional Standards

#### 18.0 General Mail Preparation

##### 18.1 Definition of Presort

##### 18.2 Definition of Mailings

##### 18.3 Presort Terms

##### 18.4 Mail Preparation Terms

#### 19.0 Bundles

##### 19.1 General

#### 20.0 Sacks and Trays

##### 20.1 Basic Standards

##### 20.2 Letter Tray Preparation

##### 20.3 Sack Preparation

##### 20.4 Use of Flat Trays (Optional)

#### 21.0 Sack and Tray Labels

##### 21.1 Basic Standards

##### 21.2 Sack Labels

##### 21.3 Tray Labels

##### 21.4 Use of Barcoded Sack and Tray Labels

#### 22.0 Preparing Nonbarcoded (Presorted) Periodicals

##### 22.1 Basic Standards

##### 22.2 Bundle Preparation

##### 22.3 Firm Bundles

##### 22.4 Bundles With Fewer Than Six Pieces

##### 22.5 Tray Preparation—Letter-Size Pieces

##### 22.6 Sack Preparation—Flat-Size Pieces and Parcels

##### 22.7 Optional Tray Preparation—Flat-Size Nonbarcoded Pieces

#### 23.0 Preparing Carrier Route Periodicals

##### 23.1 Basic Standards

##### 23.2 Bundle Preparation

##### 23.3 Preparation—Letter-Size Pieces

## 700 Special Standards

- 23.4 Preparation—Flat-Size Pieces and Irregular Parcels
- 23.5 Firm Bundles
- 23.6 Bundles With Fewer Than Six Pieces
- 23.7 Multi-Box Section Bundles—Optional Preparation
- 23.8 Delivery Sequence Information
- 23.9 Delivery Sequence Documentation

### **24.0 Preparing Letter-Size Barcoded (Automation) Periodicals**

- 24.1 Basic Standards
- 24.2 Additional Standards

### **25.0 Preparing Flat-Size Barcoded (Automation) Periodicals**

- 25.1 Basic Standards
- 25.2 Physical Standards
- 25.3 Bundling and Labeling
- 25.4 Sacking and Labeling
- 25.5 Optional Tray Preparation—Flat-Size Barcoded Pieces

### **26.0 Physical Criteria for Nonmachinable Flat-Size Periodicals**

- 26.1 General
- 26.2 Weight and Size
- 26.3 Flexibility and Deflection
- 26.4 Additional Criteria

### **27.0 Combining Multiple Editions or Publications**

- 27.1 Description
- 27.2 Authorization
- 27.3 Minimum Volume
- 27.4 Labeling
- 27.5 Documentation
- 27.6 Additional Standards
- 27.7 Postage Statements
- 27.8 Postage Payment
- 27.9 Deposit of Mail

### **28.0 Enter and Deposit**

- 28.1 Service Objectives
- 28.2 Basic Standards
- 28.3 Exceptional Dispatch
- 28.4 Deposit at AMC/AMF

### **29.0 Destination Entry**

- 29.1 Basic Standards
- 29.2 Destination Network Distribution Center
- 29.3 Destination Area Distribution Center

- 29.4 Destination Sectional Center Facility
- 29.5 Destination Delivery Unit

### **30.0 Additional Mailing Offices**

- 30.1 Basic Standards
- 30.2 Additional Standards

## 708 Technical Specifications

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### **1.0 Standardized Documentation for First-Class Mail, Periodicals, Standard Mail, and Flat-Size Bound Printed Matter**

- 1.1 Basic Standards
- 1.2 Format and Content
- 1.3 Price Level Column Headings
- 1.4 Sortation Level
- 1.5 Combined, Copalletized, and Merged Mailings
- 1.6 Detailed Zone Listing for Periodicals
- 1.7 Bundle and Container Reports for Outside-County Periodicals Mail
- 1.8 Optional Information

### **2.0 Presort Accuracy Validation and Evaluation (PAVE)**

- 2.1 Presort Accuracy Validation and Evaluation (PAVE)

### **3.0 Coding Accuracy Support System (CASS)**

- 3.1 Basic Information
- 3.2 Software Certification
- 3.3 Date of Address Matching and Coding
- 3.4 Definitions—Mailing and Address Lists
- 3.5 Documentation
- 3.6 CASS Certification

### **4.0 Standards for Intelligent Mail and POSTNET Barcodes**

- 4.1 General
- 4.2 POSTNET Barcode
- 4.3 Intelligent Mail Barcodes
- 4.4 Reflectance
- 4.5 Skew and Baseline Shift
- 4.6 Barcode Software and Hardware Certification

### **5.0 Standards for Package and Extra Service Barcodes**

- 5.1 Intelligent Mail Package Barcode
- 5.2 Other Package Barcodes

## **700 Special Standards**

### **6.0 Standards for Barcoded Tray Labels, Sack Labels, and Container Placards**

- 6.1 General
- 6.2 Specifications for Barcoded Tray and Sack Labels
- 6.3 Additional Standards—Barcoded 2-Inch Sack Labels and Barcoded Tray Labels
- 6.4 Additional Standards—Barcoded 1-Inch Sack Labels
- 6.5 Intelligent Mail Tray Labels
- 6.6 Intelligent Mail Container Placards (Labels)

### **7.0 Optional Endorsement Lines (OELs)**

- 7.1 OEL Use
- 7.2 OEL Format

### **8.0 Carrier Route Information Lines**

- 8.1 Basic Information
- 8.2 Format and Content

### **9.0 Facing Identification Mark (FIM)**

- 9.1 Using FIMs
- 9.2 Pattern
- 9.3 Specification
- 9.4 Dimensional Tolerances
- 9.5 Reflectance

### **10.0 Postal Zones**

- 10.1 Basis
- 10.2 Application
- 10.3 Zone Charts
- 10.4 Specific Zones

- 2.2 Prices and Fees
- 2.3 Eligibility for Participation
- 2.4 Early Termination
- 2.5 Mailpiece Characteristics
- 2.6 USPS Responsibility

### **3.0 Promotions for First-Class Mail and Standard Mail for 2013**

- 3.1 Summary of Programs
- 3.2 Registration and General Conditions for Documentation
- 3.3 Program Descriptions
- 3.4 Discounts
- 3.5 Mobile Barcode or Image Placement

## **709 Negotiated Service Agreements and Experimental and Temporary Classifications**

### **1.0 General Requirements for Negotiated Service Agreements (NSAs)**

- 1.1 Basic Information
- 1.2 Candidate Factors and Requirements
- 1.3 Application Process
- 1.4 Market Dominant First-Class Mail and Standard Mail Letters NSAs

### **2.0 Alternate Postage Payment Method for Greeting Cards**

- 2.1 Description and Purpose



## **700 Special Standards**

703 Nonprofit Standard Mail and Other Unique Eligibility

705 Advanced Preparation and Special Postage  
Payment Systems

707 Periodicals

708 Technical Specifications

709 Negotiated Service Agreements and Experimental  
and Temporary Classifications





# 703 Nonprofit Standard Mail and Other Unique Eligibility

## Overview

- [1.0 Nonprofit Standard Mail](#)
- [2.0 Overseas Military Mail](#)
- [3.0 Department of State Mail](#)
- [4.0 Mail Sent by U.S. Armed Forces](#)
- [5.0 Free Matter for the Blind and Other Physically Handicapped Persons](#)
- [6.0 Official Mail \(Franked\)](#)
- [7.0 Official Mail \(Penalty\)](#)
- [8.0 Balloting Materials](#)
- [9.0 Mixed Classes](#)

## 1.0 Nonprofit Standard Mail

### 1.1 Basic Standards

#### 1.1.1 Organization Eligibility

Only organizations that meet the standards in [1.2, Qualified Nonprofit Organizations](#), or [1.3, Qualified Political Committees and State or Local Voting Registration Officials](#), and that have received specific authorization from the USPS may mail eligible matter at any Nonprofit Standard Mail price, including Nonprofit Enhanced Carrier Route prices.

#### 1.1.2 Authorization

Specific authorization is required to mail at Nonprofit Standard Mail prices and may be used at any Post Office with *PostaOne!* access. Mailers are required to confirm authorization at non-*PostaOne!* Post Office locations before mailings will be accepted at Nonprofit Standard Mail prices.

#### 1.1.3 Discounts

Pieces mailed at the Nonprofit Standard Mail prices must meet the standards in [243](#), [343](#), or [443](#) and the corresponding standards for any other discount or price claimed.

### 1.2 Qualified Nonprofit Organizations

#### 1.2.1 General

An organization described in [1.2.3](#) through [1.2.10](#) may be authorized to mail at the Nonprofit Standard Mail prices if it is not organized for profit and none of its net income inures to the benefit of any private stockholder or individual.

#### 1.2.2 Primary Purpose

The standard of *primary purpose* used in the definitions in [1.2.3](#) through [1.2.10](#) requires that the organization be both organized and operated for the primary purpose. Organizations that incidentally engage in qualifying activities do not meet the primary purpose test.



#### **1.2.3 Religious**

A *religious organization* is a nonprofit organization whose primary purpose is to:

- a. Conduct religious worship (e.g., churches, synagogues, temples, or mosques);
- b. Support the religious activities of nonprofit organizations whose primary purpose is to conduct religious worship; or
- c. Further the teaching of particular religious faiths or tenets, including religious instruction and the dissemination of religious information.

#### **1.2.4 Educational**

A *educational organization* is a nonprofit organization whose primary purpose is the instruction or training of individuals for improving or developing their capabilities or the instruction of the public on subjects beneficial to the community. An organization may be educational even though it advocates a particular position or viewpoint, as long as it presents a sufficiently full and fair exposition of the pertinent facts to permit the formation of an independent opinion or conclusion. Conversely, an organization is not considered educational if its principal function is the mere presentation of unsupported opinion. These are examples of educational organizations:

- a. An organization (e.g., a primary or secondary school, a college, or a professional or trade school) that has a regularly scheduled curriculum, a regular faculty, and a regularly enrolled body of students in attendance at a place where educational activities are regularly carried on.
- b. An organization whose activities consist of presenting public discussion groups, forums, panels, lectures, or similar programs, including on radio or television.
- c. An organization that presents a course of instruction by correspondence or through the use of television or radio.
- d. Museums, zoos, planetariums, symphony orchestras, and similar organizations.

#### **1.2.5 Scientific**

A *scientific organization* is a nonprofit organization whose primary purpose is to conduct research in the applied, pure, or natural sciences or to disseminate technical information dealing with the applied, pure, or natural sciences.

#### **1.2.6 Philanthropic (Charitable)**

A *philanthropic (charitable) organization* is a nonprofit organization organized and operated to benefit the public. Examples include those that are organized to relieve the poor, distressed, or underprivileged; to advance religion, education, or science; to erect or maintain public buildings, monuments, or works; to lessen the burdens of government; or to promote social welfare for any of the above purposes or to lessen neighborhood tensions, eliminate prejudice and discrimination, defend human and civil rights secured by law, or combat community deterioration and juvenile delinquency. That an organization organized and operated to relieve indigent persons may receive voluntary contributions from those persons does not necessarily make it ineligible for Nonprofit Standard Mail prices as a philanthropic organization. That an organization, in carrying out its primary purpose, advocates

social or civic changes or presents ideas on controversial issues to influence public opinion and sentiment to accept its views, does not necessarily make it ineligible for Nonprofit Standard Mail prices as a philanthropic organization.

#### **1.2.7 Agricultural**

An *agricultural organization* is a nonprofit organization whose primary purpose is the betterment of the conditions of those engaged in agricultural pursuits, the improvement of the grade of their products, and the development of a higher degree of efficiency in agriculture; or the collection and dissemination of information or materials about agriculture. The organization may further and advance agricultural interests through educational activities; by holding agricultural fairs; by collecting and disseminating information about cultivation of the soil and its fruits or the harvesting of marine resources; by rearing, feeding, and managing livestock, poultry, bees, etc.; or by other activities related to agricultural interests.

#### **1.2.8 Labor**

A *labor organization* is a nonprofit organization whose primary purpose is the betterment of the conditions of workers. Labor organizations include, but are not limited to, organizations in which employees or workers participate, whose primary purpose is to deal with employers on grievances, labor disputes, wages, hours of employment, working conditions, etc. (e.g., labor unions and employee associations).

#### **1.2.9 Veterans**

A *veterans' organization* is a nonprofit organization of veterans of the armed services of the United States, or an auxiliary unit or society of, or a trust or foundation for, any such post or organization.

#### **1.2.10 Fraternal**

A *fraternal organization* is a nonprofit organization whose primary purpose is fostering fellowship and mutual benefits among its members. For this standard, a qualified fraternal organization must also be organized under a lodge or chapter system with a representative form of government; must follow a ritualistic format; and must be composed of members elected to membership by vote of the members. Qualifying fraternal organizations include the Masons, Knights of Columbus, Elks, and college fraternities or sororities, and may have members of either or both sexes. Fraternal organizations do not encompass such organizations as business leagues, professional associations, civic associations, or social clubs.

### **1.3 Qualified Political Committees and State or Local Voting Registration Officials**

#### **1.3.1 Political Committees**

These political committees may be authorized to mail at the Nonprofit Standard Mail prices without regard to their nonprofit status:

- a. A national committee of a political party.
- b. A state committee of a political party.
- c. The Democratic Congressional Campaign Committee.
- d. The Democratic Senatorial Campaign Committee.
- e. The National Republican Congressional Committee.



703.1.3.2

- f. The National Republican Senatorial Committee.

### 1.3.2 Definitions

For the standards in [1.3.1](#):

- a. A *national committee* is the organization that, by virtue of the bylaws of a political party, is responsible for the day-to-day operations of such political party at the national level.
- b. A *state committee* is the organization that, by virtue of the bylaws of a political party, is responsible for the day-to-day operation of such political party at the state level.

### 1.3.3 Voting Registration Officials

Voting registration officials in a state or the District of Columbia are authorized to mail certain Standard Mail materials at the Nonprofit Standard Mail prices under the National Voter Registration Act of 1993 (see [1.6.12, Matter Mailed by Voting Registration Official](#)).

## 1.4 Ineligible Organizations

### 1.4.1 Private

These and similar organizations do not qualify for the Nonprofit Standard Mail prices, even if organized on a nonprofit basis:

- a. Automobile clubs.
- b. Business leagues.
- c. Chambers of commerce.
- d. Citizens' and civic improvement associations.
- e. Individuals.
- f. Mutual insurance associations.
- g. Political organizations (other than those specified in [1.3](#)).
- h. Service clubs (e.g., Civitan, Kiwanis, Lions, Optimist, and Rotary).
- i. Social and hobby clubs.
- j. Associations of rural electric cooperatives.
- k. Trade associations.

### 1.4.2 Government

State, county, and municipal governments are generally not eligible for the Nonprofit Standard Mail prices. However, a separate and distinct state, county, or municipal governmental organization that meets the criteria for any one of the specific categories in [1.2](#) may be eligible, notwithstanding its governmental status.

## 1.5 Identification of Nonprofit Organization

All matter mailed at the Nonprofit Standard Mail prices must identify the authorized nonprofit organization. The name and return address of the authorized nonprofit organization must be either on the outside of the mailpiece or in a prominent location on the material being mailed. Pseudonyms or bogus names of persons or organizations may not be used. If the piece bears any name and return address, it

must be that of the authorized nonprofit organization. A well-recognized alternative designation (e.g., “The March of Dimes”) or abbreviation (e.g., “AFL-CIO”) may be used rather than the full organization name.

## **1.6 Eligible and Ineligible Matter**

### **1.6.1 Organization’s Own Mail**

An organization authorized to mail at the Nonprofit Standard Mail prices may mail only its own matter at those prices. An authorized organization may not delegate or lend the use of its authorization to mail at the Nonprofit Standard Mail prices to any other person or organization.

### **1.6.2 Ineligible Matter**

No person or organization may mail, or cause to be mailed by contractual agreement or otherwise, any ineligible matter at the Nonprofit Standard Mail prices.

### **1.6.3 Cooperative Mailing**

A cooperative mailing is subject to the following:

- a. A cooperative mailing may be made at the Nonprofit Standard Mail prices only when each of the cooperating organizations is individually authorized to mail at the Nonprofit Standard Mail prices at the Post Office where the mailing is deposited.
- b. A cooperative mailing involving the mailing of any matter on behalf of or produced for an organization not itself authorized to mail at the Nonprofit Standard Mail prices at the Post Office where the mailing is deposited must be paid at the applicable regular Standard Mail prices. The mailer may appeal the decision under [607.2.0](#).
- c. Exception: The standard in 1.6.3b does not apply to mailings by an organization authorized to mail at Nonprofit Standard Mail prices when both of the following conditions are met:
  1. Mailings must be soliciting monetary donations to the authorized mailer and not promoting or otherwise facilitating the sale or lease of any goods or services.
  2. The organization authorized to mail at Nonprofit Standard Mail prices is given a list of each donor, contact information (e.g., address, telephone number) for each, and the amount of the donation (or waives in writing the receipt of this list).

### **1.6.4 Prohibitions and Restrictions**

Nonprofit Standard Mail prices may not be used for the entry of material that advertises, promotes, offers, or, for a fee or consideration, recommends, describes, or announces the availability of:

- a. Any credit, debit, or charge card or similar financial instrument or account, provided by or through an arrangement with any person or organization not authorized to mail at the Nonprofit Standard Mail prices at the entry Post Office.
- b. Any insurance policy, unless the organization promoting the purchase of such policy is authorized to mail at the Nonprofit Standard Mail prices at the entry Post Office; the policy is designed for and primarily promoted to the members,



### 703.1.6.5

donors, supporters, or beneficiaries of that organization; and the coverage provided by the policy is not generally otherwise commercially available as explained in [1.6.5](#).

- c. Any travel arrangement, unless the organization promoting the arrangement is authorized to mail at the Nonprofit Standard Mail prices at the entry Post Office; the travel contributes substantially (aside from the cultivation of members, donors, or supporters, or the acquisition of income or funds) to one or more of the purposes that constitute the basis for the organization's authorization to mail at the Nonprofit Standard Mail prices; and the arrangement is designed for and primarily promoted to the members, donors, supporters, or beneficiaries of that organization.
- d. Any other product or service unless one of these exceptions is met:
  - 1. The sale of the product or the provision of such service is substantially related to the exercise or performance by the organization of one or more of the purposes used by the organization to qualify for mailing at the Nonprofit Standard Mail prices. The criteria in IRS regulations at 26 C.F.R. section 1.513-1(d), supplemented by the definitions in [1.6.6](#), are used to determine whether an advertisement, promotion, or offer for a product or service is for a substantially related product or service and, therefore, eligible for Nonprofit Standard Mail prices.
  - 2. The product or service is advertised in Standard Mail material meeting the prescribed content requirements for a periodical publication. The criteria in [1.6.8](#) are used to determine whether the Standard Mail material meets the content requirements for a periodical publication.

#### **1.6.5 Definitions, Insurance**

For the standard in [1.6.4b](#):

- a. Except as specified in [1.6.5c](#), the phrase *not generally otherwise commercially available* applies to the actual coverage stated in an insurance policy, without regard to the amount of the premiums, the underwriting practices, and the financial condition of the insurer. When comparisons are made with other policies, consideration is given to coverage benefits, limitations, and exclusions, and to the availability of coverage to the targeted recipients. When insurance policy coverages are compared to determine whether coverage in a policy offered by an organization is not generally otherwise commercially available, the comparison is based on the specific characteristics of the mailpiece recipients (e.g., geographic location or demographics).
- b. Except as specified in [1.6.5c](#), the types of insurance considered generally otherwise commercially available include, but are not limited to, homeowner's, property, casualty, marine, professional liability (including malpractice), travel, health, life, airplane, automobile, truck, motorhome, motorbike, motorcycle, boat, accidental death, accidental dismemberment, Medicare supplement (Medigap), catastrophic care, nursing home, and hospital indemnity insurance.
- c. Coverage is considered not generally otherwise commercially available if either of the following conditions applies:

1. The coverage is provided by the nonprofit organization itself (i.e., the nonprofit organization is the insurer).
2. The coverage is provided or promoted by the nonprofit organization in a mailing to its members, donors, supporters, or beneficiaries in such a way that the members, donors, supporters, or beneficiaries may make tax-deductible donations to the nonprofit organization of their proportional shares of any income in excess of costs that the nonprofit organization receives from the purchase of the coverage by its members, donors, supporters, or beneficiaries.

### **1.6.6 Definitions, Substantially Related Advertising Products**

For the standards in [1.6.4d](#):

- a. Standards established by the Internal Revenue Service (IRS) and the courts with respect to 26 USC 513(a) and (c) of the Internal Revenue Code are used to determine whether the sale or provision of an advertised product or service, whether sold or offered by the organization or by another party, is substantially related to the qualifying purposes of an organization. (Advertisements in Standard Mail material that meet the content requirements for a periodical publication need not meet the substantially related standard to be mailable at the Nonprofit Standard Mail prices. See [1.6.8](#).)
- b. To be substantially related, the sale of the product or the provision of the service must contribute importantly to the accomplishment of one or more of the qualifying purposes of the organization. This means that the sale of the product or providing of the service must be directly related to accomplishing one or more of the purposes on which the organization's authorization to mail at the Nonprofit Standard Mail prices is based. The sale of the product or providing of the service must have a causal relationship to the achievement of the exempt purposes (other than the production of income) of the authorized organization. (Income produced from selling an advertised product or providing a service does not make such action a substantially related activity, even if the income will be used to accomplish the purpose or purposes of the authorized organization.) See 26 C.F.R. section 1.513-1(d).
  1. If an organization pays Unrelated Business Income Tax (UBIT) on the income from the sale of a product or the provision of a service, that activity is by IRS definition not substantially related. See 26 U.S.C. section 512. The fact that an organization does not pay such tax, however, does not establish that the activity is substantially related because other criteria may exempt the organization from payment. See 26 C.F.R. section 1.513-1(e).
  2. Third-party paid advertisements may be included in material mailed at the Nonprofit Standard Mail prices if the products or services advertised are substantially related to one or more of the purposes for which the organization is authorized to mail at the Nonprofit Standard Mail prices. However, if the material contains one or more advertisements that are not substantially related, then the material is not eligible for the Nonprofit Standard Mail prices unless it is part of material that meets the content requirements described in [1.6.8](#) and is not disqualified from using the Nonprofit Standard Mail prices under another provision.



703.1.6.7

- c. Announcements of activities (e.g., bake sale, car wash, charity auction, oratorical contest) are considered substantially related if substantially all the work is conducted by the members or supporters of an authorized organization without compensation. See 26 U.S.C. section 513(a)(1); 26 C.F.R. section 1.513-1(e)(1).
- d. Advertisements for products and services, including products and services offered as prizes or premiums, are considered substantially related if the products and services are received by an authorized organization as gifts or contributions. See 26 U.S.C. section 513(a)(3); 26 C.F.R. section 1.513-1(e)(3).
- e. An advertisement, promotion, offer, or subscription order form for a periodical publication meeting the eligibility criteria in [707.4.0](#) and published by one of the types of nonprofit organizations listed in [1.2](#) is mailable at the Nonprofit Standard Mail prices.
- f. Unless the mailing is ineligible for the Nonprofit Standard Mail prices for other reasons, mailings will be accepted at the Nonprofit Standard Mail prices upon certification that income derived from the sale of products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) described at 26 U.S.C. section 512, and that each of the products or services is substantially related to the nonprofit organization's qualifying purpose.

### 1.6.7 Other Matter

An authorized nonprofit organization's material is not disqualified from being mailed at the Nonprofit Standard Mail prices solely because that material contains, but is not primarily devoted to:

- a. Acknowledgments of organizations or individuals who have made donations to the authorized organization.
- b. References to and a response card or other instructions for making inquiries about services or benefits available from membership in the authorized organization, if advertising, promotional, or application materials for such services or benefits are not included. For purposes of this section, descriptions of membership benefits available as a part of membership, including the use of adjectives, terms, conditions, and brand names, are permissible when they are a minor part of a solicitation or renewal request for membership payments. For purposes of this provision, "minor" is defined as "less than half." Measurement is made in accordance with [707.17.4.5](#). The solicitation or renewal request in which, to a minor degree, membership benefits may be promoted is considered to include only a printed letter to prospective members or current members whose membership is about to expire, and not to any separate, distinct, or independent brochure, circular, flyer, or other documents. Such separate documents will be considered advertising if they contain any advertising, promotional, or application materials. *Exception:* A separate document prepared by the qualifying organization, consisting of one sheet, will be considered to be part of the solicitation letter if it describes the organization's membership benefits and the solicitation letter does not describe the organization's benefits but instead refers the reader to the separate document.



**1.6.8 Periodical Publication Content Requirements**

Advertisements for products and services in material that meets the content requirements for a periodical publication are mailable at the Nonprofit Standard Mail prices. The material mailed must meet these standards:

- a. Have a title. The title must be printed on the front cover page in a style and size of type that make it distinguishable from other information on the front cover page.
- b. Be formed of printed sheets. (It may not be reproduced by stencil, mimeograph, or hectograph. Reproduction by any other process is permitted.) Any style of type may be used.
- c. Contain an identification statement on one of the first five pages of the publication that includes these elements:
  1. Title.
  2. Issue date. The date may be omitted if it is on the front cover or cover page.
  3. Statement of frequency showing when issues are to be published (daily; weekly; monthly; monthly except June; four times a year in June, August, September, and December; annually; irregularly, etc.).
  4. Name and address of the authorized organization, including street number, street name, and ZIP+4 or 5-digit ZIP Code. The street number and street name are optional if there is no letter carrier service.
  5. Issue number. Every issue of each publication is numbered consecutively in a series that may not be broken by assigning numbers to issues omitted. The issue number may be printed on the front or cover page instead of in the identification statement.
  6. International Standard Serial Number (ISSN), if applicable.
  7. Subscription price, if applicable.
- d. Consist of at least 25% nonadvertising matter in each issue. Advertising is defined in [707.4.13](#).

**1.6.9 Contribution and Membership Premiums**

Announcements for premiums received as a result of a contribution or payment of membership dues are not considered advertisements if the membership dues or requested contribution is more than 4 times the cost of the premium item(s) offered and more than 2 times the represented value in the mailpiece, if any, of the premium item(s) offered.

**1.6.10 Political Mailings**

A qualifying political committee under [1.3](#) may mail election-related materials, such as candidate endorsements, at the Nonprofit Standard Mail prices if the materials are exclusively of the qualifying political committee. Political mailings may not be made at the Nonprofit Standard Mail prices when a political candidate or anyone else not authorized to mail at the Nonprofit Standard Mail prices assists the qualifying political committee with the preparation or mailing of such materials, or pays any of the costs of preparation or mailing, or provides any consideration to the



qualifying political committee in return for the mailing being made. The following are examples of political mailings that would not qualify for mailing at the Nonprofit Standard Mail prices:

- a. A mailing containing material identified as having been paid for by the campaign committee or treasurer of an individual candidate.
- b. A mailing containing circulars, flyers, brochures, or other printed matter prepared or printed by a political candidate or his or her campaign organization.
- c. A mailing on which the postage is paid for by a political candidate or his or her campaign organization.
- d. A mailing made on behalf of a candidate in return for a contribution to the qualifying political committee.

### **1.6.11 Products Mailable at Nonprofit Standard Mail Prices**

[1-27-13] The following products are mailable at Nonprofit Standard Mail prices:

- a. Low-cost items within the meaning of 26 USC 513(h)(2), Internal Revenue Code. At the beginning of each calendar year, the value of low-cost items is adjusted for cost of living. Effective January 1, 2013, the cost of such items cannot exceed \$10.20. This cost is the cost to the authorized organization that mails the items or on whose behalf the items are mailed.
- b. Items donated or contributed to the qualified organization. Such items do not have to meet the definition of a low-cost item.
- c. A periodical publication (as defined in 707.4.0) of a nonprofit organization unless it is ineligible under 1.6 to be mailed at the Nonprofit Standard Mail prices.

### **1.6.12 Matter Mailed by Voting Registration Official**

The voting registration official may mail, at the Nonprofit Standard Mail prices, only qualifying Standard Mail matter that is required or authorized to be mailed at those prices by the National Voter Registration Act of 1993.

### **1.6.13 Evidence of Eligibility**

On request, an organization authorized to mail at the Nonprofit Standard Mail prices must provide evidence to the USPS, or cause evidence held by another party to be provided to the USPS, about the eligibility of any of its mail matter or mailings to be sent at those prices. Any failure to provide evidence needed for a ruling on the eligibility of matter to be sent at the Nonprofit Standard Mail prices, or to cause such evidence to be provided, is sufficient basis for a finding that the matter is not eligible for the Nonprofit Standard Mail prices, as well as for the revocation of the organization's authorization to mail at the Nonprofit Standard Mail prices.

## **1.7 Authorization—Application**

### **1.7.1 Filing**

An application on Form 3624, *Application to Mail at Nonprofit Standard Mail Rates*, must be filed by an organization prior to being authorized to mail at Nonprofit Standard Mail prices. The applicant must indicate on Form 3624 the qualifying category of organization under which it seeks authorization.

**1.7.2 Fee**

No fee is charged for filing Form 3624.

**1.7.3 Permits and Authorizations**

Authorization to mail at Nonprofit Standard Mail prices does not relieve the mailer's obligation to obtain mailing permits and pay the required fees for mailing at presorted prices.

**1.7.4 Qualified Nonprofit Organizations**

Form 3624 must be accompanied by evidence that the applicant meets the standards of a qualifying category in [1.2](#) and that the organization is nonprofit (e.g., a certificate of exemption from federal income tax). *An exemption from the payment of federal income tax is not required to qualify for the Nonprofit Standard Mail prices. Such exemption is considered as evidence of qualification for preferred postal prices, but is not the controlling factor in the decision. When an organization submits proof that it is granted federal income tax exemption under 26 USC 501(c)(3), as a religious, educational, scientific, or philanthropic (charitable) organization; under 501(c)(5) as an agricultural or labor organization; under 501(c)(8) as a fraternal organization; or under 501(c)(19) as a veterans' organization, it is considered as qualifying for the Nonprofit Standard Mail prices, unless other evidence discloses some disqualification.*

**1.7.5 Political Committees**

Form 3624 filed by an organization seeking authorization as a qualified political committee must include evidence that the applicant meets the standards of one of the qualifying categories of political committees in [1.3](#); evidence of nonprofit status is not required.

**1.7.6 Nonprofit Standard Mail Authorization Number**

Once an organization is authorized, it may mail at Nonprofit Standard Mail prices at any Post Office location that accepts presorted mailings within the United States. The Postal Service will issue a national Nonprofit Standard Mail authorization number to each organization authorized to mail at the Nonprofit Standard Mail prices. Authorized organizations must display this number in the appropriate space on each postage statement that accompanies a mailing at Nonprofit Standard Mail Prices.

**1.8 Confirmation of Authorization to Mail at Nonprofit Standard Mail Prices****1.8.1 Confirmation of Authorization Application Procedure**

An authorized organization, or organization pending authorization, wishing to mail at a non-*PostalOne!* Post Office location must file Form 3623, *Request for Confirmation of Authorization (or Pending Authorization) to Mail at Nonprofit Standard Mail Prices*, with the postmaster prior to mailings being made at Nonprofit Standard Mail prices.

**1.8.2 Fee**

No fee is charged for filing Form 3623.



#### **1.8.3 Organization Name**

If the organization name on Form 3623 is different from the one on USPS records, the applicant must revise the organization's original application to reflect a name change by providing evidence that the organization name was officially changed (e.g., an official amendment to the organization's Articles of Incorporation stating the former name and the new name and a letter issued by the Internal Revenue Service recognizing the name change).

#### **1.8.4 Permits and Authorizations**

Confirmation of authorization to mail at Nonprofit Standard Mail prices does not relieve the mailer's obligation to obtain mailing permits and pay the required fees for mailing at presorted prices.

### **1.9 Mailing While Application Pending**

#### **1.9.1 Approval**

An organization may not mail at Nonprofit Standard Mail prices at a Post Office before Form 3624 or Form 3623, if required, is approved.

#### **1.9.2 Postage Record**

While an application, or confirmation of authorization, is pending postage must be paid at applicable First-Class Mail or Priority Mail prices, or at applicable Standard Mail prices. The USPS records the difference between postage paid at regular Standard Mail prices and the postage that would have been paid at Nonprofit Standard Mail prices. No record is kept if postage is paid at First-Class Mail or Priority Mail prices.

#### **1.9.3 Refund**

If an authorization, or confirmation of authorization, to mail at Nonprofit Standard Mail prices is issued, the mailer may be refunded the postage paid at the Post Office where pending mailings were made for any amount that exceeds the Nonprofit Standard Mail prices since the effective date of the authorization or confirmation. No refund is made:

- a. If the application on Form 3624 is denied and no appeal is filed.
- b. If postage was paid at First-Class Mail or Priority Mail prices.
- c. For the period before the effective date of the authorization.
- d. If confirmation of authorization using Form 3623 is denied.

#### **1.9.4 Effective Date**

The effective date of the Nonprofit Standard Mail price authorization is the date of the application or the date of the organization's eligibility, whichever is later.

#### **1.9.5 Pending Status**

The mailer may continue to mail in a pending status until a final decision is reached on an appeal of a denied application.

**1.10 Ruling on Application****1.10.1 Additional Information**

The PCSC manager may request additional information or evidence to support or clarify the application. Failure to provide such information is sufficient grounds to deny an application.

**1.10.2 Rulings**

The PCSC manager rules on Form 3624 and Form 3623 and notifies the applicant directly.

**1.10.3 Appealing a Denial**

If the application on Form 3624 or Form 3623 is denied, the applicant may submit a written appeal to the postmaster where the application was filed within 15 days of the applicant's receipt of the decision. After reviewing the file, if the PCSC manager still believes that the organization does not qualify to be authorized at Nonprofit Standard Mail prices, or the request for confirmation of authorization is not able to be confirmed, the applicable appeal is forwarded to the manager, Product Classification (see [608.8.0](#) for address), who issues the final agency decision.

**1.11 Revocation****1.11.1 USPS Review**

The PCSC manager may initiate at any time a review of any organization authorized to mail at the Nonprofit Standard Mail prices. The PCSC manager may ask an organization for information or evidence to determine whether the organization is still qualified. Failure to provide such information is sufficient cause for revocation.

**1.11.2 Revocation for Cause**

If it is found that authorization has been given to an organization that was not qualified at the time of application or later became unqualified, the PCSC manager notifies the organization of the proposed revocation and the reasons for it.

**1.11.3 Appeal**

Revocation for cause under [1.11.2](#) takes effect 15 days from the organization's receipt of the notice, unless the organization files a written appeal within that time through the PCSC with the manager, Product Classification (see [608.8.0](#) for address). The manager, Product Classification may ask the organization for more information or evidence to determine the organization's eligibility. Failure to provide such information is sufficient grounds for denial of the appeal. The manager issues a written appeal decision directly to the organization.

**1.11.4 Revocation for Nonuse**

The PCSC revokes an authorization to mail at Nonprofit Standard Mail prices if no Nonprofit Standard Mail price mailings are made by the authorized organization during a 2-year period. The PCSC notifies the organization of the revocation for nonuse.



## 2.0 Overseas Military Mail

### 2.1 Basic Standards

#### 2.1.1 First-Class Mail

First-Class Mail letter mail, including stamped cards and postcards, and sound-recorded communications that have the character of personal correspondence are given airlift service on a space available basis between overseas military Post Offices outside the 48 contiguous states, and between those military Post Offices and the point of embarkation or debarkation of this mail within the 50 states. Unless sent free under [4.0, Mail Sent by U.S. Armed Forces](#), sound recordings must be marked “Sound Recorded Personal Correspondence” by the mailer on the address side.

#### 2.1.2 APO/FPO Priority Mail Flat Rate Boxes

Only USPS-produced Flat Rate Boxes are eligible for the Flat Rate Box prices and are charged a flat rate regardless of the actual weight (up to 70 pounds) of the mailpiece or domestic destination. The Board Game Large Flat Rate Box, and Large Flat Rate Box and “special version of this box” identified with the additional logo: “Americasupportsyoudmil.” addressed to APO/FPO and DPO destinations are priced less than the conventional domestic Large Flat Rate Boxes. If the special version of the APO/FPO Flat Rate Box is used for non-APO/FPO and DPO destination addresses, the domestic or international Large Flat Rate Box prices will apply.

#### 2.1.3 SAM Parcels

Parcels of any class, paid at surface postage prices, are airlifted to, from, or between overseas military Post Offices outside the 48 contiguous states. These parcels must be marked “SAM” (space available mail) on the address side, preferably below the postage and above the addressee’s name. These maximum weight and size limits apply when mailed from:

- a. The 48 contiguous states: 15 pounds, 60 inches in length and girth combined.
- b. An APO or FPO outside the 48 contiguous states: Package Services and Parcel Select weight and size limits ([401, Physical Standards](#)).

#### 2.1.4 Periodicals Publications

Periodicals publications featuring current news of general interest and published weekly or more frequently, mailed at or addressed to any military Post Office outside the 48 contiguous states, are given airlift service under [2.1.3](#). Airlift service in [2.1.3](#) and [2.1.4](#) is not provided for mailings of publications sent in bulk to exchanges or news agents for later resale or distribution.

#### 2.1.5 Preparation

Items sent by air or surface mail are subject to the size and weight standards in [201](#) or [401](#) unless limited further by this standard. Mail must be addressed under [602](#). Postage at the applicable Priority Mail or Package Services prices is charged for parcels sent by air or surface transportation.

**2.1.6 Privacy of Mail**

The Department of Defense (DOD) can provide information on mail security and mail cover regulations for mail in the military postal system overseas.

**2.2 Addressing Military Mail****2.2.1 Overseas Address**

Overseas military addresses must conform to domestic addressing standards. The delivery line (the second line from the bottom in the address) must show the ship name, unit number, CMR or PSC number, and box number if assigned. The last line must contain the APO and FPO designation and the appropriate two-letter “state” abbreviation (AA, AE, or AP), followed by the ZIP+4 or 5-digit ZIP Code. AA, AE, and AP are used for addresses with the 3-digit ZIP Code prefixes 340, 090-098, and 962-966, respectively. In addition:

- a. Mail addressed to Army personnel must show full name, including first name and middle name or initial, and unit number.
- b. Mail addressed to Air Force personnel must show full name, including first name and middle name or initial, and PSC or unit number.
- c. Mail addressed to Navy and Marine Corps personnel must show full name, including first name and middle name or initial, and PSC number for shore-based units, or ship name.
- d. Mail sent to dependents residing in overseas areas must be addressed in care of the sponsor.

**2.2.2 Geographic Address**

Mail showing a foreign city and country in addition to the military address is subject to the postage prices and conditions for international mail.

**2.2.3 Address Within United States**

Mail addressed to military personnel within the United States must show the name of the military installation, state, and either the correct ZIP Code or ZIP+4 code. In addition:

- a. Mail addressed to Army personnel must show full name, including first name and middle name or initial, and organization.
- b. Mail addressed to Air Force personnel must show full name, including first name and middle name or initial, organization, and box number (if served by a PSC).
- c. Mail addressed to Navy and Marine Corps personnel must show full name, including first name and middle name or initial, and organization.
- d. Mail sent to dependents of military personnel for delivery through the sponsor’s military unit must be addressed in care of the sponsor.
- e. Mail sent to dependents of military personnel for delivery at the sponsor’s military quarters need not be addressed in care of the sponsor.



## 2.3 General Restrictions

### 2.3.1 Mailability Conditions

Hazardous, restricted, or perishable materials mailed to, from, and between overseas military Post Offices are subject to the conditions of [International Mail Manual 130](#), the standards in [601, Mailability](#), and conditions prescribed by the Department of Defense (DOD), as listed in *Conditions Applied to Mail Addressed to Military Post Offices Overseas* in the *Postal Bulletin*.

### 2.3.2 Firearms

Firearms are subject to [601.12.0](#). To export firearms not specifically prohibited by the *Conditions Applied to Mail Addressed to Military Post Offices Overseas*, periodically printed in the *Postal Bulletin*, a mailer exporting permissible firearms must present an export license from the Office of Munitions Control, Department of State, Washington, DC 20520-0001. Importing firearms by military personnel by mail from overseas military Post Offices is subject to 27 CFR 178.114(b), Revenue Ruling 69-309 of the Bureau of Alcohol, Tobacco and Firearms (ATF), preparation of ATF Form 6, Department of Defense regulation 5030.49-R, and other appropriate military directives and standards of the U.S. Customs Service.

### 2.3.3 Animals and Plants

Information on mailing animal and plant products is in [601.9.0](#) and Publication 52, *Hazardous, Restricted, and Perishable Mail*.

### 2.3.4 Military Retirees

Except for eligible mail marked “Free Matter for the Blind or Handicapped,” any mailpiece addressed to a retiree at a military Post Office overseas must weigh less than 1 pound when the designation “Box R” is part of the address.

### 2.3.5 Packaging

Packages addressed from, to, or between overseas military Post Offices must meet the standards in [601.1.0](#) through [601.10.0 in Mailability](#). All containers of liquids and substances that easily liquefy must be packed, with enough absorbent material to take up all leakage in case of breakage, inside a second sealed waterproof container.

### 2.3.6 Customs Declarations

Customs declaration PS Form 2976 or PS Form 2976-A must be applied to mailpieces sent to APO, FPO, and DPO addresses as required in the “Overseas Military/Diplomatic Mail” section of the *Postal Bulletin*. When a customs declaration is required, the surface area of the address side of the item to be mailed must be large enough to contain completely the applicable customs declaration, postage, and any applicable markings, endorsements, and extra service labels.

### 2.3.7 Customs Declarations - Required Usage

**[1-27-13]** Except as provided in [2.3.8](#), mailpieces addressed to or from an APO, FPO, or DPO location must bear a properly completed PS Form 2976, Customs Declaration CN 22; or if the customer prefers, a PS Form 2976-A, Customs Declaration and Dispatch Note – CP 72, if:

- a. The mailpiece weighs 16 ounces or more (regardless of its contents, value, shape, or mail class).



- b. The mailpiece contains goods (regardless of weight, shape, or mail class).

### 2.3.8 Customs Declarations—Exceptions

The following exceptions to the customs declaration requirement are provided for items addressed to an APO, FPO, or DPO destination ZIP Code:

- a. Known mailers are exempt from providing customs documentation on non-dutiable letters, and printed matter weighing 16 ounces or more. A known mailer is a business mailer who enters volume mailings through a business mail entry unit (BMEU) or other bulk mail acceptance location, pays postage through an advance deposit account, uses a permit imprint for postage payment, and submits a completed postage statement at the time of entry that certifies the mailpieces contain no dangerous materials that are prohibited by postal regulations.
- b. All federal, state, and local government agencies whose mailings are regarded as “Official Mail” are exempt from providing customs documentation on mail addressed to an APO, FPO, or DPO except for those APO, FPO, and DPOs to which restriction “B2” applies as required in the Restriction Legend of the “Overseas Military/Diplomatic Mail” section of the *Postal Bulletin*.
- c. Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed “Contents for Official Use - Exempt from Customs Requirements.”

### 2.3.9 Items Eligible for Deposit or Pickup

Items bearing a computer-generated customs form (e.g., using Click-N-Ship service on usps.com, an authorized PC Postage vendor, or the USPS Web Tools system) may be deposited through any of the following methods, provided postage is paid by a means other than the use of postage stamps:

- a. In a mailbox bearing a return address that matches the address at the point of pickup, when the customer or business is known to reside or do business at that location.
- b. Through Pickup on Demand service.
- c. Through Package Pickup service.
- d. At a Postal Service retail counter.
- e. Into a Postal Service lobby drop.
- f. In a collection box.
- g. At a Contract Postal Unit (CPU).
- h. At a USPS Approved Shipper location.

### 2.3.10 Items Not Eligible for Deposit or Pickup

Except for items under [2.3.12](#), customers must present the following items requiring a customs form to an employee at a Post Office retail service counter. Deposit and pickup methods listed under [2.3.9](#) are prohibited. The Postal Service will return these improperly presented items to the sender for proper entry and acceptance:

- a. Any item bearing a customs form and paid with only postage stamps.
- b. Any item bearing a handwritten customs form.



- c. Any item bearing a customs form that was not computer-generated.

### 2.3.11 Items Not Requiring a Customs Form

Items paid with online postage, postage meters, or information-based indicia (IBI) weighing less than 16 ounces and not requiring a customs form under 2.3.7 may be deposited by one of the following methods:

- a. In a mailbox bearing a return address that matches the address at the point of pickup, when the customer or business is known to reside or do business at that location.
- b. Through Pickup on Demand service.
- c. Through Package Pickup service.
- d. At a Postal Service retail counter.
- e. Into a Postal Service lobby drop.
- f. In a collection box.
- g. At a Contract Postal Unit (CPU).
- h. At a USPS Approved Shipper location.

### 2.3.12 Items Paid with a Permit Imprint

Items requiring a customs label and paid with a permit imprint may be entered at a business mail entry unit (BMEU) regardless if the customs form is computer-generated or handwritten.

## 2.4 Military Ordinary Mail (MOM)

[1-27-13] Military ordinary mail (MOM) is DOD official mail sent at Periodicals, Standard Mail, Parcel Select, Standard Post, or Package Services prices that requires faster service than sealift transportation to, from, and between military Post Offices. USPS transportation of MOM is by surface means. Expedited service is determined and provided by and at the expense of the DOD. MOM is limited to mail originated by the DOD or DOD-authorized contractors and each piece must:

- a. Be conspicuously marked "MOM" on the address side, below the postage or penalty mail indicia, and above the addressee's name.
- b. Conform to the maximum size and weight limits for the postage price claimed (Periodicals, Standard Mail, or Package Services).

## 2.5 Parcel Airlift (PAL)

### 2.5.1 Description

Parcel airlift service (PAL) provides for air transportation of parcels on a space-available basis to or from military Post Offices (MPOs) outside the 48 contiguous states (from the Post Office of origin to the appropriate port of embarkation) for onward dispatch to other overseas MPOs or (from the port of embarkation for onward dispatch) to a Post Office within the 48 contiguous states.

**2.5.2 Availability**

[1-27-13] PAL is available for Standard Post, Package Services, or Parcel Select pieces that do not exceed 30 pounds in weight or 60 inches in length and girth combined, when mailed at or addressed to any overseas military Post Office outside the 48 contiguous states.

**2.5.3 Parcel Airlift (PAL) Fees**

Fee is in addition to postage and other fees, per piece. See [Notice 123—Price List](#).

**2.5.4 Fee and Postage**

The applicable PAL fee must be paid in addition to the regular surface price of postage for each addressed piece sent by PAL service.

**2.5.5 Additional Services**

The following extra services may be combined with PAL if the applicable standards for the services are met and the additional service fees paid:

- a. Certificate of mailing.
- b. Insured mail.
- c. Restricted delivery (if insured for more than \$200.00).
- d. Return receipt (if insured for more than \$200.00).
- e. Return receipt for merchandise.
- f. Special handling.

**2.5.6 Marking**

PAL parcels must be marked with the large letters “PAL” on the address side.

**2.6 Priority Mail Express Military Service (PMEMS)****2.6.1 Availability**

PMEMS, including Priority Mail Express Flat Rate packaging under [113.1.4](#), is available between the United States and designated APOs and FPOs to provide Department of Defense personnel stationed overseas, and others entitled to APO and FPO mailing privileges, an expedited delivery service to or from the United States.

**2.6.2 Prices**

PMEMS postage prices correspond to the type of service requested, based on the weight of the addressed piece.

**2.6.3 Designated Acceptance Sites**

PMEMS is available at Post Offices for delivery to designated APO/FPO and DPO 5-digit ZIP Code locations. In addition, PMEMS is available at designated APO/FPO and DPO Post Offices for delivery to the United States. Delivery time is typically 3 to 5-business days depending on origin and destination; however, the scheduled delivery date is determined at the time of mailing. PMEMS is *not* available *between* APO/FPO and DPO destinations.



703.2.6.4

### **2.6.4 Service Limitation**

PMEMS may not be available at or between all Post Offices. A PMEMS directory, showing PMEMS APO/FPO and DPO ZIP Code availability can be obtained at: [https://ribbs.usps.gov/apo\\_fpo/documents/tech\\_guides/PMEMSdirectory.pdf](https://ribbs.usps.gov/apo_fpo/documents/tech_guides/PMEMSdirectory.pdf).

### **2.6.5 Acceptance**

PMEMS items must be presented by the times authorized by the local postmaster.

### **2.6.6 Post Office to Addressee—To APO/FPO and DPO Destinations**

Under PMEMS Post Office to Addressee service, items mailed to APO/FPO and DPO destinations (from the United States) are available for delivery at the destination APO/FPO or DPO Post Office by 3 p.m. on the designated delivery day unless the designated delivery day is a weekend or holiday; in such cases, the item is available for delivery on the next business day.

### **2.6.7 Post Office to Addressee—From APO/FPO and DPO Destinations**

Under PMEMS Post Office to Addressee service, items mailed from APO/FPO and DPO locations (going to the United States) are delivered to an addressee within the delivery area of the destination Post Office by noon or 3 p.m. on the designated delivery day.

### **2.6.8 Mailing Label**

For each PMEMS item, the mailer must complete mailing Label 11-B or Label 11-F (for Post Office to Addressee Service). Mailers authorized to present PMEMS items using a Priority Mail Express Manifesting System are required to follow label preparation procedures in Publication 97, *Priority Mail Express Manifesting Technical Guide*.

### **2.6.9 Customs Declaration**

For each PMEMS item, the mailer may also have to complete a customs declaration under [2.3.6](#).

### **2.6.10 Signature Required**

A signature is required for Priority Mail Express Military Service.

### **2.6.11 ZIP Code Determination**

For Priority Mail Express Military Service (PMEMS), the mailer must determine whether the item is addressed to a 5-digit APO/FPO ZIP Code to which PMEMS is offered from the point of origin.

### **2.6.12 Deposit**

Priority Mail Express Military Service items must be presented by the times authorized by the local postmaster.

## **2.7 Delivery of Military Mail**

### **2.7.1 Military Post Offices**

Military Post Offices (MPOs) are branches 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. The term includes Army Post Offices (APOs) for the U.S. Army and the U.S. Air Force and fleet Post Offices (FPOs) for the U.S. Navy and the U.S. Marine Corps. MPOs provide postal service for military personnel where the U.S. civil postal service does not operate and a military situation requires the service.

MPOs are established or discontinued by the USPS only on request of the military department that operates them. Notice of these actions is published in the *Postal Bulletin*. Military Post Offices do not verify and accept bulk or commercial mail; such mailings must be deposited at (nonmilitary) U.S. Post Offices.

#### **2.7.2 Units Without MPOs**

For units not operating military Post Offices (MPOs), mail addressed to officials by title and personnel of military organizations is delivered to unit mail clerks or mail orderlies if such individuals are designated on DD Form 285 to receive all mail addressed to that unit. Registered, numbered insured, certified, and restricted-delivery mail addressed to individuals by name may be delivered to the unit mail clerk or mail orderly only if the addressee so authorizes in a letter to the Post Office, on Form 3849 or Form 3801.

#### **2.7.3 Units With MPOs**

For units operating military Post Offices (MPOs), all mail is delivered to the military postal clerk, an assistant postal clerk, or postal finance clerk for the organization. Mail for other military organizations may be delivered to military postal clerks or military postal finance clerks for further delivery, when requested.

#### **2.7.4 Identification**

To obtain mail, unit mail clerks, mail orderlies, postal clerks, and assistant postal clerks must provide proper identification.

#### **2.7.5 Receipts**

Return receipts for registered, numbered insured, and Certified Mail must not be completed by anyone other than the addressee.

## **3.0 Department of State Mail**

### **3.1 Availability**

#### **3.1.1 General**

Subject to its own regulations, conditions, and restrictions, the U.S. Department of State transmits limited amounts of certain types of personal mail to authorized U.S. citizen employees of the federal government stationed in other countries. Authorized mailers pay domestic postage prices and are not subject to foreign customs clearance standards. Customers can obtain current information regarding Department of State services, internal controls, and restrictions from the U.S. Department of State Diplomatic Pouch Division.

#### **3.1.2 Inspection of Mail**

The Department of State opens and inspects all mail sent to it for transmission abroad to determine whether the mail meets Department of State standards. Mail that does not comply may be returned to the USPS for return to sender.



#### 3.1.3 Facilities Not Available

If Department of State destinations are not available, customers may mail articles to the addressee directly as regular international mail or, if the addressee has an APO or FPO address, as military mail under [2.0](#) or to a Department of State branch Post Office at a diplomatic post under Title 39 USC 406 or 413, if the addressee has a DPO address.

### 3.2 Conditions For Authorized Mail

#### 3.2.1 Mailability

USPS mailability standards for international mail apply to mail sent to the Department of State for transmission abroad.

#### 3.2.2 Prohibited Material

In addition to any restriction imposed by the Department of State, the following items are prohibited:

- a. Parcels not meeting the size and weight limits in [3.2.3](#).
- b. Items not meeting the standards in [601.8.0, Nonmailable and Restricted Articles and Substances Generally](#), or Publication 52, *Hazardous, Restricted, and Perishable Mail*.
- c. International Air Transport Association (IATA) dangerous goods.
- d. Aerosols.
- e. Fragile materials.
- f. Materials in glass containers.
- g. Seeds, plants, and animals.
- h. Personal effects of deceased U.S. citizens.
- i. Items that are illegal to import into the receiving country or to export from the sending country.
- j. Goods from a foreign country addressed to the Department of State that require clearance by customs authorities before onward shipment to posts abroad.
- k. Liquids.
- l. Weapons of any kind or items that resemble weapons (e.g., pellet guns, toy guns, etc.).

#### 3.2.3 Weight and Size Limits

Maximum weight or size dimensions may not exceed any of the following:

- a. Weight: 70 pounds.
- b. Length: 29 inches.
- c. Width: 29 inches.
- d. Height: 29 inches.
- e. Combined length and girth: 108 inches for all mail classes other than Standard Post.

- f. Combined length and girth: 130 inches for Standard Post.

### 3.2.4 Postage Prices

Mailers must pay postage at the applicable domestic postage price for the class of mail and the type of service requested for mail sent through the Department of State. Zoned prices are computed to 3-digit ZIP Code area 205.

### 3.2.5 Priority Mail Express

Mailers may not send Priority Mail Express items through the Department of State.

### 3.2.6 Extra Services

The following extra services are not available for mail sent through the Department of State. If one of these services is requested, USPS returns the mailpiece to the sender with the endorsement "Service Not Available." (Mailers may request other extra services under [503](#).)

- a. Collect on Delivery (COD).
- b. Insured Mail.
- c. Registered Mail.
- d. Restricted Delivery.
- e. Special Handling.
- f. Adult Signature Required and Adult Signature Restricted Delivery.

### 3.2.7 Address Format

Address all official correspondence for transmission by the Department of State as follows:

Recipient's Name (e.g., JOHN SMITH, or INFORMATION MANAGEMENT OFFICER)  
Number, Street Designation (e.g., 9900 VIENNA PLACE)  
City, State, and ZIP+4 Code (e.g., WASHINGTON, DC 20521-9900)

### 3.2.8 Change-of-Address

Change-of-address standards for Department of State mail are as follows:

- a. Individuals may not file a change-of-address order for mail originally addressed to Department of State ZIP Code 20521. Additionally, individuals may not file a change-of-address order to have mail forwarded to Department of State ZIP Code 20521.
- b. Individuals may file a change-of-address order for mail addressed to or from Department of State ZIP Code 20189 only under the following conditions:
  - 1. The change-of-address order is submitted through the Internet Change of Address (ICOA) entry under [507.2.1.4b](#). All other change-of-address methods are prohibited.
  - 2. Only "Individual" orders are permitted.
  - 3. Only "Permanent" orders are permitted.

### 3.2.9 Customs Declarations

Customs declarations (Form 2976 or 2976A) are not required on mail sent to individuals through Department of State facilities.



### 3.3 Mail Security

The Department of State does not assume liability for loss or damage to any mail it accepts for transmission abroad, including any liability for mail that has been accepted for mailing with extra services. However, if the Department of State receives such mail, it will attempt delivery. By using Department of State facilities, the sender consents both to the Department of State's examining the mail by means such as x-ray and other mail-screening methods, and to the department's opening, searching, and divulging the contents of any package.

## 4.0 Mail Sent by U.S. Armed Forces

### 4.1 Letters Sent Postage Collect

#### 4.1.1 Eligibility and Marking

Letters sent by soldiers, sailors, airmen, and marines in the U.S. military service stationed in the United States or other places where U.S. domestic mail service operates, addressed to places in the United States, may be dispatched without postage for collection of the postage on delivery, if endorsed as follows:

- a. The address side of the letter must be marked "Soldier's Letter," "Airman's Letter," "Sailor's Letter," or "Marine's Letter," as applicable.
- b. Under the marking, the letter must bear the signature and official designation with a facsimile hand stamp or in writing of a commissioned officer to whose command the soldier or airman belongs, or of a surgeon or chaplain at a hospital where he or she is. In the Navy and Marine Corps, the letter must bear the signature and official designation with a facsimile hand stamp or in writing of a commissioned officer attached to the vessel on which the member is serving or an officer commanding a hospital or detachment ashore where he or she is.

#### 4.1.2 Postage

Postage at the applicable single-piece price for First-Class Mail is collected from the addressee on delivery.

### 4.2 Matter Sent Free

#### 4.2.1 Description

Matter that may be mailed free of postage by certain military personnel is restricted to letters, postcards, and recorded communications (whether sound or video) with the character of personal correspondence.

#### 4.2.2 Eligibility

The free mailing privilege may be used only by members of the U.S. Armed Forces on active duty who are either:

- a. Assigned to military duty in a certain overseas area, as designated by the President or designee under 39 USC 3401(a)(1), and who mail the matter at an Armed Forces Post Office in that area.
- b. Hospitalized in a facility under the jurisdiction of the U.S. Armed Forces because of disease or injury from military service in an overseas area, as designated by the President or designee.





#### 4.2.3 Description of Overseas Areas

The definition of *overseas areas* is administered by the Military Postal Service Agency, which periodically provides the USPS with information for publication in the *Postal Bulletin* listing current overseas areas and other pertinent details.

#### 4.2.4 Military Address

Matter mailed free must be addressed to a military Post Office (APO/FPO) or a place in the United States (including its territories, possessions, and Puerto Rico) served by a U.S. Post Office.

#### 4.2.5 Preparation

The address side of a mailpiece must be marked “FREE,” written in the sender’s handwriting, in the upper right corner; and the sender’s name, military grade, and complete military address, in the upper left corner.

#### 4.2.6 Extra Services

Matter mailed free may not be registered, certified, or insured.

#### 4.2.7 Undeliverable Mail

If matter mailed free is undeliverable as addressed, the matter is treated as First-Class Mail for transportation, processing, delivery, and handling.

## 5.0 Free Matter for the Blind and Other Physically Handicapped Persons

### 5.1 Basic Information

#### 5.1.1 General

Subject to the standards below, matter may be entered free of postage if mailed by or for the use of blind or other persons who cannot read or use conventionally printed materials due to a physical handicap. The provisions of 5.0 apply to domestic mail only.

#### 5.1.2 Mail Classification

Matter mailed free under this standard is not considered part of any particular class of mail and is not protected against postal inspection. This matter is treated as First-Class Mail for the exclusive purposes of determining appropriate standards for processing and delivery and for handling if undeliverable.

#### 5.1.3 Eligibility

The following persons are considered to be blind or unable to read or use conventionally printed material due to a physical handicap for purposes of this section:

- a. Certified participants in the Library of Congress National Library Service for the Blind and Physically Handicapped (NLS).
- b. Blind persons whose visual acuity, as determined by competent authority, is 20/200 or less in the better eye with correcting lenses, or whose widest diameter of visual field subtends angular distance no greater than 20 degrees.



### 703.5.1.4

- c. Other physically handicapped persons certified by competent authority as meeting one or more of the following conditions:
  - 1. Having a visual disability, with correction and regardless of optical measurement, that prevents the reading of standard printed material.
  - 2. Being unable to read or unable to use standard printed material as a result of physical limitations.
  - 3. Having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner.
  - 4. Meeting the requirements of eligibility resulting from a degenerative, variable disease that renders them unable to read or use conventional printed material because of impaired eyesight or other physical factors. These persons are eligible during the time in which they are certified by a competent authority as unable to read or use conventional materials.
- d. Eligible participants must be residents of the United States, which includes territories, insular possessions, and the District of Columbia, or American citizens domiciled abroad.

#### 5.1.4 Certifying Authority

For purposes of this standard:

- a. The postmaster may extend the free matter privilege to an individual recipient based on personal knowledge of the individual's eligibility.
- b. In cases of blindness, visual impairment, or physical limitations, "competent authority" is defined to include doctors of medicine; doctors of osteopathy; ophthalmologists; optometrists; registered nurses; therapists; and professional staff of hospitals, institutions, and public or private welfare agencies (e.g., social workers, caseworkers, counselors, rehabilitation teachers, and superintendents). In the absence of any of these, certification may be made by professional librarians or by any person whose competence under specific circumstances is acceptable to the Library of Congress (see 36 CFR 701.10(b)(2)(i)).
- c. In the case of reading disability from organic dysfunction, "competent authority" is defined as doctors of medicine and doctors of osteopathy.

#### 5.1.5 Qualifying Individuals

The USPS may require individuals claiming entitlement to the free matter privilege to furnish evidence of eligibility consistent with the standards in [5.1.3](#) and [5.1.4](#), or verify by other means that the recipients are eligible to receive free matter.

## 5.2 Matter Sent To Blind or Other Physically Handicapped Persons

### 5.2.1 Acceptable Matter

Subject to [5.2.2](#), this matter may be mailed free:

- a. Reading matter in braille or 14-point or larger sight-saving type and musical scores.
- b. Sound reproductions.



- c. Paper, records, tapes, and other material for the production of reading matter, musical scores, or sound reproductions.
- d. Reproducers or parts of them for sound reproductions.
- e. Braille writers, typewriters, educational or other materials or devices, or parts thereof, used for writing by, or designed or adapted for use of, a blind person or a person who has a physical impairment as described in [5.1.3](#).

### **5.2.2 Conditions**

The matter listed in [5.2.1](#) must meet these conditions:

- a. The matter must be for the use of a blind or other physically handicapped person.
- b. Either no charge, rental, subscription, or other fee is required for this matter; or, if required, may not exceed the cost of the item.
- c. The matter may be opened and inspected by the USPS.
- d. The matter contains no advertising. Advertising is defined as:
  - 1. All material of which a valuable consideration is paid, accepted, or promised, that calls attention to something to get people to buy it, sell it, seek it, or support it.
  - 2. Reading matter or other material of which an advertising price is charged.
  - 3. Articles, items, and notices in the form of reading matter inserted by custom or understanding that textual matter is to be inserted for the advertiser or the advertiser's products in which a display advertisement appears.
  - 4. An organization's advertisement of its own services or issues, or any other business of the publisher, whether in display advertising or reading matter.

### **5.2.3 Letters From Sighted Individuals**

Letters prepared in any form by sighted individuals, to be sent to a blind or other physically handicapped person, or empty shipping materials for mailing matter described in this section, may not be sent free and must bear the full applicable postage.

## **5.3 Matter Sent By Blind or Other Physically Handicapped Persons**

### **5.3.1 Acceptable Letters**

Only letters in braille or in 14-point or larger sight-saving type or in the form of sound recordings, and containing no advertising, may be mailed free, and only if unsealed and sent by a blind or other physically handicapped person as described in [5.1.3](#).

### **5.3.2 Other Letters**

Letters that are handwritten, or printed or typed in a type size smaller than 14 points, may not be sent free. These letters must bear the full applicable postage.

## **5.4 Preparation**

### **5.4.1 Basic Standards**

All matter mailed under this standard:



703.5.4.2

- a. Must be marked “Free Matter for the Blind or Handicapped” in the upper right corner of the address side.
- b. Must meet the minimum and maximum dimensions in [601.1.0](#).
- c. Is subject to the mailability standards in [601.8.0](#) through [601.12.0](#) in *Mailability*.

### **5.4.2 Extra Services**

Insurance is the only extra service that can be added to mail sent under this standard. The fee for insurance must be paid by the sender.

## **6.0 Official Mail (Franked)**

### **6.1 Basic Information**

#### **6.1.1 Members of Congress**

Official mail of Members of Congress is sent without prepayment of postage and bears instead either a written or printed facsimile signature or a specified marking. [Exhibit 6.1.1](#) shows what is accepted under frank and who is authorized its use.

**Exhibit 6.1.1 Franked Mail of Members of Congress**

USER ENTITLED	MATTER PERMITTED	MARKING REQUIRED	PERIOD AUTHORIZED
Vice President of the United States, Members of Congress, Resident Commissioners, Secretary of the Senate, Sergeant at Arms of the Senate, and each elected officer of the House of Representatives (other than Members of the House)	Public documents printed by order of Congress	"Public Document" and "U.S.S." or "M.C." must appear on address side.	During 90 days immediately after expiration of term of office
Members of Congress and Resident Commissioners	<i>Congressional Record</i> or any part of it (including reprints of any part, speech, or report contained in it) if for official business, activities, or duties	"Congressional Record" or "Part of Congressional Record" and "U.S.S." or "M.C." must appear on address side.	During term of office only
Members of Congress	Seed and agricultural reports from Department of Agriculture	Signature and title (written or printed facsimile) of person entitled to frank must appear on address side.	During 90 days immediately after expiration of term of office
Vice President of the United States, Members and Members-elect of Congress, Resident Commissioners, Secretary of the Senate, Sergeant at Arms of the Senate, each elected officer of the House of Representatives (other than a Member of the House), Legislative Counsels of the House of Representatives and the Senate, Law Revision Counsel of the House of Representatives, and Senate Legal Counsel	Official correspondence	The signature and title (written or printed facsimile) of person entitled to frank must appear on address side.	During term of office only. When position of Secretary, Sergeant at Arms, elected officer, Legislative Counsel, Law Revision Counsel, or Senate Legal Counsel is vacant, privileges may be exercised in officer's name by authorized persons.
Vice President-elect	All mail connected with preparation for assumption of official duties as Vice President	Signature and title (written or printed facsimile) of Vice President-elect must appear on address side.	Until assumption of duties as Vice President
Former Vice President, each former Member of Congress, former Secretary of the Senate, former Sergeant at Arms of the Senate, each former elected officer of the House (other than former Member of the House), and each former Delegate or Resident Commissioner	Matter on official business about closing of offices	Signature and title (written or printed facsimile) of person entitled to frank must appear on address side.	During 90 days immediately after date of leaving office
Former Speakers of the House	Public documents, seeds, and agricultural reports from Department of Agriculture, official correspondence	Signature and title (written or printed facsimile) of former Speaker or public document marking as shown above, must appear on address side.	For as long as former Speaker determines necessary

**6.1.2 Former President and Spouse**

Any former President of the United States and any surviving spouse of a former President may send nonpolitical mail as franked mail if it bears the sender's written or facsimile signature and the words "Postage and Fees Paid" in the upper right corner of the address side.



#### 6.1.3 Vice President-Elect

[1-27-13] The Vice President-elect of the United States may send franked mail in connection with preparations for assuming official duties as Vice President. If the Vice President-elect is authorized/eligible to use penalty mail, the right to use penalty mail ceases immediately on inauguration to the vice presidency.

#### 6.1.4 Surviving Spouse of Member of Congress

When a Member of Congress dies during the term of office, the Member's surviving spouse may send correspondence relating to the death without prepayment of postage, for a period not to exceed 180 days after the death of the Member. The mail must bear the sender's written or facsimile signature in the upper right corner of the address side. If there is no surviving spouse, this privilege may be exercised by an immediate family member of the deceased Member of Congress designated by the Secretary of the Senate or the Clerk of the House of Representatives, as appropriate.

#### 6.1.5 Use

A person entitled to use franked mail may not lend this frank or permit its use by any committee, organization, association, or other person. This restriction does not apply to a committee of the Congress.

#### 6.1.6 Criteria

Franked mail must be addressed to the recipient by name, except under [602.3.0, Use of Alternative Addressing](#), and it must meet the mailability criteria in [601](#) and the physical standards for the class of mail used.

#### 6.1.7 Handling

Franked mail is entitled to all extra services for which it is properly endorsed and is handled and forwarded as ordinary mail, except that after delivery to the addressee, it may not be remailed.

#### 6.1.8 Package to One Addressee

A person entitled to use franked mail may send a package of franked mail to one addressee, who may open the package and, on behalf of such person, address the franked articles and mail them.

### 6.2 Addressing

#### 6.2.1 Required Addressing

[3-4-13] Except as permitted in [6.2.2](#), all mail sent under the franking privilege must be addressed to the recipient by name and complete delivery address. Franked mail is limited to envelopes or official franking labels preprinted with "franking" elements in the upper right hand corner which are easily read and in black print of appropriate size commensurate with size of the envelopes. Although official franking labels are permissible, it is an inappropriate use of a franked envelope to be used as a label for the purpose of mailing another item.

#### 6.2.2 Alternative Addressing

Mail sent under the franking privilege of a member of or member-elect to Congress or a delegate, delegate-elect, resident commissioner, or resident commissioner-elect to the U.S. House of Representatives may be addressed under the alternative addressing formats in [602.3.2](#) through [602.3.4](#) for delivery to

customers within the congressional district, state, or area that he or she represents. A member of the House of Representatives may not, under the franking privilege, use the alternative addressing formats to send mail outside the congressional district that he or she represents. Any representative-at-large may send franked mail with the simplified address format to USPS customers within the entire state that he or she represents.

### 6.2.3 Simplified Address Format—Mail Preparation

Mailers must prepare containers of mail using the simplified address format in the manner listed below:

- a. Containers of congressional frank mailpieces using the simplified address format must be prepared under [602.3.0](#).
- b. PS Tag 11, *Congressional Mail* (“Postmaster—Open and Distribute”), must be securely affixed to each sack or tray of congressional mail to ensure adequate identification of the mail. On trays, the tag must be affixed to the end that bears the tray label.

### 6.2.4 Delivery

Mail with a simplified address format is delivered within the district, state, or area to any of the following:

- a. Each boxholder or family on a rural or highway contract route.
- b. Each Post Office boxholder.
- c. Each active possible delivery on city carrier routes.
- d. For deliveries under [6.2.4a](#) and [6.2.4c](#), partial distribution of simplified address mailings is permitted only when the carrier's delivery territory crosses congressional district boundaries. In these cases, complete distribution is made to the portion of the route within a single congressional district.

### 6.2.5 Delivery Information

Delivery information as described in [509.1.0, Address Information System Services](#), is provided on request for a congressional district when a Post Office serves areas located in more than one district.

## 7.0 Official Mail (Penalty)

### 7.1 Definitions

The term *penalty mail* refers to official mail, sent by U.S. government agencies, relating solely to the business of the U.S. government, that is authorized by law to be carried in the mail without prepayment of postage. For this standard, *agencies* are departments, agencies, corporations, establishments, commissions, committees, and all officers and authorities of the U.S. government authorized to use penalty mail.



## 7.2 Postage And Fees

### 7.2.1 Reimbursement

Agencies must reimburse the USPS the equivalent amount of postage and fees due for the penalty mail service they receive, following instructions from the USPS. The USPS requires agencies to use penalty postage meters (postage evidencing systems) or other forms of direct accountability for penalty mail services to ensure proper reimbursement through the Official Mail Accounting System (OMAS).

### 7.2.2 Prepayment

An agency may also prepay postage by any method available to private-sector mailers. This prepaid mail is not considered penalty mail.

## 7.3 Eligibility

### 7.3.1 Matter Sent as Penalty Mail

Only matter relating solely to the business of the U.S. government may be sent without prepayment of postage as penalty mail when mailed by officers of the executive and judicial branches of the government, the Legislative Counsel for the House of Representatives and the Senate, the Superintendent of Documents, and the Joint Committee on Printing when it mails correspondence on the Congressional Directory. Generally, the USPS holds that the agency determines which matter relates solely to its own business. Cases of questionable use must be referred to the agency.

### 7.3.2 USDA

Special conditions that apply to the U.S. Department of Agriculture (USDA) include:

- a. All correspondence, bulletins, and reports about agriculture extension work and home economics carried on in cooperation with the USDA may be sent as penalty mail when mailed by the college officer or other person connected with the extension department of the college and designated by the Secretary of Agriculture. The designated officer may deposit mailings only at the Post Office authorized by the PCSC. Correspondence must be conducted under the designated officer's name. Correspondence with an autograph signature may be sealed. All other matter must be unsealed.
- b. All correspondence, bulletins, and other matter promoting cooperative extension work as a federal enterprise or relating exclusively to the business of the U.S. government may be sent as penalty mail by cooperative extension agents of the USDA Extension Service when part of their official duties. If cooperative extension employees mail correspondence, authorized USDA agents must sign it and give their official titles to show that they are authorized to use penalty mail.
- c. Annual reports of government-aided colleges (under 7 USC 325) may be sent as penalty mail when addressed to the Secretary of Education, the Secretary of Agriculture, or to any other such government-aided college.

### 7.3.3 Employment Security Offices

All mail prepared by state employment security offices cooperating with the U.S. Department of Labor is accepted without prepayment of postage or fees.



### 7.3.4 Others Authorized

The general secretariat of the Organization of American States and Pan American Health Organization (or Pan American Sanitary Bureau) are authorized by law to transmit official matter without prepayment (see the [International Mail Manual](#)).

## 7.4 Authorization

### 7.4.1 Authorized Agencies

[1-27-13] Agencies authorized to use penalty mail are listed in Handbook DM-103, Official Mail, and are updated periodically in the Postal Bulletin. New locations or departments under these agencies must obtain approval from the Agency Mail Manager before using penalty mail. Other agencies may request authorization to use penalty mail by writing to the Corporate Accounting Manager, USPS Headquarters ([608.8.0](#)).

### 7.4.2 College Officer

The college officer or other person connected with the extension department of the college and designated by the Secretary of Agriculture to use penalty mail under [7.3.2a](#) must be authorized by the PCSC to deposit penalty mail at a specific Post Office.

### 7.4.3 Licenses and Permits

Any agency authorized to use penalty mail must obtain licenses or permits to use penalty postage meters, penalty permit imprints, penalty business reply mail, and penalty Periodicals at specific Post Offices under [7.7](#) through [7.13](#).

### 7.4.4 Private Use

[1-27-13] Unless permitted by USPS standards, an agency may not lend or provide penalty envelopes, cards, cartons, labels, or meter stamps to any private person, concern, or organization. The use of these items for matter not relating exclusively to the business of the U.S. government is prohibited.

### 7.4.5 Permit and BRM Numbers

[1-27-13] Penalty mail permit imprint or BRM numbers, or information to help agencies track and account for penalty mail postage by cost center, may be obtained by written request to the Corporate Accounting manager, USPS Headquarters ([608.8.0](#)).

## 7.5 Services, Classes, Prices, Preparation, And Detention

### 7.5.1 Postal Services

USPS policy is to give penalty mail customers all postal services for which they qualify, including forwarding, return, and address correction, unless otherwise provided by law or regulation. Agencies must pay for services in accordance with [604.6.0](#), [604.8.0](#), and [604.10.0](#).

### 7.5.2 Nonprofit Prices

Agencies are not permitted to send penalty mail at any nonprofit or subsidized price.

### 7.5.3 Basic Preparation

[7-28-13] [1-27-13] Penalty mail must:



### 703.7.5.4

- a. Be prepared with an appropriate penalty indicia format.
- b. Meet the eligibility, marking, preparation, and physical standards for the class of mail and price of postage used.
- c. Bear a complete return address (agency name and mailing address) in the upper left corner of each mailpiece.
- d. The preprinted words “Official Business” and “Penalty for Private Use \$300.00” must be directly below the return address. The penalty statement must not be handwritten or typewritten.
- e. Include a ZIP+4 code or a 5-digit ZIP Code in all delivery and return addresses.
- f. Be endorsed for class or price except for single-piece price First-Class Mail.

#### 7.5.4 Discounted Prices

Discounted penalty mail mailings must meet additional preparation standards:

- a. Presorted mailings must be prepared with penalty postage meters or penalty permit imprints or, for Periodicals, the penalty Periodicals imprint.
- b. Mailing fees and application fees are reimbursed under [7.2](#) and are not paid to the local Post Office, but are charged and billed through the Official Mail Accounting System (OMAS) from records of mailing activity.
- c. Discounted mailings must meet the eligibility and preparation standards and must be submitted to the designated USPS acceptance unit with the proper USPS postage statement.
- d. Discounted mailings are subject to the same USPS procedures for verifying mail preparation as private-sector mailings. First-Class Mail and Priority Mail, however, are not detained for improper mailer preparation. If the agency cannot be reached about a disqualified discounted mailing, the single-piece price is charged and the mailing is accepted.

#### 7.5.5 Extra Services

Penalty mail endorsed for an extra service is given the requested service. Penalty mail may not be used for:

- a. Money orders.
- b. Collect on delivery (COD) mail.
- c. Post office box service fees.

#### 7.5.6 Shortpaid and Unpaid Mail

[604.6.0](#), [604.8.0](#), and [604.10.0](#) apply to shortpaid and unpaid penalty mail, except that military units engaged in hostile operations or operating under arduous conditions may send mail postage-due, using a special postage-due format, when permitted under [7.5.7](#).

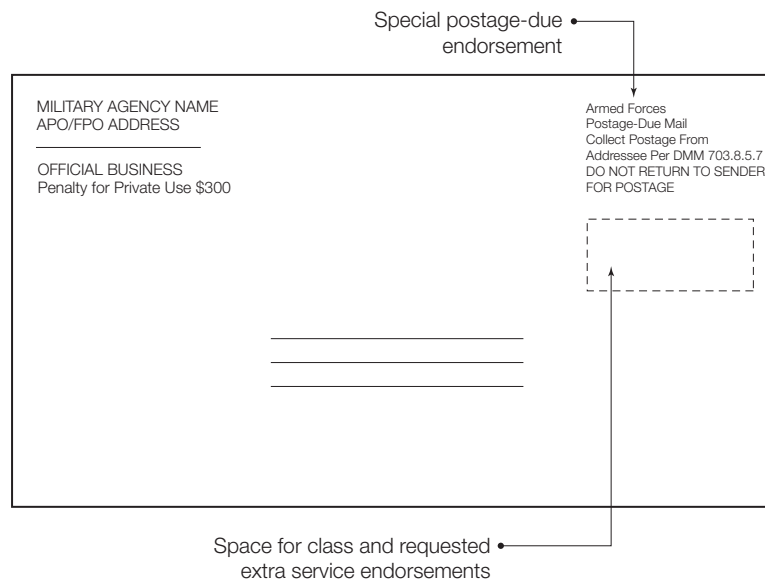
#### 7.5.7 Military Units

[\[1-27-13\]](#) Military units engaged in hostile operations or operating under arduous conditions may be authorized to use a special form of postage-due penalty mail, subject to these conditions:

- a. This mail must be in the format shown in [Exhibit 7.5.7](#).

- b. The special postage-due endorsement must be printed or hand-stamped above the delivery address where postage normally is affixed.
- c. Endorsements for class and requested extra services must be placed below the special postage-due indicia.
- d. The return address must be a military Post Office (APO/FPO).
- e. The Military Postal Service Agency must notify the Corporate Accounting manager, USPS Headquarters (608.8.0), within three business days after implementing these provisions.
- f. The use of these provisions is limited to 120 days from date of authorization unless otherwise announced.
- g. With prior agreement, the Military Postal Service Agency and the USPS may conduct tests of these provisions during designated military training exercises.

#### Exhibit 7.5.7 Postage-Due Mail for Military Units Engaged in Hostile Operations



Special postage-due endorsement

MILITARY AGENCY NAME  
APO/FPO ADDRESS

OFFICIAL BUSINESS  
Penalty for Private Use \$300

Armed Forces  
Postage-Due Mail  
Collect Postage From  
Addressee Per DMM 703.8.5.7  
DO NOT RETURN TO SENDER  
FOR POSTAGE

Space for class and requested  
extra service endorsements

#### 7.5.8 Foreign

Penalty mail may be sent to other countries under the applicable standards and restrictions.

#### 7.5.9 Mail Detention

[1-27-13] Except as permitted by standard, the USPS does not hold penalty mail even if the mail appears to abuse official mailing privileges. Reports of indicated abuse are submitted to the Pricing and Classification Service Center (PCSC) (608.8.0) for referral to the proper agency for investigation and action.



### 7.6 General Standards for Penalty Indicia

#### 7.6.1 General

[1-27-13] The formats and methods of mailing penalty mail are penalty metered mail, penalty permit imprint mail, penalty Periodicals imprint mail, and penalty reply mail. There are also special procedures for penalty Priority Mail Express. All penalty mail matter must meet the applicable standards in 7.6 through 7.15.

#### 7.6.2 Use

[1-27-13] Envelopes and labels prepared under these standards may be used only to transmit penalty mail within the U.S. Mail, except when:

- Official items are carried by employees of the originating agency.
- Official items are carried by contractors for later entry into the U.S. Mail.
- Agencies reach written agreement with the Corporate Accounting Manager, USPS Headquarters (608.8.0), to account for and pay postage on official items carried outside the U.S. Mail (18 USC 1693-1699 and 39 USC 601-606).

### 7.7 Penalty Meter

#### 7.7.1 Description

[7-28-13] Any agency may use postage meters or PC Postage (postage evidencing systems) with a special penalty design, following the procedures in 604.4.0 as modified in 7.7.2 through 7.7.7.

#### 7.7.2 Agreement

[7-28-13] The agency must include its 3-digit agency code when entering into an agreement to use a postage evidencing system under 604.4.0, and should assign one 5-digit cost code to each meter or PC Postage account. All transactions for each system are charged to the agency code listed in the agreement.

#### 7.7.3 Meter Indicia Format

[7-28-13] Penalty mail meter stamp indicia must be placed in the upper right corner of the mailpiece. Except under 604.4.0, envelopes used with a penalty postage meter must not contain facing identification marks (FIMs) or printing, other than the meter indicia in the area where the meter stamps are applied.

#### 7.7.4 Refunds for Unused Penalty Meter Indicia

[1-27-13] Refunds for complete, legible, valid, unused penalty mail meter indicia are made under 604.9.0. No refunds are made in cash or applied to a meter.

#### 7.7.5 Relocation

[7-28-13] An agency must provide updated address information to the provider in the event of relocation.

#### 7.7.6 Replacement Meter

[7-28-13] If a meter is replaced, the remaining postage is transferred from the original meter to the replacement meter. Cash refunds are not issued to agencies for penalty mail postage meters checked out of service.

### 7.7.7 Insufficient Postage

Penalty metered mail with insufficient postage imprinted, and envelopes and labels designed for penalty meter use found in the mail without a penalty meter stamp, are treated as postage due under [604.6.0](#), [604.8.0](#), and [604.10.0](#).

### 7.7.8 Computerized Meter Resetting

**[1-27-13]** An agency may use a penalty mail version of the authorized postage meter payment process for remotely reset meters if it is offered by one of the USPS-authorized postage meter providers. The agency must follow the procedures in [604.4.0](#), except the agency is not required to prepay for metered postage.

### 7.7.9 Disaster Field Office Meters

Authorized federal government agencies also may use a special penalty version of the authorized postage meter payment process for remotely reset meters for meters known as Disaster Field Office (DFO) meters. These meters are *only* for temporary use in federal government-declared disaster areas and must be replaced by regular penalty meters within 30 days, except for those used by designated agency staff specialists not in a fixed location (e.g., mobile vehicle or temporary office), who may use them through the duration of the emergency operation declaration. Written requests for authorization to use DFO meters must be submitted to the Corporate Accounting manager (see [608.8.0](#)) and include the name, office address, and telephone number of an agency headquarters manager responsible for tracking and maintaining these meters, including complying with the necessary examination requirements. License applications for DFO meters are handled by the meter providers, who set up the licenses through the Washington, DC, licensing Post Office under normal meter licensing procedures.

## 7.8 Penalty Permit Imprint

### 7.8.1 Application

**[1-27-13]** An agency may apply to use penalty permit imprint procedures by completing Form 3615. The agency submits it to the Post Office where the mailings are to be deposited. The agency must show the complete name of the agency and, if applicable, the name of the component unit in the “Name of Applicant” section of the form. When the agency receives authorization to use a penalty permit imprint number, a Form 3615 must be submitted to the Post Office where mailings will be entered. These procedures also apply when an agency uses a contractor to mail penalty permit imprint matter, unless the agency provides the contractor with the completed Form 3615 to submit to the entry Post Office. Fees are reimbursed under [7.2](#) and are not paid to the local Post Office. The USPS is not required to complete Form 3615 to activate its own permit imprint number (G-10) at Post Offices.

### 7.8.2 Indicia Format

**[7-28-13]** The penalty permit imprint indicia must be in a rectangular box in the upper right corner of the mailpiece, and must include the words “Postage and Fees Paid,” the agency name and assigned penalty permit imprint number or other penalty permit imprint number authorized by the Corporate Accounting Manager, USPS Headquarters, preceded by the letter “G.” In addition, the class of mail or appropriate price marking must be the first item within the indicia or immediately



703.7.8.3

below or to the left of the indicia. The city of mailing, amount of postage, and weight of the piece may be included within the indicia but are not required. First-Class Mail penalty permit imprints also may show the date.

### **7.8.3 Postage Statement**

Mail sent under penalty permit imprint procedures must meet the standards of [604.5.0](#), except for prepayment and imprint format. The proper USPS postage statement must be submitted with each penalty permit imprint mailing. If a receipt is needed, the mailer must submit a duplicate of the postage statement. When a postage statement is submitted by a Government Printing Office (GPO) contractor, the serial number of the accompanying GPO Form 712 must be shown in the upper right corner.

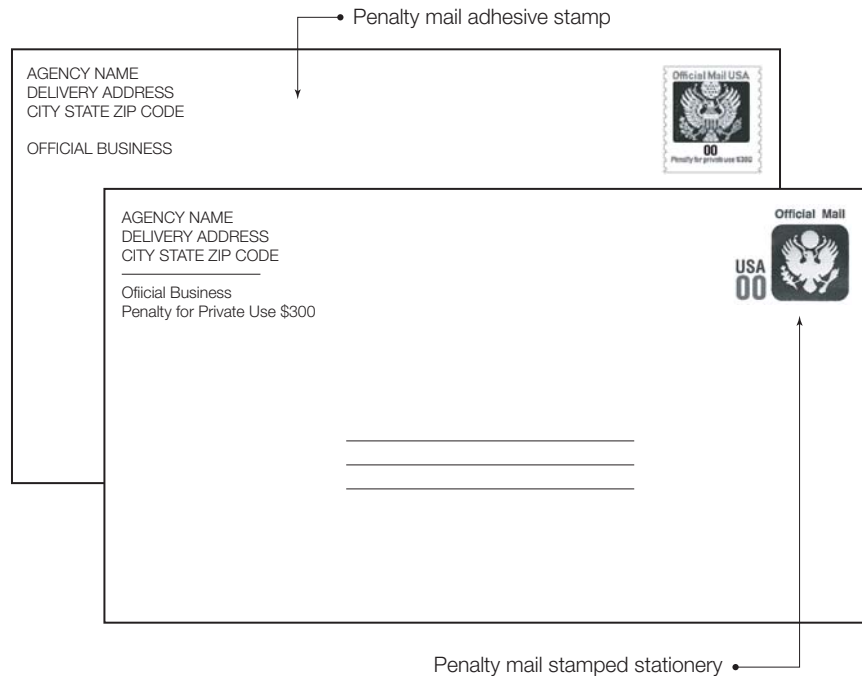
## **7.9 Penalty Postage Stamps and Stationery**

### **7.9.1 Use**

Penalty mail stamps may be used by any authorized federal agency to facilitate postage accountability. Enough penalty mail stamps to cover the correct single-piece price postage, including applicable surcharges or extra service fees, must be affixed to each mailpiece. Pieces with insufficient penalty mail stamps affixed, and envelopes and labels designed for penalty mail stamps found in the mail without a penalty mail stamp, are handled under [604.6.0](#), [604.8.0](#), and [604.10.0](#).

### **7.9.2 Availability**

[\[7-28-13\]](#) Penalty mail stamped stationery (plain stamped envelopes, personalized envelopes, and stamped cards) and penalty mail adhesive stamps may be used, but are no longer sold.

**Exhibit 7.9.2 Penalty Mail Postage Format****7.9.3 Placement**

Penalty mail adhesive stamps must be affixed in the upper right corner of the address side of the mailpiece.

**7.9.4 Return Address**

The complete return address of the agency (agency name and mailing address) must be in the upper left corner of the address side of the mailpiece. The preprinted words "Official Business" must be immediately below the return address. On penalty stamped stationery, "Penalty for Private Use \$300.00" must be placed below "Official Business."

**7.9.5 Exchanges**

**[1-27-13]** Incorrectly shipped items or items damaged in shipping or defective or otherwise unserviceable may be exchanged as provided in 604.9.

**7.10 General Standards for Penalty Reply Mail****7.10.1 Restriction to Approved Formats**

An agency may distribute penalty envelopes, cards, cartons, or labels to any person, concern, or organization. To distribute penalty reply mail, agencies must use the penalty business reply mail format; the penalty metered reply format; penalty mail adhesive stamps or penalty mail stamped stationery; or the penalty merchandise return service label.



703.7.10.2

### **7.10.2 Prepayment**

Prepaid adhesive postage stamps may be affixed to cards and envelopes distributed for reply purposes.

### **7.10.3 Penalty Metered Reply**

An agency that holds a penalty postage meter license may distribute penalty metered reply cards and envelopes for return to the meter license holder, subject to [604.4.0](#).

### **7.10.4 Penalty Stamped Mail**

An agency authorized to use penalty mail may furnish to a person, concern, or organization from or through whom official matter is desired, for reply purposes, printed penalty mail stamped stationery or envelopes or cards bearing penalty mail stamps that contain the preprinted address of a federal office or officer.

## **7.11 Penalty Business Reply Mail (BRM)**

### **7.11.1 General**

An agency may participate in business reply mail service (including Qualified Business Reply Mail). Standards for business reply mail are in [505.1.0](#). Agencies can choose to pay postage and per piece charges for BRM by setting up a BRM advance deposit account to be billed through the Official Mail Accounting System (OMAS) or by paying for BRM through an OMAS postage due account. Under a BRM advance deposit account, the agency is billed an annual accounting fee by each Post Office ZIP Code where mail is returned, the appropriate postage, and high-volume BRM per piece charges. Under the postage due option, the agency pays the appropriate postage and basic BRM per piece charges through an OMAS postage due account. The postage, fees, and per piece charges are the same as those for private-sector customers (see [505.1.1](#)). Government agencies cannot use cash, penalty meter stamps, or penalty mail stamps to pay postage due.

### **7.11.2 Application**

An agency must apply for a BRM permit on Form 3615 at each Post Office where its BRM is to be returned. The form must include the BRM permit number, the agency code, the agency cost code (if desired), and whether the agency wants to set up a BRM account. A contractor for the agency may submit the form if it is signed by an authorized agency representative. The USPS is not required to complete Form 3615 to activate its own BRM permit number at Post Offices.

### **7.11.3 Permit Fees**

If an agency uses BRM at any location, it is charged an annual BRM permit and renewal fee for each permit number assigned. These fees are billed automatically by USPS Headquarters each year, and no agency action is necessary.

### **7.11.4 Addressing and Format**

Penalty BRM envelopes must show the address of an authorized agency or a component unit. Envelopes must be printed as detailed in [505.1.0](#) and as shown in [Exhibit 7.11.4](#), with these exceptions:



- a. The address may be printed, typewritten, or hand-stamped directly on the mailpiece, or a printed gummed label may be affixed in the address area. The address must not be handwritten. Letter-size BRM enclosed in automation price mailings must meet the standards in 201.3.0 and 505.1.0.
- b. The required legend must read “Postage Will Be Paid By [name of authorized agency].”
- c. The space for the permit holder’s use must include the statement “Official Business, Penalty for Private Use \$300.00.” Space above this statement may be used for return address, logos, and distribution codes.

**Exhibit 7.11.4 Penalty Business Reply Mail Format**


The diagram illustrates the layout of a Penalty Business Reply Mail piece. Key components include:

- Permit Holder's Area:** Located at the top left, indicated by an arrow.
- Penalty statement:** "OFFICIAL BUSINESS PENALTY FOR PRIVATE USE \$300" is located below the permit holder's area, indicated by an arrow.
- Name of authorized agency:** "POSTAGE WILL BE PAID BY REALLY BIG STUFF ENTERPRISES" is located below the penalty statement, indicated by an arrow.
- Business Reply Mail Label:** A central label containing "BUSINESS REPLY MAIL", "FIRST-CLASS MAIL", "PERMIT NO. 123", and "ANYTOWN WA".
- Return Address:** "ATTN ACCOUNTS PAYABLE, REALLY BIG STUFF ENTERPRISES, 2020 FIRST AVE, ANYTOWN WA 98765-4321" is located below the business reply mail label.
- Postage Legend:** "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" is located in the top right corner, with horizontal bars below it.
- Barcode:** A long barcode is located at the bottom of the mailpiece.

*\*See Exhibit 507.9.8.1 for more complete formatting information*

**7.11.5 Cancellation**

If an agency wants to cancel a BRM account, the agency must notify the Post Office handling the account.

**7.12 Penalty Merchandise Return Service****7.12.1 Description**

[1-27-13] Merchandise return service allows an authorized permit holder to pay the postage and extra service fees on single-piece price First-Class Mail, Priority Mail, Standard Post, Package Services (Bound Printed Matter, and Media Mail only) and Parcel Select Nonpresort, that is returned by the permit holder's customers via a special label produced by the permit holder as specified by 505.3.0.

**7.12.2 Postage and Extra Service Fees**

The standards for payment of postage and fees are:



### 703.7.12.3

- a. The permit holder guarantees payment of the proper postage and extra service fees on all returned merchandise return service articles distributed under the permit holder's permit number. Postage is collected for each article from an OMAS MRS account.
- b. Returned parcels are charged single-piece price postage and extra service fees based on the class or subclass marking on the label. If a piece is unmarked, then it is charged Standard Post prices. If the postage for the returned piece is zoned and there is no way to determine the zone of origin (i.e., no postmark or return address), then postage is calculated at zone 4 (for Priority Mail or Standard Post).
- c. There is no per piece charge per parcel returned.

#### **7.12.3 Annual Accounting Fee**

All MRS permit holders are required to pay the annual accounting fee in [505.3.1.2](#), which is assessed automatically through OMAS.

#### **7.12.4 Application**

[\[1-27-13\]](#) An agency must apply by letter to the Corporate Accounting Manager, USPS Headquarters (608.8.0), to use merchandise return labels. A single permit number is assigned to each agency unless the agency asks for multiple numbers.

#### **7.12.5 Post Office Notification**

Agencies must apply for authorization to use their penalty merchandise return permit by submitting a Form 3615 at each Post Office where pieces bearing penalty merchandise return labels will be received. No fee should accompany this application since all fees for penalty mailers are assessed through OMAS.

#### **7.12.6 Permit Renewal**

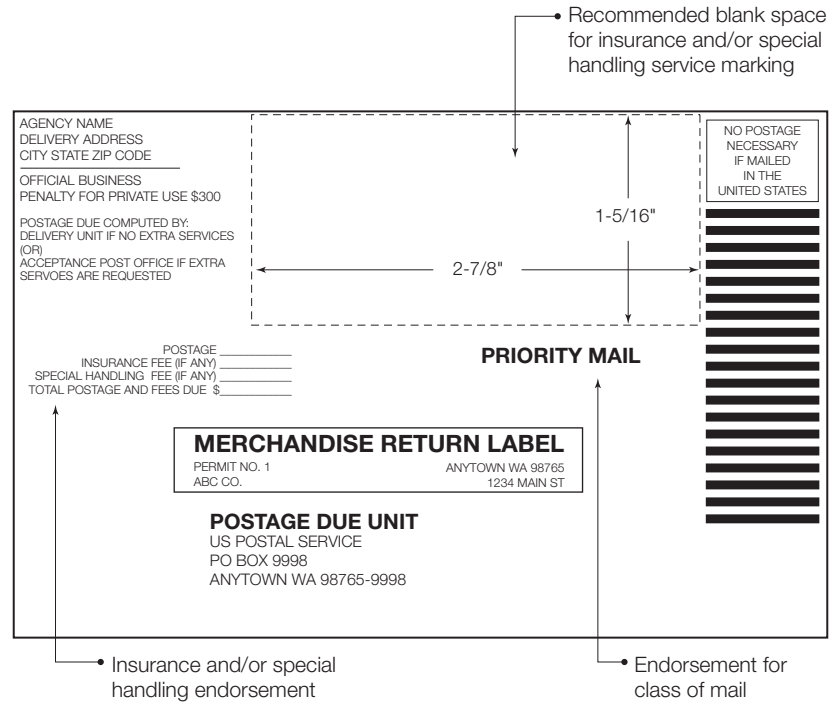
Authorization to use a penalty merchandise return permit number at a local Post Office is renewed automatically unless the agency notifies the Post Office that it wishes to cancel its authorization. Annual authorization fees are assessed automatically through OMAS.

#### **7.12.7 Label Format**

The one-part merchandise return labels available for federal agencies must bear the address of an authorized agency or a component. [Exhibit 7.12.7a Merchandise Return Label With No Extra Services or With Insurance and/or Special Handling](#) shows the format required when no extra services are requested or when insurance and/or special handling are requested. [Exhibit 7.12.7b Merchandise Return Label for Registered Mail Service Without Insurance](#) shows the format required when registered service without postal insurance is requested. The label must be printed in the format required by [505.3.0](#), except:

- a. The phrases "Official Business" and "Penalty for Private Use \$300.00" must be printed directly below the return address and above the class of service requested in the upper left corner of the label.

**Exhibit 7.12.7a Merchandise Return Label With No Extra Services or With Insurance and/or Special Handling**



• Recommended blank space for insurance and/or special handling service marking

1-5/16"

2-7/8"

AGENCY NAME  
DELIVERY ADDRESS  
CITY STATE ZIP CODE

OFFICIAL BUSINESS  
PENALTY FOR PRIVATE USE \$300

POSTAGE DUE COMPUTED BY:  
DELIVERY UNIT IF NO EXTRA SERVICES  
(OR)  
ACCEPTANCE POST OFFICE IF EXTRA  
SERVICES ARE REQUESTED

POSTAGE \_\_\_\_\_  
INSURANCE FEE (IF ANY) \_\_\_\_\_  
SPECIAL HANDLING FEE (IF ANY) \_\_\_\_\_  
TOTAL POSTAGE AND FEES DUE \$ \_\_\_\_\_

**PRIORITY MAIL**

**MERCHANDISE RETURN LABEL**  
PERMIT NO. 1 ANYTOWN WA 98765  
ABC CO. 1234 MAIN ST

**POSTAGE DUE UNIT**  
US POSTAL SERVICE  
PO BOX 9998  
ANYTOWN WA 98765-9998

NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

• Insurance and/or special handling endorsement

• Endorsement for class of mail

- b. The Post Office name required in the "Merchandise Return Label" legend must be the same as the Post Office authorized to receive the mail.



703.7.12.8

### Exhibit 7.12.7b Merchandise Return Label for Registered Mail Service Without Insurance

• Recommended blank space for Registered Mail label

7/8"

2-1/4"

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

POSTAGE  
REGISTERED FEE  
TOTAL POSTAGE AND FEES DUE \$

REGISTERED MAIL SERVICE WITHOUT POSTAL INSURANCE DESIRED BY PERMIT HOLDER

**PRIORITY MAIL**

**MERCHANDISE RETURN LABEL**  
PERMIT NO. 1 ANYTOWN WA 98765  
ABC CO. 1234 MAIN ST

**POSTAGE DUE UNIT**  
US POSTAL SERVICE  
PO BOX 9998  
ANYTOWN WA 98765-9998

• Registered Mail endorsement must indicate without postal insurance

• Class of Endorsement must be First-Class Mail or Priority Mail

- c. Permit holders are encouraged, but are not required, to put the price marking in the space to the right and above the “Merchandise Return Label” legend. The marking must be at least 3/16 inch high and be printed or rubber-stamped. Only the permit holder may apply this marking.

#### 7.12.8 Insurance Indicated by Permit Holder

[1-27-13] The permit holder may obtain insured mail service with MRS. Indemnity under penalty mail merchandise return is limited to \$100. Items requiring insurance greater than \$100 may not be mailed under penalty merchandise return service. Only Package Services matter (matter not required to be mailed at First-Class Mail prices under 133.3.0) may be insured. Only Standard Post, Parcel Select Nonpresort, and Package Services matter (matter not required to be mailed at First-Class Mail prices under 133.3.0) may be insured. To request insured mail service, the permit holder must preprint or rubber-stamp “Insurance Desired by Permit Holder for \$\_\_\_\_\_ (value)” to the left of and above the “Merchandise Return Label” legend and below the “Total Postage and Fees Due” statement on the merchandise return label. The value part of the endorsement, showing the dollar amount of insurance for the article, may be handwritten by the permit holder. If insurance is paid for by the MRS permit holder, then only the MRS permit holder may file a claim (609).

**7.12.9 Insured Mail Added by Sender**

If the permit holder has not indicated insured mail service on the MRS label, then the sender has the option of adding insurance at the sender's own expense. There is no limit on the indemnity coverage paid for by the sender. If insurance is paid by the sender, then only the sender may file a claim (609).

**7.12.10 Registered Mail**

Only the permit holder may request that the piece receive Registered Mail service by preprinting the endorsement noted below. All applications for registered merchandise return service must be submitted to the manager, Product Classification (see 608.8.0 for address). Registered Mail service may be obtained only on articles returned at First-Class Mail or Priority Mail prices. Only Registered Mail service without postal insurance is available under penalty mail merchandise return procedures. An agency wanting to register merchandise return articles with postal insurance must follow the procedures in 505.3.0. When Registered Mail service is requested for single-piece First-Class Mail or Priority Mail, no other extra service is available. The format in [Exhibit 7.12.7b, Merchandise Return Label for Registered Mail Service Without Insurance](#), must be used for the merchandise return label, and the following endorsement must be preprinted to the left of and above the "Merchandise Return Label" legend and below the "Total Postage and Fees Due" statement: "Registered Mail Service without Postal Insurance Desired by Permit Holder."

**7.12.11 Special Handling**

[1-27-13] Only the permit holder may request that the mailpiece receive special handling. The format in [Exhibit 7.12.7a, Merchandise Return Label With No Extra Services or With Insurance and/or Special Handling](#), must be used for the merchandise return label. Package Services items requiring special handling must have the following endorsement preprinted or rubber-stamped to the left of and above the "Merchandise Return Label" legend and below the "Total Postage and Fees Due" statement: "Special Handling Desired by Permit Holder."

**7.12.12 Permit Cancellation**

A permit may be canceled by the Corporate Accounting manager, USPS Headquarters, for violation of postal regulations, including:

- a. Refusing to accept and pay the required charges for merchandise return offered for delivery.
- b. Distributing merchandise return labels that do not meet USPS specifications.

**7.12.13 Later Receipt**

When a permit is canceled, mailpieces received after the cancellation are treated under 505.3.0.

**7.13****Penalty Periodicals****7.13.1 Application**

An agency may apply for penalty Periodicals mailing privileges for Periodicals publications that meet the basic eligibility standards in 707.4.0 through 707.15.0. The correct application form and supporting materials must be submitted to the Post Office where the known office of publication is located.



703.7.13.2

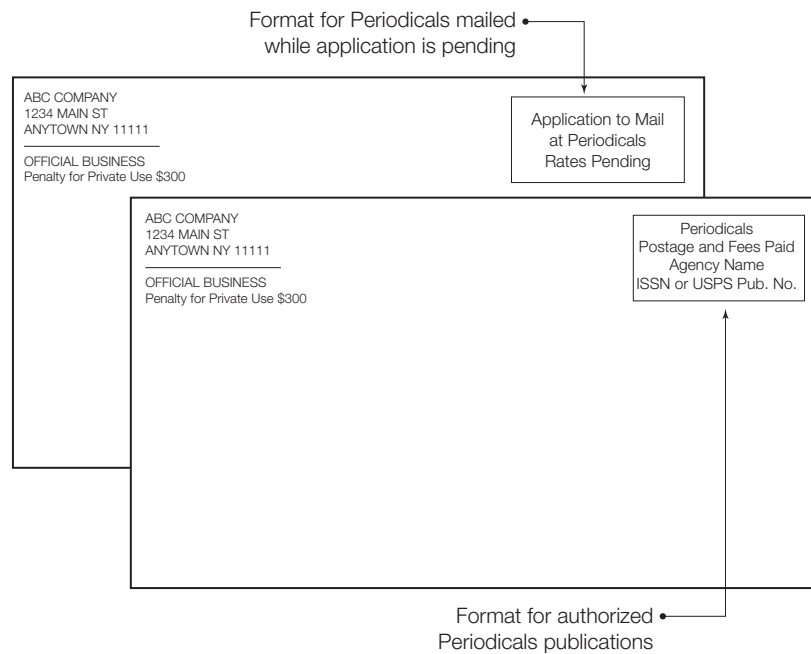
### 7.13.2 Compliance

Except for prepayment of postage, penalty Periodicals must meet the standards that apply to private-sector Periodicals publications.

### 7.13.3 Format

A penalty mail Periodicals imprint must be printed on the front or back cover of each copy, either in the upper right corner of the address area or in the upper right corner of the address side of the envelope or wrapper. The imprint for copies mailed while an application is pending must read “Application to Mail at Periodicals Prices Pending.” The imprint for authorized publications must contain the words “Periodicals” or “Periodicals Newspaper” (as appropriate); the words “Postage and Fees Paid”; the agency name; and the International Standard Serial Number assigned by the Library of Congress, if the publication has one, or the publication number assigned by the USPS at the time of authorization. See [Exhibit 7.13.3](#) for format.

### Exhibit 7.13.3 Penalty Periodicals Formats



### 7.13.4 Return Address

For both authorized publications and those with applications pending, the front or back cover of each copy or the address side of its envelope or wrapper must also show the agency name and a complete return address. The words “Official Business” and “Penalty for Private Use \$300.00” must be preprinted directly below the return address. The penalty statement must not be handwritten or typewritten (see [Exhibit 7.13.3](#)).

**7.13.5 Postage and Fees**

Postage and fees are billed through OMAS. Agencies must submit a completed postage statement to the entry office with each mailing of each edition or as otherwise permitted by the standards for Periodicals in [707.16.0](#) and [707.17.0](#).

**7.14 Penalty Priority Mail Express**

Agencies have the same service and contract options as other mailers when arranging for penalty Priority Mail Express service. Agencies may prepay Priority Mail Express postage or pay with penalty postage meters or penalty mail stamps. They may also use the 3-digit agency code (and 5-digit cost code) if authorized according to the most recent listing in the *Postal Bulletin*. If postage is prepaid or paid with penalty meters or penalty mail stamps, the 3-digit agency code is not written in the customer number block on Priority Mail Express labels. If the 3-digit agency code is used, an agency envelope or label must be used that contains a complete agency return address and the preprinted phrases “Official Business” and “Penalty for Private Use \$300.00.”

**7.15 Contractors****7.15.1 Reimbursement**

**[7-28-13]** An agency authorized to use penalty mail must reimburse the USPS for contractor use of penalty mail services.

**7.15.2 Preparation**

Preparation standards for a contractor’s penalty mailings include:

- a. First-Class Mail, Standard Mail, Package Services, and Parcel Select penalty mailings must be prepared with penalty permit imprints or penalty meters. Single-piece price mailings may also be prepared with penalty mail stamps.
- b. Periodicals must be prepared with a penalty Periodicals imprint.
- c. Reply mail must be prepared under [7.10, General Standards for Penalty Reply Mail](#), [7.11, Penalty Business Reply Mail \(BRM\)](#), and [7.12, Penalty Merchandise Return Service](#), as applicable.
- d. Priority Mail Express must be prepared with penalty postage meters, penalty mail stamps, or use of 3-digit agency code under [7.14](#).

**7.15.3 Postage Statement**

A contractor submitting a mailing that requires a postage statement must prepare the statement in duplicate if the mailer wants a copy.

**7.15.4 Providing Materials**

When an agency requires a contractor to provide progress reports or to return government materials to the agency by mail, the agency may either require the contractor to prepay postage on these items or provide the contractor with BRM or merchandise return envelopes and labels.

**7.15.5 Return Address**

Penalty envelopes and labels used by any contractor must show the printed return address of an authorized agency. The name and address of a private person, concern, organization, or contractor may not be shown in the return address.



## 8.0 Balloting Materials

### 8.1 Basic Standards

#### 8.1.1 Definition

[10-7-13] Balloting materials include postcard applications, all ballot types, voting instructions, mailing instructions, and return envelopes.

#### 8.1.2 Exceptions to Standards

An exception to the marking and verification standards in 8.1.3 through 8.1.5 may be granted for one of the following reasons:

- a. Ballots are mailed under 8.2.
- b. Ballots are returned under 505.1.0.
- c. A postage due account has been established to guarantee the payment of return postage.
- d. Prepayment of return postage is made by stamps, meter, or Permit Reply Mail.

#### 8.1.3 Postage

Except for ballots meeting one of the exceptions under 8.1.2, balloting materials for any election, whether disseminated hardcopy or electronically, must indicate in a prominent location that the proper amount of postage must be paid. This information must be included in the balloting materials with the marking "First-Class Mail postage must be applied." Alternatively, the marking "Apply First-Class Mail postage here" may be printed in the upper right corner of the address side of the return envelope. Approved versions will also be acceptable in either location. Election officials should consult with postal officials to assist with mailpiece design, barcode placement, and to determine the proper amount of postage required for mailing ballots to voters and the return of ballots to election officials.

#### 8.1.4 Notification of Postage Requirement on Return Ballots

Except for ballots meeting one of the exceptions under 8.1.2, all ballot types for any election, whether disseminated hardcopy or electronically, must indicate in a prominent location on the balloting materials the specific amount of First-Class Mail postage required for return by mail to election officials.

#### 8.1.5 Verification

Except for ballots meeting one of the exceptions under 8.1.2, each mailing must be accompanied by a complete sample mailpiece.

### 8.2 Special Exemption

#### 8.2.1 Definition

[10-7-13] Balloting materials may be sent through the mail without prepayment of postage to enable persons in the following categories to apply for registration and vote by absentee ballot when absent from the place of voting residence and otherwise eligible to vote as an absentee:

- a. Members of the Armed Forces in active service and their spouses and dependents.
- b. Members of the U.S. Merchant Marine and their spouses and dependents.



- c. U.S. citizens residing outside the territorial limits of the United States and the District of Columbia and their spouses and dependents residing with or accompanying them.

**8.2.2 Eligibility**

To be mailable without prepayment of postage, the balloting materials must be deposited at a U.S. Post Office, an overseas U.S. military Post Office, or an American Embassy or American Consulate.

**8.2.3 Between Officials**

Balloting materials may be mailed between state and local election officials, individually or in bulk, without prepayment of postage. Packages of materials mailed in bulk must bear an address label as described in .

**8.2.4 Elections Affected**

Materials may be for any general election of electors for President and Vice President, or of senators and representatives in Congress, and other general, primary, and special elections.



**8.2.5 Envelope**

The envelope used to send balloting material and the envelope supplied for return of the ballots must have printed across the face the words “Official Absentee Balloting Material—First-Class Mail” (or similar language required by state law) in a rectangular box. Immediately below, the words “No Postage Necessary in the U.S. Mail—DMM 703.8.0” must be printed. Envelopes previously approved with the citation “DMM E080” must not be rejected. In the upper right corner of the envelope, in a rectangular box, the words “U.S. Postage Paid, 39 USC 3406” must be printed. An appropriate inscription or blank spaces for the return address of the sender must be shown in the upper left corner (see [Exhibit 8.2.5](#)).



703.8.2.6


### Exhibit 8.2.5 Balloting Material Formats—Envelope

Name and Complete Address _____ _____ _____ _____		U.S. Postage Paid 39 USC 3406
<b>PAR AVION</b>		
<div>OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL</div> <div>NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0</div> <div>SECRETARY OF STATE OF WASHINGTON CHAMPAIGN COUNTY ELECTIONS BOARD CHAMPAIGN COUNTY COURTHOUSE 1234 MAIN ST ANYTOWN WA 98765-4321</div> <div></div>		

### 8.2.6 Postcard

The federal voting registration postcard application must be approximately 5 by 8 inches. The design shown in [Exhibit 8.2.6](#) must be printed on the address side of the card.

### Exhibit 8.2.6 Balloting Material Formats—Postcard

5"	Name and Complete Address _____ _____ _____ _____		U.S. Postage Paid 39 USC 3406
	<b>PAR AVION</b>		
<div>OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL</div> <div>NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0</div> <div>TO: _____ _____ _____</div>			
8"			

### 8.2.7 FIM (Facing Identification Mark)

The correct facing identification mark (FIM) as described in [505.1.8.8](#) must be printed on the address side of envelopes and cards.

## 9.0 Mixed Classes

### 9.1 Basic Information

#### 9.1.1 General

When mail of a higher price is enclosed with mail of a lower price, the postage on the entire piece is charged at the higher price, except under [9.2](#) through [9.6](#) in *Mixed Classes*.

#### 9.1.2 Concealing Enclosures

Mailers are subject to a fine if they conceal letters or other mail of a higher price in mail sent at a lower price without paying the correct postage on the enclosures (18 USC 1723).

### 9.2 Eligibility for Attachments of Different Classes

#### 9.2.1 First-Class Mail or Standard Mail

Letters or other pieces of First-Class Mail or Standard Mail may be placed in an envelope and attached to the address side of a Periodicals, Standard Mail, Parcel Select, or Package Services piece. Combination envelopes or containers with separate parts for the two classes of mail may be used.

#### 9.2.2 Price Qualification

If a Periodicals, Standard Mail, Parcel Select, or Package Services host piece qualifies for:

- a. A presort discount, a First-Class Mail or Standard Mail attachment is eligible for the comparable First-Class Mail or Standard Mail presort price. The attachment need not meet the volume standard that would apply if mailed separately.
- b. An automation price, a First-Class Mail or Standard Mail attachment is eligible for the comparable First-Class Mail or Standard Mail price. The attachment need not meet the volume standards that would apply if mailed separately. An automation price may not be claimed for an attachment unless a similar automation price is claimed for the host piece. If the attachment makes the host piece incompatible with automation standards, neither the host piece nor the attachment qualifies for an automation price.
- c. A carrier route price, a First-Class Mail or Standard Mail attachment is eligible for the comparable First-Class Mail or Standard Mail price if every host piece for which the carrier route price is claimed has a First-Class Mail or Standard Mail attachment. The attachment need not meet the volume standard that would apply if mailed separately. A carrier route price may not be claimed for an attachment unless a similar price is claimed for the host piece.
- d. A destination entry price (DDU, DSCF, DADC, or DNDC), a Standard Mail attachment is eligible for the comparable destination entry price. The attachment need not meet the volume standard that would apply if mailed separately. A price including a destination entry discount may not be claimed for an attachment unless a similar price is available and claimed for the host piece.



### 9.3 Eligibility for an Enclosure in Periodicals Publication

#### 9.3.1 All Enclosures

Except under [9.3.2](#), all enclosures mailed with a bound publication must be bound into the publication or securely affixed to a page of the publication. Enclosures mailed with an unbound publication must be combined with, and inserted within, the publication. Subject to payment of the applicable postage, separate and independent pieces of nonincidental First-Class Mail and pieces of Standard Mail may be mailed as enclosures with Periodicals publications.

#### 9.3.2 Loose Enclosure

A loose enclosure may be mailed with a bound Periodicals publication only if:

- a. The enclosure and the Periodicals materials are totally enclosed in an envelope or plastic or paper wrapper; or the enclosure and the Periodicals materials are inside a sleeve and the enclosures are inserted within the publication and held by tension or secured to prevent separating from the publication while in the mail.
- b. For Standard Mail matter, the total weight of all enclosed material is less than 16 ounces.
- c. If enclosed in a plastic wrapper or polybag, the Periodicals publication is the top or bottom piece, faces out, and its title is visible.
- d. The enclosure is not addressed.

### 9.4 Eligibility for an Enclosure in Standard Mail, Parcel Select, and Package Services Parcels

#### 9.4.1 First-Class Mail

Letters or other pieces of First-Class Mail may be enclosed in pieces of Standard Mail, Parcel Select, and Package Services. Postage at the appropriate First-Class Mail price must be paid for each piece of First-Class Mail, except incidental First-Class Mail attachments or enclosures under [9.5](#).

#### 9.4.2 Standard Mail

Standard Mail may be enclosed in a parcel mailed at Parcel Select or Package Services prices or under [4.0, Mail Sent by U.S. Armed Forces](#). Postage at the applicable First-Class Mail or Standard Mail price must be paid on this matter, unless excepted by the prices and eligibility standards in [453](#), [463](#), and [473](#).

### 9.5 Eligibility for an Incidental First-Class Mail Attachment or Enclosure

An incidental attachment or enclosure must be closely associated with or related to the piece to which it is attached or in which it is enclosed; must be secondary to that piece; must not encumber postal processing; and must *require* First-Class Mail postage if mailed separately. Incidental First-Class Mail matter may be enclosed in or attached to Periodicals matter, Standard Mail merchandise (including books but excluding merchandise samples), Parcel Select, and Package Services matter. The attached or enclosed incidental matter may be mailed at the applicable postage price of the host piece with which it is attached or enclosed. Incidental First-Class

Mail matter includes a bill for the product or publication, a statement of account for past purchases, and a personal message or greeting included with a product, publication, or parcel.

## **9.6 Eligibility for Combined Mailing of Media Mail and Bound Printed Matter**

### **9.6.1 Machinable Parcels**

A mailer may combine into one parcel separate and distinguishable pieces of Media Mail and Bound Printed Matter for the same addressee, if these combined pieces form a regular machinable parcel as defined in [401.1.5](#).

### **9.6.2 Presorted Prices**

Presorted prices may be claimed, subject to the applicable preparation standards. If Presorted prices are claimed on both subclasses, the mail must be prepared under the standards for Bound Printed Matter in [365.5.0](#) for flats and [465.5.0](#) for parcels.

## **9.7 Markings on Mixed Mail**

### **9.7.1 Attachments**

First-Class Mail attachments must be marked “First-Class” or “Letter Enclosed.” Standard Mail attachments must be marked “Standard” or “STD.”

### **9.7.2 Enclosures**

When a Periodicals publication is mailed with a nonincidental First-Class Mail or any Standard Mail enclosure, the corresponding “First-Class Mail Enclosed” or “Standard Mail Enclosed” marking must be placed on or in the host publication as follows:

- a. If placed on the outer wrapper, polybag, envelope, or cover of the host Periodicals publication, the marking must be set in type no smaller than any used in the change-of-address notice in the identification statement.
- b. If placed in the identification statement, the marking must meet the standard in [9.7.2a](#).
- c. Except under [9.9](#), the marking must not be on or in copies without a First-Class Mail or Standard Mail enclosure.

### **9.7.3 Parcels**

The mailer must mark “First-Class Mail Enclosed” or “Standard Mail Enclosed” on each Standard Mail, Parcel Select, and Package Services parcel with such an enclosure. The marking must be placed below the postage and above the delivery address, using any method that produces legible wording.

## **9.8 Postage Payment for Attachments of Different Classes**

### **9.8.1 Computation and Payment**

Postage for the host Periodicals, Standard Mail, Parcel Select, or Package Services piece must be paid under the applicable standards. Except for incidental First-Class Mail attachments under [9.11](#), First-Class Mail or Standard Mail attachments must have postage affixed at the proper price.

### **9.8.2 Postage Statements**

Separate postage statements using the proper USPS forms must be prepared for the host piece and the attachment and must be submitted at the time of mailing.



### 9.8.3 Mailing Fee

The annual mailing fee must be paid for the current 12-month period at each office where postage for a Standard Mail attachment is paid at any Standard Mail price.

## 9.9 Postage Payment for Enclosure in Periodicals Publication

### 9.9.1 General Rule

Postage for the Periodicals publication is paid under [707.16.0](#). The proper First-Class Mail or Standard Mail price is paid for the enclosed material, based on the comparable Periodicals price applicable to the addressed piece containing the enclosure.

### 9.9.2 Authorized Payment Method

A publisher authorized for Centralized Postage Payment (CPP) may arrange to submit postage statements and pay postage for First-Class Mail or Standard Mail enclosures to the designated Post Office (DPO) under the relevant standards in [707.16.0](#). The publisher must be authorized by the DPO each time the Periodicals publication is mailed with a First-Class Mail or Standard Mail enclosure.

### 9.9.3 Multiple Items

When more than one enclosure of the same mail class is enclosed with a publication, they may be treated as a single enclosure for computing postage.

### 9.9.4 Affixing Postage

Postage for a First-Class Mail or Standard Mail enclosure may be paid by affixing the correct amount in precanceled or meter stamps to the enclosure or to the outer wrapper, polybag, envelope, or cover of the host Periodicals publication.

### 9.9.5 Permit Imprint—Outside Publication

Postage for a First-Class Mail or Standard Mail enclosure may be paid with a permit imprint placed on the outer wrapper, polybag, envelope, or cover of the host Periodicals publication if:

- a. The permit imprint is prepared as shown in [604.5.0](#).
- b. The permit imprint and any required marking are set in type no smaller than any used in the change-of-address notice ("POSTMASTER: ...") in the identification statement.
- c. The permit imprint and marking appear only on copies accompanied by a First-Class Mail or Standard Mail enclosure.
- d. Unless postage for the host publication is paid under CPP or plant-verified drop shipment procedures, the mail is entered at the Post Office where the permit is held.

### 9.9.6 Permit Imprint—Inside Publication

Postage for a First-Class Mail or Standard Mail enclosure may be paid with a permit imprint placed in the identification statement of the host Periodicals publication if:

- a. The permit imprint is prepared under [604.5.0](#).
- b. The permit imprint and any required marking are set in type no smaller than any used in the change-of-address notice ("POSTMASTER: ...") in the identification statement and surrounded by either a black line or a 1/4-inch clear area.

- c. The permit imprint and the required markings are only on copies accompanied by a First-Class Mail or Standard Mail enclosure unless the marking in all copies is followed by both a list of the editions or edition codes mailed with a First-Class Mail or Standard Mail enclosure and the edition name or edition code that applies to the respective copy.
- d. Unless postage for the host publication is paid under CPP or plant-verified drop shipment procedures, the mail is entered at the Post Office where the permit is held.

#### **9.9.7 Permit Imprint—Omitted**

A permit imprint need not be printed on the outer wrapper, polybag, envelope, or cover of the host publication, and need not be printed inside the publication, when the marking “First-Class Mail Enclosed” or “Standard Mail Enclosed,” as appropriate, is placed on the outer wrapper, polybag, envelope, or cover of the host publication, or in the Identification Statement.

#### **9.9.8 Computing Permit Imprint Postage**

Permit imprint postage for the enclosure is computed at the applicable First-Class Mail or Standard Mail price, corresponding to the number of copies of the Periodicals publication prepared with the enclosure. The enclosure is eligible for the price for its class of mail that is most comparable to the presort and destination discounts that apply to the Periodicals host piece. For example, a Standard Mail enclosure is eligible for the SCF entry discount if the publication is deposited at the destinating SCF. When more than one enclosure of the same class of mail is enclosed with a publication, the enclosures are treated as a single enclosure for computing postage. Postage for the First-Class Mail or Standard Mail enclosure must be claimed on the proper postage statement.

#### **9.9.9 Mailing Fee**

The annual mailing fee must be paid for the current 12-month period at each office where postage for a Standard Mail enclosure is paid at any Standard Mail price.

#### **9.9.10 Documentation**

Subject to [708.1.0](#), documentation for a mailing of a Periodicals publication with nonincidental First-Class Mail or Standard Mail matter enclosed includes:

- a. The Periodicals postage statement and any supporting documentation specified in the standards for the price claimed.
- b. The First-Class Mail or Standard Mail postage statement for the enclosed matter.
- c. Amendments or additions to the documentation required in [9.9.10a](#) as necessary to account for the enclosed matter and support the postage claimed for it.

### **9.10 Postage Payment for Enclosure in Standard Mail, Parcel Select, or Package Services Parcel**

#### **9.10.1 Postage**

Postage for the enclosure must be placed on the outside of the parcel, either separately or by addition to the postage for the parcel itself.



### **9.10.2 Postage Statements**

Separate postage statements for the host piece (if required) and the enclosure must be submitted at the time of mailing.

## **9.11 Postage Payment for Incidental First-Class Mail Attachment or Enclosure**

### **9.11.1 Computation**

Postage is based on the weight of the host piece plus the weight of the incidental attachment or enclosure and is paid at the price applicable to the host piece.

### **9.11.2 Periodicals**

Postage for an incidental attachment or enclosure with a Periodicals piece is determined as follows:

- a. If the Periodicals piece consists entirely of nonadvertising matter, the attachment or enclosure is also considered nonadvertising matter.
- b. If the Periodicals piece consists of advertising and nonadvertising matter, the attachment or enclosure is considered advertising matter.

## **9.12 Postage Payment for Combined Mailings of Media Mail and Bound Printed Matter**

### **9.12.1 Postage**

Postage for each separate unit must be placed on the outside of the parcel.

### **9.12.2 Postage Statements**

When required, a separate postage statement must be submitted for each part of the combined mailing.

### **9.12.3 Endorsement**

In addition to the required price markings, each parcel must show, below the postage and above the address, an endorsement declaring the enclosure and the additional postage paid for it (e.g., "Bound Printed Matter Enclosed \$1.345.").

### **9.12.4 Rating of Unmarked Parcel**

**[1-27-13]** A parcel containing Media Mail and Bound Printed Matter is charged postage at Parcel Select Nonpresort prices if it:

- a. Is not endorsed as specified in [9.12.3](#).
- b. Does not consist of separate and distinguishable units of mail.
- c. Is not machinable.

## **9.13 Extra Services for Mixed Classes**

### **9.13.1 Special Handling**

A combination mailpiece sent as a Parcel Select or a Package Services parcel may be sent using special handling; only one special handling fee is charged for the parcel.

### **9.13.2 Insured and COD**

A combination mailpiece may be sent insured or COD. The insurance covers only the value of the parcel.





**9.13.3 Registered**

A combination mailpiece may not be sent as Registered Mail.



# 705 Advanced Preparation and Special Postage Payment Systems

## Overview

- 1.0 Customized MarketMail
- 2.0 Manifest Mailing System
- 3.0 Optional Procedure Mailing System
- 4.0 Alternate Mailing System
- 5.0 First-Class Mail or Standard Mail Mailings With Different Payment Methods
- 6.0 Combining Mailings of Standard Mail, Package Services, and Parcel Select Parcels
- 7.0 Combining Package Services and Parcel Select Parcels for Destination Entry
- 8.0 Preparing Pallets
- 9.0 Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks
- 10.0 Merging Bundles of Flats Using the City State Product
- 11.0 Combining Automation Price and Nonautomation Price Flats in Bundles
- 12.0 Merging Bundles of Flats on Pallets Using a 5% Threshold
- 13.0 Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold
- 14.0 Combining Bundles of Flats Within FSS Zones
- 15.0 Combining Standard Mail Flats and Periodicals Flats
- 16.0 Plant Load Mailings
- 17.0 Plant-Verified Drop Shipment
- 18.0 Priority Mail Express Open and Distribute and Priority Mail Open and Distribute
- 19.0 Priority Mail Express Reshipment Service
- 20.0 Metered Mail Drop Shipment
- 21.0 Postage Due Weight Averaging Program
- 22.0 Optional Combined Parcel Mailings
- 23.0 Repositionable Notes (RPNs)
- 24.0 Full-Service Automation Option
- 25.0 Scan Based Payment
- 26.0 Alaska Bypass Service

## 1.0 Customized MarketMail

### 1.1 Basic Standards

#### 1.1.1 General

Customized MarketMail (CMM) is an option for mailing nonrectangular or irregular-shaped Regular Standard Mail and Nonprofit Standard Mail pieces weighing 3.3 ounces or less that meet the physical characteristics and dimensional requirements in [1.1.3](#) and the mail preparation standards in [1.4](#). Other Regular and



### 705.1.1.2

Nonprofit Standard Mail pieces measuring 3/4 inch thick or less and meeting the standards in [1.0](#) may be entered as CMM at the mailer's option. CMM must be entered at a destination delivery unit (DDU).

#### 1.1.2 Eligibility Standards

All pieces in a CMM mailing must:

- a. Meet the basic content and eligibility standards for Standard Mail in [243.2.0](#) through [243.4.0](#) and, for Nonprofit Standard Mail, the additional standards in [703.1.0](#).
- b. Be part of a mailing of at least 200 addressed pieces. All pieces must be identical in size, shape, and weight unless excepted under an approved postage payment system.
- c. Bear a complete delivery address using the addressing formats in [602.1.0](#) or the exceptional or occupant address formats in [602.3.0](#) with the correct ZIP Code or ZIP+4 code. These additional addressing standards apply:
  1. Detached address labels under [602.4.0](#) are not permitted.
  2. Ancillary service endorsements under [507.1.0](#) are not permitted.
  3. The ZIP Code accuracy standard in [243.3.8](#) must be met.
- d. Be marked, sorted, and documented as specified in [1.4](#).
- e. Be entered at the destination delivery unit appropriate to the delivery address on the mail, under [246.5.0](#), *Destination Delivery Unit (DDU) Entry*, or as a mailing using Priority Mail Express or Priority Mail Open and Distribute under [18.5](#) and [18.5.13](#), or as a plant-verified drop shipment (PVDS) mailing under [17.0](#). There are no minimum volumes per destination.

#### 1.1.3 Physical Standards

Mailpieces prepared as Customized MarketMail (CMM) under [1.0](#) must meet these additional standards:

- a. The material used for the pieces must be free of sharp edges, protrusions, and other elements that could cause harm or injury to USPS personnel handling these pieces.
- b. The pieces must not be smaller than the minimum size for letter-size mail in [201](#) or greater than the maximum size for flat-size mail in [301](#). Length and height are defined as follows:
  1. The length is determined by drawing a straight line between the two outer points most distant from each other.
  2. The 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 is the height.
- c. The maximum weight is 3.3 ounces.
- d. Pieces may be any shape and may include die cuts, holes, and voids.

- e. Pieces must be flexible enough to fit inside a minimum-size mail receptacle measuring 4-7/8 inches wide, 14-7/8 inches high, and 5-7/8 inches long (deep).
- f. Design approval by the district business mail entry manager is recommended, but not required.

## **1.2 Prices**

See [Notice 123—Price List](#).

## **1.3 Extra Services**

CMM is not eligible for any extra service.

## **1.4 Preparation Standards**

### **1.4.1 All Mailings**

All CMM pieces are subject to the preparation standards in [1.4](#) and to these general standards:

- a. CMM pieces must not be part of a mailing containing any other type of Standard Mail pieces.
- b. Each mailing must meet the applicable standards for mail preparation in [245.1.0](#) and [245.2.0](#) and the following:
  - 1. Regular Standard Mail pieces must be marked “Presorted Standard” and Nonprofit Standard Mail pieces must be marked “Nonprofit Organization” or with applicable abbreviations under [202](#). All pieces also must be marked “Customized MarketMail,” “CUST MKTMAIL,” or “CMM.”
  - 2. At the mailer's option, a carrier route information line under [708.6.0](#) may be added. If used, a carrier route code must be applied to every piece in the mailing using CASS-certified software and the current USPS Carrier Route File scheme, printed Carrier Route Files, or another AIS product containing carrier route information, subject to [509.1.0](#) and [708.3.0](#). Carrier route information must be updated within 90 days before the mailing date.

### **1.4.2 Required Endorsement**

Customized MarketMail pieces must bear the endorsement “Carrier—Leave If No Response” placed directly below the return address under [508.1.0](#). If any other endorsement is used, the carrier route release endorsement must be separated by the equivalent of one blank line of the type size used.

### **1.4.3 Postage**

CMM is subject to postage payment (precanceled stamps, metered postage, or permit imprint) for Standard Mail pieces under [244](#).

### **1.4.4 Documentation**

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing. Mailings of nonidentical-weight pieces or mailings using more than three different types of containers must also be



supported by standardized documentation meeting the standards in [708.1.0](#). Documentation for nonidentical-weight pieces is not required if the correct postage is affixed to each piece.

#### **1.4.5 Required Bundling**

Bundling is required before sacking, traying, or filling other mailing containers. A bundle must be prepared when two or more pieces are destined to the same 5-digit ZIP Code or to the same carrier route if the optional carrier route presort is used. The maximum weight for a bundle is 20 pounds. Pieces of irregular thickness must be counterstacked under [245.2.0](#). Facing slips, optional endorsement lines, or pressure-sensitive bundle labels may be used on bundles. CMM pieces in carrier route bundles are subject to [243.6.0](#) but are not required to meet any minimum number of pieces per route.

#### **1.4.6 Bundling and Labeling**

Preparation sequence, bundle size, and labeling:

- a. *Carrier route* (optional), 2-piece minimum; and carrier route information line (required).
- b. *5-digit* (required), 2-piece minimum; and facing slip (optional), red Label 5 (optional), or optional endorsement line (OEL).

#### **1.4.7 Required Containerizing**

The following standards apply to containerizing CMM pieces:

- a. Bundles and single pieces to a destination must be prepared in 5-digit (or 5-digit scheme under [L606](#)), carrier route, or 5-digit carrier routes containers, with no minimum volume required for a container.
- b. Bundles in drop shipment mailings under [246.2.0](#) and [246.5.0](#) must be placed in letter trays, flat trays, or sacks. Bundles in Priority Mail and Priority Mail Express Open and Distribute shipments under [18.5](#) may be placed in USPS-supplied or mailer-supplied containers.
- c. The container size must be appropriate to the dimensions of the pieces, and the number of containers appropriate to the volume of pieces in the mailing.
- d. If more than three types of containers are used, the mailing must be prepared using an approved manifest mailing system or other postage payment system approved by the manager, Business Mailer Support. Each mailing using mailer-supplied containers must include sample containers for tare weight calculations.

#### **1.4.8 Containerizing and Labeling**

Prepare and label containers as follows:

- a. Drop shipments under [246.2.0](#) and [246.5.0](#) must be prepared in 5-digit trays or sacks, or as an option, in 5-digit scheme (under [L606](#), Column B), carrier route, or 5-digit carrier routes trays or sacks, labeled as follows:
  1. Line 1: For 5-digit, carrier route, 5-digit carrier routes, use city, state, and 5-digit ZIP Code on mail; for 5-digit scheme (optional), use [L606](#).

2. Line 2: “DEL LTR STD CMM MAN” (for letter trays); “DEL FLTS STD CMM MAN” (for flat trays); “DEL STD CMM MAN” (for sacks).
  3. Line 3: Office of mailing or mailer information (see [707.21.0, Sack and Tray Labels](#)).
- b. Priority Mail Express and Priority Mail Open and Distribute shipments must be prepared in USPS-provided Priority Mail Express or Priority Mail containers (pouches, sacks, cartons, or envelopes) or in mailer-supplied containers, labeled under [18.5](#).

## 2.0 Manifest Mailing System

### 2.1 Description

#### 2.1.1 Using an MMS

**[1-27-13]** A manifest mailing system (MMS) is a method of verifying postage payment of permit imprint mailings, as an alternative to weight verification. The MMS is an automated system that allows a mailer to document postage and fees for all pieces in Priority Mail Express (Electronic Verification System “eVS” only under 2.9), First-Class Mail, Standard Mail, Parcel Select, Package Services, and international permit imprint mailings. Each piece is assigned a unique identification number that is listed on the manifest along with pertinent information about the mailpiece. The USPS randomly selects pieces from the mailing and compares them to the manifest to determine if postage was accurately reported. The standards in [2.2](#) describe how to mail using an MMS.

#### 2.1.2 Electronic Verification System

**[1-27-13]** Mailers using a MMS when presenting Parcel Select destination entry mailings under 456.2.0 or commingled parcel mailings under 6.0 or 7.0, may document and pay postage using the Electronic Verification System (eVS) (see 2.9). Business Mailer Support (BMS), USPS Headquarters, must approve these systems. Unless authorized by Business Mailer Support, mailers may not commingle eVS mail with non-eVS mail within the same mailing or place eVS mail and non-eVS mail in or on the same mailing container.

### 2.2 Basic Standards

#### 2.2.1 Authorization Document

A MMS is established through a letter of authorization as follows:

- a. A MMS approved by the district, as defined in [2.4.6a](#), is authorized with a letter signed by the district Customer Service manager, and addressed to the mailer making the MMS application. The authorization letter contains provisions regarding mailer and USPS responsibilities, including document retention and quality control.
- b. A MMS approved by Business Mailer Support is authorized with a letter (or previously-approved service agreement) signed by the Business Mailer Support manager. The authorization letter contains provisions regarding mailer and USPS responsibilities, including document retention and quality control.



#### 2.2.2 Mailer System

The mailer must have an automated system that produces mail consistent with postal standards and calculates postage accurately. For presorted mail, the system also must determine the qualifying presort level and the correct price of postage for each piece and perform the presort routines. The mailer must assign a unique identification number to each piece. Letter- and flat-size mail produced using batch processing must bear the keyline information in [2.3](#). The system must produce a manifest for each mailing that allows USPS verification of the postage and levels of presort. The manifest must account for every piece in the mailing, as follows:

- a. For presorted letter- and flat-size mail produced using batch processing, the manifest must list destination ZIP Codes, presort categories, batch number ranges, postage amounts, and cumulative postage amounts.
- b. For mail produced using itemized processing, the manifest must list the postage for each piece and those factors used to calculate the correct amount of postage, such as the destination postal zone and piece weight. Each page of the manifest must show cumulative postage totals.
- c. When extra services are used, the manifest must include the fees for each piece.
- d. A summary listing the required information on the postage statement must be included as the last page of the manifest.
- e. A separate summary and register of mailings is required for all plant-verified drop shipment (PVDS) mailings.

#### 2.2.3 Manifest Format

The two basic manifest formats are:

- a. *Itemized processing.* Each piece of mail is individually listed by unique identification number, weight, and other pertinent information. Publication 401, *Guide to the Manifest Mailing System*, contains specific formats for manifests using itemized processing.
- b. *Batch processing.* The mailing is divided into groups of mailpieces with consecutive identification numbers. Only the identification numbers of the first and last pieces of each group are listed, along with the piece count and the total postage charges for the entire batch. This method is limited to piece price letter- and flat-size mailings. Publication 401 contains specific formats for manifests using batch processing.

#### 2.2.4 Mailer Quality Control

The mailer must implement a quality control program that ensures proper mail preparation and provides accurate documentation. The authorization letter or service agreement must detail the USPS-approved quality control procedures.

#### 2.2.5 Permit Imprint

Mailings deposited under the MMS program must meet the standards for permit imprint mail in [604.5.0](#), except that presorted letter-size or flat-size mail produced using batch processing must include the qualified price abbreviation in the keyline.



**2.2.6 Marking**

MMS mailings must meet the marking standards for the price claimed. Markings on presorted letter-size and flat-size mail produced using batch processing are placed in the keyline as described in [2.3.3](#). Markings on itemized mailpieces may be:

- a. Incorporated as part of the permit imprint.
- b. Printed or rubber-stamped above the address and immediately below or to the left of the permit imprint.
- c. Produced as otherwise specified in the MMS authorization.
- d. Provided in an endorsement line in the address area, directly above the top line of the address, if no additional information except carrier route information appears on the endorsement line.

**2.2.7 Postage Statement**

The mailer must submit a complete postage statement with each mailing. If the entry office postmaster approves, mailers may submit a computerized facsimile of the applicable USPS postage statement. Data fields may be omitted on facsimile if they pertain to prices not claimed in the mailing.

**2.2.8 Manifest Adjustments**

When mailpieces are mutilated, spoiled, or destroyed during normal operations and cannot be presented as part of the mailing, a method of adjusting the manifest and postage statement that has been approved by the USPS must be used. Whether the method in [2.2.8a](#) or [2.2.8b](#) is used, the total number of pieces must be deducted at the end of the manifest and the postage statement adjusted. Use one of the following methods:

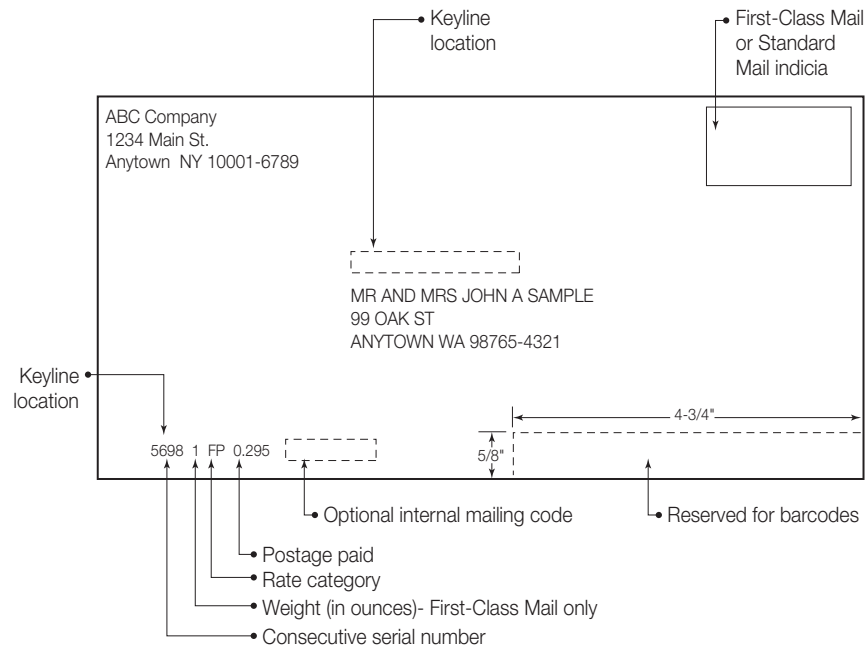
- a. For manifests using itemized processing, line out the identification number, weight, and postage information (if applicable, also line out the piece on Form 3877) or write the unique identification number, piece weight, and postage (and, if applicable, the fee amount) on a separate listing. Deduct the total number of pieces, piece weights, and postage and fees from the totals shown on the manifest, summary, and postage statement.
- b. For manifests using batch processing, write the adjustments directly on the manifest listing showing the consecutive serial number, weight increment, price category, and postage of each item next to the batch that includes the serial number. Alternatively, a separate list may be prepared as an attachment to the manifest showing, for each spoiled piece, the consecutive serial number, weight increment, price category, and postage. The total number of pieces, piece weight, and postage must be deducted from the batch, manifest summary, and postage statement.

**2.3 Keyline****2.3.1 Batch Mailings**

The keyline printed on each piece of presorted letter- or flat-size First-Class Mail or Standard Mail produced using batch processing must contain, in order, the consecutive unique piece number, the weight increment (First-Class Mail only), the price category for which the piece qualifies, and the postage paid by weight and price category (see [Exhibit 2.3.1](#)).



#### Exhibit 2.3.1 Letter-Size Keyline Information



#### 2.3.2 Mailer Codes

Codes for internal mailer use may be printed to the right of the postage-paid information, if at least two spaces separate the postage paid and any internal code information.

**2.3.3 Price Category Abbreviations**

Keylines on First-Class Mail or Standard Mail may use only the price category abbreviations in [Exhibit 2.3.3a](#) or [Exhibit 2.3.3b](#), respectively. All pieces that qualify for more than one postage price must show each price category abbreviation, separated by a “/” (slash) (e.g., EB/DS).

a. First-Class Mail:

**Exhibit 2.3.3a Price Category Abbreviations—First-Class Mail**

CODE	PRICE CATEGORY
AV	Automation 5-Digit-
AT	Automation 3-Digit
AB	Automation AADC Letters
AB	Automation ADC Flats
MB	Automation Mixed AADC Letters
MB	Automation Mixed ADC Flats
FP	Presorted
SP	Single-Piece Price (when fewer than 500 pieces accompany automation price mail)

b. Standard Mail:

**Exhibit 2.3.3b Price Category Abbreviations—Standard Mail**

CODE	PRICE CATEGORY
AV	Automation 5-Digit [letters only]
AT	Automation 3-Digit [letters only]
AB	Automation AADC Letters
AB	Automation AADC Flats
MB	Automation Mixed AADC Letters
MB	Automation Mixed ADC Flats
MA	Machinable AADC Letters
MM	Machinable Mixed AADC Letters
NV	Nonmachinable 5-digit Letters
NT	Nonmachinable 3-digit Letters
NA	Nonmachinable ADC Letters
NM	Nonmachinable Mixed ADC Letters
EB	Enhanced Carrier Route Basic
EH	Enhanced Carrier Route High Density or High Density Plus
ES	Enhanced Carrier Route Saturation
DB	Destination Network Distribution Center (DNDC)
DS	Destination Sectional Center Facility (DSCF)
DD	Destination Delivery Unit (DDU)

**2.3.4 Keyline Location—Batch Mailings**

The keyline must be readily identifiable and placed anywhere on the address side that does not conflict with other standards (see [Exhibit 2.3.1](#) for examples). On letter-size mail, the keyline must not interfere with the OCR read area (see [202.2.1](#)) or barcode clear zone (see [202.5.1](#)). If printed on an insert, the keyline must conform to [202.5.0](#).

**2.3.5 Unique ID Number Location—Itemized Mailings**

The unique identification number must be printed on the address side of each itemized piece. It may be a product number or any other number that is not duplicated within the mailing. The numbers must be printed in overall ascending order, or in ascending order within each zone, 5-digit, 3-digit, or NDC ZIP Code area on the manifest.

**2.4 Authorization****2.4.1 Application**

The mailer must submit an MMS application and supporting documentation as specified on the application to the postmaster of each Post Office where mailings will be deposited. Publication 401 contains an application to mail using an MMS. Application procedures for mailers who want to manifest and pay postage for Priority Mail Express using a Priority Mail Express Manifesting System are outlined in [2.6](#). Publication 205, *Electronic Verification System Technical Guide*, provides the eVS application procedures for mailers.

**2.4.2 Approval Review**

After the mailer completes the development and installation of the MMS, the following will occur:

- a. For a MMS approved by the district, as defined in [2.4.5a](#), a district USPS representative will review the system and the district Customer Service manager will give final approval if the system is functioning as required.
- b. For a MMS approved by Business Mailer Support, as defined in [2.4.5b](#), a district USPS representative will review the system and the district Customer Service manager will give temporary approval if the system is functioning as required. A final review will be conducted by a Business Mailer Support representative within 90 days of the date of the temporary approval, and the Business Mailer Support manager will give final approval if the system is functioning as required.

**2.4.3 General Requirements for Authorization**

General requirements for authorization are as follows:

- a. Verification samples are deemed representative of the entire mailing, and postage adjustment calculations are applied to the total mailing. The mailer must pay additional postage for any underpayments identified during USPS verification. A mailer may elect to overpay postage for pieces that are borderline weight or price increments to avoid postage underpayment adjustments.

- b. If the total postage or the total weight of pieces sampled during a verification results in an underpayment by more than 1.5%, total postage for the mailing is adjusted.
- c. For eVS mailings prepared under [2.9](#), USPS charges eVS mailers for postage due for any underpaid, unmanifested, or mis-shipped destination delivery unit (DDU) parcels at the end of the review period following the monthly mailing period as follows:
  - 1. *Underpaid Parcels.* If the total postage of parcels sampled during the mailing period indicates that the mailer has underpaid postage by more than 1.5% when compared with the corresponding parcel records in the mailer's manifest files, USPS determines additional postage due based on the total postage already paid for the mailing month using the procedures in Publication 205.
  - 2. *Unmanifested Parcels.* USPS charges eVS mailers for parcels not listed in the mailer's manifest files but identified by USPS processing scans or acceptance and delivery scans as being mailed. USPS determines the postage charges using sampling data and the procedures in Publication 205.
  - 3. *Mis-Shipped DDU Parcels.* USPS charges eVS mailers the appropriate single-piece price less the original price paid for parcels identified by acceptance scans to be deposited at incorrect destination delivery units. USPS transports these mis-shipped parcels to the correct destination delivery units. USPS determines the additional postage using scanning data and the procedures in Publication 205. Parcels mis-shipped at destination NDCs or destination SCFs are handled through parcel sampling and are treated as underpaid parcels.
- d. The mailer must notify the USPS in writing of any system change that affects postage calculation, generation of required documentation, or mail presorting before the mailing is presented.
- e. Postage must be paid by an advance deposit account from which funds may be deducted by the USPS to cover any deficiency discovered after acceptance of the mail.

#### **2.4.4 Authorization Period**

The authorization period for an MMS is as follows:

- a. A MMS, not approved to use the Minimum Volume Reduction Provision (MVRP) defined in Publication 401, and approved by the district as defined in [2.4.5a](#), remains in effect until such time as the district manager or the mailer cancels the authorization or agreement. If Postal Service periodic reviews or mailer supplied information demonstrates a need for modification, the agreement or authorization will be modified with concurrence by the district manager and the mailer.



### 705.2.4.5

- b. A MMS approved to use a MVRP as defined in Publication 401, remains in effect for the time period specified in the MVRP, unless the district Customer Service manager or the mailer cancels the MMS authorization. The MVRP authorization will be reviewed at the end of the authorization period and may be renewed by decision of the district Customer Service manager.
- c. A MMS approved by Business Mailer Support as defined in [2.4.5b](#), remains in effect until such time as the Business Mailer Support manager or the mailer cancels the agreement or authorization. If Postal Service periodic reviews or mailer supplied information demonstrates a need for modification, the agreement or authorization will be modified with concurrence by the Business Mailer Support manager and the mailer.

#### **2.4.5 Approval Authority**

Approval authority for manifest mailing systems is as follows:

- a. The district Customer Service manager approves systems that produce separate or mixed mailings of single-piece price First-Class Mail, Package Services, Parcel Select, international mail, including mailings with extra services and predetermined weights, or presorted First-Class Mail letter systems not exceeding 25,000 pieces per manifest or 50,000 total pieces in daily manifested mail volume.
- b. The Business Mailer Support manager, USPS Headquarters, approves MMS that produce presorted First-Class Mail (except as noted in [2.4.5a](#)) or Standard Mail mailings, Package Services or Parcel Select presort mailings, PVDS mailings, or eVS mailings.

#### **2.4.6 Denial**

If an MMS application is denied, the mailer may appeal the decision as follows:

- a. For MMS applications denied by the district Customer Service manager, the mailer may, within 15 days from the receipt of the notice, file a written appeal, including any additional evidence in support of why the MMS should be authorized. This appeal is sent to the Business Mailer Support manager, USPS Headquarters, who issues the final agency decision.
- b. For MMS applications denied by the Business Mailer Support manager, the mailer may, within 15 days from the receipt of the notice, file a written appeal, including any additional evidence in support of why the MMS should be authorized. This appeal is sent to the vice president, Mail Entry and Payment Technology, USPS Headquarters, who issues the final agency decision.

#### **2.4.7 Renewal**

Only MMS with an approved Minimum Volume Reduction Provision (MVRP) requires renewal. MMS with MVRP are renewed prior to the expiration date by the Sales manager that originally authorized the MVRP. The Sales manager reviews all supporting documentation to determine if the mailer continues to meet the requirements of the MVRP. The MVRP is renewed when the review demonstrates that the MVRP continues to meet established requirements.

## 2.5 Revocation

### 2.5.1 Revocation Authority

The revocation authority for MMS is as follows:

- a. The district Customer Service manager may revoke a MMS authorization when the final approval had originally been given through that office.
- b. The Business Mailer Support manager may revoke any MMS authorization.

### 2.5.2 Reasons for Revocation

The reasons for revocation of an MMS are as follows:

- a. The mailer provides incorrect data on the manifest list and appears unable or unwilling to correct the problems.
- b. The mailer is not properly completing the required quality control procedures.
- c. The mailings no longer meet MMS criteria established by standards in [2.0](#) or in the MMS authorization letter or service agreement.
- d. The mailer does not present mailings under MMS for more than 6 months (except as noted in the authorization letter or service agreement).
- e. The mailer continues to present mailings that are improperly prepared and proper postage is not being paid.

### 2.5.3 Corrective Action

After a notice of revocation is issued, the mailer and the USPS determine corrective actions, including an implementation schedule. At the conclusion, the USPS reexamines the mailer's system. Failure to correct identified problems is sufficient grounds to revoke the mailer's MMS authorization.

### 2.5.4 Appeal of Revocation

The mailer may appeal following receipt of the notice of revocation and may continue to mail under the MMS during the appeal process. Appeals are handled as follows:

- a. For MMS authorizations given final approval by the district Customer Service manager, the mailer has 15 days from the date of receipt of the notice to file a written appeal with the Business Mailer Support manager. The appeal must include the reason why the MMS authorization should not be revoked. The Business Mailer Support manager issues the final agency decision. The final revocation takes effect 15 days after receipt by the mailer.
- b. For MMS authorizations given final approval by the Business Mailer Support manager, the mailer has 15 days from the date of receipt of the notice to file a written appeal with the vice president, Mail Entry and Payment Technology, USPS Headquarters. The appeal must include the reason why the MMS authorization should not be revoked. The vice president, Mail Entry and Payment Technology, USPS Headquarters, issues the final agency decision. The final revocation takes effect 15 days after receipt by the mailer.



## 2.6 Priority Mail Express Manifesting Agreements

### 2.6.1 Description

Priority Mail Express Manifesting (PMEM) is an automated system that allows a mailer to document postage and fees for all pieces in a Priority Mail Priority Mail Expressing by transmitting an electronic file to the USPS.

### 2.6.2 What May Be Manifested

PMEM may be used to pay postage for Priority Mail Express, Priority Mail Express International; Priority Mail Express Military Service to qualifying APO/FPO and DPO addresses; and, Priority Mail Express Custom Designed service. PMEM also may be used to pay any extra service fees. Postage for other classes of mail cannot be paid through PMEM.

### 2.6.3 Service Guarantee

Priority Mail Express items mailed using an PMEM are covered by current Priority Mail Express service and postage guarantees:

- a. Mailers using Priority Mail Express Manifesting (PMEM) receive Sunday/holiday guaranteed delivery at no additional charge without paying a premium.
- b. Refunds for service failures are subject to the standards in [604.9.5](#). Reimbursements are paid under [604.9.5.10](#).

### 2.6.4 Postage Payment

Postage for PMEM is paid through a USPS Corporate Account (USPSCA) using the information in the mailer's electronic file. Mailers wishing to mail using a PMEM system must apply for a USPSCA using the procedures in [414](#) before a PMEM agreement will be authorized.

### 2.6.5 Mail Volume

PMEM is designed for large volume mailings; however, there are no minimum volume requirements.

## 2.7 Basic Standards

### 2.7.1 Mailer Participation Requirements

To participate in Priority Mail Express Manifesting, mailers must:

- a. Develop or purchase computer software that will meet the PMEM technical requirements outlined in Publication 97, *Priority Mail Express Manifesting Technical Guide*.
- b. Obtain a Mailer ID for each mailing location.
- c. Obtain USPS certification that the mailer's software and barcoded labels meet PMEM requirements.
- d. Develop and administer effective quality control procedures that will ensure the integrity of the system.
- e. Use one-ply Priority Mail Express labels that meet the requirements in Publication 97.



- f. Be able to have the USPS accept and dispatch PMEM items from their company or a postal facility at the times approved by the district marketing manager.
- g. Receive authorization to mail items using PMEM under [2.8](#).

### **2.7.2 Mailer Quality Control**

The mailer must implement a quality control program that ensures proper mail preparation and provides accurate documentation. The service agreement must detail the USPS-approved quality control procedures.

### **2.7.3 Mailer System Accuracy/Manifest Adjustments**

The USPS verifies the accuracy of the PMEM system by selecting mailpieces at random and comparing them to a verification manifest. If the sampling indicates that the total postage (for the sample mailpieces) is understated by more than 1.5%, the mailer must either withdraw the mailing or pay postage at an adjusted price. Specific procedures are outlined in Publication 97.

### **2.7.4 Markings, Label Specifications, and Barcodes**

No special price markings are required on PMEM items. However, barcoded PMEM labels are required on all PMEM mailpieces, and specific label formats must be followed. Detailed barcode and Priority Mail Express label specifications and options are published in Publication 97. The labels are subject to approval by Product Information Requirements, Product Development, USPS Headquarters, and the National Customer Support Center (NCSC). Mailers must follow the specific certification procedures outlined in Publication 97.

### **2.7.5 Mail Entry**

Mailers must present a photocopy or facsimile of Form 3152-E and a verification manifest with each mailing.

### **2.7.6 Manifest Data Edit Error/Warning Listing**

Mailers must retrieve and retain the Manifest Data Edit Error/Warning Listing for each mailing that will be made available by the host computer. The listing confirms whether an electronic transmission was successful or contained errors or warnings. Specific information about this requirement is included in Publication 97 and in the mailer's PMEM agreement.

### **2.7.7 Form 3152-E for Postage Payment**

Form 3152-E is presented with each mailing. There is no postage affixed to the mailpieces and no postage statement presented with mailings. Postage payment is completed by electronic withdrawal of funds from a mailer's USPS Corporate Account. Form 3152-E must include the following information:

- a. Number of pieces in the mailing.
- b. Total weight of pieces in the mailing.
- c. Total postage and extra service fees, if applicable, for the mailing.
- d. USPSCA number.
- e. Electronic file number from header record positions 4-25.
- f. Mailer signature.



- g. Date of mailing.

## **2.8 Applications, Agreement Renewals, Modifications, Suspensions, and Cancellations**

### **2.8.1 Applications**

Mailers must apply to use a PMEM system by completing the application in Publication 97. The application must be sent to the USPS sales representative at the Post Office where the items will be accepted as mail. After the application and other documentation has been received and reviewed, the application and Form 1357-S is faxed to Product Information, Product Requirements, USPS Headquarters. This office will send the contact page of the application to the Postal NCSC USPS Tracking Office. The USPS Tracking Office will send a test kit to the applicant via electronic mail to test the electronic file transmission accuracy. The application for PMEM must be accompanied by the following:

- a. A completed Form 1357-S.
- b. A copy of Form 5637 showing that a USPS Corporate Account has been established.
- c. A Mailer ID for each mailing location.
- d. Sample copies of a verification manifest created from the mailer's PMEM software.
- e. A PMEM label sample.
- f. A price matrix, if applicable.

### **2.8.2 Approval**

A temporary service agreement will be issued by the district marketing manager through the Business Mail Entry Office for 90 days at the location where the mailings will be verified and accepted when a review of the mailer's application and mailing operation indicates the mailer meets the eligibility requirements for entry of Priority Mail Express items using a PMEM system. Prior to the end of the 90 day temporary agreement the district business mail entry manager will conduct a final review to ensure that the system continues to meet standards. Upon a successful review, the district Customer Sales and Service manager gives final approval of the PMEM system. Publication 97-A, Priority Mail Express Manifesting Implementation and Administration Guide, outlines the specific responsibilities of the various USPS departments in approval process.

### **2.8.3 Denial**

If an application for PMEM is denied by the district marketing manager, the denial is effective 15 days from the mailer's receipt of the notice unless a written appeal is filed within that time to the Business Mailer Support manager, USPS Headquarters, who issues the final agency decision on the application.

### **2.8.4 Changes, Additions, or Modifications to the Service Agreement**

If a mailer proposes to change the method of presenting or documenting mailings from the method specified in the agreement, or the mailer is no longer able to comply with the standards that apply to the authorization, the mailer must immediately notify the district marketing manager.

**2.8.5 Authorization Period**

PMEM agreements remain in effect until such time as the district manager or the mailer cancels the agreement. If Postal Service periodic reviews or mailer supplied information demonstrates a need for modification, the agreement will be modified with concurrence by the district manager and the mailer.

**2.8.6 USPS Suspension**

The district Customer Service and Sales manager may suspend a PMEM agreement at any time, pending review, when there is an indication that postal revenue is not fully protected. The district Customer Service and Sales manager will notify the mailer of the decision in writing. The suspension becomes effective upon the mailer's receipt of the notification.

**2.8.7 USPS Cancellation**

The district Customer Service and Sales manager may cancel a PMEM agreement upon 15 days notice if:

- a. The mailer fails to provide a manifest with correct data.
- b. The required quality control procedures described in the PMEM agreement are not properly performed.
- c. The PMEM does not comply with USPS requirements.
- d. Mailings are presented that are not properly prepared or paid.
- e. No Priority Mail Express manifest mailings are presented for more than 6 months (unless approved by the Business Mailer Support manager).
- f. The mailer has relocated or has changed ownership without notification.
- g. The 2-year renewal review reveals that the PMEM agreement should no longer be authorized or the mailer is not complying with the agreement.

**2.8.8 Cancellation Notice and Appeal**

The cancellation takes effect 15 days from the mailer's receipt of the notice unless, within that time, the mailer files a written appeal with the Business Mailer Support manager. The appeal must present additional information explaining why the PMEM agreement should not be canceled. The Business Mailer Support manager will issue the final agency decision.

**2.9 Electronic Verification System****2.9.1 Description**

The Electronic Verification System (eVS) is an electronic manifest mailing system that allows mailers to document and pay postage and extra services fees by transmitting electronic files to the Postal Service without generating paper manifests, postage statements, or clearance documents, with the following principal features:

- a. *File Creation.* eVS requires the creation of an electronic file containing specific data records organized into manifests. Each manifest within the file corresponds to a data record for each destination entry facility or each origin/entry Post Office, with records for the parcels grouped under the record for the entry facility or entry Post Office. Successfully accepted files and the records within those files are used by eVS to generate electronic postage



statements for automatic debiting of the mailer's postage payment account. Files must be prepared as specified in Publication 205, *Electronic Verification System Technical Guide*.

- b. *Daily Mailing and Presort Eligibility*. A mailing, which is determined by all file transmissions received from the eVS mailer within a 24-hour cycle, must meet all presort and volume requirements for the class of mail and price category claimed. The 24-hour cycle begins at 2:00:00 a.m. and ends at 1:59:59 a.m. Central Time.
- c. *Sampling*. eVS sampling data, which are used to monitor postage and preparation accuracy, is primarily captured after the mailer deposits the mailing at a destination entry facility.
- d. *Monthly Data Reconciliation*. eVS sampling data are reconciled against all the mailer's manifests received during a calendar month rather than against each individual mailing. All mailings entered during a calendar month are treated as a single mailing for the purpose of reconciliation and the collection of any postage due.

### 2.9.2 Availability

[1-27-13] eVS may be used only for mail paid with a permit imprint and the following classes and subclasses of mail:

- a. *Priority Mail Express*. Commercial prices; all processing categories. Not available for retail.
- b. *First-Class Mail*. Single-piece price and presorted prices; machinable and nonmachinable parcel processing categories.
- c. *Priority Mail*. Single-piece price, Flat Rate Envelope, and Flat Rate Box; all processing categories.
- d. *Regular Standard Mail*. Presorted prices, destination network distribution center (DNDC) prices, destination sectional center facility (DSCF) prices, and destination delivery unit (DDU) prices; machinable and irregular parcels.
- e. *Nonprofit Standard Mail*. Presorted prices, DNDC prices, DSCF prices, and DDU prices; machinable and irregular parcels.
- f. *Parcel Select*. Includes Parcel Select Lightweight; DNDC prices, DSCF prices, and DDU prices (including balloon and oversized prices); machinable parcels and nonmachinable parcels; origin NDC and NDC presort prices.
- g. *Bound Printed Matter*. Nonpresorted prices, presorted prices, DNDC prices, DSCF prices, and DDU prices; machinable parcels and irregular parcels.
- h. *Media Mail*. Single-piece prices, basic prices, and 5-digit prices; machinable parcels.
- i. *Library Mail*. Single-piece prices, basic prices, and 5-digit prices; machinable parcels and irregular parcels.

### 2.9.3 Extra Services

eVS mailers may use the following Extra Services if they are available for the specific class of mail used:

- a. USPS Tracking.
- b. Signature Confirmation.
- c. Certified Mail.
- d. Insured Mail, if Form 3877 is used.
- e. Collect on Delivery (COD), if Form 3877 is used.
- f. Return Receipt.
- g. Return Receipt for Merchandise.
- h. Restricted Delivery.
- i. Special Handling.
- j. Bulk Insurance.

#### 2.9.4 Use

Mailers depositing permit imprint mailpieces for those classes of mail and price categories specified in [2.9.2](#) may document and pay postage using eVS. Mailers authorized to commingle Standard Mail parcels, Package Services, and Parcel Select presorted parcels under [6.0](#) and [7.0](#) also may use eVS to document and pay postage for all parcels in the mailing for those mail classes and subclasses available under [2.9.2](#).

#### 2.9.5 General Requirements

General requirements for participation are as follows:

- a. *Permit Account Number.* The mailer must have or establish a single permit account number for eVS at the business mail entry unit designated by the administering district manager. The Post Office where the business mail entry unit is located is generally considered the Post Office of Account for the eVS mailer. The eVS permit account number is to be used exclusively for eVS mailings. No other permit number may be used for eVS mailings.
- b. *Postage Payment Account.* The mailer must have or establish a *PostalOne!* postage payment debit account for the withdrawal of funds from postage statements generated by eVS from the electronic files transmitted by the mailer.
- c. *Annual Mailing Fees.* The mailer must pay all applicable presort and destination entry mailing fees at the administering district business mail entry unit.
- d. *Customer Identification Number.* The mailer must have or obtain a Mailer ID from the Postal Service. This customer identification number must be registered with the Postal Service and used to identify all electronic manifests transmitted by the mailer for eVS mailings. The mailer may use the same customer identification number in the Package Identification Code (PIC) or different numbers in the PIC if these additional numbers are also registered with the Postal Service. The mailer is required to keep the Postal Service updated on changes and additions to customer identification numbers.
- e. *Application.* The mailer must complete and submit the eVS application available from the Postal Service.



- f. *Computer Access.* The mailer must obtain computer access to eVS and, if necessary, to *PostalOne!*
- g. *File Transfer.* The mailer must complete and submit Form 1357-S to set up the file transfer mechanism with the Postal Service. Form 1357-S is not required for Electronic Data Interchange (EDI).
- h. *Software.* The mailer must develop or obtain computer software that meets eVS electronic file specifications for manifesting parcels and the barcode specifications for producing accurate and scannable barcodes used on the parcel mailing labels.
- i. *File and Label Certification.* The mailer must have electronic files and barcodes certified by the Postal Service.
- j. *Quality Assurance.* The mailer must develop and administer effective quality assurance procedures to ensure the integrity and accuracy of the mailer's mail production, postage payment, and file transmissions.
- k. *Mailing Test.* The mailer must complete a test during which eVS manifest files are transmitted and mailings are made to determine the accuracy of the mailer's system.
- l. *Mailing Authorization.* The mailer must have an eVS manifest mailing authorization or agreement with the Postal Service.

#### **2.9.6 System Requirements**

A mailer using eVS must have or contract with a service provider that has an automated system that produces mail according to USPS standards and calculates postage and extra services fees accurately. The system used for eVS must:

- a. Create and submit electronic manifest files as described in Publication 205 and assign a unique file number for each manifest file containing the mailer's customer identification number used for all file transmissions.
- b. Produce a manifest file for each mailing or mailing segment deposited at a destination Postal Service facility or entry Post Office as identified by ZIP Code.
- c. Provide all required data in each manifest record for each parcel for the destination Postal Service facility or entry Post Office.
- d. Assign each parcel a unique package identification code used for producing a corresponding unique barcode containing a customer identification number.
- e. Transmit electronic manifest files on or before the date of mailing.

#### **2.9.7 Postage Payment**

All eVS mailings must be paid with a permit imprint and meet the standards for permit imprint mail in [604.5.0](#). USPS calculates postage payment and electronically debits postage from the mailer's postage account based on information received from the mailer's electronic manifest and data collected through USPS operational and sampling scans. Mailers must pay for postage through a Centralized Account Payment System (CAPS) debit account.

### 2.9.8 Verification and Postage Adjustments

USPS randomly samples mailpieces and considers verification samples to be representative of the entire mailing period. Verification data is used to make the following monthly adjustments for postage due, collected on the 21st day after the last day of the month of mailing:

- a. **Postage Adjustment Factor (PAF) Payment.** USPS applies postage adjustment calculations, based on verification samples, to all pieces mailed during the mailing period. A mailing period is defined as a calendar month for purposes of calculating adjustments in eVS. USPS adjusts the total postage for the mailing period if the total postage of the pieces sampled during the mailing period results in an underpayment greater than 1.5%. The mailer must pay postage for any underpayments identified by USPS verification. The mailer must maintain sufficient funds in the mailer's postage account to cover any underpayments discovered after acceptance of the mail.
- b. **Unmanifested Mailpiece Payment.** The mailer is responsible for postage payment of unmanifested mailpieces. Unmanifested mailpieces are those pieces for which the Postal Service has obtained information from scanning operations but has not received or successfully processed manifest files and records corresponding to the pieces. The mailer must pay postage for unmanifested pieces identified by USPS. The mailer must maintain sufficient funds in the mailer's postage account to cover postage due discovered after acceptance of the mail.
- c. **Mis-shipped DDU Mailpiece Payment.** The mailer is responsible for postage payment of destination delivery unit (DDU) mis-shipped mailpieces. DDU mis-shipped mailpieces are DDUpieces delivered to the incorrect Postal Service facility by the mailer and transported by the Postal Service to the correct facility. The mailer must pay postage for DDU mis-shipped mailpieces identified by USPS. The mailer must maintain sufficient funds in the mailer's postage account to cover postage due discovered after acceptance of the mail.

### 2.9.9 Authorization

Mailers must be authorized to participate in eVS according to the following procedures:

- a. Mailers must meet the general requirements and system requirements for eVS and submit an eVS application and supporting documentation as specified in Publication 205, *Electronic Verification System Technical Guide*, to the Business Mailer Support manager, USPS Headquarters (see [608.8.0](#) for address).
- b. After mailers successfully complete development and testing for eVS, the USPS grants temporary approval. USPS conducts a review within 90 days of the temporary approval and grants final approval if the mailer's system is working as required. The Business Mailer Support manager, USPS Headquarters, has final authority for eVS approval.
- c. After receiving final authorization, the USPS representative will provide a signed authorization letter. The authorization letter contains provisions regarding mailer and USPS responsibilities, including electronic documentation, document retention, quality control, and the duration of the authorization.



### **2.9.10 Denial**

If USPS denies an eVS application, the mailer may appeal the decision within 15 days from the receipt of the notice by filing a written appeal, including evidence showing why the mailer should be authorized to use eVS. The mailer sends the appeal to the Business Mail Acceptance manager, USPS Headquarters, who issues the final agency decision (see [608.8.0](#) for address).

### **2.9.11 Revocation**

The Business Mailer Support manager may revoke authorization for eVS participation for any of the following reasons:

- a. A mailer does not provide correct data in electronic manifests and is not able or willing to correct the problems.
- b. A mailer does not properly complete the required quality control procedures.
- c. A mailer does not produce mailings meeting eVS criteria established by this standard or in the mailer's eVS manifest mailing authorization.
- d. A mailer does not present mailings using eVS for more than 2 years (except as noted in the authorization or service agreement).
- e. A mailer does not present properly prepared mailings.
- f. A mailer does not pay proper postage.

### **2.9.12 Corrective Action**

After USPS issues a notice of revocation to a mailer, the mailer and the USPS determine corrective actions, including an implementation schedule. At the conclusion of the implementation period, the USPS reexamines the mailer's system to determine if it complies with the program requirements. Failure to correct identified problems is sufficient grounds to sustain revocation of the mailer's eVS authorization.

### **2.9.13 Appeal of Revocation**

After receiving initial notice of revocation, a mailer has 15 days from the date of receipt of the revocation notice to file a written appeal with the Business Mail Acceptance manager, USPS Headquarters. The appeal must include the reason the eVS authorization should not be revoked. The mailer may continue to mail using eVS during the appeal process. The Business Mail Acceptance manager issues the final agency decision. The final revocation takes effect 15 days after the date of the final agency decision.

## **3.0 Optional Procedure Mailing System**

### **3.1 Basic Information**

#### **3.1.1 Description**

An Optional Procedure Mailing System is a method of verifying and accepting First-Class Mail, Standard Mail, Package Services, or Parcel Select paid by permit imprint. Mailings may consist of identical-weight or nonidentical-weight pieces. The Optional Procedure Mailing System reviews a mailer's financial, production, and other business records in lieu of standard weight verification procedures. Postage



verification is normally completed by a USPS audit of business records kept by the mailer. A USPS audit is designed to detect underpayment of postage. The burden rests with the mailer to prove any overpayment of postage.

### 3.1.2 General Qualification

An Optional Procedure Mailing System is authorized when all of the following conditions are met: The mailer's plant is operating and mailing when the application is submitted.

- a. The mailer's records provide a sound audit trail that ensures proper postage is collected.
- b. Mailings qualify as permit imprint mailings under the applicable standards.
- c. The administering Post Office or district can provide trained, qualified employees during the mailer's hours of mailing operations.

### 3.1.3 Quality Control

The mailer must implement a documented quality control program that ensures integrity of the system, accuracy and proper maintenance of Optional Procedure records, eligibility of the mailings prepared for the postage prices claimed, and ability to take corrective actions.

### 3.1.4 Authorization Letter

An authorization letter (or previously-approved service agreement) must be presented to the mailer, and copies provided to the postmaster and district manager, before the date of the first Optional Procedure mailing. Before an authorization is provided the mailer must submit an Optional Procedure Mailing System application, and that application must be approved under the procedures in 3.2. The authorization must set forth, among other things, the mailing information described in 3.2.3 and 3.2.5.

## 3.2 Authorization

### 3.2.1 Application

The mailer must submit an Optional Procedure Mailing System application to the postmaster at the office of mailing. Publication 407, *Optional Procedure (OP) Mailing System*, available through business mail entry units and [www.usps.com](http://www.usps.com), contains an application and detailed information about mailer standards, responsibilities, and qualifying criteria. The mailer must submit, as part of the application, a complete sample job with all records to be part of the audit trail identified and labeled; a detailed explanation of how each record supports the number of pieces and presort level price of postage claimed on the postage statements; and a detailed description of current internal quality control procedures as they relate to production and presentation of mailing.

### 3.2.2 Business Mailer Support Action

The Business Mailer Support manager, USPS Headquarters, approves or denies applications for Optional Procedure Mailing Systems.



#### **3.2.3 Approval**

When the application is approved, an authorization letter (or previously-approved service agreement) is provided to the mailer. The letter (or agreement) specifies the types of mailings that may be mailed under the Optional Procedure Mailing System (e.g., the classes of mail, processing categories, permit numbers to be used, and whether the mailer is authorized to mail identical-weight and/or nonidentical-weight pieces).

#### **3.2.4 Authorization Period**

Authorization remains in effect until such time as the Business Mailer Support manager or the mailer cancels the authorization or agreement. If Postal Service periodic reviews or mailer supplied information demonstrates a need for modification, then the authorization or agreement will be modified with concurrence by the Business Mailer Support manager and the mailer.

#### **3.2.5 Denial**

If the application is denied, the denial is effective 15 days from the mailer's receipt of the notice unless, within that time, the mailer files a written appeal with the Business Mailer Support manager. The appeal must present additional information explaining why the Optional Procedure application should be approved. If the manager determines that the application should be denied, the file is forwarded to the vice president, Mail Entry and Payment Technology, USPS Headquarters, who will issue the final agency decision to the mailer.

#### **3.2.6 Changes**

If a mailer proposes to change the method of presenting or documenting mailings from the method specified in the authorization or agreement, or the mailer is no longer able to comply with applicable standards or terms of the authorization or agreement, the mailer must immediately notify the Business Mailer Support manager, through the postmaster of the administering Post Office. The Business Mailer Support manager will notify the mailer in writing if the Optional Procedure agreement should be modified, continued, or canceled.

#### **3.2.7 Additions or Modifications**

If the mailer requests additional options or modifications to an Optional Procedure authorization or service agreement, the mailer must submit a written request to the Business Mailer Support manager stating the requested change or modification and full documentation supporting each change or modification. The mailer's request must be submitted before the change or modification is made. Changes cannot be made until the Business Mailer Support manager has notified the mailer in writing that the changes or modifications have been approved and an addendum is added to the Optional Procedure authorization or service agreement.

#### **3.2.8 USPS Suspension**

The Business Mailer Support manager may suspend an Optional Procedure Mailing System at any time, pending review, when there is an indication that postal revenue is not fully protected. The Business Mailer Support manager will notify the mailer in writing of the decision. The suspension becomes effective upon the mailer's receipt of the notification.

**3.2.9 Mailer Cancellation**

The mailer may cancel an Optional Procedure Mailing System authorization at any time by written notice to the administering Post Office.

**3.2.10 USPS Cancellation**

The USPS may cancel an Optional Procedure Mailing System authorization if:

- a. The mailer provides misleading or incorrect data to avoid paying postage, makes no mailings under the Optional Procedure authorization or service agreement during any consecutive 12-month period, or fails to comply with the terms of the authorization or service agreement or the standards applicable to the Optional Procedure Mailing System.
- b. A periodic review or audit reveals that the Optional Procedure Mailing System authorization or service agreement should be discontinued or the mailer is not complying with the terms of the authorization or service agreement.

**3.2.11 Cancellation Notice and Appeal**

The cancellation takes effect 15 days from the mailer's receipt of the notice unless, within that time, the mailer files a written appeal with the Business Mailer Support manager. The appeal must present additional information explaining why the Optional Procedure Mailing System authorization should not be canceled. If the Business Mailer Support manager does not uphold the appeal, the appeal letter, additional information, and the complete record underlying the decision to cancel the authorization are forwarded to the vice president, Mail Entry and Payment Technology, USPS Headquarters, who issues the final agency decision to the mailer.

**3.3 Records****3.3.1 Mailer Responsibility**

The mailer must submit accurate postage statements and keep accurate records. The mailer must prepare a complete record for each mailing, label all component records as they are created with the mailing (and/or order) to which they relate, and keep it at a central location for 1 year. Records used for verification of Optional Procedure mailings must be records that are also routinely kept for production of other than Optional Procedure mailings.

**3.3.2 Mailer Running Summary**

The mailer must maintain a running summary of mailings made to the USPS. The summary must include the permit number, date of mailing, postage statement sequence number, total pieces, weight of a single piece (or weight ranges of nonidentical-weight pieces), and the total weight and total postage for each mailing. For plant-verified drop shipment (PVDS) mailings the grand totals from the consolidated postage statement are entered on the summary.

**3.3.3 Contents**

Each mailing record must contain a sample of the mailpiece, the corresponding postage statement, and source documents required for the audit trail as specified in the mailer's Optional Procedure authorization or service agreement.



## 4.0 Alternate Mailing System

### 4.1 Basic Information

#### 4.1.1 Purpose

An Alternate Mailing System (AMS) provides for other methods of accepting permit imprint mail, not established in [2.0, Manifest Mailing System](#), or [3.0, Optional Procedure Mailing System](#), that show proper postage payment and mail preparation without verification by weight.

#### 4.1.2 Postage Adjustment

Underpayments identified during USPS verification may require a postage adjustment. Verification samples are considered to be representative of the entire mailing and postage adjustment calculations are applied to the total mailing. The total corrected postage for the entire mailing is deducted from the mailer's permit imprint advance deposit account.

### 4.2 Authorization

#### 4.2.1 Procedure

A mailer may request authorization to pay postage by an AMS by submitting a written request to the postmaster at the office of mailing. The request must include a complete description of the types of matter to be mailed, the proposed method of paying postage, the proposed method to determine correct mail preparation, and a statement of the reasons for requesting the alternate system. The USPS may review the mailer's operation before ruling on the application.

#### 4.2.2 Conditions

The conditions of authorization are:

- a. Authorization to use AMS must benefit the USPS.
- b. Authorization to use AMS must include a signed AMS authorization letter (or previously-approved service agreement).
- c. An AMS authorization or agreement must specify the terms and conditions of the AMS.
- d. All postage must be paid by permit imprint unless otherwise permitted in writing by the Business Mailer Support manager.
- e. There must be no additional cost to the USPS for an AMS beyond the costs of current mail acceptance procedures for the mail in question.
- f. The mailer must implement a quality control program that ensures proper mail preparation and accurate documentation, subject to USPS approval. The authorization or service agreement must include details of this program.

#### 4.2.3 Business Mailer Support Action

The Business Mailer Support manager approves or denies a written request for AMS.

#### 4.2.4 Approval

If the application is approved, an authorization letter (or previously-approved service agreement) is provided to the mailer.

**4.2.5 Authorization Period**

Authorizations remain in effect until such time as the Business Mailer Support manager or the mailer cancels the authorization or agreement. If Postal Service periodic reviews or mailer supplied information demonstrates a need for modification, then the authorization or service agreement will be modified with concurrence by the Business Mailer Support manager and the mailer.

**4.2.6 Denial**

If the application is denied the mailer may file a written appeal within 15 days from the receipt of the notice, including additional evidence explaining why the AMS request should be approved, to the vice president, Mail Entry and Payment Technology, USPS Headquarters, who reviews the appeal and issues the final agency decision.

**4.2.7 Revocation**

The Business Mailer Support manager may revoke an AMS authorization if the mailer:

- a. Provides incorrect data for mailings and appears unable or unwilling to correct all problems.
- b. Is not conducting required quality control procedures.
- c. No longer meets the criteria established by standard or the AMS.
- d. Does not present mailings under AMS for more than 6 months (except under the authorization or service agreement).
- e. Continues to present mailings improperly prepared or mailings without correct postage.

**4.2.8 Notice of Revocation**

After a revocation notice is issued, the mailer and the USPS decide on the corrective actions and set up an implementation schedule, after which the USPS reexamines the mailer's system. Failure to correct identified problems is sufficient grounds to revoke a mailer's AMS authorization.

**4.2.9 Appeal**

Revocation proceeds if the mailer is unable or unwilling to correct the discrepancies found. The mailer may file a written appeal within 15 days from the date of receipt of the notice, which includes evidence explaining why the AMS authorization should not be revoked. The appeal must be filed with the Business Mailer Support manager for referral to the vice president, Mail Entry and Payment Technology, USPS Headquarters, who issues the final agency decision. The mailer may continue to present mail under the AMS pending a decision on appeal. The revocation decision takes effect 15 days after receipt by the mailer.



## 5.0 First-Class Mail or Standard Mail Mailings With Different Payment Methods

### 5.1 Basic Provisions

#### 5.1.1 General

After specific USPS authorization, a mailer may prepare separate First-Class Mail or Standard Mail letter-size automation price mailings that each contain pieces paid with more than one of the three authorized methods of postage payment (permit imprint, meter stamp, or precanceled stamp) or that contain pieces having different prices of postage affixed or multiple ounces of First-Class Mail permit imprint mail or nonidentical-weight permit imprint mail. For this standard, *mailer* or *presenter* is the entity preparing the combined mailing and presenting it to the USPS. All standards applying to each method of payment apply in a combined mailing, unless excepted below.

#### 5.1.2 Postage Payment

Postage that is due to the USPS for permit imprint mail and additional postage for postage-affixed pieces is paid through the mailer's advance deposit account.

#### 5.1.3 Value Added

To request value added refunds of postage overpayments for the metered part of combined mailings, see [604.9.0](#).

#### 5.1.4 Mailer Processing

The mailer must have an automated mailing system that can be shown to correctly produce automation price letter-size mailings under the applicable standards and accurately compute and document the postage due.

#### 5.1.5 Authorization Process

To be authorized to prepare automation price combined letter-size mailings, a mailer must submit a written request to the postmaster serving the mailer's production plant. This request must:

- a. Identify the postage payment methods to be combined, the prices of postage to be affixed to precanceled stamped or metered pieces, and, for First-Class Mail, the weight increments of pieces to be combined.
- b. Describe all steps in the automated mailing system to be used to prepare combined mailings. Include a flow chart showing how jobs are handled from the time received from clients or other departments through the time the combined mailing is presented to the Post Office for verification and acceptance.
- c. Include samples of all reports that the mailing system can generate. Number and annotate samples to describe step-by-step how the data are obtained and how each data element is supported and can be verified. Describe at which step in the mailing operation the reports may be generated, and how the reports relate to each other and to the preparation of postage statements.
- d. Describe how rejects are handled during mail preparation.



- e. Describe in detail internal quality control procedures that ensure that mailings are properly prepared, that postage statement and supporting data are accurate, and that correct postage is paid. Submit copies of quality control instructions and checklists used.

#### **5.1.6 On-Site Review**

The USPS examines the mailer's operation as part of the application process. During the on-site review, the mailer must:

- a. Produce a controlled test mailing with supporting documentation.
- b. Show that internal quality control procedures are satisfactorily administered.
- c. Show that the mailing system provides acceptable documentation by which the USPS can verify postage statement data.

#### **5.1.7 Interim Authorization**

If the mailer meets standards, the USPS grants a 90-day interim authorization to prepare combined mailings. During this time, USPS monitors the mailer's system to ensure continued compliance with all applicable standards.

#### **5.1.8 Final Authorization**

At the end of the 90-day interim authorization, if the mailer's program meets all applicable standards, Business Mailer Support prepares a detailed authorization for the mailer to follow in preparing combined mailings. The mailer must give advance written notice to Business Mailer Support regarding any planned changes to the system used to prepare combined mailings.

#### **5.1.9 Authorization Period**

Authorizations remain in effect until such time as the Business Mailer Support manager or the mailer cancels the authorization or agreement. If Postal Service periodic reviews or mailer supplied information demonstrates a need for modification, then the authorization or service agreement will be modified with concurrence by the Business Mailer Support manager and the mailer.

#### **5.1.10 Denial**

If an application is denied, the mailer may, within 15 days from receipt of the notice, file a written appeal, including additional evidence explaining why the request should be approved, to the vice president, Mail Entry and Payment Technology, USPS Headquarters, who issues the final agency decision.

#### **5.1.11 Suspension**

The Business Mailer Support manager may suspend a combined mailing system authorization or agreement at any time, pending investigation, if the manager finds that postage is not being fully paid or mail is not being prepared according to standards. The decision to suspend the agreement may be appealed to the vice president, Mail Entry and Payment Technology, USPS Headquarters, within 15 days of the receipt of the notice, by submitting a written appeal with explanation. The suspension remains in effect during the appeal. A suspension is ended when the mailer comes into compliance.



#### 5.1.12 Cancellation by USPS

The USPS may cancel an authorization to prepare combined mailings at any time if the mailer:

- a. Provides misleading or incorrect data to avoid payment of postage.
- b. Makes no combined mailings under the authorization (or previously-approved agreement) during any consecutive 12-month period.
- c. Fails to comply with applicable standards or terms of the authorization (or agreement), including required quality control procedures, and does not make changes to comply after USPS notification.

#### 5.1.13 Cancellation Procedure

If the USPS decides to cancel an authorization, cancellation becomes effective 15 days from the mailer's receipt of the notice, unless the mailer files a written appeal within that time with the Business Mailer Support manager. The appeal must include additional information explaining why the combined mailing authorization should not be canceled. If the manager denies the appeal, both the appeal and the additional information are sent to the vice president, Mail Entry and Payment Technology, USPS Headquarters, who issues the final agency decision.

#### 5.1.14 Cancellation by Mailer

The mailer may cancel an authorization to prepare combined mailings at any time by notifying the administering Post Office in writing.

## 5.2 Postage

### 5.2.1 Metered Pieces—First-Class Mail

Metered pieces in a combined mailing must bear postage for the first ounce at the Presorted price or at an automation price for which the pieces are eligible and, if applicable, the full amount of postage due for additional ounces. Additional postage due for metered pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage at single-piece First-Class Mail prices must be paid on accompanying single-piece price mail using one of the methods under [134.1.0](#). Additional preparation to verify postage due may be required by the USPS.

### 5.2.2 Metered Pieces—Standard Mail

Metered pieces in a combined mailing must bear postage at a Presorted or automation price for which the pieces are eligible. Additional postage due for metered pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage at single-piece First-Class Mail prices must be paid on accompanying single-piece price mail using one of the methods under [243.3.0](#), [705.5.0](#), and [134.1.0](#). Additional preparation to verify postage due may be required by the USPS.

### 5.2.3 Precanceled Pieces—First-Class Mail

Pieces with precanceled stamps in a combined mailing must not weigh more than 1 ounce and must bear postage in any denomination of precanceled stamps permitted in a Presorted or automation price mailing. Additional postage due for precanceled stamp pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage at the single-piece First-Class





Mail price must be paid on accompanying single-piece price mail using one of the methods under [134.1.0](#). Additional preparation to verify postage due may be required by the USPS.

#### **5.2.4 Precanceled Pieces—Standard Mail**

Pieces with precanceled stamps in a combined mailing must bear postage in any denomination of precanceled stamp permitted in an automation price mailing. Nonprofit postage may appear only on pieces in a Nonprofit price mailing that are eligible for and claimed at a Nonprofit price. Additional postage due for precanceled stamp pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage at single-piece First-Class Mail prices must be paid on accompanying single-piece price mail using one of the methods under [243.3.0](#), [243.5.0](#), or [134.1.0](#). Additional preparation to verify postage due may be required by the USPS.

#### **5.2.5 Permit Imprint Pieces—First-Class Mail and Standard Mail**

Pieces in a combined mailing may bear the permit imprint of the mailer or the mailer's clients. Postage for the permit imprint part of a combined mailing must be paid from the mailer's permit imprint advance deposit account. Postage is deducted only from this account, regardless of the permit numbers or company permit imprints on pieces in a combined mailing. Full postage at single-piece First-Class Mail prices must be paid on accompanying single-piece price mail using one of the methods under [134.1.0](#) and, for Standard Mail, [243.3.0](#) and [243.5.0](#). Additional preparation to verify postage due may be required by the USPS.

#### **5.2.6 Single-Piece Price Mail**

With USPS approval, trays of single-piece price mail may be placed on the origin SCF pallet (First-Class Mail), or the mixed NDC pallet (Standard Mail), after USPS verification is completed.

### **5.3 Producing the Combined Mailing**

#### **5.3.1 Mailer Quality Control**

Before merging different pieces into a combined presorted mailing, the mailer must have quality control procedures to ensure that:

- a. Meter dates are correct.
- b. Meter impressions are legible.
- c. Permits and licenses are current at office of mailing.
- d. In First-Class Mail mailings, full postage on 2-ounce and 3-ounce metered and precanceled stamped pieces is affixed for the ounces in addition to postage for the first ounce at a price acceptable for inclusion in the mailing.
- e. In Standard Mail mailings, full postage is affixed at a price acceptable for inclusion in the mailing.
- f. Barcodes meet all applicable standards.
- g. Mailings are prepared under the relevant standards.
- h. Source mailing information (on client, job, or segment) is entered accurately into the automated mailing system.



### 705.5.3.2

- i. When markings are applied by an MLOCR, they properly show the applicable identifier/price code described in 5.3.2 that specifies the product month designator, NCOALinkMPE system identifier, the method of postage payment, and the price of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail. These markings must be linked by the computer system to the price entered by the mailer when the pieces are run through the MLOCR.

#### 5.3.2 Price and Postage Marking

The following markings must be applied to each piece in the mailing when markings are applied by an MLOCR. These seven-character markings provide the automation price marking information and additional information including the product month designator, MASS/FASTforward (FF) system identifier, manufacturer code, and price marking information. The product month designator is the first character position and represents the product month of the USPS ZIP+4 Product installed with the system's lookup engine responsible for the ZIP+4 assignment. Each product month is designated by a character "A" through "L" (with "A" meaning January, "B" meaning February, etc.). The MASS/FF System Identifier is characters 2 through 4 and represents the certified system identifier responsible for the ZIP+4 assignment. There is a one-to-one relationship between the certified system serial number and the assigned identifier. The manufacturer code is the fifth character and is assigned at the manufacturer's discretion with one exception: the character "Z" is assigned when the mailpiece contains a delivery point barcode in the address block and the MLOCR does not perform a lookup but simply reproduces the address block barcode. The price marking is represented in the last two characters according to the chart below. The applicable marking must appear on each mailpiece in one of the locations authorized under 202 for letters or 302 for flats.

- a. First-Class Mail:

PRICE AND POSTAGE CATEGORY	PRICE MARKING			
	Letters		Flats	
	Basic & POSTNET	Full Service	Basic & POSTNET	Full Service
Barcoded 1 ounce Permit Imprint	P1	P1	F1	F1
Barcoded 2 ounce Permit Imprint	P2	P2	F2	F2
Barcoded 3 ounce Permit Imprint	P3	P3	F3	F3
Barcoded 4 ounce Permit Imprint	P4	P4	F4	F4
Barcoded 5 ounce Permit Imprint			F5	F5
Barcoded 6 ounce Permit Imprint			F6	F6
Barcoded 7 ounce Permit Imprint			F7	F7
Barcoded 8 ounce Permit Imprint			F8	F8
Barcoded 9 ounce Permit Imprint			F9	F9
Barcoded 10 ounce Permit Imprint			F0	F0
Barcoded 11 ounce Permit Imprint			FA	FA
Barcoded 12 ounce Permit Imprint			FB	FB
Barcoded 13 ounce Permit Imprint			FC	FC



PRICE AND POSTAGE CATEGORY	PRICE MARKING			
	Letters		Flats	
	Basic & POSTNET	Full Service	Basic & POSTNET	Full Service
Promotional Postage Meter Affixed	PL	PL	PF	PF
Barcoded 5-Digit Meter Postage Affixed	5B	5F	B5	X5
Barcoded 3-Digit Meter Postage Affixed	3B	3F	B3	X3
Barcoded AADC/ADC Meter Postage Affixed	AB	AF	BA	XA
Barcoded Mixed AADC/ADC Meter Postage Affixed	MB	MF	BM	XM
Presorted Meter Postage Affixed	MP			
Precanceled \$0.15 Stamp Affixed (card)	S1	S1		
Precanceled \$0.25 Stamp Affixed	S2	S2		

b. Standard Mail (letters only):

PRICE AND POSTAGE CATEGORY	PRICE MARKING	
	BASIC & POSTNET	FULL SERVICE
Barcoded Regular Permit Imprint	PI	PI
Barcoded Nonprofit Permit Imprint	NI	NI
Regular Promotional Postage Meter Affixed	PR	PR
Nonprofit Promotional Postage Meter Affixed	PN	PN
Promotional Postage Meter Affixed	PR	PN
Barcoded 5-Digit Meter Regular Postage Affixed	R5	RF
Barcoded 5-Digit Meter Nonprofit Postage Affixed	N5	NF
Barcoded 3-Digit Meter Regular Postage Affixed	R3	RT
Barcoded 3-Digit Meter Nonprofit Postage Affixed	N3	NT
Barcoded AADC Meter Regular Postage Affixed	RA	RD
Barcoded AADC Meter Nonprofit Postage Affixed	NA	ND
Barcoded MXD AADC Meter Regular Postage Affixed	RM	RX
Barcoded MXD AADC Meter Nonprofit Postage Affixed	NM	NX
Presorted AADC Meter Regular Postage Affixed	R8	
Presorted AADC Meter Nonprofit Postage Affixed	N8	
Presorted Basic Meter Regular Postage Affixed	R9	
Presorted Basic Meter Nonprofit Postage Affixed	N9	
Precanceled Regular Rate Stamp Affixed (\$.10)	SR	SR
Precanceled Nonprofit Stamp Affixed (\$.05)	SN	SN

### 5.3.3 Merging Methods and Documentation

During the initial count of each source mailing (i.e., the quantity of mail originated by each of the mailer's clients) by the mailer's automated mailing system, pieces must be grouped by payment method (and, within each for First-Class Mail, by ounce



increment). All pieces within each postage-affixed group must have the same amount of postage affixed (for First-Class Mail, the same amount of postage must be affixed for the first ounce). The mailer must keep records of each source that was merged in the combined mailing to allow the USPS to identify each source, the number of pieces by postage payment method, and, within each, by ounce increment (for First-Class Mail), or by amount of postage affixed (for Standard Mail). The mailer must keep these records (in the form of computer-generated printouts or computer media approved by Business Mailer Support) in a central location for 90 days after the mailing date of the combined mailing.

#### **5.3.4 Rejected Pieces**

Pieces rejected for any reason by the mailer's automated sorting system and pulled out of the combined mailing stream must be identified by the mailer, specifically accounted for in documentation, and:

- a. If postage-affixed, bear postage or have additional postage affixed to equal a price no lower than:
  1. For First-Class Mail, the correct Presorted First-Class Mail.
  2. For Standard Mail, the correct 5-Digit or AADC (as applicable) Presorted Standard Mail price for letters.
- b. If paid by permit imprint, separately presented to the USPS for verification of postage.

### **5.4 Documentation**

#### **5.4.1 Submission**

Mailers are required to submit or generate the following reports:

For each First-Class Mail or Standard Mail combined mailing, the mailer must provide these materials:

- a. For each postage payment method, a complete and accurate postage statement endorsed "Combined Mailing" at the top.
  1. A separate Form(s) 3553.
  2. The USPS qualification report in standardized format detailing by ZIP Code the number of pieces qualifying for each price by presort level. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS qualification report must be generated for each entry destination.
  3. The USPS Summary ZIP Destination report in one of two standardized formats that lists by tray destination and price category: each mail category, postage payment type, weight, and price affixed (report all postage affixed First-Class Mail pieces as weighing one ounce); number of pieces; dollar amount of postage affixed to those pieces; cumulative postage affixed; total postage; net postage due; cumulative postage due; and a running total of the number of pieces. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS Summary ZIP Destination report must be generated for each entry destination. This



report is not required if there is only one metered price in the mailing.

Business Mailer Support may authorize submission of only portions of this report.

4. The USPS Postage Summary in a standardized format. This report shows, by type of payment method, the total postage claimed for all pieces in the mailing by price level and the total postage affixed by price level. It also shows a grand total summary of postage affixed, postage claimed, and total postage due. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS Postage Summary report must be generated for each entry destination.
  5. Other documentation that may be required by other standards for the price claimed.
- b. The USPS Customer Mail Report must be generated for each mailing but is required to be submitted to the USPS only when requested by USPS personnel for the resolution of errors (shortpaid and potential MLOCR profiling) detected in a specific mailing. The Customer Mail Report must list each customer by name and provide the following information about their mail: price affixed, mail category including postage payment type, weight, total postage, postage affixed, number of pieces, cumulative number of pieces, number of pieces rejected, and total pieces fed.

#### 5.4.2 Permit Imprint

To prepare the postage statement for permit imprint pieces, the mailer multiplies the number of such pieces qualifying for each price level (and, for First-Class Mail, in each weight increment) (as documented by the mailer) by the corresponding price. The result is the net postage due for the permit imprint part of the combined mailing. If the mailing contains nonidentical-weight permit imprint pieces, the postage statement must be so annotated.

#### 5.4.3 Postage Affixed

In completing the separate postage statements for postage-affixed pieces:

- a. Multiply the number of pieces at each price level (which, for First-Class Mail, are treated as weighing 1 ounce or less, regardless of actual weight) by the corresponding price of postage. The product is the postage due before adjustments are made for the value of postage affixed to those pieces.
- b. Multiply the amount of postage (or, for First-Class Mail only, first ounce postage) affixed by the number of pieces at each amount, to determine the total postage already paid.
- c. Set the amount paid against the amount due to find the postage to be paid by or to the mailer for the postage-affixed pieces.

#### 5.4.4 Reporting Results

Any additional postage due is paid through the mailer's advance deposit account for combined mailings. A "value added" refund of any overpayment of meter postage may be requested under [604.9.0](#).



## 6.0 Combining Mailings of Standard Mail, Package Services, and Parcel Select Parcels

### 6.1 Basic Standards for Combining Parcels

#### 6.1.1 Basic Standards

[1-27-13] Standard Mail parcels, Parcel Select Lightweight parcels, Package Services parcels, and Parcel Select parcels in combined mailings must meet the following standards:

- a. Each parcel in a combined mailing is subject to the applicable content and price eligibility standards for the price claimed.
- b. Mailers must be authorized under [6.1.4](#).
- c. Mailers must pay all applicable presort mailing and destination entry mailing fees.
- d. Minimum volume requirements for Standard Mail, Parcel Select, Presorted Bound Printed Matter, Presorted Library Mail, and Presorted Media Mail must be met separately and are based solely on the quantity of pieces eligible for each price at the required presort level. Pieces claimed at other prices in the same sack or on the same pallet do not count towards these minimum volume requirements.

#### 6.1.2 Postage Payment

Mailers must pay postage for all pieces with a permit imprint at the Post Office serving the mailer's plant using an approved postage payment system. The applicable system authorization must include procedures for combined mailings approved by Business Mailer Support. Types of permissible postage payment systems are as follows:

- a. Manifest Mailing System (MMS) under [2.0](#). Mailers may document and pay postage using the Electronic Verification System (eVS) under [2.9](#).
- b. Optional Procedure (OP) Mailing System under [3.0](#).
- c. Alternate Mailing System (AMS) under [4.0](#).

#### 6.1.3 Documentation

Mailers must prepare separate postage statements for Standard Mail, Package Services, and Parcel Select pieces for each of the mailings in the combined mailing. At the time of mailing, mailers must provide all postage statements and a Business Mailer Support-approved manifest prepared according to [2.0](#) and this section. Presort documentation is required as applicable for each price claimed if the manifest does not list pieces in presort order.

#### 6.1.4 Authorization

A mailer who wants to present combined parcel mailings must submit a written request to Business Mailer Support (See [608.8.1](#) for address). The request must show the mailer's name and address, the mailing office, evidence of authorization to mail under [2.0](#), procedures for combined mailing, the expected date of first mailing, a sample of the required manifest, and a sample USPS Qualification report. Business Mailer Support will review documentation and provide written

authorization, which will remain in effect until such time as the Business Mailer Support manager or the mailer cancels the authorization. A mailer may terminate an authorization at any time by written notice to the postmaster of the office serving the mailer's location. Business Mailer Support may terminate an authorization, by written notice, if the mailer does not meet standards or the terms of the authorization.

## 6.2 Combining Parcels—DNDC Entry

Mailers may combine Standard Mail machinable parcels, Standard Mail Marketing parcels weighing 6 or more ounces, and Parcel Select Lightweight machinable parcels with Package Services and Parcel Select machinable parcels for entry at a NDC when authorized by the USPS under [6.1.4](#).

### 6.2.1 Eligible Prices

Combined parcels may be eligible for Standard Mail, Standard Post, Parcel Select Lightweight, Parcel Select DNDC/ASF, single-piece and Presorted Media Mail, single-piece and Presorted Library Mail, Bound Printed Matter DNDC, and Nonpresorted and Presorted Bound Printed Matter prices. Mailers may not combine Carrier Route Bound Printed Matter with other parcels.

### 6.2.2 Additional Standards

Standard Mail machinable parcels, Standard Mail Marketing parcels (6 ounces or more), Parcel Select Lightweight machinable parcels, and Package Services and Parcel Select machinable parcels prepared for DNDC entry must meet the following conditions in addition to the basic standards in [6.1](#):

- a. Each piece in a combined Standard Mail, Package Services, and Parcel Select mailing must meet the criteria for machinable parcels in [401.1.5](#); or for Standard Mail Marketing parcels the criteria in [401.2.4.2](#).
- b. Parcel Select machinable parcels must bear a barcode under [708.5.0](#) for the ZIP Code of the delivery address.
- c. Parcels may be claimed at single-piece, Presorted, and DNDC/ASF destination entry prices as applicable.
- d. Mailers must prepare all parcels in sacks under [6.2.3](#), or on pallets or in pallet boxes under [8.0](#), to achieve the finest level of sortation.
- e. Mailers must deposit combined machinable parcels at NDCs or ASFs (see Labeling Lists [L601](#) and [L602](#)) under applicable standards in [17.0](#).

### 6.2.3 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. *5-digit scheme*, optional, but required for Standard Mail 5-digit price eligibility, 10-piece or 20-pound minimum; labeling:
  1. Line 1: use [L606](#).
  2. Line 2: "STD/PSVC MACH 5D SCH."
- b. *5-digit*, optional, but required for Standard Mail 5-digit price eligibility, 10-piece or 20-pound minimum; labeling:



### 705.6.3

1. Line 1: use city, state, and 5-digit ZIP Code on mail (see 8.6.4 for overseas military mail).
2. Line 2: “STD/PSVC MACH 5D.”
- c. ASF, optional, allowed only for mail deposited at an ASF to claim DNDC price, 10-piece or 20-pound minimum; labeling:
  1. Line 1: use L602, Column B.
  2. Line 2: “STD/PSVC MACH ASF.”
- d. NDC, required, 10-piece or 20-pound minimum; labeling:
  1. Line 1: use L601, Column B.
  2. Line 2: “STD/PSVC MACH NDC.”
- e. Mixed NDC, required, no minimum; labeling:
  1. Line 1: “MXD” followed by L601 Column B information for NDC serving 3-digit ZIP Code prefix of entry Post Office.
  2. Line 2: “STD/PSVC MACH WKG.”

### 6.3 Combining Parcels—Parcel Select ONDC Presort, NDC Presort, DSCF, and DDU Prices

#### 6.3.1 Qualification

Combination requirements for specific discounts and prices are as follows:

- a. When claiming Parcel Select ONDC or NDC Presort discounts, Parcel Select machinable parcels may be combined with Standard Mail and Parcel Select Lightweight machinable parcels, Standard Mail Marketing parcels weighing 6 ounces or more, and Package Services machinable parcels under 6.3 only if the parcels are palletized and each pallet or pallet box contains a 200-pound minimum.
- b. When claiming DSCF prices, Parcel Select, Parcel Select Lightweight, Standard Mail, and Bound Printed Matter parcels may be combined with other Package Services parcels under 6.3.
- c. All Standard Mail parcels may be combined with Package Services, Parcel Select, and Parcel Select Lightweight parcels prepared for DDU prices under 6.3.

#### 6.3.2 Preparation and Prices

Combined parcels must be prepared as follows:

- a. *Minimum Mailing Volume.* Separate minimum mailing volume requirements must be met for Standard Mail parcels, Package Services, and for Parcel Select parcels.
- b. *Parcel Select or Bound Printed Matter Qualifying for DSCF Prices.* Mailers must prepare the combined mailings under the applicable 5-digit scheme and 5-digit sack requirements in 455.4.2 or the applicable 5-digit scheme and 5-digit pallet requirements in 8.0 for the Parcel Select DSCF prices. All other requirements for Parcel Select DSCF prices, Parcel Select Lightweight prices and Standard Mail prices, as applicable, must be met.





1. If sacked under [455.4.2](#), the minimum requirement of seven pieces per sack must be met with only Package Services and Parcel Select parcels. After the minimum sack volume has been met, Standard Mail parcels and Parcel Select Lightweight parcels may be included in the sack or in overflow sacks.
  2. If palletized under the option to prepare 5-digit scheme or 5-digit pallets when there are at least 50 pieces and 250 pounds per pallet, this pallet minimum must be met with only Package Services and Parcel Select parcels. After the minimum pallet volume has been met, Standard Mail parcels and Parcel Select Lightweight parcels may be included on the pallet or in overflow sacks.
  3. If palletized under the alternate pallet preparation where no pallet may contain fewer than 35 pieces and 200 pounds provided the average number of pieces on pallets qualifying for the DSCF price is at least 50, Standard Mail parcels or Parcel Select Lightweight parcels may not be combined with Package Services and Parcel Select parcels.
  4. If palletized under the option to prepare 5-digit scheme or 5-digit pallets under the 36-inch-high (mail only) pallet minimum, any combination of Standard Mail, Parcel select Lightweight, Package Services, and Parcel Select parcels may be used to meet the minimum pallet height requirement.
  5. Line 2 of 5-digit scheme pallet and sack labels must read: “STD/PSVC MACH 5D SCH.” Line 2 of 5-digit pallet and sack labels must read: “STD/PSVC MACH 5D.”
  6. Standard Mail parcels and Parcel Select Lightweight parcels are eligible for presorted prices according to [443](#) and [453.3.4](#) respectively.
- c. Parcel Select Qualifying for ONDC Presort or NDC Presort Prices. Mailers must prepare the combined mailings under the NDC pallet requirements in [8.0](#) for machinable parcels at Parcel Select ONDC Presort or NDC Presort prices. All other requirements for Parcel Select ONDC Presort or NDC Presort prices, Parcel Select Lightweight prices and Standard Mail prices must be met. The following additional requirements apply:
1. The minimum height requirement for each pallet or pallet box on a pallet may be met using any combination of Standard Mail, Parcel Select Lightweight, Package Services, and Parcel Select parcels.
  2. Line 2 of NDC pallet box labels must read: “STD/PSVC MACH NDC.”
- d. Package Services, Parcel Select, Standard Mail, and Parcel Select Lightweight parcels qualifying for DDU prices:
1. The combined mailings must be prepared under the applicable 5-digit scheme and 5-digit sack requirements in [445.4.0](#) or the applicable 5-digit scheme and 5-digit pallet requirements in [8.22](#) for the Parcel Select or Bound Printed Matter DDU prices.
  2. Line 2 of 5-digit scheme container labels must read, “STD/PSVC PARCELS 5D SCH.” Line 2 of 5-digit container labels must read, “STD/PSVC PARCELS 5D.”



## **6.4 Combining Package Services, Parcel Select, and Standard Mail—Optional 3-Digit SCF Entry**

### **6.4.1 Entry at Designated SCFs**

Mailers may deposit pieces otherwise eligible for the Package Services, Parcel Select, Standard Mail, and Parcel Select Lightweight DNDC prices and the Standard Mail and Parcel Select Lightweight DSCF price at an SCF designated by the USPS for destination ZIP Codes listed in labeling list [L607](#).

### **6.4.2 Qualification and Preparation**

Parcel Select and Bound Printed Matter machinable parcels, Standard Mail parcels and Parcel Select Lightweight parcels, may be prepared for entry at designated SCFs under these standards:

- a. Standard Mail and Parcel Select Lightweight parcels that weigh less than 2 ounces or that are tubes, rolls, triangles, and similar pieces may not be included.
- b. Mailers must prepare pieces on 3-digit pallets or pallet boxes, or unload and physically separate the pieces into containers as specified by the destination facility.
- c. Parcel Select and Bound Printed Matter parcels are eligible for the applicable DNDC entry price.
- d. Standard Mail machinable parcels, Standard Mail Marketing parcels weighing 6 ounces or more, and Parcel Select Lightweight machinable parcels are eligible for the NDC presort level, DNDC price; Standard Mail Marketing parcels weighing less than 6 ounces and irregular Standard Mail and Parcel Select Lightweight parcels are eligible for the 3-digit presort level, DSCF price.
- e. All pieces must be for delivery within the service area of the SCF where they are deposited by the mailer.
- f. Postage on all zone-priced parcels deposited at the SCF is computed using the zone chart for that postal facility.

## **7.0 Combining Package Services and Parcel Select Parcels for Destination Entry**

### **7.1 Combining Parcels—DSCF and DDU Entry**

#### **7.1.1 Qualification**

Mailers may combine Package Services and Parcel Select parcels in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets for entry either at a destination sectional center facility (DSCF) or a destination delivery unit (DDU) when authorized by the USPS under [7.5](#). Mailers must pay all applicable fees for presort and drop shipment and must meet the minimum volume requirements for Presort prices and Parcel Select prices. Combined Package Services and Parcel Select mailings must meet the standards in [455.4.0](#) and [466.3.0](#) through [466.6.0](#), except as provided by this section. Mailers may not combine Carrier Route Bound Printed Matter with other parcels under these standards. Parcels entered at SCFs and DDUs under these standards are not eligible for the barcode discount. Parcels

claiming destination entry pricing must bear a unique Intelligent Mail package barcode or extra services barcode, including a postal routing code, prepared under [708.5.0](#). Parcels claiming destination entry prices must include a unique Intelligent Mail package barcode with a postal routing code.

### 7.1.2 Basic Standards

Package Services and Parcel Select parcels that qualify as machinable, nonmachinable, and irregular under [401](#) and meet the following conditions may be combined in 5-digit scheme and 5-digit sacks or 5-digit scheme and 5-digit pallets under these conditions:

- a. Minimum volume requirements for Parcel Select, Presorted Bound Printed Matter, Presorted Library Mail, and Presorted Media Mail must be met separately before combining.
- b. Postage must be paid via permit imprint under an approved manifest mailing system as provided in [3.0](#). For mailings presented under [7.0](#), mailers may document and pay postage using the Electronic Verification System (eVS) under [2.9](#).
- c. All parcels must be prepared in sacks under [7.2](#) or on pallets under [7.3](#). For mail entered at the DSCF prices, pallet preparation is not permitted for 5-digit ZIP Codes that are unable to handle pallets. Refer to the Drop Ship Product maintained by the National Customer Support Center (NCSC) (see [608.8.0](#) for address) to determine which 5-digit delivery facilities can handle pallets. If a DDU facility cannot handle pallets, and a mailer transports mail to the DDU facility on pallets, the driver will have to unload the pallets into a container specified by the delivery unit.
- d. Pieces may be claimed at single-piece prices, Presorted prices, and destination entry prices under [7.2.1](#) or [7.1.6](#).
- e. Separate postage statements must be prepared for each subclass and destination entry price as appropriate.
- f. The deposit of combined Package Services and Parcel Select at a DSCF or DDU must be in accordance with applicable drop shipment standards.

### 7.1.3 Combined Parcels Prepared in Sacks—Price Eligibility

In addition to the applicable standards in [455.4.0](#) and [466.3.0](#) through [466.6.0](#) for destination entry Parcel Select and Package Services, the following standards apply for combined parcels prepared in sacks:

- a. Parcel Select DSCF prices apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under [7.2.2](#), provided all other requirements for the DSCF price in [453.3.0](#) and [455.4.2](#) are met. Parcel Select DDU prices apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under [7.2.2](#), provided all other requirements for the DDU price in [453.3.0](#) and [455.4.1](#) are met.



- b. Presorted Bound Printed Matter DSCF prices apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under [7.2.2](#), provided all other requirements for the DSCF price in [466.3.0](#) through [466.6.0](#) are met. Presorted Bound Printed Matter DDU prices apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under [7.2.2](#), provided all other requirements for the DDU price in [466.3.0](#) through [466.6.0](#) are met.
- c. Presorted Library Mail 5-digit prices apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under [7.2.2](#).
- d. Presorted Media Mail 5-digit prices apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under [7.2.2](#).
- e. Single-piece price parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under [7.2.2](#), qualify for single-piece prices.

#### **7.1.4 Sack Preparation**

Only 5-digit scheme and 5-digit sacks may be prepared. Each sack of combined Parcel Select and Package Services mail must contain at least 10 pieces. One overflow sack containing fewer than 10 pieces is permitted per 5-digit scheme and 5-digit destination.

#### **7.1.5 Sack Labeling**

Sack labels must be prepared as follows:

- a. *5-digit scheme*, optional; labeling:
  - 1. Line 1: use [L606](#), Column B.
  - 2. Line 2: "PSVC PARCELS 5D SCH."
- b. *5-digit*, labeling:
  - 1. Line 1: use city, state, and 5-digit ZIP Code destination of pieces.
  - 2. Line 2: "PSVC PARCELS 5D."

#### **7.1.6 Combined Parcels Prepared on Pallets—Price Eligibility**

In addition to the applicable standards in [455.4.0](#), [Preparing Destination Entry Parcel Select](#), and [466.3.0](#) through [466.6.0](#) in [Enter and Deposit](#) for destination entry parcels, the following standards apply for combined parcels prepared on pallets:

- a. Parcel Select DSCF prices apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Parcel Select and Package Services mail, or contained in overflow

- sacks under [7.1.8](#), and deposited at a DSCF under [455.4.0](#). Parcel Select DDU prices apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Parcel Select and Package Services mail, or contained in overflow sacks under [7.1.8](#), and deposited at a DDU under [455.4.0](#).
- b. Presorted Bound Printed Matter DSCF prices apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or at least 36 inches of Parcel Select and Package Services mail, or contained in overflow sacks under [7.1.8](#), and deposited at a DSCF under [466.3.0](#) through [466.6.0](#). Presorted Bound Printed Matter DDU prices apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or at least 36 inches of Parcel Select and Package Services mail, or contained in overflow sacks under [7.1.8](#), and deposited at a DDU under [466.3.0](#) through [466.6.0](#).
  - c. Presorted Library Mail 5-digit prices apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Parcel Select and Package Services mail, or contained in overflow sacks under [7.1.8](#).
  - d. Presorted Media Mail 5-digit prices apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Parcel Select and Package Services mail, or contained in overflow sacks under [7.1.8](#).
  - e. Single-piece price parcels that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Parcel Select and Package Services mail, or contained in overflow sacks under [7.1.8](#), qualify for single-piece prices.

### 7.1.7 Pallet Preparation

Only 5-digit scheme and 5-digit pallets may be prepared. Each 5-digit scheme and 5-digit pallet of combined Parcel Select and Package Services must contain at least: (1) 50 parcels and 250 pounds of mail, or (2) 36 inches of mail (excluding the height of the pallet). Pallets prepared using either minimum requirement may be combined in the same mailing.

### 7.1.8 Overflow Sacks

After filling pallets to a 5-digit scheme or 5-digit destination, any remaining pieces that do not meet the minimum pallet requirements may be prepared in 5-digit scheme or 5-digit overflow sacks. Overflow sacks must be labeled under [7.2.3](#).

### 7.1.9 Pallet Labeling

Pallet labels must be prepared as follows:

- a. *5-digit scheme*, optional; labeling:
  - 1. Line 1: use [L606](#), Column B.
  - 2. Line 2: "PSVC PARCELS 5D SCH."
- b. *5-digit*, labeling:
  - 1. Line 1: use city, state, and 5-digit ZIP Code destination of pieces.



2. Line 2: "PSVC PARCELS 5D."

## 7.2 Combining Parcel Select and Package Services Machinable Parcels for DNDC Entry

### 7.2.1 Qualification

**[1-27-13]** Mailers may combine Parcel Select and Package Services machinable parcels for entry at a NDC when authorized by the USPS under [7.5](#). These parcels may be eligible for Parcel Select DNDC/ASF, single-piece and Presorted Media Mail, single-piece and Presorted Library Mail, Bound Printed Matter DNDC, and single-piece and Presorted Bound Printed Matter prices. Mailers may not combine Carrier Route Bound Printed Matter with other parcels.

### 7.2.2 Basic Standards

Parcel Select and Package Services parcels must meet the following conditions:

- a. Each piece in a combined machinable parcels mailing must meet the criteria for machinable parcels in [401.1.5](#).
- b. Each parcel in a combined machinable parcels mailing is subject to the applicable content and price eligibility standards for the price claimed.
- c. Parcel Select machinable parcels must bear a barcode under [708.5.0](#) for the ZIP Code of the delivery address.
- d. Postage must be paid via permit imprint under an approved manifest mailing system as provided in [3.0](#). For mailings presented under [7.0](#), mailers may document and pay postage using the Electronic Verification System (eVS) under [2.9](#).
- e. Mailers must pay all applicable presort mailing and destination entry mailing fees.
- f. Minimum volume requirements for Parcel Select, Presorted Bound Printed Matter, Presorted Library Mail, and Presorted Media Mail must be met separately and are based solely on the quantity of pieces eligible for each price at the required presort level. Pieces claimed at other prices in the same sack or on the same pallet do not count toward these minimum volume requirements.
- g. Parcels may be claimed at single-piece, Presorted, and DNDC/ASF destination entry prices as applicable.
- h. Mailers must prepare all parcels in sacks under [6.2.3](#), or on pallets or in pallet boxes under [8.0](#), to achieve the finest level of sortation.
- i. Mailers must deposit combined machinable parcels at NDCs under applicable standards in [17.0](#).

### 7.2.3 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. *5-digit scheme*, optional, 10-piece or 20-pound minimum; labeling:
  1. Line 1: use [L606](#), Column B.
  2. Line 2: "PSVC MACH 5D SCH."



- b. *5-digit*, optional except for Bound Printed Matter, required for 5-digit price for Media Mail and Library Mail, 10-piece or 20-pound minimum; labeling:
  - 1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [8.0](#) for overseas military mail).
  - 2. Line 2: "PSVC MACH 5D."
- c. *ASF*, optional, allowed only for mail deposited at an ASF to claim DNDC price, 10-piece or 20-pound minimum; labeling:
  - 1. Line 1: use [L602](#), Column B. DNDC price eligibility is determined by [6.3](#).
  - 2. Line 2: "PSVC MACH ASF."
- d. *NDC*, required, 10-piece or 20-pound minimum; labeling:
  - 1. Line 1: use [L601](#), Column B. DNDC price eligibility is determined by [6.3](#).
  - 2. Line 2: "PSVC MACH NDC."

#### 7.2.4 Pallet Presort and Labeling

Mailers must prepare pallets in the sequence listed below and complete each required level before preparing the next optional or required level. Unless indicated as optional, all sort levels are required under the conditions shown. Destination entry price eligibility applies only to Parcel Select (see [453.3.0](#) and [455.4.0](#)) and Bound Printed Matter (see [466.3.0](#)). Mailers may, at their option, prepare all machinable parcels for destination entry (see [7.0](#)). Mailers must label pallets according to the Line 1 and Line 2 information listed below and under [8.0](#).

- a. *5-digit scheme*, optional. Pallet may contain parcels for the same 5-digit scheme under [L606](#). Pallets need not be prepared for all 5-digit scheme destinations. For 5-digit destinations not part of [L606](#), or for which scheme sorts are not performed, prepare 5-digit pallets under [2.4](#). Labeling:
  - 1. Line 1: use [L606](#), column B.
  - 2. Line 2: "PSVC MACH 5D," as applicable; followed by "SCHEME" (or "SCH").
- b. *5-digit*, optional except for Bound Printed Matter, required for 5-digit price eligibility for Media Mail and Library Mail. Pallet must contain parcels only for the same 5-digit ZIP Code. Labeling:
  - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.0](#) for military mail).
  - 2. Line 2: "PSVC MACH 5D," as applicable.
- c. *ASF*, required if claiming DNDC prices, otherwise optional. Not available for the Buffalo, NY ASF. Pallets must contain only parcels for the 3-digit ZIP Code groups in [L602](#). Labeling:
  - 1. Line 1: use [L602](#), column B.
  - 2. Line 2: "PSVC MACH ASF," as applicable.
- d. *NDC*, required. Pallets must contain only parcels for the 3-digit ZIP Code groups in [L601](#). Labeling:



1. Line 1: use [L601](#), column B.
2. Line 2: "PSVC MACH NDC," as applicable.

### 7.3 Postage Payment

Postage for all pieces must be paid with permit imprint at the Post Office serving the mailer's plant under [2.0](#).

### 7.4 Documentation

Mailers must complete separate postage statements for each of the mailings contained within the combined mailing. At the time of mailing, mailers must provide all postage statements and a Business Mailer Support-approved manifest prepared according to [2.0](#) and this section.

### 7.5 Authorization

A mailer who wants to present combined parcel mailings must submit a written request to Business Mailer Support (See [608.8.1](#) for address). The request must show the mailer's name and address, the mailing office, evidence of authorization to mail under [2.0](#), procedures for combined mailing, the expected date of first mailing, a sample of the required manifest, and a sample USPS Qualification report. Business Mailer Support will review documentation and provide written authorization. Authorizations remain in effect until such time as the Business Mailer Support manager or the mailer cancels the authorization or agreement. A mailer may terminate an authorization at any time by written notice to the postmaster of the office serving the mailer's location. Business Mailer Support may terminate an authorization, by written notice, if the mailer does not meet the standards or the terms of the authorization.

## 8.0 Preparing Pallets

### 8.1 Physical Characteristics

#### 8.1.1 Standards

All pallets presented to the USPS, whether USPS-provided or mailer-provided, must meet the standards in [8.1.2](#) through [8.1.4](#). Mail on such pallets must meet the standards for the class and price claimed.

#### 8.1.2 Construction

Pallets must be made of high-quality material that can hold loads equal to a gross weight of 2,200 pounds. Pallets must measure 48 by 40 inches and must allow four-way entry by forklift trucks and two-way entry by pallet jacks.

#### 8.1.3 Securing Pallets

Except for stacked pallets under [8.3.1](#) and pallet boxes under [8.4.3](#), each loaded pallet of mail must be prepared to maintain the integrity of the mail and the entire pallet load during transport and handling using one of the following methods:

- a. Securing with at least two straps or bands of appropriate material. Wire or metal bands, straps, buckles, seals, and similar metal fastening devices cannot be used.
- b. Wrapping with stretchable or shrinkable plastic.



- c. Securing with at least two straps or bands of appropriate material and wrapping with stretchable or shrinkable plastic. Wire and metal bands and straps, metal buckles, metal seals, and similar metal fastening devices cannot be used.

#### **8.1.4 Nonconforming Mailer**

The USPS informs any mailer or mailer's agent who presents palletized mailings, including plant-verified drop shipment (PVDS), when the mailer's pallets fail to meet basic pallet integrity and safety standards. After a mailer is notified and allowed to make changes to improve load integrity, if the mailer's methods, or those of the mailer's agent, do not work, the mailer is considered nonconforming. A nonconforming mailer must meet the specifications for nonconforming mailers for top-cap use, stacking of pallets, pallet box construction, and maximum height/tiers of trays in 8.2 through 8.5, respectively. A mailer is suspended from the pallet program if the mailer's pallets continue to fail to meet the minimum load integrity levels after being notified and allowed to make changes.

## **8.2 Top Caps**

### **8.2.1 Use**

Top caps are used as follows:

- a. Except as provided below, all pallets of sacks, trays, parcels, bundles of mail, or pallet boxes must be top-capped if the pallets are stacked two, three, or four tiers high when presented to the USPS for acceptance.
- b. The top pallet need not be top-capped if the strapping or banding securing the stacked pallets together neither damages the mail on the top pallet nor allows the stack to shift.
- c. Lower pallet(s) containing either parcels or bundles of mail need not be top-capped if the top surface of each pallet load provides a sturdy, flat surface, parallel to the pallet base, that allows safe and efficient stacking of pallets placed on top and prevents sliding of the top pallet(s), damage to the loaded mail, or crushing of the load.

### **8.2.2 Construction**

Any material may be used as a top cap if it provides a flat, level surface horizontal to the base pallet, protects the integrity of the mail below it while supporting a loaded pallet above, and allows easy entry of a forklift to remove the upper pallet(s). Flimsy paper or fiberboard (e.g., the ends of paper rolls) or similar material is inadequate and may not be used as a top cap.

### **8.2.3 Securing**

A top cap must be secured to the pallet horizontal to the plane of the base pallet, with either stretchwrap or at least two crossed straps or bands, so that the cap stays in place to protect the mail and maintain the integrity of the pallet load.

### **8.2.4 Use by Nonconforming Mailer**

A nonconforming mailer (see 8.1.4) must use top caps on all pallets of sacks, letter mail trays, parcels, or bundles of mail, regardless of weight, or on pallets containing pallet boxes no more than 60 inches high. Top caps must be approximately 48 by 40 inches and meet one of these construction standards:



- a. Five-wood boards, with uniform edges and nine-leg pallet contact for stacking.
- b. Fiberboard box-end style, with a minimum 3-inch side and wall material of at least double-wall corrugated fiberboard C-flute and/or B-flute.
- c. Fiberboard honeycomb covered on both sides, with heavy linerboard at least 1/2 inch thick.
- d. Corrugated fiberboard C-flute sheet covering the entire top of the load, with standard pallet solid fiberboard corner edge protectors.

### 8.3 Stacking Pallets

#### 8.3.1 Physical Characteristics

Pallets may be stacked two, three, or four tiers high if:

- a. The combined gross weight of the stacked pallets (pallets, top caps, and mail) does not exceed 2,200 pounds.
- b. The heaviest pallet is on the bottom and the lightest is on the top.
- c. Individual pallets are secured with straps or stretchable or shrinkable plastic as specified in [8.1.3](#).
- d. The stack of pallets is secured with at least two straps or bands of appropriate material to maintain the integrity of the stacked pallets during transport and handling. Wire or metal bands, straps, buckles, seals, and similar metal fastening devices cannot be used. The stack of pallets cannot be secured together with stretchable or shrinkable plastic.
- e. Each pallet is top-capped as specified in [8.2](#).
- f. The combined height of the stacked pallets and their loads does not exceed 84 inches. *Exception:* Pallets prepared for entry at Anchorage or Fairbanks, Alaska, cannot exceed 72 inches (pallets, top caps, and mail).

#### 8.3.2 Pallet Height Restriction for Nonconforming Mailer

A nonconforming mailer (see [8.1.4](#)) who stacks pallets is subject to the requirements of [8.3.1](#) with the additional restrictions that the combined height of any stacked pallets may not exceed 77 inches and that stacking pallets four tiers high is permitted only for pallets of parcels.

### 8.4 Pallet Boxes

#### 8.4.1 Use

A mailer may use pallet boxes constructed of single-, double-, or triple-wall corrugated fiberboard placed on pallets to hold sacks or parcels. Pallet boxes must protect the mail and maintain the integrity of the pallet loads throughout transportation, handling, and processing. Single-wall corrugated fiberboard may be used only for light loads (such as lightweight parcels) that do not require transportation by the USPS beyond the entry office, or for Parcel Select DSCF price mail. Mailers must supply their own pallet boxes. The base of the boxes must measure approximately 40 by 48 inches. Pallet standards require the use of pallet boxes meeting the size requirements in [8.4.2](#) for machinable Parcel Select claiming ONDC Presort and NDC Presort discounts. Pallet standards prohibit use of pallet

boxes for nonmachinable Parcel Select claiming ONDC Presort and NDC Presort discounts. Pallet boxes meeting the size dimensions in [8.4.2](#) also may be used at the mailer's option for Parcel Select DSCF and Parcel Select DDU price mail.

#### **8.4.2 Height**

The combined height of a single pallet, pallet box, and mail may not exceed 77 inches. The contents of the box may not extend above the top rim of the box. For all Parcel Select and Package Services mailings entered at a DSCF or DDU, the height of the pallet box may not exceed 60 inches (excluding the pallet). For Parcel Select ONDC Presort and NDC Presort price mailings of machinable pieces, the height of the pallet box must not exceed 69 inches (excluding the pallet).

#### **8.4.3 Securing**

Pallet boxes must be secured to the pallet with strapping, banding, stretchable plastic, shrinkwrap, or other material (wire or metal bands, straps, buckles, seals, and similar metal fastening devices cannot be used) that ensures that the pallet can be safely unloaded from vehicles, transported, and processed as a single unit to the point where the contents are distributed with the load intact if:

- a. The pallet and its contents are transported by the USPS from the office where the mail is accepted to another postal facility where the contents are distributed; and
- b. The weight of the mail in the box is not sufficient to hold the box in place on the pallet during transportation and processing.

#### **8.4.4 Use by Nonconforming Mailer**

Except when mailing Parcel Select claiming a DSCF or DDU price, a nonconforming mailer (see [8.1.4](#)) may use pallet boxes only if the boxes are constructed of triple-wall corrugated fiberboard (C-flute and/or B-flute material) with a maximum height (pallet and box) of 77 inches.

### **8.5 General Preparation**

#### **8.5.1 Presort**

Pallet sortation is generally intended to presort the palletized portion of a mailing to at least the finest extent required for the corresponding class of mail and method of preparation. Pallet sortation is sequential from the lowest (finest) level to the highest and must be completed at each required level before the next optional or required level is prepared. Standard preparation terms are defined in the Mail Preparation section for each class of mail, standard presort levels are defined in [8.0](#), and advanced presort levels are defined in [10.0](#), [12.0](#), and [13.0](#). For sacks, trays, or machinable parcels on pallets, the mailer must prepare all required pallet levels before any mixed ADC or mixed NDC pallets are prepared for a mailing or job. Except as described in [15.1g](#), bundles must not be placed on mixed ADC or mixed NDC pallets. Bundles that cannot be placed on pallets must be prepared in sacks under the standards for the price claimed. The standards for bundle reallocation to protect the SCF, ADC, or NDC pallet ([8.11](#), [8.13](#), and [8.14](#)) are optional methods of pallet preparation designed to retain as much mail as possible at the SCF, ADC, or NDC level. These standards may result in some bundles of Periodicals flats and irregular parcels and Standard Mail flats that are part of a mailing job prepared in part as palletized flats at automation prices not being placed on the finest level of



pallet possible. Mailers must use PAVE-certified presort software to prepare mailings using bundle reallocation (bundle reallocation is optional, but if performed, it must be done for the complete mailing job).

#### **8.5.2 Required Preparation**

The following standards apply to Periodicals, Standard Mail, Parcel Select, and Package Services, except Parcel Select mailed at NDC Presort, ONDC Presort, DSCF, and DDU prices.

- a. Mailers must prepare a pallet to the required sortation level(s) for the class of mail when a mailing contains 500 or more pounds of bundles, sacks, or parcels or 72 linear feet or six layers of letter trays for the destination.
- b. For bundles of flat-size mailpieces or bundles of irregular parcels on pallets, after preparing all possible pallets under [8.5.2a](#), when 250 or more pounds of bundles remain for an ADC (Periodicals) or for a NDC/ASF (Standard Mail, Parcel Select, and Package Services), mailers must prepare the ADC or NDC/ASF pallet, as applicable for the class of mail. Exception: If there are no ADC or NDC/ASF pallets in a mailing and 250 or more pounds remain for an SCF, mailers must prepare the SCF pallet.
- c. Bundles that cannot be placed on an ADC, NDC/ASF, or SCF pallet may be placed on mixed ADC pallets if allowed by the specific standards for the class and shape of mail, or be placed in sacks ([8.9.1](#)).

#### **8.5.3 Minimum Load**

The following minimum load standards apply to mail prepared on pallets:

- a. For Periodicals, Standard Mail, Parcel Select, and Package Services (except for Parcel Select mailed at NDC Presort, ONDC Presort, DSCF, and DDU prices):
  1. In a single mailing, the minimum load per pallet is 250 pounds of bundles, parcels, or sacks, except as provided in items 2 through 4 below. When preparing letter trays on pallets, the minimum load is 36 linear feet or three layers of trays, except as provided in items 2 and 4 below.
  2. There is no minimum load for pallets entered at a destination delivery unit (DDU) if the mail on those pallets is for that unit's service area.
  3. The minimum load for pallets is 200 pounds of Standard Mail parcels (machinable, irregulars, or NFMs) entered at origin (NDC only) or at a DNDC to claim the 5-digit or NDC price.
  4. A pallet may contain a minimum of 100 pounds of nonletter-size mail or 12 linear feet of letter trays if it is a NDC or ASF pallet entered at the destination NDC or ASF; an ADC pallet entered at the destination ADC; an SCF pallet entered at the destination SCF; or the only pallet entered at an individual destination NDC or ASF, ADC, or SCF facility.
  5. At an SCF, a 5-digit, 3-digit, or SCF pallet may contain less than the required minimum load of mail for that SCF's service area only if the SCF manager provides written authorization for such preparation.

- b. Parcel Select mailed at NDC Presort, ONDC Presort, DSCF, and DDU prices. A minimum load for the price claimed may be stated in terms of weight, combined piece minimum and weight, or minimum height. There are separate minimum mail heights for machinable parcels and for nonmachinable parcels claimed at ONDC Presort and NDC Presort prices. Mail entered at the Standard Post DSCF prices and prepared directly on pallets or in pallet boxes on pallets must be prepared under either a minimum height requirement or under one of two options requiring a minimum number of pieces and pounds per pallet. There is no minimum weight requirement for an SCF pallet containing 5-digit scheme and 5-digit sacks prepared for the DSCF price. There are no minimums for the Parcel Select DDU price.

#### 8.5.4 Minimum Height of Mail

The definitions of the minimum height of mail used to qualify for ONDC Presort, NDC Presort, and DSCF Parcel Select prices are as follows:

- a. *Machinable parcels.* The minimum height of mail in a pallet box is the shortest vertical distance measured from the bottom of a pallet box to the top of the lowest mailpiece. The height of the pallet is not included in this measurement.
- b. *Nonmachinable parcels.* The minimum height of mail on a pallet is the shortest vertical distance measured from the top of the pallet to the top of the lowest mailpiece. The height of the pallet is not included in this measurement.

#### 8.5.5 Maximum Load

The maximum weight (mail and pallet) is 2,200 pounds. The maximum height of a single pallet (mail and pallet) is 77 inches for bundles, parcels, sacks, or pallet boxes, or 77 inches or 12 layers of trays (whichever occurs first) for letter trays.

*Exception:* A single pallet that is prepared for entry at Anchorage or Fairbanks, Alaska, has a maximum height of 72 inches (pallet, top cap, and mail).

#### 8.5.6 Mail on Pallets

[11-4-13] [10-7-13] These standards apply to mail on pallets:

- a. Pieces in trays, bundles, and sacks must be prepared under the standards for the class of mail and price claimed.
- b. When two or more Periodicals mailings, two or more Standard Mail mailings, or two or more Bound Printed Matter mailings are placed together on pallets, the mailer must keep records for each mailing as required by the standards for the class of mail.
- c. For letter-size Standard Mail and Periodicals prepared in trays on pallets, mailers must prepare carrier route price mail on separate 5-digit pallets (5-digit carrier routes pallets) from automation price or nonautomation price mail (5-digit pallets).
- d. For determining minimum pallet volume, mail in letter trays is measured in full layers of trays or in linear feet. A 2-foot tray equals 2 linear feet; a 1-foot tray equals 1 linear foot.
- e. Heavier, fuller trays must be placed at the bottom of the load, unless other standards (such as [245.7.7](#)) require placement of certain trays on the top of the pallet.



- f. For Bound Printed Matter irregular parcels, Presorted and Carrier Route price mail may be combined on all levels of pallet. For Bound Printed Matter flats, Presorted and Carrier Route price mail may be combined on all levels of pallet except as provided in [8.5.6g](#).
- g. For sacks of Periodicals, Standard Mail, and Bound Printed Matter flats or irregular parcels, carrier route price mail must be prepared on separate 5-digit pallets from automation price and/or presorted price mail.
- h. Periodicals, Standard Mail, and Bound Printed Matter flats or irregular parcels prepared in carrier route and noncarrier route 5-digit bundles may be placed on the same merged 5-digit scheme, merged 5-digit pallet, as appropriate.
- i. All presort bundles on pallets must be placed with the addresses facing up.

#### **8.5.7 Arranging Pieces in a Bundle (“Facing”)**

Except as noted in [8.5.8](#), all pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

#### **8.5.8 Counter-Stacking—Sacked and Palletized Mail**

Bundles of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under conditions in [601.2.7](#).

#### **8.5.9 Address Visibility**

See [601.2.6](#) for address visibility requirements for bundles of flats or parcels on pallets.

#### **8.5.10 Labeling Bundles**

Unless excepted by standard, the presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line or with a barcoded pressure-sensitive bundle label. See [601.2.13](#) for more information on labeling bundles.

#### **8.5.11 Securing Bundles on Pallets**

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment. Mailers must meet the standards in [601.2.9](#) when preparing and securing bundles on pallets.

#### **8.5.12 Sacked Mail**

Mail that is not palletized (e.g., the mailer chooses not to prepare NDC pallets, or the bundles do not meet the machinability standards in [8.5.7](#) through [8.5.11](#)) must be prepared under the standards for the price claimed. For Periodicals, the mailer must separately sack bundles of each publication that are not palletized or that are excluded from palletization. Trays that are not palletized must be bedloaded. Sacks (including sacks of bundles not placed on pallets) containing bundles remaining after all pallets are prepared may be presented with the palletized mail (and reported on the same postage statement) if separated from the palletized portion of the mailing.

#### **8.5.13 Nonconforming**

For a nonconforming mailer (see [8.1.4](#)) of letter-size mail in trays, the combined height of a pallet and its load cannot exceed six layers of MM or EMM letter trays.

## 8.6 Pallet Placards

### 8.6.1 Placement

At least two clearly visible labels must be affixed on two adjacent sides of each pallet. Pallets prepared through plant-load or drop-shipment agreements must be placed on transportation so that a pallet placard on each pallet faces toward the rear of the vehicle.

### 8.6.2 Specifications

Pallet placards must be pink for Periodicals and white for First-Class Mail, Standard Mail, Package Services, and Parcel Select. Pallet placards must measure at least 8 inches by 11 inches, except that pallet or other USPS container placards bearing Intelligent Mail container barcodes may measure no less than 4 inches by 7 inches when prepared under 708.6.6.6. Placards, affixed to pallets containing Periodicals, bearing an Intelligent Mail container barcode and prepared in the optional smaller format under 708.6.6.6, may be white instead of pink, when a vertical pink one-half inch wide identification bar is included along the left-hand side of the placard; or may be white when used in conjunction with an adjacent pink designator label, under 708.6.6.5.

### 8.6.3 Lettering

Lettering for required information on pallet labels must be at least 1/2 inch high (or at least 48-point type). *Exception:* When customers apply USPS-specified pallet barcodes to pallet labels, the lettering for the required information on line 3 (origin line) must be at least 1/8 inch high (or at least 12-point type). See the “surface visibility” information at <http://ribbs.usps.gov> for more information about pallet barcodes.

### 8.6.4 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed on the pallet. If the pallet label does not provide enough space for all required Line 1 information, the destination ZIP Code may be placed right-justified on the line immediately below the rest of Line 1 and above Line 2 (content line). A standard abbreviation for the destination city name may be used.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas military mail.* On 5-digit pallets for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail on the pallet.

### 8.6.5 Line 2 (Content Line)

Line 2 (content line) must meet these standards:



### 705.8.6.5

- a. *Content line information.* Pallet labels must indicate whether the mail on the pallet is barcoded, or not barcoded, or both. The content line (line 2 of required information) must be the second visible line on the label. This line must show the class and processing category of the mail on the pallet and other information as specified by standard. If the content line of a pallet label does not provide enough space for all required information, the content information may be continued right-justified on the line immediately below the content line and above the office of mailing or mailer information line.
- b. *Codes.* The codes shown below must be used as appropriate on Line 2 of sack, tray, and pallet labels.

CONTENT TYPE	CODE
Barcoded	BC
Barcoded and Nonbarcoded	BC/NBC
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
First-Class Mail	FCM
First-Class Package Service	FC PKG
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG (Periodicals, Standard Mail, and Package Services only)
Letters	LTR or LTRS
Machinable	MACH
Mixed	MXD
Mixed Machinable and Irregular Parcels	MACH & IRREG (Standard Mail only)
Nonmachinable	NON MACH
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under <a href="#">705.9.0</a> )
Nonmachinable Parcels	NON MACH
Package Services	PSVC
Parcels	PARCELS (First-Class Mail and Package Services only)
Parcel Select Lightweight	PSLW
Periodicals	PER (see <a href="#">707.21.1.3</a> ) NEWS (see <a href="#">707.21.1.3</a> )



CONTENT TYPE	CODE
Post Office Box Section	B
Rural Route	R
Scheme	SCH
Standard Mail	STD
Working	WKG

**8.6.6 Line 3**

The office of mailing or mailer information line must be the third and bottom line of required information, except as allowed in [8.6.6a](#) or [8.6.6b](#). Line 3 must show (left-justified) either the city and state of the origin entry Post Office or the mailer's name and the city and state of the mailer's location, except under [8.6.6a](#) or [8.6.6b](#). Placards on containers of parcels prepared using eVS under [2.9](#) must show "eVS" either to the left of required line 3 information or directly below line 3 using the same size and lettering used for line 3. At the mailer's option, pallet placards prepared for destination entry may have the correct destination entry office information printed left-justified on line 3 only under these conditions:

- The origin entry office or mailer location information is placed right-justified on line 3, preceded by "ORIGIN:" or "ORGN:"; or
- The origin entry office or mailer location information is printed right-justified directly below line 3 or in either the top right corner or the bottom right corner of the extraneous information section, preceded by "ORIGIN:" or "ORGN:". Under this option, the origin entry or mailer location information is required even though placed in the "extraneous" information section.
- For all options ([8.6.6a](#) and [8.6.6b](#)), the origin entry office or mailer location information must be printed in a minimum 12 point font and may be abbreviated to show the mailer's name and ZIP Code of location.

**8.6.7 5-Digit, 5-Digit Carrier Routes, and 5-Digit Scheme Carrier Routes Pallets**

All 5-digit carrier routes or 5-digit scheme carrier routes pallets must show the words "CARRIER ROUTES" (or "CR-RTS") after the processing category description on the content line under [8.0](#), [10.0](#), [12.0](#), and [13.0](#). 5-digit pallets of Bound Printed Matter that contain only carrier route price mail also must show the words "CARRIER ROUTES" (or "CR-RTS") after the "5D" pallet level description on the contents line.

**8.6.8 Extraneous Information**

Extraneous information is permitted on pallet labels if:

- The print size is smaller than 1/2 inch; with a maximum 12 point font on the optional smaller placards under 708.6.6.6.
- It does not consist of a numbered series resembling a ZIP Code or 3-digit ZIP Code prefix.



- c. It does not appear on or between the lines reserved for USPS required information (blank lines are permitted). Exception: For combined mailings of Standard Mail and Package Services machinable parcels, mailer codes and extraneous information may appear between the content line and the office of mailing or mailer information line.
- d. It is below the office of mailing or mailer information line.
- e. A 1-inch clear space is maintained around the lines reserved for USPS required information.
- f. On the office of mailing or mailer information line, the mailer's name or abbreviation, "Mailer," "From" (or "FR"), "Entered at," or a similar notation precedes the required information, or mailer codes or other extraneous information appear to the right of the required information.

#### **8.6.9 Periodicals Publications**

Except as provided in [8.16](#) for copalletized mailings, Periodicals publications must use one of the following for Line 2 class information:

- a. "PER."
- b. "NEWS" if published weekly or more often or if authorized newspaper treatment as of March 1, 1984.

#### **8.6.10 Pallet Bundle Information**

It is recommended that mailers preparing bundles on pallets add to the pallet label, below the office of mailing or mailer information line and according to the provisions of [8.6.8](#), additional information listing the number of bundles for each bundle sortation and price level on the pallet (i.e., the number of carrier route bundles, the number of 5-digit, 3-digit, and ADC automation price bundles, and the number of 5-digit, 3-digit, and ADC Presorted price bundles on each pallet).

### **8.7 Copalletized, Combined, or Mixed-Price Level Palletized Mailings**

#### **8.7.1 General**

Copalletized, combined, or mixed-price level palletized mailings of letter-size or flat-size pieces must be prepared under the standards for the class of mail, subject to specific authorization by Business Mailer Support when required. The following conditions apply when making copalletized mailings:

- a. Postage statements and mailing documentation must be transmitted to the USPS using an approved electronic method.
- b. In accordance with 708.6.5 and 708.6.6, Intelligent Mail tray labels must be used on trays and sacks and Intelligent Mail container placards must be used on pallets or similar containers.
- c. If consolidating multiple mailings on pallets, update the electronic data for each of the original mailings. This updated data must be reflected in the electronic data transmitted to the USPS.
- d. Meet postage payment requirements as specified by Business Mailer Support.

### 8.7.2 Application

The mailer (or publisher or agent) must submit a written request to Business Mailer Support to present the types of pallets described in this section. A separate request is required for each type of pallet at each location, but multiple, concurrent applications are acceptable. A mailer who cannot meet the minimum palletization standards without copalletizing, combining, or commingling mixed price mailings might still qualify if the total copalletized, combined, or commingled mailing meets minimum pallet standards. The request must be received at least 30 days before the first mailing and include the names, addresses, and telephone numbers of the mail owner and of the firm or person preparing the mail; a description of the mailing (e.g., size, weight, class, price, volume, mailing frequency, and postage payment method); the type of authorization requested; and a sample of the applicable documentation under [8.0](#), or [10.0](#), [12.0](#), and [13.0](#).

### 8.7.3 Periodicals Publications

To combine more than one Periodicals publication on pallets, the mailer must merge and presort copies of all the publications into common bundles to achieve the finest presort level for the combined mailing. To copalletize different Periodicals flat-size publications, the mailer must consolidate on pallets all independently sorted bundles for each publication to achieve the finest presort level for the mailing. Postage for copalletized mailings of flat-size Periodicals must be paid at the consolidator's site. A combined or copalletized mailing prepared using bundle reallocation under [8.11](#) or [8.13](#) may not always result in all bundles being placed on the finest pallet level possible. Both combined and copalletized publications must be supported by the documentation required in [8.0](#), or [10.0](#), [12.0](#), and [13.0](#). Preferred Periodicals may be combined with Regular Periodicals only as permitted by standard.

### 8.7.4 Standard Mail

To copalletize different Standard Mail flat-size mailings, the mailer must consolidate on pallets all trays or bundles from each mailing to achieve the finest presort level for the mailing, except that a flat-size copalletized mailing prepared under [8.11](#) or [8.14](#) using the bundle reallocation option may not always result in all bundles on the finest pallet level possible. At the time of mailing, the mailer must present computer-generated listings required in [8.0](#), or [10.0](#), [12.0](#), and [13.0](#) that include a summary list consolidating the copalletized multiple mailings and a list of the contents of each pallet by ZIP Code and presort level. For Standard Mail letter-size pieces, the presort level of the mailpieces in the copalletized mailing must accurately reflect the postage and entry discount paid at the origin site; and may not always result in the finest pallet presort level possible. Origin mailers participating in a copalletized mailing of Standard Mail letters in trays must prepare a separate postage statement for the portion entered at the origin site and another postage statement for the portion directed to the consolidator.

### 8.7.5 Cancellation

An authorization may be canceled by Business Mailer Support if the mailer does not meet the standards for pallets or the prices claimed or the mailer does not submit information on future mailings as requested by Business Mailer Support. A mailer may appeal canceled authorizations through Business Mailer Support to the Business Mail Acceptance manager, USPS Headquarters.



### 8.8 Basic Uses

These types of mail may be palletized:

- a. Letter-size mail in trays.
- b. Bundles of nonletter-size mail not prepared in sacks.
- c. Bundles or parcels in sacks.
- d. Machinable or irregular parcels.
- e. Copalletized multiple letter-size mailings, prepared in trays, subject to 8.0.
- f. Copalletized multiple flat-size mailings, subject to [8.0, Preparing Pallets](#).
- g. Combined mailings of machinable parcels (Standard Mail and Package Services), subject to [6.0](#).
- h. Two or more Periodicals publications combined or copalletized, subject to [8.0](#).
- i. Combined mailings of Nonprofit Standard Mail mixed price levels, subject to [8.0](#).
- j. Commingled zoned price Parcel Select and Package Services, subject to [455.1.7](#).

### 8.9 Bundles on Pallets

#### 8.9.1 Applicability

Presort destination bundles of Periodicals, Standard Mail, and Package Services flats and irregular parcels may be placed directly on pallets under [8.9.2](#) through [8.9.5](#) and [8.10](#). Mail that cannot be placed on pallets must be prepared in sacks under the applicable standards. Sacks containing any remaining bundles after all pallets are prepared may be presented with the palletized portion of the mailing job (and, subject to [8.16.5](#), reported on the same postage statement) if the sacked portion is presented separately from the palletized portion.

#### 8.9.2 Basic Bundling Standards

Bundle preparation for Periodicals, Standard Mail, and Package Services mailpieces must meet the applicable standards for each class or subclass of mail. Bundles may be sorted onto pallets under [8.10](#) and [10.0](#), [12.0](#), and [13.0](#).

#### 8.9.3 Periodicals

Bundle size: Six-piece minimum (lower volume bundles permitted under [707.22.0, Preparing Nonbarcoded \(Presorted\) Periodicals](#), and [707.23.0, Preparing Carrier Route Periodicals](#)), 20-pound maximum, except that:

- a. Firm bundles may contain as few as two copies of a publication. Mailers must not consolidate firm bundles with other bundles to the same 5-digit destination. Only In-County firm bundles may be counted as an addressed piece for presort standards (see [707.22.0](#) and [707.23.0](#)).
- b. All pieces for the same presort destination must be in one bundle if they weigh less than 10 pounds. Otherwise, bundles must weigh from 10 to 20 pounds each.
- c. Carrier route and 5-digit bundles placed on 5-digit or finer pallets may weigh up to 40 pounds when entered at a DDU.

- d. The last bundle to a presort destination may contain less than 10 pounds.

#### 8.9.4 Standard Mail

Bundle size: 10-piece or 15-piece minimum as applicable; 20-pound maximum, except that:

- a. All pieces for the same presort destination must be in one bundle if they weigh less than 10 pounds. Otherwise, bundles must weigh from 10 to 20 pounds each.
- b. The last bundle to a presort destination may contain less than 10 pounds.

#### 8.9.5 Bound Printed Matter

Bound Printed Matter on pallets must be bundled as follows:

- a. Minimum Bundle Size. Bundle mail under the minimum bundle size of “10 pieces or 10 pounds, whichever comes first” according to these standards:
  - 1. For identical-weight pieces, a single-piece weight of 1 pound results in 10 pieces weighing 10 pounds. Identical-weight pieces weighing 1 pound or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 10-pound minimum.
  - 2. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies). Alternatively, bundle by the actual piece count or mail weight for each bundle destination, provided documentation can be presented with the mailing that shows (specifically for each bundle) the number of pieces and their total weight.
  - 3. Mailers must note on the accompanying postage statement whether they applied the 10-piece or 10-pound threshold, or both.
- b. Presorted and Carrier Route Bound Printed Matter:
  - 1. Only individual pieces of flats or irregular parcels that weigh less than 10 pounds each may be prepared as bundles on pallets. Presorted price pieces that weigh 10 or more pounds each must be prepared and palletized as machinable parcels under [8.10.4, Package Services Flats—Bundles and Sacks](#), or prepared in sacks under [365.5.0](#) for flats and [465.5.0](#) for parcels. Carrier route pieces that individually weigh 10 or more pounds each must either be prepared and palletized as machinable parcels under [8.10.4, Package Services Flats—Bundles and Sacks](#), and qualify for Presorted prices or be prepared in sacks under [365.6.0](#) for flats and [465.6.0](#) for parcels and qualify for carrier route prices.
  - 2. Bundles must be prepared under [365.5.0](#) for presorted flats and [465.5.0](#) for presorted parcels, or [11.0](#), as appropriate. The minimum bundle size is 10 addressed pieces or 10 pounds, whichever occurs first, except that the last bundle to a presort destination may contain fewer than 10 pieces or weigh less than 10 pounds. When there are at least 10 pieces but less than 10 pounds for a presort destination, the pieces must be prepared in a single physical bundle. The maximum physical bundle size for pallets



prepared under 8.10.4a through 8.10.4d, and 8.10.5a through 8.10.5g is 40 pounds. The maximum physical bundle size for pallets prepared under 8.10.4d through 8.10.4h, and 8.10.5g through 8.10.5k is 20 pounds. The total number of bundles for a single presort destination must not exceed the number of 10-pound increments to that destination. Each physical bundle must contain at least two addressed pieces.

## 8.10 Pallet Presort and Labeling

### 8.10.1 First-Class Mail—Letter or Flats Trays

[1-27-13] Mailers may palletize First-Class Mail according to a local customer/supplier agreement or under 8.10.1. First-Class Mail palletization is optional, but mailers using this option must prepare pallets in the sequence listed below and complete each required level before preparing the next optional or required level. Pallets must contain at least 72 linear feet of letter trays (six full layers) or 24 linear feet of flats trays (three full layers). Maximum pallet height is 12 layers or 77 inches of letter trays (whichever occurs first) or 77 inches of flats trays. When available and with approval by the plant manager of the origin facility, mailers may use all-purpose containers (APCs) or other USPS-approved containers. Mailers approved to use APCs must prepare containers when they have a minimum of 48 linear feet of letter trays or 16 linear feet of flats trays to a presort destination. Preparation, sequence, and labeling:

- a. 5-digit. Optional. Based on the origin ZIP Code, for 5-digit ZIP codes within the 3-digit destinations listed in L201 column B. Pallet may contain trays only for the same 5-digit ZIP Code (for non-automation letters and flats) or 5-digit scheme ZIP codes (automation letters only). Place 5-digit scheme trays on 5-digit pallets according to the destination shown in the current City State Product. Labeling:
  1. Line 1: city, state, and 5-digit ZIP Code destination.
  2. Line 2: "FCM LTRS" or "FCM FLTS," followed by "5D."
- b. b. Origin SCF (local mail). Required; no minimum. Pallets contain trays destined for the 3-digit ZIP Codes serviced by the origin SCF facility in L005; all MXD AADC and MXD ADC trays. Mailers may place AADC or ADC trays on origin SCF pallets when the tray's "label to" 3-digit ZIP Code (from L801 for AADC trays and L004 for ADC trays) is within the origin SCF's service area; and must place trays containing pieces paid at the single-piece price on origin SCF pallets, unless required to be presented separately by special postage payment authorization or customer service agreement (CSA). Labeling:
  1. Line 1: L002, Column C.
  2. Line 2: "FCM LTRS" or "FCM FLTS," followed by "WKG."
- c. SCF. Required. For destinations listed in L201, based on origin ZIP Code. Pallets contain trays destined for the 3-digit ZIP Codes in L005. Mailers may, at their option, place AADC or ADC trays on SCF pallets when the tray's "label to" 3-digit ZIP Code (from L801 for AADC trays and L004 for ADC trays) is within that SCF's service area. Labeling:
  1. Line 1: L002, Column C.



2. Line 2: "FCM LTRS" or "FCM FLTS," followed by "SCF."
- d. AADC. Required, for machinable and automation letters only. For destinations listed in [L201](#), based on origin ZIP Code. Pallet may contain letter trays only for the 3-digit ZIP Code group in [L801](#). Labeling:
  1. Line 1: [L801](#), Column B.
  2. Line 2: "FCM LTRS," followed by "AADC."
- e. ADC. Required, for flats and nonmachinable letters only. For destinations listed in [L201](#), based on origin ZIP Code. Pallet may contain trays only for the 3-digit ZIP Code groups in [L004](#). Labeling:
  1. Line 1: [L004](#), Column B.
  2. Line 2: "FCM LTRS" or "FCM FLTS," followed by "ADC."
- f. Origin Mixed ADC Surface. Required. Pallet may contain trays destined for the 3-digit ZIP Codes in [L201](#), based on origin ZIP Code. Labeling:
  1. Line 1: "OMX" followed by city, state, and ZIP Code information for ADC serving 3-digit ZIP Code prefix of entry post office, as shown in [L201](#).
  2. Line 2: "FCM LTRS" or "FCM FLTS," followed by "WKG."
- g. Mixed ADC Air (all other). Required; no minimum. May contain surface trays when no mixed ADC surface container is prepared under [8.10.1f](#). Labeling:
  1. Line 1: "MXD" followed by city, state, and ZIP Code information for ADC serving 3-digit ZIP Code prefix of entry post office, as shown in [L004](#).
  2. Line 2: "FCM LTRS" or "FCM FLTS," followed by "WKG."

### 8.10.2 Periodicals—Bundles, Sacks, or Trays

**[1-27-13]** Pallets must be prepared under [8.0](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. See [707.29.0](#) for additional requirements for destination entry prices eligibility. For mailings of sacks or trays on pallets, pallet preparation begins with [8.10.2e](#). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [8.6](#). All pallets prepared under [8.10.2](#) may contain firm bundles, and pallets prepared under [8.10.2a](#) through [8.10.2h](#) may contain low-volume bundles. Bundles of Periodicals flats and irregular parcels may also be palletized under [10.0](#), [12.0](#), or [13.0](#). For pieces meeting the standards in [707.26.0](#), mailers may prepare the nonpalletized (residual) portion of a mailing in sacks under [10.0](#). Prepare pallets in the following sequence:

- a. *Merged 5-digit scheme*, required, permitted for bundles only. Not permitted for bundles containing noncarrier route automation-compatible flats under [301.3.0](#). Required for bundles containing all other flats or irregular parcels. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (automation price and/or Presorted price bundles) for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), merged 5-digit pallet preparation begins with [8.10.2d](#). Labeling:
  1. Line 1: [L001](#).



### 705.8.10.2

2. Line 2: "PER" or "NEWS," as applicable; followed by "FLTS" or "IRREG," as applicable; followed by "CR/5D"; followed by "SCHEME" (or "SCH").
- b. *5-digit scheme carrier routes*, required, permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit carrier routes pallet preparation begins with [8.10.2e](#). Labeling:
  1. Line 1: [L001](#).
  2. Line 2: "PER" or "NEWS," as applicable; followed by "FLTS" or "IRREG," as applicable; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "SCHEME" (or "SCH").
- c. *5-digit scheme*, required, permitted for bundles only. Not permitted for bundles containing automation-compatible flats under [301.3.0](#). Required for bundles containing all other flats and irregular parcels. Pallet must contain only 5-digit bundles of automation price and/or Presorted price mail for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit pallet preparation begins with [8.10.2f](#). Labeling:
  1. Line 1: [L001](#).
  2. Line 2: "PER" or "NEWS," as applicable; followed by "FLTS" or "IRREG," as applicable; followed by "5D"; followed by "BARCODED" (or "BC") if pallet contains automation price mail; followed by "NONBARCODED" (or "NBC") if pallet contains Presorted price mail; followed by "SCHEME" (or "SCH").
- d. *Merged 5-digit*, required, permitted for bundles only. Not permitted for bundles containing noncarrier route automation-compatible flats under [301.3.0](#). Required for bundles containing all other flats or irregular parcels. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (automation price and/or Presorted price bundles) for the same 5-digit ZIP Code. Labeling:
  1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  2. Line 2: "PER" or "NEWS," as applicable; followed by "FLTS" or "IRREG," as applicable; followed by "CR/5D."
- e. *5-digit carrier routes*, required, except for trays; permitted for bundles, sacks, and trays. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Labeling:
  1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  2. Line 2: "PER" or "NEWS," as applicable; followed by "FLTS," "IRREG," or "LTRS," as applicable; followed by "CARRIER ROUTES" (or "CR-RTS").
- f. *5-digit*, required, except for trays; permitted for bundles, sacks, and trays. Pallet must contain only automation price and/or Presorted price mail for the same 5-digit ZIP Code or the same 5-digit scheme under [L007](#) (for automation-compatible flats only under [301.3.0](#)). Five-digit scheme bundles are assigned to pallets according to the "label to" 5-digit ZIP Code in [L007](#). Labeling:





1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “5D”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains Presorted price mail.
- g. *3-digit*, optional, option not available for bundles for 3-digit ZIP Code prefixes marked “N” in [L002](#). Pallet may contain mail for the same 3-digit ZIP Code or the same 3-digit scheme under [L008](#) (for automation-compatible flats only under [301.3.0](#)). Three-digit scheme bundles are assigned to pallets according to the “label to” 3-digit ZIP Code in [L008](#). Labeling:
1. Line 1: [L002](#), Column A.
  2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “3D”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail.
- h. *SCF*, required, permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation price, and/or Presorted price mail for the 3-digit ZIP Code groups in [L005](#). Mailers may place origin mixed ADC (OMX) sacks on origin SCF pallets. Labeling:
1. Line 1: [L002](#), Column C.
  2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “SCF”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail.
- i. *ADC*, required, permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation price, and/or Presorted price mail for the 3-digit ZIP Code groups in [L004](#). Labeling:
1. Line 1: [L004](#).
  2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “ADC”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail.
- j. *Origin Mixed ADC (OMX)*, optional for sacks and trays; allowed with no minimum and required at 100 pounds of mail for bundles of flats. Bundles of flats totaling less than 100 pounds in weight must be sacked if not palletized. Pallet may contain carrier route, automation price, and presorted price mail. Labeling:
1. Line 1: Use the destination information shown in [L201](#), Column C for mail entered at the corresponding entry Post Offices in [L201](#), Column A.



2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains nonautomation price mail; followed by “WKG.”
- k. *Mixed ADC, optional for sacks and trays*; allowed with no minimum and required at 100 pounds of mail for bundles of flats. Bundles of flats totaling less than 100 pounds in weight must be sacked if not palletized. Pallet may contain carrier route, automation price, or presorted price mail. Pallets must not contain sacks, trays or bundles that should be properly placed on the origin mixed ADC (OMX) pallet. Labeling:
  1. Line 1: “MXD” followed by the city, state, and ZIP Code information for facility serving 3-digit ZIP Code prefix of entry Post Office as shown in L009, Column A.
  2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail; followed by “WKG.”

### 8.10.3 Standard Mail or Parcel Select Lightweight-Bundles, Sacks, or Trays

[1-27-13] Mailers must prepare pallets under 8.0 in the sequence listed below and complete each required level before preparing the next optional or required level. Unless indicated as optional, all sort levels are required. For parcels, use this preparation only for irregular parcels in sacks or Marketing parcels prepared as Product Samples in carrier route bundles, sacks or cartons. For Product Samples, only 5-digit pallets under 8.10.3b and 3-digit pallets under 8.10.3d are allowed, and the pallets must be entered under DNDC or DSCF standards only. Use this preparation, starting with 8.10.3c, for sacks of Parcel Select Lightweight irregular parcels not eligible for preparation under 8.10.8 (use “PSLW” for the line 2 contents description instead of “STD”). Palletize unbundled or unsacked irregular parcels under 8.10.8. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under 8.6. Mailers also may palletize bundles of Standard Mail flats under 10.0, 12.0, or 13.0. Preparation sequence and labeling:

- a. *5-digit scheme carrier routes, required*, permitted for bundles of flats only. Pallet must contain only carrier route bundles for the same 5-digit scheme under L001. Labeling:
  1. Line 1: L001.
  2. “STD” followed by “FLTS”; followed by “CARRIER ROUTES” (or “CR-RTS”); followed by “SCHEME” (or “SCH”).
- b. *5-digit carrier routes, required except for trays*, permitted for bundles, sacks, trays, and cartons. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Labeling:
  1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).

2. Line 2: For flats and Marketing parcels (Product Samples only), "STD FLTS" or "STD MKTG," as applicable; followed by "CARRIER ROUTES" (or "CR-RTS"). For letters, "STD LTRS"; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "BC" if pallet contains barcoded letters; followed by "MACH" if pallet contains machinable letters; followed by "MAN" if pallet contains nonmachinable letters.
- c. *5-digit*, required except for trays, permitted for bundles, sacks, and trays. Pallet must contain only automation price and/or Presorted price mail for the same 5-digit ZIP Code or same 5-digit scheme. 5-digit scheme bundles and sacks are assigned to 5-digit pallets according to the "label to" 5-digit ZIP Code. Labeling:
  1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  2. Line 2: For flats and irregular parcels, "STD" followed by "FLTS" or "IRREG," as applicable; followed by "5D"; followed by "BARCODED" (or "BC") if pallet contains automation price mail; followed by "NONBARCODED" (or "NBC") if pallet contains Presorted price mail. For letters, "STD LTRS 5D"; followed by "BC" if pallet contains barcoded letters; followed by "MACH" if pallet contains machinable letters; followed by "MAN" if pallet contains nonmachinable letters.
- d. *3-digit, optional*, option not available for parcels other than Product Sample parcels or for bundles for 3-digit ZIP Code prefixes marked "N" in L002. Pallet may contain mail for the same 3-digit ZIP Code or the same 3-digit scheme under L008 (for automation-compatible flats only under 301.3.0. Three-digit scheme bundles are assigned to pallets according to the "label to" 3-digit ZIP Code in L008. Labeling:
  1. Line 1: [L002](#), Column A.
  2. Line 2: For flats, "STD" followed by "FLTS;" followed by "3D"; followed by "BARCODED" (or "BC") if pallet contains automation price mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted price mail. For letters, "STD LTRS 3D"; followed by "BC" if pallet contains barcoded letters; followed by "MACH" if pallet contains machinable letters; followed by "MAN" if pallet contains nonmachinable letters. For Marketing parcels (Product Samples only), use "STD MKTG."
- e. SCF, required, permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation price, and/or Presorted price mail for the 3-digit ZIP Code groups in [L005](#). Mailers may, at their option, place AADC trays on SCF pallets when the tray's "label to" 3-digit ZIP Code (from [L801](#)) is within that SCF's service area. Mailers may also, at their option, place mixed ADC or mixed AADC trays, labeled per [L010](#), on an SCF pallet entered at the SCF facility responsible for the processing of mixed ADC or mixed AADC trays for that NDC/ASF facility. Labeling:
  1. Line 1: [L002](#), Column C.



2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “SCF”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail. For letters, “STD LTRS SCF”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- f. *ASF*, required unless bundle reallocation used under [8.13](#), permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation price, and/or Presorted price mail for the 3-digit ZIP Code groups in [L602](#). ADC bundles, sacks, or trays are assigned to pallets according to the “label to” ZIP Code in [L004](#) as appropriate. AADC trays are assigned to pallets according to the “label to” ZIP Code in [L801](#). At the mailer’s option, appropriate mixed ADC bundles and sacks of flats; and mixed ADC and mixed AADC trays of letters, may be sorted to ASF pallets according to the “label to” ZIP Code in [L010](#). All mixed ADC bundles, sacks, and trays and mixed AADC trays must contain only pieces destinating within the ASF as shown in [L602](#). Labeling:
1. Line 1: [L602](#).
  2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “ASF”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail. For letters, “STD LTRS ASF”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- g. *NDC*, required, permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation price, and/or Presorted price mail for the 3-digit ZIP Code groups in [L601](#). ADC bundles, sacks, or trays are assigned to pallets according to the “label to” ZIP Code in [L004](#) as appropriate. AADC trays are assigned to pallets according to the “label to” ZIP Code in [L801](#). At the mailer’s option, appropriate mixed ADC bundles and sacks of flats; and mixed ADC trays and mixed AADC trays of letters, may be sorted to NDC pallets according to the “label to” ZIP Code in [L010](#). All mixed ADC bundles, sacks, and trays and mixed AADC trays must contain only pieces destinating within the NDC as shown in [L601](#). Labeling:
1. Line 1: [L601](#).
  2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “NDC”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail. For letters, “STD LTRS NDC”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.



- h. Mixed NDC, optional, permitted for sacks and trays only. Pallet may contain carrier route, automation, and/or Presorted mail. Mailers must place trays and sacks containing pieces paid at the single-piece price on the mixed NDC pallet (unless required to be presented separately by special postage payment authorization). Labeling:
  - 1. Line 1: “MXD” followed by information in [L601](#), Column B, for NDC serving 3-digit ZIP Code prefix of entry Post Office (label to plant serving entry Post Office if authorized by processing and distribution manager).
  - 2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail; followed by “WKG.” For letters, “STD LTRS”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters; followed by “WKG.”

#### 8.10.4 Package Services Flats—Bundles and Sacks

Pallets must be prepared under [8.0](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. Carrier route mail and Presorted price mail with a barcode apply only to Bound Printed Matter mailings. Destination entry price eligibility also applies only to Bound Printed Matter (see [366](#) for flats). At the mailer's option, all Package Services flats may be prepared for destination entry. For mailings of sacks on pallets, pallet preparation begins with [8.10.4b](#). Label pallets under [8.6](#) and according to the Line 1 and Line 2 information listed below:

- a. *5-digit scheme carrier routes*, required, permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit carrier routes pallet preparation begins with [8.10.4b](#). Labeling:
  - 1. Line 1: [L001](#).
  - 2. Line 2: “PSVC FLTS”; followed by “CARRIER ROUTES” (or “CR-RTS”); followed by “SCHEME” (or “SCH”).
- b. *5-digit carrier routes*, required, permitted for bundles and sacks. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Labeling:
  - 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  - 2. Line 2: “PSVC FLTS”; followed by “CARRIER ROUTES” (or “CR-RTS”).
- c. *5-digit*, required, permitted for bundles and sacks. Pallet must contain only Presorted price mail with or without a barcode for the same 5-digit ZIP Code or same 5-digit scheme under [L007](#) (for automation-compatible flats only under [301.3.0](#)). Five-digit scheme bundles are assigned to pallets according to the “label to” 5-digit ZIP Code in [L007](#). Labeling:



1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  2. Line 2: "PSVC FLTS 5D"; followed by "BARCODED" (or "BC") if pallet contains Presorted price mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains Presorted price mail without a barcode.
- d. *3-digit*, optional, option not available for bundles for 3-digit ZIP Code prefixes marked "N" in [L002](#). Pallet may contain mail with or without a barcode for the same 3-digit ZIP Code or the same 3-digit scheme under [L008](#) (for automation-compatible flats only under [301.3.0](#)). Three-digit scheme bundles are assigned to pallets according to the "label to" 3-digit ZIP Code in [L008](#). Labeling:
1. Line 1: [L002](#), Column A.
  2. Line 2: "PSVC FLTS 3D"; followed by "BARCODED" (or "BC") if pallet contains Presorted price mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted price mail without a barcode.
- e. *SCF*, required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted price mail with or without a barcode for the 3-digit ZIP Code groups in [L005](#). Labeling:
1. Line 1: [L002](#), Column C.
  2. Line 2: "PSVC FLTS SCF"; followed by "BARCODED" (or "BC") if pallet contains Presorted price mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted price mail without a barcode.
- f. *ASF*, required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted price mail with or without a barcode for the 3-digit ZIP Code groups in [L602](#). ADC bundles or sacks are assigned to pallets according to the "label to" ZIP Code in [L004](#). At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to ASF pallets according to the "label to" ZIP Code in [L010](#). All mixed ADC bundles and sacks must contain only pieces destinating within the ASF as shown in [L602](#). Labeling:
1. Line 1: [L602](#).
  2. Line 2: "PSVC FLTS ASF"; followed by "BARCODED" (or "BC") if pallet contains Presorted price mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted price mail without a barcode.
- g. *NDC*, required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted price mail with or without a barcode for the 3-digit ZIP Code groups in [L601](#). ADC bundles or sacks are assigned to pallets according to the "label to" ZIP Code in [L004](#). At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to NDC pallets according to the "label to" ZIP Code in [L010](#). All mixed ADC bundles and sacks must contain only pieces destinating within the NDC as shown in [L601](#). Labeling:

1. Line 1: [L601](#).
  2. Line 2: "PSVC FLTS NDC"; followed by "BARCODED" (or "BC") if pallet contains Presorted price mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted price mail without a barcode.
- h. *Mixed NDC*, optional, permitted for sacks only. Pallet may contain carrier route and/or Presorted price mail with or without a barcode. Labeling:
1. Line 1: "MXD" followed by information in [L601](#), Column B, for NDC serving 3-digit ZIP Code prefix of entry Post Office (label to plant serving entry Post Office if authorized by processing and distribution manager).
  2. Line 2: "PSVC FLTS WKG."

### 8.10.5 Package Services Irregular Parcels—Bundles and Sacks

Pallets must be prepared under [8.0](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. Carrier route ([8.10.5a](#), [8.10.5b](#), [8.10.5d](#), and [8.10.5e](#)) applies to Bound Printed Matter mailings only. Destination entry price eligibility applies only to Parcel Select (see [456](#)) and Bound Printed Matter (see [466](#) for parcels). At the mailer's option, all Package Services irregular parcels also may be prepared for destination entry (see [7.0](#)). For mailings of sacks on pallets, pallet preparation begins with [8.10.5e](#). Label pallets under [8.6](#) and according to the Line 1 and Line 2 information listed below:

- a. *Merged 5-digit scheme*, required, permitted for bundles only. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (Presorted price bundles) for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), merged 5-digit pallet preparation begins with [8.10.5d](#). Labeling:
  1. Line 1: [L001](#).
  2. Line 2: "PSVC IRREG CR/5D"; followed by "SCHEME" (or "SCH").
- b. *5-digit scheme carrier routes*, required, permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit carrier routes pallet preparation begins with [8.10.5e](#). Labeling:
  1. Line 1: [L001](#).
  2. Line 2: "PSVC IRREG"; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "SCHEME" (or "SCH").
- c. *5-digit scheme*, required, permitted for bundles only. Pallet must contain only 5-digit bundles of Presorted price mail for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit pallet preparation begins with [8.10.5d](#). Labeling:
  1. Line 1: [L001](#).
  2. Line 2: "PSVC IRREG 5D"; followed by "SCHEME" (or "SCH").





### 705.8.10.5

- d. *Merged 5-digit*, required, permitted for bundles only. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (Presorted price bundles) for the same 5-digit ZIP Code. Labeling:
  - 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  - 2. Line 2: "PSVC IRREG CR/5D."
- e. *5-digit carrier routes*, required, permitted for bundles and sacks. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Labeling:
  - 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  - 2. Line 2: "PSVC IRREG"; followed by "CARRIER ROUTES" (or "CR-RTS").
- f. *5-digit*, required, permitted for bundles and sacks. Pallet must contain only Presorted price mail for the same 5-digit ZIP Code. Labeling:
  - 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  - 2. Line 2: "PSVC IRREG 5D."
- g. *3-digit*, optional, option not available for bundles for 3-digit ZIP Code prefixes marked "N" in [L002](#). Pallet must contain parcels only for the same 3-digit ZIP Code. Labeling:
  - 1. Line 1: [L002](#), Column A.
  - 2. Line 2: "PSVC IRREG 3D."
- h. *SCF*, required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted price mail for the 3-digit ZIP Code groups in [L005](#). Labeling:
  - 1. Line 1: [L002](#), Column C.
  - 2. Line 2: "PSVC IRREG SCF."
- i. *ASF*, required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted price mail for the 3-digit ZIP Code groups in [L602](#). ADC bundles or sacks are assigned to pallets according to the "label to" ZIP Code in [L004](#). At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to ASF pallets according to the "label to" ZIP Code in [L010](#). All mixed ADC bundles and sacks must contain only pieces destinating within the ASF as shown in [L602](#). Labeling:
  - 1. Line 1: [L602](#).
  - 2. Line 2: "PSVC IRREG ASF."
- j. *NDC*, required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted price mail for the 3-digit ZIP Code groups in [L601](#). ADC ([L004](#)) bundles or sacks are assigned to pallets according to the "label to" ZIP Code in [L004](#). At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to NDC pallets according to the "label to" ZIP Code in [L010](#). All mixed ADC bundles and sacks must contain only pieces destinating within the NDC as shown in [L601](#). Labeling:



1. Line 1: [L601](#).
2. Line 2: "PSVC IRREG NDC."
- k. *Mixed NDC*, optional, permitted for sacks only. Pallet may contain carrier route and/or Presorted price mail. Labeling:
  1. Line 1: "MXD" followed by information in [L601](#), Column B, for NDC serving 3-digit ZIP Code prefix of entry Post Office (or labeled to plant serving entry Post Office if authorized by processing and distribution manager).
  2. Line 2: "PSVC IRREG WKG."

#### **8.10.6 Combined Mailings of Standard Mail Marketing Parcels 6 ounces or more, Standard Mail, Package Services, and Parcel Select Machinable Parcels**

Prepare pallets under [8.0](#) in the sequence below. Unless indicated as optional, all sort levels are required. Combined mailings of Standard Mail Marketing parcels, Standard Mail, Parcel Select, and Package Services machinable parcels also must meet the standards in [6.0](#) or [22.0](#). Label pallets according to Line 1 and Line 2 information below and under applicable standards [8.6](#). Preparation sequence and labeling:

- a. *5-digit scheme, required*. Pallet must contain parcels for the same 5-digit scheme under [L606](#). For 5-digit destinations not part of [L606](#), or for which scheme sorts are not performed, prepare 5-digit pallets under [8.10.6b](#). Labeling:
  1. Line 1: Use [L606](#).
  2. Line 2: "STD/PSVC MACH 5D"; followed by "SCHEME" (or "SCH").
- b. *5-digit, required*. Pallet must contain parcels only for the same 5-digit ZIP Code. Labeling:
  1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  2. Line 2: "STD/PSVC MACH 5D."
- c. *ASF, optional, but required for DNDC prices*. Not available for the Buffalo NY ASF in [L602](#). Pallets must contain only parcels for the 3-digit ZIP Code groups in [L602](#). Labeling:
  1. Line 1: Use [L602](#).
  2. Line 2: "STD/PSVC MACH ASF."
- d. *NDC, required*. Pallets must contain only parcels for the 3-digit ZIP Code groups in [L601](#). Labeling:
  1. Line 1: Use [L601](#).
  2. Line 2: "STD/PSVC MACH NDC."
- e. *Mixed NDC, optional*. Labeling:
  1. Line 1: "MXD" followed by information in [L601](#), Column B, for NDC serving 3-digit ZIP Code prefix of entry Post Office (or labeled to plant serving entry Post Office if authorized by processing and distribution manager).



705.8.10.7

2. Line 2: "STD/PSVC MACH WKG."

### **8.10.7 Machinable Parcels—Standard Mail, Including Marketing Parcels 6 ounces or more, and Parcel Select Lightweight**

Mailers who palletize machinable parcels must make pallets or pallet boxes when there are 250 pounds or more for the destination levels below for DNDC, DSCF, or DDU prices. When prepared at origin, a 200-pound minimum is required for the NDC price. Prepare pallets under 8.0 in the sequence below. Unless indicated as optional, all sort levels are required. Label pallets under applicable standards in 8.6 and according to Line 1 and Line 2 information below:

- a. *5-digit scheme*, required. Pallet must contain parcels for the same 5-digit scheme under L606. For 5-digit destinations not part of L606, prepare 5-digit pallets under 8.10.7b, Labeling:
  1. Line 1: Use L606.
  2. Line 2: "STD/PSLW MACH 5D."
- b. *5-digit*, required. Pallet must contain parcels only for the same 5-digit ZIP Code. Labeling:
  1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
  2. Line 2: "STD/PSLW MACH 5D."
- c. *ASF*, optional, but required for DNDC prices. Not available for the Buffalo NY ASF in L602. Pallets must contain only parcels for the 3-digit ZIP Code groups in L602. Labeling:
  1. Line 1: Use L602.
  2. Line 2: "STD/PSLW MACH ASF."
- d. *NDC*, required. Pallets must contain only parcels for the 3-digit ZIP Code groups in L601. Labeling:
  1. Line 1: Use L601.
  2. Line 2: "STD/PSLW MACH NDC."
- e. *Origin NDC* (required); no minimum; labeling:
  1. Line 1: L601, Column B.
  2. Line 2: "STD/PSLW MACH NDC."
- f. *Mixed NDC*, optional; no minimum. Labeling:
  1. Line 1: "MXD" followed by information in L601, Column B, for NDC serving 3-digit ZIP Code prefix of entry Post Office (or labeled to plant serving entry Post Office if authorized by processing and distribution manager).
  2. Line 2: "STD/PSLW MACH WKG."

**8.10.8 Irregular Parcels Weighing 2 Ounces or More—Standard Mail, Including Marketing Parcels, and Parcel Select Lightweight**

Mailers who palletize unbundled or unsacked irregular parcels must make pallets or pallet boxes when there are 250 pounds or more for the destination levels below for DNDC, DSCF, or DDU prices. When prepared at origin, a 200 pound minimum is required for the NDC price. Prepare pallets or pallet boxes of irregular parcels (except tubes, rolls, and similar pieces) weighing 2 ounces or more under 8.0 and in the sequence listed below. Label pallets or pallet boxes according to the Line 1 and Line 2 information listed below and under 8.6. Mailers may not prepare tubes, rolls, and similar pieces or pieces that weigh less than 2 ounces on pallets or in pallet boxes, except for pieces in carrier route bundles or in sacks under 8.10.3. Use 8.10.3 for preparation of Parcel Select Lightweight tubes, rolls and similar pieces, and pieces weighing less than 2 ounces. Preparation sequence and labeling:

- a. *5-digit scheme*, required. Pallet or pallet box must contain parcels only for the same 5-digit scheme under L606. For 5-digit destinations not part of L606 prepare 5-digit pallets under 8.10.8b. Labeling:
  1. Line 1: Use L606.
  2. Line 2: “STD/PSLW IRREG 5D”; followed by “SCHEME” (or “SCH”).
- b. *5-digit*, required. Pallet or pallet box must contain parcels only for the same 5-digit ZIP Code. Labeling:
  1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
  2. Line 2: “STD/PSLW IRREG 5D.”
- c. *SCF*, required. Allowed only for mail deposited at a DSCF to claim SCF price; labeling:
  1. For Line 1, L002, Column C.
  2. For Line 2, “STD/PSLW IRREG SCF.”
- d. *ASF*, optional, but required for DNDC prices. Not available for the Buffalo NY ASF in L602. Pallets must contain only parcels for the 3-digit ZIP Code groups in L602. Labeling:
  1. Line 1: Use L602.
  2. Line 2: “STD/PSLW IRREG ASF.”
- e. *NDC*, required. Pallets must contain only parcels for the 3-digit ZIP Code groups in L601. Labeling:
  1. Line 1: Use L601.
  2. Line 2: “STD/PSLW IRREG NDC.”
- f. *Origin NDC* (required); no minimum; labeling:
  1. Line 1: L601, Column B.
  2. Line 2: “STD/PSLW IRREG NDC.”
- g. *Mixed NDC*, optional. Labeling:



1. Line 1: "MXD" followed by information in [L601](#), Column B, for NDC serving 3-digit ZIP Code prefix of entry Post Office (or labeled to plant serving entry Post Office if authorized by processing and distribution manager).
2. Line 2: "STD/PSLW IRREG WKG."

### **8.11 Bundle Reallocation to Protect SCF Pallet for Periodicals Flats and Irregular Parcels and Standard Mail Flats on Pallets**

#### **8.11.1 Basic Standards**

Bundle reallocation to protect the SCF pallet is an optional preparation method (if performed, bundle reallocation must be done for the entire mailing job); only PAVE-certified presort software may be used to create pallets under the standards in [8.11.2](#) through [8.11.4](#). Presort software determines if mail for an SCF service area would fall beyond the SCF level if all finer level pallets are prepared. Reallocation is performed only when there is mail for the SCF service area that would fall beyond the SCF pallet level (e.g., to an ADC or NDC pallet). The amount of mail required to bring the mail that would fall beyond the SCF level back to an SCF level is the minimum volume that will be reallocated.

#### **8.11.2 General Rules**

Reallocation rules are as follows:

- a. Bundle preparation is not affected by the reallocation process. Reallocate only complete bundles and only the minimum number of bundles necessary to create an SCF pallet meeting the minimum pallet weight. Based on the weight of individual pieces within a bundle and bundling parameters, the weight of mail that is reallocated may be slightly more than the minimum volume required to create an SCF pallet.
- b. Reallocate bundles from the highest (least fine) pallet level possible. If it is not possible to reallocate some mail from a 3-digit pallet first, then attempt to eliminate a 3-digit pallet and reallocate all mail from that pallet to create an SCF pallet; if mail cannot be reallocated from a 3-digit pallet, then attempt to reallocate some mail from any 5-digit level pallet.
- c. The reallocation process may result in the elimination of a 3-digit pallet to create an SCF pallet, but a 5-digit level pallet may not be eliminated to create an SCF pallet.
- d. When reallocating mail to create an SCF pallet, reallocate mail from only one more finely sorted pallet. This may be accomplished by reallocating a portion of a 3-digit pallet, reallocating all mail from a 3-digit pallet, or reallocating a portion of one of the following pallets: 5-digit, 5-digit carrier routes, merged 5-digit, 5-digit scheme, 5-digit scheme carrier routes, or merged 5-digit scheme.
- e. Mailers may use any minimum pallet weight(s) permitted by standards and may use different minimum weights for different pallet levels in conjunction with bundle reallocation.

#### **8.11.3 Reallocation of Bundles If Optional 3-Digit Pallets Are Prepared**

Reallocation rules are as follows:

- a. Attempt to identify a 3-digit pallet of adequate weight that can support reallocation of one or more bundles to bring the mail that has fallen through the SCF level back to the SCF level without eliminating the pallet. A sufficient volume of mail must remain on the 3-digit pallet after reallocation to meet the 3-digit pallet weight minimum established by the mailer in compliance with applicable standards. If a 3-digit pallet of adequate weight is available, create an SCF pallet by combining the reallocated mail from the 3-digit pallet with the mail that would fall beyond the SCF pallet level.
- b. If no single 3-digit pallet within the SCF service area contains an adequate volume of mail to allow reallocation of a portion of the mail on a pallet as described in the previous step, then eliminate one 3-digit pallet and reallocate all of the mail to create an SCF pallet by combining it with the mail that would fall beyond the SCF pallet level. As a result, the software will not prepare one 3-digit pallet for the SCF service area if it is detrimental to the SCF pallet.
- c. If preparation is under [8.0](#) and there are no 3-digit pallets, attempt to identify a 5-digit level pallet of adequate weight to support reallocation of one or more bundles to bring the mail that would fall beyond the SCF pallet level back to the SCF level. If preparation is under [10.0](#), [12.0](#), or [13.0](#) and there are no 3-digit pallets, attempt to identify a 5-digit level pallet of adequate weight to support reallocation of one or more bundles to bring the mail that would fall beyond the SCF pallet level back to the SCF level. A sufficient volume of mail must remain on the applicable pallet after reallocation to meet the pallet weight minimum established by the mailer in compliance with applicable standards. If a 5-digit level pallet of adequate weight is available, create an SCF pallet by combining the reallocated bundles with the mail that would fall beyond the SCF pallet level.
- d. If no single 5-digit level pallet within the SCF service area contains an adequate volume of mail to allow reallocation of a portion of the mail on a pallet as described in [8.11.3c](#), then no bundles will be reallocated and an SCF pallet will not be prepared; the mail that falls beyond the SCF pallet level must be placed on the next appropriate pallet (ADC, ASF, or NDC) or in the next appropriate sack.

#### **8.11.4 Reallocation of Bundles If Optional 3-Digit Pallets Are Not Prepared**

Reallocation rules are as follows:

- a. Attempt to identify a 5-digit level pallet of adequate weight to support reallocation of one or more bundles to bring the mail that would fall beyond the SCF pallet level back to the SCF level. A sufficient volume of mail must remain on the 5-digit level pallet after reallocation to meet the pallet weight minimum established by the mailer in compliance with applicable standards. If a 5-digit level pallet of adequate weight is available, create an SCF pallet by combining the reallocated bundles with the mail that would fall beyond the SCF pallet level.
- b. If no single 5-digit level pallet within the SCF service area contains an adequate volume of mail to allow reallocation of a portion of the mail on a pallet as described in [8.11.4a](#), then no bundles will be reallocated and an SCF pallet will not be prepared; the mail that falls beyond the SCF pallet level must be placed on the next appropriate pallet (ADC, ASF, or NDC) or in the next appropriate sack.



### 8.11.5 Documentation

Mailings must be supported by documentation produced by PAVE-certified software meeting the standards in [708.1.0](#).

## 8.12 Bundle Reallocation to Protect ADC Pallet for Periodicals Flats and Irregular Parcels on Pallets

### 8.12.1 Basic Standards

Bundle reallocation to protect the ADC pallet is an optional preparation method authorized for mailers using PAVE-certified presort software and may be used to create pallets under the standards in [8.12.2](#) and [8.12.3](#). Presort software determines if mail for an ADC service area falls beyond the ADC level if all finer level pallets are prepared. Reallocation is performed only when there is mail for the ADC service area that falls beyond the ADC pallet level (e.g., to sacks). Reallocate only the minimum number of bundles necessary to create an ADC pallet at the minimum required weight.

### 8.12.2 General Rules

Reallocation rules are as follows:

- a. Bundle preparation is not affected by the reallocation process. Reallocate only complete bundles and only the minimum number of bundles necessary to create an ADC pallet meeting the minimum pallet weight. Based on the weight of individual pieces within a bundle and bundling parameters, the weight of mail that is reallocated may be slightly more than the minimum volume required to create an ADC pallet.
- b. Reallocate only bundles of an SCF pallet from the same city and state as the ADC ([L005](#), Column B). This may be accomplished by reallocating a portion of the bundles from an SCF pallet or reallocating all mail from the SCF pallet. Bundles may be reallocated from a protected SCF (PSCF) pallet prepared under [8.11](#).
- c. Mailers may use any minimum pallet weight(s) permitted by standards and may use different minimum weights for different pallet levels in conjunction with bundle reallocation.

### 8.12.3 Documentation

Mailings must be supported by documentation produced by PAVE-certified software meeting the standards in [708.1.0](#).

## 8.13 Bundle Reallocation to Protect NDC Pallet for Standard Mail Flats on Pallets

### 8.13.1 Basic Standards

Bundle reallocation to protect the NDC pallet level is an optional preparation method (if performed, bundle reallocation must be done for the complete mailing job); only PAVE-certified presort software may be used to create pallets under the standards in [8.13.2](#) through [8.13.4](#). The software will determine if mail for a NDC service area would fall beyond the NDC level when ASF pallets are prepared. Reallocation is performed only when there is mail for the NDC service area that would fall beyond the NDC pallet level as a result of an ASF pallet being prepared. The amount required to bring the mail back to the NDC level is the minimum volume that would



be reallocated from an ASF pallet, when possible. The following “parent” NDCs can be protected with bundle reallocation by using mail from the ASF “child” pallets indicated in [Exhibit 8.13.1](#).

#### Exhibit 8.13.1 “Parent” NDC/“Child” ASF

“PARENT” NDC SERVICE AREAS	“CHILD” ASF ZIP CODE AREAS SERVED
Pittsburgh NDC	Buffalo ASF: 130-136; 140-149
Denver NDC	Albuquerque ASF: 865, 870-875, 877-879, 881-884 Phoenix ASF: 850-853, 855, 859, 860, 863, 864 Salt Lake City ASF: 832-834, 836, 837, 840-847, 898, 979 Billings ASF: 590-599, 821
Dallas NDC	Oklahoma City ASF: 730, 731, 734-738, 740, 741, 743-746, 748, 749
Des Moines NDC	Sioux Falls ASF: 570-577
Minneapolis NDC	Fargo ASF: 565, 567, 580-588

#### 8.13.2 General Rules

In general, when reallocating:

- The reallocation process does not affect bundle preparation. Reallocate only complete bundles and only the minimum number of bundles necessary to create a NDC pallet that meets the minimum pallet weight. Based on the weight of individual pieces within a bundle and bundling parameters, the weight of mail that is reallocated may be slightly more than the minimum volume required to create a NDC pallet.
- Use [Exhibit 8.13.1](#) to reallocate bundles from the ASF pallet to create a NDC pallet. The ASF pallet may be eliminated to protect the NDC pallet.
- Reallocate mail only from one ASF pallet. Bundle reallocation is to be used only between the “parent” NDC and the “child” ASF. Mail from finer levels of pallets (e.g., SCF pallets) may not be reallocated.
- Mailers may use any minimum pallet weight(s) permitted by standard and may use different minimum weights for different pallet levels in conjunction with bundle reallocation.

#### 8.13.3 Reallocation of Bundles From ASF Pallets

When reallocating bundles from ASF pallets:

- Use [Exhibit 8.13.1](#) to identify an ASF pallet of adequate weight that can support reallocation of one or more bundles to bring the mail that has fallen through the NDC level back to the NDC level without eliminating the ASF pallet. A sufficient amount of mail must remain on the ASF pallet after reallocation to meet the minimum ASF pallet weight. If an ASF pallet of adequate weight is available, then create a NDC pallet by combining the reallocated mail from the ASF pallet with the mail that would fall beyond the NDC pallet level.
- If no single ASF pallet within the NDC service area contains an adequate volume of mail to allow reallocation of the portion of the mail on a pallet as described in [8.13.3a](#), then eliminate one ASF pallet and reallocate all of the mail to create a NDC pallet.



### 8.13.4 Documentation

Mailings must be supported by documentation produced by PAVE-certified software meeting the standards in [708.1.0](#).

## 8.14 Pallets of Bundles, Sacks, and Trays

### 8.14.1 Periodicals

Additional pallet preparation:

- a. *Combined mailings.* When two or more publications are part of a combined mailing, the mailer must keep records for each mailing (publication) as required by standard.
- b. *Destination Delivery Unit prices.* Pieces claimed at destination delivery unit prices do not require separation from pieces claimed at other prices on the same pallet.
- c. *Carrier route mail on separate 5-digit pallets.* Carrier route sorted pieces must be prepared on separate 5-digit pallets (5-digit carrier routes or 5-digit scheme carrier routes pallets). *Exception:* When flats are prepared as bundles on pallets under [10.0](#), [12.0](#), or [13.0](#), then carrier route mail, 5-digit machinable barcoded price mail, and 5-digit machinable nonbarcoded price mail may be placed on the same merged 5-digit pallet or on the same merged 5-digit scheme pallet for those 5-digit ZIP Codes for which 1) there are “A” or “C” indicators in the City State Product under [10.0](#), or 2) the 5-digit bundles are within the 5% threshold requirement under [12.0](#), or 3) the 5-digit bundles are either all for 5-digit ZIP Codes that have an “A” or “C” indicator in the City State Product or are for 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product and the pieces in such 5-digit bundles meet the 5% threshold under [13.0](#).

### 8.14.2 Standard Mail

Additional pallet preparation:

- a. *Combined mailings.* Nonprofit Standard Mail may be included in the same mailing or palletized on the same pallet as Regular Standard Mail only as permitted by standard. Mailers may include machinable parcels, irregular parcels, and Not Flat-Machinable pieces on 5-digit pallets.
- b. *Destination Delivery Unit prices.* Pieces claimed at destination delivery unit prices do not require separation from pieces claimed at other prices on the same pallet.
- c. *Carrier route mail on separate 5-digit pallets.* Carrier route price pieces must be prepared on separate 5-digit pallets (5-digit carrier routes or 5-digit scheme carrier routes pallets) from automation price and/or Presorted price pieces (prepared on 5-digit pallets or 5-digit scheme pallets). *Exception:* When flat-size pieces are prepared as bundles on pallets under [10.0](#), [12.0](#), or [13.0](#), then carrier route sorted mail, 5-digit sorted automation price mail, and 5-digit sorted Presorted price mail may be placed on the same merged 5-digit pallet or on the same merged 5-digit scheme pallet for those 5-digit ZIP Codes for which 1) there are “A” or “C” indicators in the City State Product under [10.0](#), or 2) the 5-digit bundles are within the 5% threshold requirement under [12.0](#), or 3) the 5-digit bundles are either all for 5-digit ZIP Codes that have an “A” or “C”



indicator in the City State Product, or are for 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product and the pieces in such 5-digit bundles meet the 5% threshold under [13.0](#).

#### **8.14.3 NDC and Mixed NDC Pallets**

Bundles placed on NDC pallets must be machinable on NDC parcel sorting equipment. Line 2 on pallet labels must reflect the processing category of the pieces. A NDC or mixed NDC (trays and sacks only) pallet may include pieces that are eligible for the DNDC price and others that are ineligible.

#### **8.14.4 Commingled Zones**

Pieces of Parcel Select and Package Services for different zones may be commingled only under [455.1.7](#) for Parcel Select parcels or [365.5.3.3](#) or [365.6.3.3](#) for Bound Printed Matter flats or [465.5.1.3](#) or [465.6.1.3](#) for Bound Printed Matter parcels.

#### **8.14.5 Securing Trays**

Trays must be sleeved and strapped under [235.3.0](#) for First-Class Mail letters, [245.3.0](#) for Standard Mail letters, [335.3.0](#) for First-Class Mail flats, [345.3.0](#) for Standard Mail flats, [365.3.0](#) for Bound Printed Matter flats, or [375.3.0](#) for Media Mail flats and Library Mail flats, *except that* strapping is not required for any letter tray placed on a 5-digit, 3-digit, or SCF pallet secured with stretchwrap. In addition, if the processing and distribution manager gives a written waiver, strapping is not required for any letter tray that originates and destines in the same SCF (mail processing plant) service area.

### **8.15 Sacks**

All sacks remaining after all pallets are prepared may be presented with the palletized mailing (on the same postage statement) if the sacks are set apart from the palletized portion of the mailing.

### **8.16 Copalletized Letter-size and Flat-size Pieces—Periodicals or Standard Mail**

#### **8.16.1 Basic Standards**

Copalletized letter- and flat-size mailings must meet the applicable standards in [8.0](#). In addition, if copalletized under [10.0](#), [12.0](#), or [13.0](#), the applicable provisions of that preparation option must also be met. Any combination of automation mailings and nonautomation mailings is subject to the restrictions in [8.14](#). Trays and bundles in a copalletized mailing qualify for the appropriate presort level price, regardless of the pallet level on which they are placed. Mailers participating in copalletized mailings must:

- a. Transmit postage statements and mailing documentation to the USPS using an approved electronic method.
- b. In accordance with [708.6.5](#) and [708.6.6](#), use Intelligent Mail tray labels on trays and sacks and Intelligent Mail container placards on pallets or similar containers.
- c. If consolidating multiple mailings on pallets, update the electronic data for each of the original mailings. This updated data must be reflected in the electronic data transmitted to the USPS by the consolidator.



- d. Meet postage payment requirements as specified by Business Mailer Support.

### 8.16.2 Periodicals

Additional standards are as follows:

- a. Periodicals eligible for preferred prices (In-County, Nonprofit, Classroom, and Science-of-Agriculture) may be combined with Periodicals eligible for Outside-County prices.
- b. All pallets in a copalletized mailing are identified on the content line (Line 2) of the label with only “NEWS” (see [8.6](#)) or “PER” as the class designation under these conditions:
  - 1. If at least 51% of the total number of copies in the copalletized mailing can qualify for “NEWS” treatment, then all pallets in such a mailing are labeled “NEWS,” unless the mailer chooses to use “PER.”
  - 2. If less than 51% of the total number of copies in a copalletized mailing can qualify for “NEWS” treatment, then all pallets in such a mailing are labeled “PER.”
- c. Documentation meeting the basic standard in [708.1.0](#) must be provided with each mailing. Before copalletizing, the mailer must obtain the written approval of the Business Mailer Support manager. Approval is based on the mailer’s demonstrated ability to provide documentation meeting these standards:
  - 1. Documentation by bundle and by publication and edition showing the number of addressed pieces and copies in each bundle and the per piece presort price claimed, or a listing by pallet showing (by presort level and destination) the number of copies and pieces for each publication and edition. For large volume mailing jobs reported on a single listing, the mailer may provide the abbreviated documentation in [708.b](#)
  - 2. Documentation showing the number of copies and pieces claimed at the SCF price.
  - 3. Documentation showing that bundles are sorted to the appropriate finest pallet level in the mailing.
  - 4. Documentation showing that 5-digit, 3-digit, SCF, and ADC pallets are prepared when the applicable minimum volume is developed in the copalletized mailing for these destinations.
  - 5. A listing showing the destination of pallets in the copalletized mailing.
  - 6. If the sacked portion of the mailing is presented with the copalletized portion, a report by sack showing the number of pieces (and copies) at each presort level.
- d. Postage for copalletized mailings of flat-size Periodicals must be paid at the consolidator’s site.

### 8.16.3 Standard Mail

Additional standards are as follows:

- a. Nonprofit Standard mailings may be copalletized with one another but not with mailings at other prices unless permitted by standard.



- b. Nonidentical-weight pieces may be copalletized only if the correct postage is affixed to each piece or if otherwise authorized by Business Mailer Support.
- c. All pieces in mailings to be copalletized must be subject to the minimum per piece price, or all subject to the per pound price, unless otherwise authorized by Business Mailer Support.
- d. All pieces must have postage paid with permit imprint, or all pieces must have postage affixed.
- e. When requested, the mailer must present pallets selected by USPS employees for verification.
- f. Origin mailers participating in a copalletized mailing of Standard Mail letters in trays must prepare a separate postage statement for the portion entered at the origin site and another postage statement for the portion directed to the consolidator.

#### **8.16.4 Pallet Labels**

Pallet labels for copalletized mailings must meet the provisions of [8.6](#) and [8.10](#), or if applicable, [8.6](#) and [10.0](#), [12.0](#), or [13.0](#).

#### **8.16.5 Postage Statement**

Separate postage statements are required:

- a. For Periodicals, a separate postage statement is required for each publication and/or edition that is part of the copalletized mailing. The mailer must note on or in an attachment to the postage statement the name and issue date of the publications with which each publication and/or edition was copalletized.
- b. For Standard Mail, a separate postage statement must be prepared for each mailing that is part of a single copalletized shipment, *except that* copalletized Regular and Enhanced Carrier Route mailings (or Nonprofit and Nonprofit Enhanced Carrier Route mailings) produced as part of the same job may be reported on the same postage statement.

### **8.17 Pallets of Machinable Parcels**

#### **8.17.1 DNDC Price**

A NDC pallet may include pieces that are eligible for the DNDC price and pieces that are ineligible.

#### **8.17.2 Top Caps**

When top caps are used, the mailer must write the tare weight of the top cap on the pallet label or in another prominent location.

### **8.18 Parcel Select—Network Distribution Center (NDC) Presort Discount**

#### **8.18.1 Machinable Parcels**

To qualify for the NDC Presort discount:

- a. Machinable pieces must be sorted to NDCs under [L601](#) in 69-inch pallet boxes. Each pallet box must contain at least 52 inches of mail (not including pallet) for a NDC. Overflow pallet boxes are not permitted. Preparation in sacks, directly on pallets, or in other containers is not permitted.



705.8.18.2

- b. Pallet box preparation and Line 1 labeling: destination NDC (required); for Line 1 use [L601](#).
- c. Pallet box Line 2 labeling: "PSVC MACH NDC."

### 8.18.2 Nonmachinable Parcels

To qualify for the NDC Presort discount:

- a. Nonmachinable pieces must be sorted to NDCs and ASFs under [L605](#) directly on pallets. Each pallet for a NDC or ASF destination must have a minimum height of 42 inches of mail (not including the height of the pallet). Overflow pallets are not permitted. Preparation in sacks, pallet boxes, or in other containers is not permitted.
- b. Pallet preparation and Line 1 labeling: destination NDC or destination ASF, required; for Line 1, use [L605](#).
- c. Pallet Line 2 labeling: "PSVC NON MACH NDC" or "PSVC NON MACH ASF" as applicable.

## 8.19 Parcel Select—Origin Network Distribution Center (ONDC) Presort Discount

### 8.19.1 Machinable Parcels

To qualify for the ONDC Presort discount:

- a. Machinable pieces must be sorted to NDCs under [L601](#) in 69-inch pallet boxes. Each pallet box must contain at least 52 inches of mail (not including pallet) for a NDC. Overflow pallet boxes are not permitted. Preparation in sacks, directly on pallets, or in other containers is not permitted.
- b. Pallet box preparation and Line 1 labeling: destination NDC, required; for Line 1, use [L601](#).
- c. Pallet box Line 2 labeling: "PSVC MACH NDC."

### 8.19.2 Nonmachinable Parcels

To qualify for the ONDC Presort discount:

- a. Nonmachinable pieces must be sorted to NDCs and ASFs under [L605](#) directly on pallets. Each pallet for a NDC or ASF destination must have a minimum height of 42 inches of mail (not including the height of the pallet). Overflow pallets are not allowed. Preparation in sacks, pallet boxes, or in other containers is not permitted.
- b. Pallet preparation and Line 1 labeling: destination NDC or destination ASF, required; for Line 1, use [L605](#).
- c. Pallet Line 2 labeling: "PSVC NON MACH NDC" or "PSVC NON MACH ASF" as applicable.

## 8.20 Parcel Select DSCF Prices—Parcels on Pallets

### 8.20.1 Basic Preparation, Parcels on Pallets

Unless prepared under [8.20.2](#), or in sacks, mail must be prepared for the DSCF price as follows:



- a. *General.* Parcels for each SCF area must be sorted to 5-digit scheme, 5-digit, or 3-digit (nonmachinable) destinations on pallets. For purposes of this section, the term “pallets” includes preparation of parcels directly on pallets and in pallet boxes on pallets. Except when prepared under [8.20.2](#), each 5-digit scheme, 5-digit, and 3-digit pallet must meet a minimum volume requirement under one of the criteria in [8.20.1b](#). Machinable and nonmachinable pieces may be combined on the same pallet or in the same overflow sack when sorted to 5-digit scheme or 5-digit destinations. In a single mailing mailers may prepare some pallets under the minimum volume requirement in [8.20.1b1](#) and some pallets under the minimum volume requirement in [8.20.1b2](#). A mailing entered at a destination SCF facility containing pallets prepared under [8.20.1](#) also may include mail that is sacked for the DSCF price. Double-stacking is permitted if the requirements of [8.3](#) are met.
- b. *Minimum volume.* The minimum volume per 5-digit scheme, 5-digit, and 3-digit pallet can be met in one of the following ways:
  1. Pieces may be placed on 5-digit scheme, 5-digit, and 3-digit pallets, each containing at least 50 pieces and 250 pounds.
  2. Pieces may be placed on 5-digit scheme, 5-digit, and 3-digit pallets, each having a minimum height of 36 inches of mail (excluding the height of the pallet) (see [8.5.4](#)).
- c. *Overflow.* After filling a pallet(s) to a 5-digit scheme, 5-digit, or 3-digit destination, any remaining pieces that do not meet the minimum pallet requirements may be prepared in one or both of the following ways:
  1. Placed in 5-digit scheme, 5-digit, or 3-digit overflow sacks (no minimum number of pieces per sack) that are labeled in accordance with the 5-digit scheme, 5-digit, or 3-digit sacking requirements for the DSCF price in [455.4.2](#). Overflow pieces sacked in this manner are eligible for the DSCF prices.
  2. Placed on a 5-digit scheme, 5-digit, or 3-digit pallet labeled under [8.20.1d](#) that does not meet the minimums for the DSCF price. Overflow pieces palletized in this manner are not eligible for the DSCF prices but are eligible for the DNDC prices.
- d. *5-digit scheme.* Pallet labeling:
  1. Line 1: use [L606](#), Column B.
  2. Line 2: “PSVC PARCELS 5D SCH.”
- e. *5-digit.* Pallet labeling:
  1. Line 1: use city, state, and 5-digit ZIP Code destination of contents.
  2. Line 2: “PSVC PARCELS 5D.”
- f. *3-digit.* Pallet labeling:
  1. Line 1: use [L002](#), Column C.
  2. Line 2: “PSVC PARCELS 3D.”



- g. *Separation.* If sacks prepared under [455](#) are included in the same mailing as pallets prepared under this section, at the time of acceptance the mailer must separate sacks that are overflow from palletized mail from those sacks that were prepared under the provisions of [455](#).

#### **8.20.2 Alternate Preparation, Parcels on Pallets**

DSCF price mailings not prepared under [8.20.1](#) may be prepared as follows:

- a. *General.* All DSCF price mail in the mailing must be sorted to 5-digit scheme, 5-digit, or 3-digit destinations under [8.20.2](#) (i.e., mail prepared under [8.20.1](#) and mail sacked under [455.4.2](#) must not be included in a mailing prepared under [8.20.2](#)). For purposes of this section, the term “pallets” includes preparation of parcels directly on pallets and in pallet boxes on pallets. Machinable and nonmachinable pieces may be combined on the same pallet. Double-stacking is permitted if the requirements of [8.3](#) are met.
- b. *Minimum volume.* To qualify for the DSCF price, no pallet may contain fewer than 35 pieces and 200 pounds, and for the entire mailing the average number of DSCF price pieces per 5-digit scheme, 5-digit, or 3-digit destination must be at least 50.
- c. *Overflow.* After filling pallets to a 5-digit scheme, 5-digit, or 3-digit destination, any remaining pieces that do not meet the minimum pallet requirements may be prepared in one or both of the following ways:
1. Placed in 5-digit scheme, 5-digit, or 3-digit overflow sacks (no minimum number of pieces per sack) that are labeled in accordance with the DSCF sacking requirements in [455.4.2](#). Overflow pieces sacked in this manner are eligible for the DSCF prices.
  2. Placed on a 5-digit scheme, 5-digit, or 3-digit pallet labeled under [8.20.2d](#) that does not meet the minimums for the DSCF price. Overflow pieces palletized in this manner are not eligible for the DSCF prices but are eligible for the DNDC prices.
- d. *5-digit scheme.* Pallet labeling:
1. Line 1: use [L606](#), Column B.
  2. Line 2: “PSVC PARCELS 5D SCH.”
  3. In the mailer area below Line 3: use the pallet ID number.
- e. *5-digit.* Pallet labeling:
1. Line 1: city, state, and 5-digit ZIP Code destination of contents.
  2. Line 2: “PSVC PARCELS 5D.”
  3. In mailer area below line 3: use the pallet ID number.
- f. *3-digit.* Pallet labeling:
1. Line 1: use [L002](#), Column C.
  2. Line 2: “PSVC PARCELS 3D.”
  3. In the mailer area below Line 3: use the pallet ID number.

- g. *Documentation.* A list of each 5-digit scheme, 5-digit, and 3-digit pallet in the mailing that qualifies for the DSCF price must be submitted. The pallets in the mailing that qualify for the DSCF price must be renumbered sequentially, and this pallet identification number must be printed below Line 3 on the pallet label. The documentation must list each pallet in sequential order by pallet identification number. For each pallet, the listing must show: the pallet identification number, the applicable 5-digit scheme, 5-digit, or 3-digit destination of the pallet, the total weight of pieces on the pallet, the total number of pieces on the pallet, and the running total of pieces (i.e., the number equal to the number of pieces for that pallet plus the sum of the pieces on all pallets listed before it). This documentation must not include: pieces prepared in overflow sacks at the DSCF prices, pieces prepared on overflow pallets at the DNDC prices, or pieces claimed at any other price in the mailing.

### 8.20.3 5-Digit ZIP Codes for Which Pallets May Not Be Prepared

Refer to the Drop Shipment Product available from the National Customer Support Center (NCSC) (see [608.8.0](#)) to determine if the facility serving the 5-digit ZIP Code destination can handle pallets. If a facility cannot handle pallets, the DSCF price is not applicable unless the mail can be prepared under the sacking requirement in [455.4.2](#).

## 8.21 Parcel Select DSCF Prices—Sacks on Pallets

Mailers who prepared DSCF price mail in 5-digit scheme or 5-digit sacks under [455.4.2](#) may place 5-digit sacks for the same SCF area on an SCF pallet (including a pallet box on a pallet). Mailers who prepare overflow from pallets under [8.20.1](#) or [8.20.2](#) may place 5-digit scheme or 5-digit sacks for the same SCF area on an SCF pallet (including a pallet box on a pallet). See [8.20.1g](#) for requirements concerning separation of sacks prepared under [455.4.2](#) from sacks prepared under [8.20.1](#). There are no pallet minimums for such pallets. Mailers may prepare such SCF pallets without preparing all possible 5-digit scheme and 5-digit pallets. The pallets must be labeled in the following manner:

- a. *5-digit scheme pallets*, optional; labeling:
1. Line 1: use [L606](#), Column B.
  2. Line 2: “PSVC PP 5D SCHEME” or “PSVC PP 5D SCH.”
- b. *5-digit pallets*, labeling:
1. Line 1: use [L002](#), Column C.
  2. Line 2: “PSVC PP 5D.”

## 8.22 Parcel Select and Bound Printed Matter DDU Prices

Parcels may be bedloaded, sacked, or palletized. For purposes of this section the term “pallets” includes preparation of parcels directly on pallets and preparation of parcels in pallet boxes on pallets. There are no preparation or presort requirements for DDU price mailings other than separation by 5-digit scheme and 5-digit destination. Machinable and nonmachinable pieces may be combined. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.0](#)) and the information in [455.4.1](#). If a DDU facility cannot handle pallets, and a mailer transports mail to the DDU facility on pallets, the driver must



unload the pallets into a container specified by the delivery unit. If pieces are sacked or palletized, they must be prepared to 5-digit scheme (optional) and 5-digit destinations, and labeled as follows:

- a. *5-digit scheme sacks or pallets*, optional; labeling:
  1. Line 1: use [L606](#), Column B.
  2. Line 2: "PSVC PARCELS 5D SCH."
- b. *5-digit sacks or pallets*, labeling:
  1. Line 1: use city, state, and 5-digit ZIP Code destination of pieces.
  2. Line 2: "PSVC PARCELS 5D."

## 9.0 Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks

### 9.1 First-Class Mail

#### 9.1.1 Basic Standards

Bundles of flats in an automation price mailing prepared under [335.6.5](#) must be cotrayed with bundles of flats in a Presorted price mailing under the following conditions:

- a. The automation price pieces and Presorted price pieces are part of the same mailing job and reported on the same postage statement.
- b. Pieces in the automation price mailing must meet the criteria for a flat under [301.3.0](#). Pieces in the Presorted price mailing must meet the criteria for a flat under [301.1.1](#).
- c. The automation price mailing must meet the eligibility criteria in [333.5.0](#), except that the traying criteria in [9.1.4](#) must be met rather than the traying criteria in [335.6.0](#).
- d. The Presorted price mailing must meet the eligibility criteria in [333.3.0](#), except that the traying and documentation criteria in [9.1.1](#) and [9.1.4](#) must be met rather than the traying and documentation criteria in [335.6.0](#).
- e. The prices for pieces in the automation price mailing are applied based on the level of bundle to which they are sorted under [333.5.3, Price Application—Bundle-Based Flats](#), and [333.5.4, Price Application—Tray-Based Flats](#).
- f. The pieces must be marked according to [302](#).
- g. The bundles prepared from the automation price mailing and the bundles prepared from the Presorted price mailing must be sorted into the same trays as described in [9.1.4](#).
- h. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, documentation produced by PAVE-certified software or standardized documentation under



[708.1.0](#) must be submitted with each cotrayed mailing job that describes for each tray sortation level the number of pieces qualifying for each applicable automation price and the number of pieces qualifying for the Presorted price.

- i. Barcoded tray labels under [708.6.0](#) must be used to label the trays.

### 9.1.2 Bundle Preparation

Except for mail prepared under the cobundling option in [9.1.3](#), the automation price mailing must be bundled and labeled under [335.6.5](#). The Presorted price mailing must be bundled and labeled under [335.5.0](#).

### 9.1.3 Optional Cobundling Preparation

As an option to the basic bundling requirements in [9.1.2](#), a mailer may choose to cobundle automation price and Presorted price flat-size pieces, subject to the conditions in [11.0](#).

### 9.1.4 Tray Preparation and Labeling

Presorted price and automation price bundles prepared under [9.1.2](#) or [9.1.3](#) must be presorted together into trays (cotrayed) in the sequence listed below. Trays must be labeled using the following information for Lines 1 and 2 and [335.4.0](#) for other sack label criteria.

- a. *5-digit*, required, full trays only (no overflow trays); labeling:
  - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [335.4.3](#) for military mail).
  - 2. Line 2: "FCM FLTS 5D BC/NBC."
- b. *3-digit*, required, full trays only (no overflow trays); labeling:
  - 1. Line 1: use [L002](#), Column A.
  - 2. Line 2: "FCM FLTS 3D BC/NBC."
- c. *Origin/entry 3-digit*, required for each 3-digit ZIP Code served by the SCF of the origin (verification) office, optional for each 3-digit ZIP Code served by the SCF of an entry office other than the origin office, no minimum; labeling:
  - 1. Line 1: use [L002](#), Column A.
  - 2. Line 2: "FCM FLTS 3D BC/NBC."
- d. *ADC*, required, full trays only (no overflow trays); use [L004](#) to determine ZIP Codes served by each ADC; labeling:
  - 1. Line 1: use [L004](#), Column B.
  - 2. Line 2: "FCM FLTS ADC BC/NBC."
- e. *Mixed ADC*, required, no minimum; labeling:
  - 1. Line 1: use L201; for mail originating in ZIP Code areas in Column A, use "MXD" followed by the city, state, and 3-digit ZIP Code prefix in the corresponding row in Column C (use "MXD" instead of "OMX" in the destination line and ignore Column B).
  - 2. Line 2: "FCM FLTS BC/NBC WKG."



## 9.2 Periodicals

### 9.2.1 Basic Standards

Bundles of flat-size pieces in a machinable barcoded (automation) price mailing must be cosacked with bundles of flat-size pieces in a machinable nonbarcoded price mailing under the following conditions:

- a. The pieces in the machinable barcoded price mailing and in the machinable nonbarcoded price mailing must be part of the same mailing job and must be reported on the appropriate postage statement(s).
- b. The machinable barcoded price mailing must meet the eligibility criteria in [707.14.0](#), except that the sacking and documentation criteria in [9.2.1](#), [9.2.3](#), and [9.2.4](#) must be met rather than the sacking and documentation criteria in [707.25.0](#).
- c. The machinable nonbarcoded price mailing must meet the eligibility criteria in [707.12.0](#), except that the sacking and documentation criteria in [9.2.1](#), [9.2.3](#), and [9.2.4](#) must be met rather than the sacking and documentation criteria in [707.25.0](#).
- d. The bundles prepared from the machinable barcoded price mailing and the bundles prepared from the machinable nonbarcoded price mailing must be sorted into the same sacks as described in [9.2.3](#) and [9.2.4](#).
- e. A complete, signed, appropriate postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, documentation produced by PAVE-certified software or standardized documentation under [708.1.0](#) must be submitted with each cosacked mailing job that describes for each sack sortation level the number of pieces qualifying for each applicable price.
- f. Barcoded sack labels under [708.6.0](#) must be used to label sacks.

### 9.2.2 Bundle Preparation

The machinable barcoded price mailing must be bundled and labeled under [707.25.0](#) (all bundle levels) and the machinable nonbarcoded price mailing must be bundled and labeled under [707.22.0](#) (excluding carrier route bundles).

### 9.2.3 Bundles With Fewer Than Six Pieces

5-digit and 3-digit bundles prepared under [707.22.0](#) and [707.25.0](#) may contain fewer than six pieces when the publisher determines that such preparation improves service. These low-volume bundles may be placed in 5-digit, 3-digit, and SCF sacks that contain at least 24 pieces or on 5-digit, 3-digit, or SCF pallets. Pieces in low-volume bundles must claim the applicable mixed ADC price (Outside-County) or basic price (In-County).

### 9.2.4 Sack Preparation and Labeling

Machinable barcoded price and machinable nonbarcoded price bundles must be presorted together into sacks (cosacked) in the sequence listed below. Sacks must be labeled using the following information for Lines 1 and 2 and [707.21.0](#) for other sack label criteria. If, due to the physical size of the mailpieces, the machinable

barcoded price pieces are considered flat-size under [301.3.0](#) and the machinable nonbarcoded price pieces are considered irregular parcels under [401.1.6](#), the processing category shown on the sack label must show “FLTS.”

- a. *5-digit/scheme*, required; scheme sort required only for pieces meeting the criteria in [301.3.0](#); 24-piece minimum, fewer pieces not permitted; labeling:
  1. Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces.
  2. Line 2: “PER” or “NEWS” as applicable and, for 5-digit scheme sacks, “FLT 5D SCH BC/NBC”; for 5-digit sacks, “FLT 5D BC/NBC.”
- b. *3-digit*, required at 24 pieces, fewer pieces not permitted; labeling:
  1. Line 1: use [L002](#), Column A.
  2. Line 2: “PER” or “NEWS” as applicable and “FLTS 3D BC/NBC.”
- c. *SCF*, required at 24 pieces, fewer pieces not permitted; labeling:
  1. Line 1: use [L002](#), Column C.
  2. Line 2: “PER” or “NEWS” as applicable and “FLTS SCF BC/NBC.”
- d. *Origin/entry SCF*, required for the SCF of the origin (verification) office, optional for the SCF of an entry office other than the origin office, no minimum; labeling:
  1. Line 1: use [L002](#), Column C.
  2. Line 2: “PER” or “NEWS” as applicable and “FLTS SCF BC/NBC.”
- e. *ADC*, required at 24 pieces, fewer pieces not permitted (bundles of fewer than six pieces are not permitted); labeling:
  1. Line 1: use [L004](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable and “FLTS ADC BC/NBC.”
- f. *Origin mixed ADC*, required for any remaining pieces for destinations in [L201](#), Column B, corresponding to the origin ZIP Code in Column A. There is no minimum for the number of pieces in the sack, but bundles of fewer than six pieces at 5-digit, 3-digit, and ADC bundle levels are not permitted.
  1. Line 1: Use [L201](#), Column C.
  2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS WKG W FCM.”
- g. *Mixed ADC*, required, no minimum, except that bundles of fewer than six pieces at 5-digit, 3-digit, and ADC bundle levels are not permitted. Labeling:
  1. Line 1: use [L009](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable and “FLTS BC/NBC WKG.”

### 9.2.5 Optional Tray Preparation—Machinable Flat-Size Pieces

As an option, mailers may place in flats trays (see [707.20.4](#)) machinable pieces meeting the criteria in [301.3.0](#) that would normally be placed in sacks. Mailers must either bundle or group all pieces as specified in [707.25.0](#) and [707.22.0](#) for each 5-digit scheme, 5-digit, 3-digit scheme, 3-digit, SCF, and ADC destination. Bundling



### 705.9.2.5

is not permitted unless it achieves a finer presort than the presort destination of the tray. The trays are subject to a container charge, and any bundles are subject to a bundle charge. Tray preparation, sequence, and labeling:

- a. *5-digit scheme* (required), 24-piece minimum, labeling:
  1. Line 1: [L007](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “5D SCH BC/NBC.”
- b. *5-digit* (required), 24-piece minimum, labeling:
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see [708.6.2.2](#) for overseas military mail).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “5D BC/NBC.”
- c. *3-digit* (required), 24-piece minimum, labeling:
  1. Line 1: [L002](#), Column A.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “3D BC/NBC.”
- d. *SCF* (required), 24-piece minimum, labeling:
  1. Line 1: [L002](#), Column C.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “SCF BC/NBC.”
- e. *Origin SCF* (required) and *entry SCF(s)* (optional), no minimum, labeling:
  1. Line 1: [L002](#), Column C.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “SCF BC/NBC.”
- f. *ADC* (required), 24-piece minimum, no overflow tray allowed, labeling:
  1. Line 1: use [L004](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “ADC”; followed by “ BC/NBC.”
- g. *Origin mixed ADC* (required), no minimum, for any remaining pieces for destinations in [L201](#), Column B, of the origin ZIP Code in Column A, labeling:
  1. Line 1: Use [L201](#), Column C.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “WKG W FCM.”
- h. *Mixed ADC* (required), no minimum, labeling:
  1. Line 1: Use [L009](#).
  2. Line 2: “PER” “NEWS” as applicable; followed by “FLTS”; followed by “BC/NBC WKG.”



## 9.3 Standard Mail

### 9.3.1 Basic Standards

Bundles of flats in an automation price mailing must be cosacked with bundles of flats in a Presorted price mailing under the following conditions:

- a. The automation price pieces and the Presorted price pieces are part of the same mailing job and are reported on the same postage statement.
- b. Pieces in the automation price mailing must meet the criteria for a flat under [301.3.0](#). Pieces in the Presorted price mailing must meet the criteria for a flat under [301.1.1](#).
- c. The automation price mailing must meet the eligibility criteria in [343.7.0](#), except that the sacking and documentation criteria in [9.3.1](#), [9.3.4](#), and [9.3.5](#) must be met rather than the sacking and documentation criteria in [345.7.0](#).
- d. The Presorted price mailing must meet the eligibility criteria in [343.2.0](#) and [343.3.0](#), except that the sacking and documentation criteria in [9.3.1](#), [9.3.4](#), and [9.3.5](#) must be met rather than the sacking and documentation criteria in [345.5.0](#).
- e. The prices for pieces in the automation price mailing are applied based on the number of pieces in the bundle and the level of bundle to which they are sorted under [343.7.0](#). The prices for pieces in the Presorted price mailing are based on the number of pieces in the bundle and the level of sack in which they are placed under [343.3.6](#) and [343.3.7](#).
- f. The pieces must be marked according to [302](#).
- g. The bundles prepared from the automation price mailing and the bundles prepared from the Presorted price mailing must be sorted into the same sacks as described in [9.3.4](#) and [9.3.5](#).
- h. A complete, signed postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, documentation produced by PAVE-certified software or standardized documentation under [708.1.0](#) must be submitted with each cosacked mailing job that describes for each sack sortation level the number of pieces qualifying for each applicable automation price and the number of pieces qualifying for each applicable Presorted price.
- i. Barcoded sack labels under [708.6.0](#) must be used to label the sacks.

### 9.3.2 Bundle Preparation

Except for mail prepared under the cobundling option in [9.3.3](#), the automation price mailing must be bundled and labeled under [345.7.0](#) and the Presorted price mailing must be bundled and labeled under [345.5.0](#). Loose packing under [345.5.0](#) is not permitted.

### 9.3.3 Optional Cobundling Preparation

As an option to the basic bundling requirements in [9.3.2](#), a mailer may choose to cobundle automation price and Presorted price flat-size pieces, subject to the conditions in [11.0](#).



#### 9.3.4 Sacking Under 125-Piece or 15-Pound Rules

When the minimum quantity of 125 pieces or 15 pounds of mail is specified for a sack sortation level in 9.3.5, the provisions of 345.7.4.2 apply.

#### 9.3.5 Sack Preparation and Labeling

Presorted price and automation price bundles prepared under 9.3.2 and 9.3.3 must be presorted together into sacks (cosacked) in the sequence listed below. Sacks must be labeled using the following information for Lines 1 and 2, and 345.4.0 for other sack label criteria.

- a. 5-digit/scheme, required; scheme sort required, only for pieces meeting the automation-compatibility criteria in 301.3.0; 125-piece/15-pound minimum; labeling:
  1. Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces.
  2. Line 2: For 5-digit scheme sacks, "STD FLT 5D SCH BC/NBC"; for 5-digit sacks, "STD FLT 5D BC/NBC."
- b. 3-digit, required, 125-piece/15-pound minimum; labeling:
  1. Line 1: use L002, Column A.
  2. Line 2: "STD FLTS 3D BC/NBC."
- c. *Origin/entry 3-digit*, required for each 3-digit ZIP Code served by the SCF of the origin (verification) office, optional for each 3-digit ZIP Code served by the SCF of an entry office other than the origin office, no minimum; labeling:
  1. Line 1: use L002, Column A.
  2. Line 2: "STD FLTS 3D BC/NBC."
- d. ADC, required, 125-piece/15-pound minimum; use L004 to determine ZIP Codes served by each ADC; labeling:
  1. Line 1: use L004, Column B.
  2. Line 2: "STD FLTS ADC BC/NBC."
- e. *Mixed ADC*, required, no minimum; labeling:
  1. Line 1: use L009, Column B.
  2. Line 2: "STD FLTS BC/NBC WKG."

#### 9.3.6 Tray Preparation and Labeling

Presorted price and automation price bundles meeting the standards in 345.3.0 for letter trays and prepared under 9.3.2 must be presorted together into trays (cotrayed) in the sequence in 9.3.5. Trays must be labeled using the information for Lines 1 and 2 and 345.4.0 for other tray label criteria. Cobundling under this option is not permitted.



## 9.4 Bound Printed Matter

### 9.4.1 Basic Standards

Bundles of flat-size pieces in a Presorted price mailing qualifying for and claiming the barcode discount under [363.2.0](#), [363.3.0](#), and [363.5.0](#) must be cosacked with bundles of flat-size pieces from a Presorted price mailing (not claiming the barcode discount) under the following conditions:

- a. The Presorted price pieces qualifying for and claiming the barcode discount and the Presorted price pieces must be part of the same mailing job and be reported on the same postage statement.
- b. The Presorted price pieces qualifying for and claiming the barcode discount must meet the criteria for flat-size mail under [301.3.0](#). Pieces in the Presorted price mailing must meet the criteria for flat-size mail under [301.2.0](#).
- c. The Presorted price mailing qualifying for and claiming the barcode discount must meet the eligibility criteria in [363.2.0](#), [363.3.0](#), and [363.5.0](#), the mail preparation standards in [365.7.0](#), the sacking requirements in [9.4.4](#), and the documentation criteria in [9.4.1h](#).
- d. The Presorted price mailing must meet the eligibility criteria in [363.2.0](#), [363.3.0](#), and [363.5.0](#), the mail preparation standards in [365.5.0](#), the sacking requirements in [9.4.4](#), and the documentation criteria in [9.4.1h](#).
- e. The prices for pieces in the Presorted price mailing qualifying for and claiming the barcode discount are applied based on meeting the sortation requirements in [365.7.0](#), and when applicable, the zone. The prices for pieces in the Presorted price mailing are based on meeting the sortation requirements in [365.5.0](#), and when applicable, the zone.
- f. The pieces must be marked according to [302](#).
- g. The bundles prepared from the Presorted price mailing qualifying for the barcode discount and the bundles prepared from the Presorted price mailing must be sorted into the same sacks as described in [9.4.4](#).
- h. A complete, signed postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, standardized documentation under [708.1.0](#) must be submitted with each cosacked mailing job that describes for each sack sortation level the number of pieces qualifying for the barcode discount and the number of pieces qualifying for each applicable Presorted price.
- i. Barcoded sack labels under [708.6.0](#) must be used to label the sacks.

### 9.4.2 Bundle Preparation

Except for mail prepared under the cobundling option in [9.4.3](#), the Presorted price mailing qualifying for and claiming the barcode discount must be bundled and labeled under [365.7.0](#), and the Presorted price mailing must be bundled and labeled under [365.5.0](#).



#### 9.4.3 Optional Cobundling Preparation

As an alternative to the basic bundling requirements in 9.4.2, flat-size Presorted price pieces qualifying for and claiming the barcode discount may be cobundled with flat-size Presorted price pieces, subject to 11.0.

#### 9.4.4 Sack Preparation and Labeling

Bundles of Presorted price pieces qualifying for and claiming the barcode discount and Presorted price pieces prepared under 9.4.2 or 9.4.3 must be presorted together into sacks (cosacked) using the following preparation sequence, sack size, and labeling:

- a. *5-digit/scheme*, required; scheme sort required, only for pieces meeting the automation-compatibility criteria in 301.3.0; minimum 20 addressed pieces; labeling:
  1. Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces.
  2. Line 2: For 5-digit scheme sacks, "PSVC FLT 5D SCH BC/NBC"; for 5-digit sacks, "PSVC FLT 5D BC/NBC."
- b. *3-digit*, required, except for optional bundles with 3-digit ZIP Code prefixes indicated by an "N" in L002, when optional SCF sacks are prepared; minimum 20 addressed pieces; labeling:
  1. Line 1: L002, Column A.
  2. Line 2: "PSVC FLTS 3D BC/NBC."
- c. *SCF*, optional, minimum 20 addressed pieces; labeling:
  1. Line 1: L005, Column B.
  2. Line 2: "PSVC FLTS SCF BC/NBC."
- d. *ADC*, required, minimum 20 addressed pieces (use L004 to determine ZIP Codes served by each ADC); labeling:
  1. Line 1: L004, Column B.
  2. Line 2: "PSVC FLTS ADC BC/NBC."
- e. *Mixed ADC*, required, no minimum; labeling:
  1. Line 1: use L009, Column B.
  2. Line 2: "PSVC FLTS BC/NBC WKG."





## 10.0 Merging Bundles of Flats Using the City State Product

### 10.1 Periodicals

#### 10.1.1 Basic Standards

[7-28-13] Throughout 10.1, trays may be used in lieu of sacks, even when the language specifies just "sacks." Carrier route bundles in a carrier route mailing may be placed in the same sack or on the same pallet as 5-digit bundles from machinable (barcoded or nonbarcoded) price mailings (including pieces cobundled under 11.0) under the following conditions:

- a. A carrier route mailing must be part of the mailing job, unless cobundled under 11.0 using 5-digit scheme (L007) or 3-digit scheme (L008) bundle preparation, and sacked under 10.1.4.
- b. The pieces in the carrier route mailing, the machinable barcoded price mailing, and the machinable nonbarcoded price mailing must be part of the same mailing job.
- c. Pieces in the machinable price mailing must meet the flats criteria in 301.3.0; pieces that meet the flats criteria in 707.26.0 also may be sacked under this option. Pieces in the machinable nonbarcoded price mailing and the carrier route mailing must be flat-size.
- d. Mailers must use the Carrier Route Indicators field in the City State Product (see 509.1.2) to prepare the mailing and enter the mailing no later than 90 days after the release date of the City State Product used.
- e. Carrier route bundles may be cosacked or copalletized with machinable barcoded price 5-digit bundles, machinable nonbarcoded price 5-digit bundles, and cobundled 5-digit bundles only for those 5-digit ZIP Codes that have an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product indicating eligibility for such cosacking or copalletization. Containers of mail sorted in this manner are called "merged 5-digit" sacks or pallets. Containers of mail sorted in this manner for which scheme (L001) sortation is also performed are called "merged 5-digit scheme" sacks or pallets. Pieces in 5-digit scheme (L007) bundles may not be placed in merged 5-digit containers.
- f. If sortation under this section is performed, merged 5-digit sacks or pallets must be prepared for all 5-digit ZIP Codes with an "A" or "C" indicator in the City State Product that permits such preparation when there is enough volume for the 5-digit ZIP Code to prepare such a sack under 10.1.4 or such a pallet under 10.1.5. In addition, all possible merged 5-digit scheme sacks must be prepared under 10.1.4, or all possible merged 5-digit scheme and 5-digit scheme pallets must be prepared under 10.1.5.
- g. For mailings prepared in sacks, mailers may not combine firm bundles and 5-digit scheme pieces in 5-digit scheme bundles or in 5-digit scheme sacks. Firm bundles must be placed in a separate individual 5-digit sack under 10.1.4g to maintain 5-digit price eligibility. Mailers may combine firm bundles with 5-digit scheme, 3-digit scheme, and other presort destination bundles in carrier route, 5-digit, 3-digit, SCF, ADC, and mixed ADC sacks. Only an In-County firm bundle can contribute toward the six-piece minimum for price eligibility.



### 705.10.1.2

- h. The bundles from each separated mailing must be sorted together into sacks (cosacked) under [10.1.4](#) or on pallets (copalletized) under [10.1.5](#) using presort software that is PAVE-certified.
- i. A complete, signed postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the postage statement(s), documentation prepared by PAVE-certified software must be submitted with each cosacked or copalletized mailing job that describes for each sack sortation level and sack, or each pallet sortation level and pallet, the number of pieces qualifying for each applicable price.
- j. Barcoded sack labels under [708.6.0](#) must be used to label sacks.

#### 10.1.2 Bundle Preparation

Bundles must be prepared as follows:

- a. *Sacked mailings.* The carrier route mailing must be bundled and labeled under [707.23.0](#). Except when prepared under the cobundling option in [11.0](#), the barcoded price mailing must be bundled and labeled under [707.25.0](#) and the nonbarcoded price mailing must be bundled and labeled under [707.22.0](#).
- b. *Palletized mailings.* Bundles placed on pallets must be prepared under the standards in [8.9](#).

#### 10.1.3 Bundles With Fewer Than Six Pieces

Carrier route, 5-digit scheme, 5-digit, 3-digit scheme, and 3-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC price (Outside-County) or basic price (In-County).

Low-volume bundles are permitted only when they are sacked or prepared on pallets as follows:

- a. Place low-volume carrier route, 5-digit, 3-digit scheme, and 3-digit bundles in only the following containers:
  - 1. Carrier route, merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, 5-digit carrier routes, 5-digit, 3-digit, and SCF sacks that contain at least 24 pieces.
  - 2. Merged 3-digit sacks that contain at least one six-piece carrier route bundle.
  - 3. Origin/entry SCF sacks.
  - 4. On merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, merged 5-digit, 5-digit carrier routes, 5-digit, 3-digit, or SCF pallets, as appropriate.
- b. Place low-volume 5-digit scheme bundles in only 5-digit scheme, 3-digit, and SCF sacks that contain at least 24 pieces, or in origin/entry SCF sacks, or on 3-digit or SCF pallets, as appropriate.



#### 10.1.4 Sack Preparation and Labeling

Mailers must prepare sacks containing the individual carrier route and 5-digit bundles from the carrier route, barcoded, and nonbarcoded price mailings in the mailing job in the following manner and sequence. All carrier route bundles must be placed in sacks under [10.1.4a](#) through [10.1.4e](#) and [10.1.4h](#) as described below. When sorting is performed under this section, mailers must prepare merged 5-digit scheme sacks, 5-digit scheme carrier routes sacks, and merged 5-digit sacks for all possible 5-digit schemes or 5-digit ZIP Codes as applicable, using [L001](#) (merged 5-digit scheme and 5-digit scheme carrier routes sort only) and the Carrier Route Indicators field in the City State Product when there is enough volume for the 5-digit scheme or 5-digit ZIP Code to prepare such sacks under [10.1.4, Sack Preparation and Labeling](#). Mailers must label sacks according to the Line 1 and Line 2 information listed below and under [707.20.1, Basic Standards](#). If, due to the physical size of the mailpieces, the barcoded pieces are considered flat-size under [707.26.0](#), and the carrier route pieces and nonbarcoded pieces are considered irregular parcels under [401.1.6](#), “FLTS” must be shown as the processing category on the sack label. If a mailing job does not contain barcoded price pieces and the carrier route pieces and the nonbarcoded pieces are irregular parcel shaped, use “IRREG” for the processing category on the contents line of the label.

- a. *Carrier route*, required, may contain only carrier route bundles. Must be prepared when there are 24 or more pieces for the same carrier route. Smaller volume not permitted. Labeling:
  1. Line 1: use city, state, and 5-digit ZIP Code destination (see [707.21.1.2](#) for military mail).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR” for basic price, “WSH” for high-density price, or “WSS” for saturation price; followed by the route type and number.
- b. *Merged 5-digit scheme*, required at 24 pieces, fewer pieces not permitted. Must contain at least one 5-digit ZIP Code in the scheme with an “A” or “C” indicator in the City State Product. May contain carrier route bundles for any 5-digit ZIP Code(s) in a single scheme listed in [L001](#) as well as machinable barcoded price 5-digit bundles and machinable nonbarcoded price 5-digit bundles for those 5-digit ZIP Codes in the schemes that have an “A” or “C” indicator in the City State Product. For 5-digit ZIP Code(s) in a scheme that has a “B” or “D” indicator in the City State Product, prepare sack(s) under [10.1.4g](#) and [10.1.4h](#). For 5-digit ZIP Codes not included in a scheme, prepare sacks under [10.1.4d](#) through [10.1.4h](#). Labeling:
  1. Line 1: use [L001](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS” or “IRREG” as applicable, followed by “CR/5D SCH.”
- c. *5-digit scheme carrier routes*, required at 24 pieces, fewer pieces not permitted. May contain only carrier route bundles for 5-digit ZIP Code(s) in a single scheme listed in [L001](#) when all the 5-digits in the scheme have a “B” or “D” indicator in the City State Product. Mailers must prepare this sack if there are any carrier route bundle(s) for such a scheme. Labeling:



### 705.10.1.4

1. Line 1: use [L001](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS” or “IRREG” as applicable, followed by “CR-RTS SCH.”
- d. *Merged 5-digit*, required at 24 pieces, fewer pieces not permitted. Must be prepared only for those 5-digit ZIP Codes that are not part of a scheme and that have an “A” or “C” indicator in the City State Product. May contain carrier route bundles, machinable barcoded price 5-digit bundles, and machinable nonbarcoded price 5-digit bundles. Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [707.21.1.2](#) for military mail).
  2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS” or “IRREG” as applicable, followed by “CR/5D.”
- e. *5-digit carrier routes*, required at 24 pieces, fewer pieces not permitted. Include only carrier route bundles for a 5-digit ZIP Code remaining after preparing sacks under [10.1.4a](#) through [10.1.4d](#). May contain only carrier route bundles for any 5-digit ZIP Code that is not part of a scheme listed in [L001](#) and that has a “B” or “D” indicator in the City State Product. Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [707.21.1.2](#) for military mail).
  2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS” or “IRREG” as applicable, followed by “CR-RTS.”
- f. *5-digit scheme*, required at 24 pieces, fewer pieces not permitted. May contain only machinable barcoded price and cobundled machinable barcoded and nonbarcoded price 5-digit scheme bundles for the same 5-digit scheme destination. Labeling:
1. Line 1: [L007](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS 5D SCH BC.”
- g. *5-digit*, required at 24 pieces, fewer pieces not permitted, except as provided in [10.1.1g](#) for firm bundles. May contain only barcoded price 5-digit bundles and nonbarcoded price 5-digit bundles for the same 5-digit ZIP Code for any 5-digit ZIP Code that has a “B” or “D” indicator in the City State Product. Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [707.21.1.2](#) for military mail).
  2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS 5D BC/NBC,” except if there are no barcoded price bundles in the mailing job, label under [707.22.6](#).
- h. *Merged 3-digit*. May contain carrier route bundles, any 5-digit and 5-digit scheme bundles remaining after preparing sacks under [10.1.4a](#) through [10.1.4g](#), and any 3-digit and 3-digit scheme bundles. When preparation of this sack level is permitted, mailers must prepare a sack if there are any remaining carrier route bundles for the 3-digit area. Required with at least one six-piece carrier route bundle. Must contain at least one carrier route bundle for the

3-digit area, or a minimum of 24 pieces. As an option to preparing bundles in merged 3-digit sacks, mailers may place those bundles in flats trays (see [707.20.4](#)). Labeling:

1. Line 1: use [L002](#), Column A.
  2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS” or “IRREG” as applicable, followed by “CR/5D/3D.” If there are no barcoded price bundles in the mailing job, label under [707.22.6](#).
- i. *SCF through mixed ADC.* Any 5-digit scheme and 5-digit bundles remaining after preparing sacks under [10.1.4a](#) through [10.1.4h](#) and all 3-digit, 3-digit scheme, ADC, origin mixed ADC, and mixed ADC bundles must be sacked and labeled under [9.2](#) for cosacking of barcoded price and nonbarcoded price bundles, except if there are no barcoded price bundles in the mailing job, sack and label under [707.22.6](#), or if there are no nonbarcoded price bundles in the mailing job, sack and label under [707.25.4](#).

### 10.1.5 Pallet Preparation and Labeling

**[1-27-13]** Mailers must prepare pallets of bundles in the manner and sequence listed below and under [8.0, Preparing Pallets](#). When sortation under this option is performed, mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using [L001](#) and/or the City State Product. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under [8.6, Pallet Placards](#).

- a. *Merged 5-digit scheme*, required and permitted only when there is at least one 5-digit ZIP Code in the scheme that has an “A” or “C” indicator in the City State Product. May contain carrier route bundles for any 5-digit ZIP Code(s) in a single scheme listed in [L001](#) as well as machinable barcoded price 5-digit bundles and machinable nonbarcoded price 5-digit bundles for those 5-digit ZIP Codes in the scheme that have an “A” or “C” indicator in the City State Product. For schemes in which all of the 5-digit ZIP Codes have a “B” or “D” indicator in the City State Product, begin preparing pallets under [10.1.5c](#) (5-digit scheme carrier routes pallet). For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under [10.1.5c](#) (merged 5-digit pallet). Labeling:
  1. Line 1: use [L001](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “CR/5D SCHEME.”
- b. *5-digit scheme carrier routes*, required. May contain only carrier route bundles for carrier routes in an [L001](#) scheme for which all of the 5-digit ZIP Codes in the scheme have a “B” or “D” indicator in the City State Product. Labeling:
  1. Line 1: use [L001](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “CR-RTS SCHEME.”



### 705.10.1.5

- c. *Merged 5-digit*, required. May contain carrier route bundles, machinable barcoded price 5-digit bundles, and machinable nonbarcoded price 5-digit for those 5-digit ZIP Codes that are not part of a scheme and that have an “A” or “C” indicator in the City State Product. Labeling:
  - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “CR/5D.”
- d. *5-digit carrier routes*, required. May contain only carrier route price bundles for the same 5-digit ZIP Code for those 5-digit ZIP Codes that are not part of a scheme and that have a “B” or “D” indicator in the City State Product. Labeling:
  - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “CARRIER ROUTES” or “CR-RTS.”
- e. *5-digit*, required. May contain only machinable barcoded price 5-digit bundles and machinable nonbarcoded price 5-digit bundles for the same 5-digit ZIP Code with a “B” or “D” indicator in the City State Product, or 5-digit scheme ([L007](#)) bundles. Five-digit scheme bundles are assigned to 5-digit pallets according to the “label to” 5-digit ZIP Code in [L007](#). Labeling:
  - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains machinable barcoded mail; followed by “NONBARCODED” or “NBC” if the pallet contains machinable nonbarcoded mail.
- f. *3-digit*, optional. Option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). May contain carrier route price, machinable barcoded price, and machinable nonbarcoded price mail, including 3-digit scheme ([L008](#)) bundles. Three-digit scheme bundles are assigned to 3-digit pallets according to the “label to” 3-digit ZIP Code in [L008](#). Labeling:
  - 1. Line 1: use [L002](#), Column A.
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “3D,” followed by “BARCODED” or “BC” if the pallet contains machinable barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains machinable nonbarcoded price mail and/or carrier route mail.
- g. *SCF through mixed ADC*, use 8.10.2h through 8.10.2k, as applicable, to prepare and label SCF, ADC, Origin Mixed ADC (OMX) and mixed ADC pallet levels.



## 10.2 Standard Mail

### 10.2.1 Basic Standards

Carrier route bundles from a carrier route price mailing may be placed in the same sack or on the same pallet as 5-digit bundles from an automation price mailing and 5-digit bundles from a Presorted price mailing (including pieces cobundled under 11.0) under the following conditions:

- a. A carrier route mailing must be part of the mailing job, unless cobundled under 11.0 utilizing 5-digit scheme (L007) or 3-digit scheme (L008) bundle preparation and sacked under 10.1.4.
- b. The pieces in the carrier route price mailing, the automation price mailing, and the Presorted price mailing must be part of the same mailing job, and all three mailings must be reported on the same postage statement.
- c. Pieces in the automation price mailing must meet the criteria for a flat under 301.3.0. Pieces in the Presorted price mailing and the carrier route mailing must meet the criteria for a flat under 301.1.0.
- d. Mailers must use the Carrier Route Indicators field in the City State Product to prepare the mailing and enter the mailing no later than 90 days after the release date of the City State Product used.
- e. Carrier route bundles may be cosacked or copalletized with automation price 5-digit bundles, Presorted price 5-digit bundles, and cobundled 5-digit bundles only for those 5-digit ZIP Codes that have an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product indicating eligibility for such cosacking or copalletization. Containers of mail sorted in this manner are called “merged 5-digit” sacks or pallets. Containers of mail sorted in this manner for which scheme (L001) sortation is also performed are called “merged 5-digit scheme” sacks or pallets. Pieces in 5-digit scheme (L007) bundles may not be placed in merged 5-digit containers.
- f. If sortation under this section is performed, merged 5-digit sacks or pallets must be prepared for all 5-digit ZIP Codes with an “A” or “C” indicator in the City State Product that permits such preparation when there is enough volume for the 5-digit ZIP Code to prepare that sack or pallet.
- g. For sacked mailings, the prices for pieces in the carrier route mailing are based on the criteria in 343.6.0, the prices for pieces in the automation price mailing are applied based on the number of pieces in the bundle and the level of bundle to which they are sorted under 343.7.0, and the prices for pieces in the Presorted price mailing are based on the number of pieces in the bundle and the level of sack to which they are sorted under 343.5.0.
- h. The pieces in each separate mailing must bear the applicable markings required under 345.5.0, 345.6.0, or 345.7.0 and under 302.
- i. For palletized mailings, the prices are based on the level of bundle that the pieces are contained in under 343.6.0 and 343.7.0.
- j. The bundles from each separate mailing must be sorted together into sacks (cosacked) under 10.2.3 and 10.2.4 or on pallets (copalletized) under 10.2.5 using presort software that is PAVE-certified.





### 705.10.2.2

- k. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.
- l. In addition to the applicable postage statement, documentation produced by PAVE-certified software must be submitted with each cosacked or copalletized mailing job that describes for each sack sortation level and sack, or each pallet sortation level and pallet, the number of pieces qualifying for each applicable carrier route price, each applicable automation price, and each applicable Presorted price.
- m. Barcoded sack labels under [708.6.0](#) must be used to label sacks.

#### 10.2.2 Bundle Preparation

Bundles must be prepared as follows:

- a. *Sacked mailings.* The carrier route mailing must be bundled and labeled under [345.6.0](#). Except when prepared under the cobundling option in [11.0](#), the automation price mailing must be bundled and labeled under [345.7.0](#) and the Presorted price mailing must be bundled and labeled under [345.5.0](#).
- b. *Palletized mailings.* Bundles placed on pallets must be prepared under the standards in [8.0](#), *Preparing Pallets*.

#### 10.2.3 Sacking Under 125-Piece or 15-Pound Rules

When the minimum quantity of 125 pieces or 15 pounds of mail is specified for a sack sortation level in [10.2.4](#), the provisions of [345.7.4.2](#) apply.

#### 10.2.4 Sack Preparation and Labeling

Mailers must prepare sacks in the following manner and sequence. All carrier route bundles must be placed in sacks under [10.2.4a](#) through [10.2.4e](#) as described below. Mailers must prepare all merged 5-digit scheme sacks, 5-digit scheme carrier routes sacks, and merged 5-digit sacks that are possible in the mailing based on the volume of mail to the destination using [L001](#) and the Carrier Route Indicators field in the City State Product. Mailers must label sacks according to the Line 1 and Line 2 information listed below and under [345.4.0](#), *Sack and Tray Labels*.

- a. *Carrier route*, required, may contain only carrier route bundles. Must be prepared when there are 125 pieces or 15 pounds of pieces for the same carrier route. Smaller volume not permitted. Labeling:
  - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [345.4.2](#) for military mail).
  - 2. Line 2: “STD FLTS”; followed by “ECRL0T,” “ECRWSH,” or “ECRWSS” as applicable for basic, high-density, and saturation price mail; followed by the route type and number.
- b. *Merged 5-digit scheme*, required and permitted only when there is at least one 5-digit ZIP Code in the scheme with an “A” or “C” indicator in the City State Product. May contain carrier route bundles for any 5-digit ZIP Code(s) in a single scheme listed in [L001](#) as well as automation price 5-digit bundles and Presorted price 5-digit bundles for those 5-digit ZIP Codes in the scheme with an “A” or “C” indicator in the City State Product. When preparation of this sack





level is permitted, a sack must be prepared if there are any carrier route bundle(s) for the scheme. If there is not at least one carrier route bundle for any 5-digit destination in the scheme, preparation of this sack is required when there are at least 125 pieces or 15 pounds of pieces in 5-digit bundles for any of the 5-digit ZIP Codes in the scheme that have an “A” or “C” indicator in the City State Product (smaller volume not permitted). For a 5-digit ZIP Code(s) in a scheme with a “B” or “D” indicator in the City State Product, prepare sack(s) for the automation price and Presorted price bundles under [10.2.4g](#) and [10.2.4h](#). For 5-digit ZIP Codes not included in a scheme, prepare sacks under [10.2.4d](#) through [10.2.4h](#). Labeling:

1. Line 1: use [L001](#), Column B.
  2. Line 2: “STD FLTS CR/5D SCH.”
- c. *5-digit scheme carrier routes*, required, may contain only carrier route bundles for 5-digit ZIP Code(s) in a single scheme listed in [L001](#) when all the 5-digit ZIP Codes in the scheme have a “B” or “D” indicator in the City State Product. Must be prepared if there are any carrier route bundle(s) for such a scheme. Labeling:
1. Line 1: use [L001](#), Column B.
  2. Line 2: “STD FLTS CR-RTS SCH.”
- d. *Merged 5-digit*, required. Must be prepared only for those 5-digit ZIP Codes that are not part of a scheme and that have an “A” or “C” indicator in the City State Product. May contain carrier route bundles, automation price 5-digit bundles, and Presorted price 5-digit bundles. Must be prepared if there are any carrier route bundles for the 5-digit destination. If there is not at least one carrier route bundle for the 5-digit destination, must be prepared when there are at least 125 pieces or 15 pounds of pieces in 5-digit bundles for the same 5-digit destination (smaller volume not permitted). Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [345.4.2](#) for military mail).
  2. Line 2: “STD FLTS CR/5D.”
- e. *5-digit carrier routes*, required. Sack only carrier route bundles for a 5-digit ZIP Code remaining after preparing sacks under [10.2.4a](#) through [10.2.4d](#) to this level. May contain only carrier route bundles for any 5-digit ZIP Code that is not part of a scheme listed in [L001](#) and that has a “B” or “D” indicator in the City State Product. No sack minimum. Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [345.4.2](#) for military mail).
  2. Line 2: “STD FLTS CR-RTS.”
- f. *5-digit scheme*, required. May contain automation price, Presorted price, and cobundled automation and Presorted price 5-digit scheme bundles for the same 5-digit scheme destination. Must be prepared when there are at least 125 pieces or 15 pounds of pieces for the 5-digit scheme destination. Smaller volume not permitted. Labeling:
1. Line 1: [L007](#), Column B.



### 705.10.2.5

2. Line 2: "STD FLTS 5D SCH BC/NBC."
- g. *5-digit*, required, may contain only automation price 5-digit bundles and Presorted price 5-digit bundles for a 5-digit ZIP Code that has a "B" or "D" indicator in the City State Product. Must be prepared when there are at least 125 pieces or 15 pounds of pieces for the 5-digit ZIP Code. Smaller volume not permitted. Labeling:
  1. Line 1: use city, state, and 5-digit ZIP Code destination (see [345.4.2](#) for military mail).
  2. Line 2: "STD FLTS 5D BC/NBC," except if there are no automation price bundles in the mailing job, use "STD FLTS 5D NON BC."
- h. *3-digit through mixed ADC sacks*. Any 5-digit scheme and 5-digit bundles remaining after preparing sacks under [10.2.4a](#) through [10.2.4g](#), and all 3-digit, ADC, and Mixed ADC bundles, must be sacked and labeled according to the applicable requirements under [9.3](#) for cosacking of automation price and Presorted price bundles, except if there are no automation price bundles in the mailing job, sack and label under [345.5.7](#), or, if there are no Presorted price bundles in the mailing job, sack and label under [345.7.4.3](#).

#### 10.2.5 Pallet Preparation and Labeling

Mailers must prepare pallets in the manner and sequence listed below and under [8.0](#). Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using [L001](#) and/or the City State Product. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under [8.6](#).

- a. *Merged 5-digit scheme*, required and permitted only when there is at least one 5-digit ZIP Code in the scheme that has an "A" or "C" indicator in the City State Product. May contain carrier route bundles for any 5-digit ZIP Code(s) in a single scheme listed in [L001](#) as well as automation price 5-digit bundles and Presorted price 5-digit bundles for those 5-digit ZIP Codes in the scheme that have an "A" or "C" indicator in the City State Product. For schemes in which all of the 5-digit ZIP Codes have a "B" or "D" indicator in the City State Product, begin preparing pallets under [10.2.5b](#) (5-digit scheme carrier routes pallet). For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under [10.2.5c](#) (merged 5-digit pallet). Labeling:
  1. Line 1: use [L001](#), Column B.
  2. Line 2: "STD FLTS CR/5D SCHEME."
- b. *5-digit scheme carrier routes*, required, may contain only carrier route bundles for carrier routes in an [L001](#) scheme for which all of the 5-digit ZIP Codes in the scheme have a "B" or "D" indicator in the City State Product. Labeling:
  1. Line 1: use [L001](#), Column B.
  2. Line 2: "STD FLTS CR-RTS SCHEME."



- c. *Merged 5-digit*, required, may contain carrier route price bundles, automation price 5-digit bundles, and Presorted price 5-digit bundles for those 5-digit ZIP Codes that are not part of a scheme and that have an “A” or “C” indicator in the City State Product. Labeling:
  - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  - 2. Line 2: “STD FLTS CR/5D.”
- d. *5-digit carrier routes*, required, may contain only carrier route price bundles for the same 5-digit ZIP Code for those 5-digit ZIP Codes that are not part of a scheme and that have a “B” or “D” indicator in the City State Product. Labeling:
  - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  - 2. Line 2: “STD FLTS,” followed by “CARRIER ROUTES” or “CR-RTS.”
- e. *5-digit*, required, may contain only automation price 5-digit bundles and Presorted price 5-digit bundles for the same 5-digit ZIP Code with a “B” or “D” indicator in the City State Product, or 5-digit scheme ([L007](#)) bundles (automation price and cobundled automation and Presorted price pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the “label to” 5-digit ZIP Code in [L007](#). Labeling:
  - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  - 2. Line 2: “STD FLTS 5D”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail.
- f. *3-digit*, optional, option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). May contain carrier route price, automation price, and Presorted price mail, including 3-digit scheme ([L008](#)) bundles (automation and cobundled automation and Presorted price pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the “label to” 3-digit ZIP Code in [L008](#). Labeling:
  - 1. Line 1: use [L002](#), Column A.
  - 2. Line 2: “STD FLTS 3D”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.
- g. *SCF*, required, may contain carrier route price, automation price, and Presorted price bundles. Labeling:
  - 1. Line 1: use [L002](#), Column C.
  - 2. Line 2: “STD FLTS SCF”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.



705.11.1

- h. *ASF*, required, except that an *ASF* sort may not be required if using bundle reallocation under [8.13.3](#). May contain carrier route price, automation price, and/or Presorted price bundles. Sort ADC bundles to *ASF* pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s option, sort appropriate mixed ADC bundles to *ASF* pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on *ASF* pallets must contain only pieces destinating within the *ASF* as shown in [6.3](#). See [346.3.0](#) for additional requirements for DNDC price eligibility. Labeling:
  - 1. Line 1: use [L602](#), Column B.
  - 2. Line 2: “STD FLTS *ASF*”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.
- i. *NDC*, required, may contain carrier route price, automation price, and/or Presorted price bundles. Sort ADC bundles to *NDC* pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s option, sort appropriate mixed ADC bundles to *NDC* pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on *NDC* pallets must contain only pieces destinating within the *NDC* as shown in [6.3](#). See [346.3.0](#) for additional requirements for DNDC price eligibility. Labeling:
  - 1. Line 1: use [L601](#), Column B.
  - 2. Line 2: “STD FLTS *NDC*”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.

## 11.0 Combining Automation Price and Nonautomation Price Flats in Bundles

### 11.1 First-Class Mail

#### 11.1.1 Basic Standards

Mailers may choose to cobundle (see [335.1.4m](#)) automation price and nonautomation price pieces as an option to the basic bundling requirements in [9.0](#), [Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks](#), subject to the following conditions:

- a. The pieces in the automation price mailing and the nonautomation price mailing must be part of the same mailing job and must be reported on the appropriate postage statement.
- b. The pieces in the mailing job must be flat-size and meet any other size and mailpiece design requirements applicable to the price category for which they are prepared.
- c. The basic standards in [9.0](#) must be met.



- d. A minimum of 500 automation price pieces and 500 nonautomation price pieces are required. The total number of automation price and nonautomation price pieces must be used to meet the minimum volume requirements for bundles and containers to a presort destination.
- e. Nonautomation price pieces must contain a 5-digit barcode and be cobundled with automation price pieces for the same presort destination. If this optional preparation method is used, all automation price and nonautomation price pieces in the same mailing job and reported on the same postage statement must be cobundled.
- f. Mailers must sort automation price pieces and nonautomation price pieces for each presort destination so that only one physical bundle for each logical presort destination (see [335.1.4i](#)) includes both automation price pieces (containing a ZIP+4 or delivery point barcode) and nonautomation price pieces (containing a 5-digit barcode).

### 11.1.2 Bundle Preparation

Preparation sequence, bundle size, and labeling:

- a. *5-digit*, required, 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. *3-digit*, required, 10-piece minimum; green Label 3 or OEL.
- c. *ADC*, required, 10-piece minimum; pink Label A or OEL.
- d. *Mixed ADC*, required, no minimum; tan Label X or OEL.

## 11.2

### Periodicals

#### 11.2.1 Basic Standards

Mailers may choose to cobundle (see [707.18.4z](#)) barcoded price and nonbarcoded price flat-size pieces as an option to the basic bundling requirements in [707.22.0](#) and [707.25.0](#). 5-digit scheme and 3-digit scheme bundles also must meet the additional standards in [707.18.4i](#) and [707.18.4q](#). Mailing jobs (for flats meeting the criteria in [301.3.0](#)) prepared using the 5-digit scheme and/or the 3-digit scheme bundle preparation must be sacked under [9.0](#) or [10.0](#) or palletized under [10.0](#), [12.0](#), or [13.0](#). All bundles are subject to the following conditions:

- a. The pieces in the barcoded price mailing and the nonbarcoded price mailing must be part of the same mailing job and must be reported on the appropriate postage statement.
- b. Mailings prepared in sacks must meet the basic standards in [9.0](#) or [10.0](#).
- c. Mailings prepared on pallets must meet the basic standards in [8.0](#), [10.0](#), [12.0](#), or [13.0](#).
- d. The total number of barcoded price and nonbarcoded price pieces must be used to meet the minimum volume requirements for bundles and containers.
- e. Nonbarcoded price pieces must contain a 5-digit barcode and be cobundled with barcoded price pieces for the same presort destination. All pieces in the mailing job are reported on the same postage statement and must be cobundled.



### 705.11.2.2

- f. Within a bundle, all pieces must meet the machinable flats requirements in [301.3.0](#) or all pieces must meet the nonmachinable flats requirements in [707.26.0](#).
- g. Mailers must sort pieces for each presort destination so that only one physical bundle for each logical presort destination (see [707.18.4y](#)) includes both barcoded price pieces (containing a ZIP+4 or delivery point barcode) and nonbarcoded price pieces (containing a 5-digit barcode).

#### 11.2.2 Bundle Preparation

Pieces meeting the criteria in [301.3.0](#) must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). Preparation sequence, bundle size, and labeling:

- a. *Firm*, two-piece minimum; blue Label F or optional endorsement line (OEL).
- b. *5-digit scheme*, required for pieces prepared under [301.3.0](#), six-piece minimum, fewer pieces permitted under [11.2.3](#); red Label 5 SCH, or OEL.
- c. *5-digit*, required, six-piece minimum, fewer pieces permitted under [11.2.3](#); red Label 5 or OEL.
- d. *3-digit scheme*, required for pieces prepared under [301.3.0](#), six-piece minimum, fewer pieces permitted under [11.2.3](#); green Label 3 SCH or OEL.
- e. *3-digit*, required, six-piece minimum, fewer pieces permitted under [11.2.3](#); green Label 3 or OEL.
- f. *ADC*, required, six-piece minimum; pink Label A or OEL.
- g. *Origin mixed ADC*, required, no minimum; for any remaining pieces for destinations in [L201](#), Column B, corresponding to the origin ZIP Code in Column A; tan Label X or OEL.
- h. *Mixed ADC*, required, no minimum; tan Label X or OEL.

#### 11.2.3 Bundles With Fewer Than Six Pieces

5-digit scheme, 5-digit, 3-digit scheme, and 3-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC price (Outside-County) or basic price (In-County). Low-volume bundles are permitted only when they are sacked or prepared on pallets as follows:

- a. Place low-volume 5-digit and 3-digit bundles in only 5-digit scheme, 5-digit, 3-digit, and SCF sacks that contain at least 24 pieces; or in origin/entry SCF sacks; or on merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 3-digit, or SCF pallets, as appropriate.
- b. Place low-volume 5-digit scheme and 3-digit scheme bundles in only 5-digit scheme, 3-digit, and SCF sacks that contain at least 24 pieces, or in origin/entry SCF sacks, or on 3-digit or SCF pallets, as appropriate.

## 11.3 Standard Mail

### 11.3.1 Basic Standards

Mailers may choose to cobundle (see [345.1.4t](#)) automation price and nonautomation price flat-size pieces as an option to the basic bundling requirements in [345.5.0](#) and [345.7.0](#). All pieces in the same bundle must meet the standards in [301.3.0](#). 5-digit scheme and 3-digit scheme bundles must meet the additional standards in [345.1.4f](#). and [345.1.4m](#). Mailing jobs prepared using the 5-digit scheme and/or 3-digit scheme bundle preparation (for flats meeting the criteria in [301.3.0](#)) must be sacked under [10.0](#) or palletized under [10.0](#), [12.0](#), or [13.0](#). All bundles are subject to the following conditions:

- a. The pieces in the automation price mailing and the nonautomation price mailing must be part of the same mailing job and must be reported on the appropriate postage statement.
- b. Mailings prepared in sacks must meet the basic standards in [9.0](#) or [10.0](#).
- c. Mailings prepared on pallets must meet the basic standards in [8.0](#), [10.0](#), [12.0](#), or [13.0](#).
- d. A minimum of 200 pieces or 50 pounds of automation price pieces are required; the nonautomation price mailing may meet the residual volume requirements in [343.3.6](#). The total number of automation price and nonautomation price pieces must be used to meet the minimum volume requirements for bundles and containers.
- e. Nonautomation price pieces must contain a 5-digit barcode and be cobundled with automation price pieces for the same presort destination. If this optional preparation method is used, all automation price and nonautomation price pieces in the same mailing job and reported on the same postage statement must be cobundled.
- f. Mailers must sort nonautomation price pieces and automation price pieces for each presort destination so that only one physical bundle for each logical presort destination (see [345.1.4s](#)) includes both nonautomation price pieces (containing a 5-digit barcode) and automation price pieces (containing a ZIP+4 or delivery point barcode).

### 11.3.2 Bundle Preparation

Pieces meeting the criteria in [301.3.0](#) must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). Preparation sequence, bundle size, and labeling:

- a. 5-digit scheme, required:
  1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 SCH or OEL.
  2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 or OEL.
- b. *5-digit*, required:



705.11.4

1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less and measuring 3/4 inch thick or less: 15-piece minimum; red Label 5 or OEL.
2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound) or measuring more than 3/4 inch thick: 10-piece minimum; red Label 5 or OEL.
- c. *3-digit scheme*, required, 10-piece minimum; green Label 3 SCH or OEL.
- d. *3-digit*, required, 10-piece minimum; green Label 3 or OEL.
- e. *ADC*, required, 10-piece minimum; pink Label A or OEL.
- f. *Mixed ADC*, required, no minimum; tan Label X or OEL.

### 11.4 Bound Printed Matter

#### 11.4.1 Basic Standards

Mailers may choose to cobundle (see [365.1.5k](#)) nonautomation price flat-size with and without a barcode, as an option to the basic bundling requirements in [365.5.0](#) and [365.7.0](#), subject to the following conditions:

- a. The pieces in the nonautomation price mailing qualifying for and claiming the barcode discount and the pieces in the nonautomation price mailing must be part of the same mailing job and reported on the same postage statement.
- b. The mailing job must consist entirely of automation-compatible pieces meeting the criteria in [301.3.0](#), and may be prepared in 5-digit scheme bundles using [L007](#) and 3-digit scheme bundles using [L008](#).
- c. Cobundled pieces must be cosacked under [9.0](#) or palletized under [8.0](#).
- d. A separate minimum of 300 nonautomation price pieces qualifying for and claiming the barcode discount and a separate minimum of 300 nonautomation price pieces are required. The combined total number of pieces qualifying for and claiming the barcode discount and the nonautomation price must be used to meet the minimum volume requirements for bundles and sacks.
- e. Nonautomation price pieces must contain a 5-digit barcode and be cobundled with nonautomation price pieces qualifying for and claiming the barcode discount for the same presort destination.
- f. Unless presented using an approved manifest mailing system under [2.0](#), nonautomation price pieces qualifying for and claiming the barcode discount and nonautomation price pieces for each presort destination must be sorted so that only one physical bundle for each logical presort destination includes both nonautomation price pieces qualifying for the barcode discount (containing a ZIP+4 or delivery point barcode) and nonautomation price pieces (containing a 5-digit barcode).

#### 11.4.2 Bundle Preparation

Preparation sequence, bundle size, and labeling:

- a. *5-digit scheme*, optional, minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; red Label 5 SCH or OEL.





- b. *5-digit*, required, minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; red Label 5 or optional endorsement line (OEL).
- c. *3-digit scheme*, optional, minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; green Label 3 SCH or OEL.
- d. *3-digit*, required, minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; green Label 3 or OEL.
- e. *ADC*, required, minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; pink Label A or OEL.
- f. *Mixed ADC*, required, no minimum, maximum bundle weight 20 pounds; tan Label X or OEL.

## 12.0 Merging Bundles of Flats on Pallets Using a 5% Threshold

### 12.1 Periodicals

#### 12.1.1 Basic Standards

Five-digit scheme bundles (under [L007](#)) and 3-digit scheme bundles (under [L008](#)) must be prepared according to standards in [12.1.5](#). However, neither 5-digit scheme bundles nor 3-digit scheme bundles may be copalletized on any merged pallets. Five-digit bundles from a barcoded price mailing and 5-digit bundles from a nonbarcoded price mailing (including pieces cobundled under [11.0](#)) may be placed on the same pallet as carrier route bundles under the following conditions:

- a. A carrier route mailing must be part of the same mailing job as the barcoded price mailing and/or the nonbarcoded price mailing.
- b. Pieces in the barcoded price mailing must meet the criteria for a flat under [301.3.0](#) or [707.26.0](#). These two types of flats cannot be combined in the same bundle.
- c. When firm bundles, carrier route bundles, and 5-digit bundles are placed together on the same merged 5-digit scheme or merged 5-digit pallet, pieces in 5-digit bundles (other than firm bundles) must not exceed the 5% limit described in [12.1.4](#).
- d. All possible merged 5-digit scheme and 5-digit scheme pallets must be prepared according to standards in [12.1.5](#).
- e. The bundles from each separate mailing must be sorted together on pallets (copalletized) under [12.1.5](#) using presort software that is PAVE-certified.
- f. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job. In addition, documentation prepared by PAVE-certified software must be submitted with each mailing job. Documentation, under [708.1.0](#), must describe for each “logical” pallet sortation level and each physical pallet the number of addressed pieces qualifying for each carrier route price, each Presorted price, and each automation price. Within the body of the documentation beneath the listing for the last physical pallet for each logical pallet presort destination, a separate 5% threshold summary also must be provided for each merged 5-digit scheme and



### 705.12.1.2

each merged 5-digit logical pallet destination. *Note:* The separate 5% threshold summary must be for the mail on all of the physical pallets (i.e., the “logical” pallet) for that presort destination. This summary must describe for each 5-digit ZIP Code:

1. The total number of all addressed pieces.
  2. The total number of addressed pieces sorted in carrier route bundles and firm bundles (each firm bundle is claimed as one addressed piece).
  3. The total number of addressed pieces sorted in 5-digit bundles (other than firm bundles).
  4. Of the total number of all addressed pieces in [12.1.1f1](#), the percentage of addressed pieces sorted in 5-digit bundles (other than firm bundles).
- g. Portions of the mailing job that cannot be palletized must be prepared in sacks.

#### **12.1.2 Bundle Preparation**

Bundles must be prepared under the standards in [8.0](#).

#### **12.1.3 Low-Volume Bundles**

Carrier route and 5-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC price (Outside-County) or basic price (In-County).

#### **12.1.4 5% Threshold**

Firm bundles (claimed as one addressed piece), carrier route bundles, and 5-digit bundles may be placed together on the same merged 5-digit scheme or merged 5-digit logical pallet under [12.1.5](#) if all of the following conditions in items [12.1.4a](#) through [12.1.4e](#) below are met:

- a. For the purpose of calculating the 5% threshold, firm bundles (regardless of the price claimed) are added together with the number of addressed pieces in carrier route bundles.
- b. The number of pieces prepared in 5-digit bundles (other than firm bundles) for any single 5-digit ZIP Code on a “logical” merged 5-digit scheme or merged 5-digit pallet must not exceed 5% of the total number of addressed pieces for the 5-digit ZIP Code on the logical pallet for that presort destination.
- c. The 5% threshold is calculated separately for each 5-digit ZIP Code. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5% threshold applies to each 5-digit ZIP Code for the scheme on a merged 5-digit scheme pallet. Since 5-digit scheme bundles may not be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.
- d. When firm bundles, other than those claimed at carrier route prices, are placed on a merged 5-digit scheme or a merged 5-digit pallet, addressed pieces in all corresponding 5-digit bundles up to 5% also must be merged. If the number of addressed pieces placed in 5-digit bundles (for an individual 5-digit ZIP Code) exceeds the 5% threshold, the mailer may place a portion of the addressed pieces (up to 5%) on a merged 5-digit scheme or a merged 5-digit pallet.



Mailers are encouraged, but not required, to include such pieces on a merged pallet in this sequence: nonbarcoded price bundles, followed by barcoded price bundles.

- e. For the purpose of determining the 5% threshold, addressed pieces in low-volume carrier route bundles count as carrier route sorted pieces, and addressed pieces in low-volume 5-digit bundles count as 5-digit sorted pieces, even though the mixed ADC price (Outside-County) or basic price (In-County) is paid for such pieces.

### 12.1.5 Pallet Preparation and Labeling

[1-27-13] Mailers must prepare pallets of bundles in the manner and sequence listed below and under 8.0. Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using L001 and the 5% threshold, as applicable. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under 8.6. If, due to the physical size of the mailpieces, the barcoded price pieces are considered flat-size under 301.3.0 and the carrier route sorted pieces and nonbarcoded price pieces are considered irregular parcels under 401.1.6, "FLTS" must be shown as the processing category on the pallet label. If a mailing contains no barcoded price pieces and the carrier route pieces and the nonbarcoded pieces are irregular parcels, use "IRREG" for the processing category on the contents line of the pallet label. Prepare and label pallets as follows:

- a. *Merged 5-digit scheme*, required; permitted only when 5-digit bundles for at least one 5-digit ZIP Code in the scheme may be merged with carrier route bundles under the 5% threshold standard in 12.1.4. May contain carrier route bundles for any 5-digit ZIP Code in a single scheme listed in L001. May also contain barcoded price 5-digit bundles and nonbarcoded price 5-digit bundles up to a maximum of 5% of the total number of pieces for each 5-digit ZIP Code in the scheme under 12.1.4. For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under 12.1.5d (merged 5-digit pallet). Labeling:
  - 1. Line 1: use L001, Column B.
  - 2. Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "CR/5D SCHEME."
- b. *5-digit scheme carrier routes*, required; may contain only carrier route bundles for all carrier routes in an L001 scheme when a merged 5-digit scheme pallet could not be prepared under 12.1.5a. Labeling:
  - 1. Line 1 use L001, Column B.
  - 2. Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "CR-RTS SCHEME."
- c. *5-digit scheme*, not permitted for flats that meet the dimension, weight, and flexibility criteria for automation flats in 301.3.0 (including pieces in merged bundles) and not permitted for sacks or trays. Required for all other flats and irregular parcels. Five-digit scheme bundles are assigned to 5-digit pallets according to the "label to" 5-digit ZIP Code in L007. Labeling:



### 705.12.1.5

1. Line 1: use [L001](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price mail; followed by “SCHEME” or “SCH.”
- d. *Merged 5-digit*, required; permitted only when 5-digit bundles may be merged with carrier route bundles under the 5% threshold standard in [12.1.4](#) for a 5-digit ZIP Code that is not part of an [L001](#) scheme. May contain carrier route bundles, barcoded price 5-digit bundles, and nonbarcoded price 5-digit bundles. The number of pieces in 5-digit bundles is limited to 5% of the total number of pieces placed on the pallet under [12.1.4](#). Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR/5D.”
- e. *5-digit carrier routes*, required; may contain only carrier route price bundles for the same 5-digit ZIP Code that is not part of a scheme for which a merged 5-digit pallet could not be prepared under [12.1.5d](#). Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CARRIER ROUTES” or “CR-RTS.”
- f. *5-digit*, required; may contain only barcoded price 5-digit bundles and nonbarcoded price 5-digit bundles for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme ([L007](#)) bundles (barcoded price and cobundled barcoded and nonbarcoded price pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code. Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price mail.
- g. *3-digit*, optional; option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). May contain carrier route price, barcoded price, and nonbarcoded price mail, including 3-digit scheme ([L008](#)) bundles (barcoded and cobundled barcoded and nonbarcoded price pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the “label to” 3-digit ZIP Code in [L008](#). Labeling:
1. Line 1: use [L002](#), Column A.



2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “3D”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price mail and/or carrier route mail.
- h. *SCF through mixed ADC*, use 8.10.2h through 8.10.2k, as applicable, to prepare and label SCF, ADC, Origin Mixed ADC (OMX) and mixed ADC pallet levels.

#### 12.1.6 Basic Standards

Five-digit scheme bundles (under [L007](#)) and 3-digit scheme bundles (under [L008](#)) must be prepared. Five-digit scheme bundles may not be copalletized on any merged pallets. Five-digit bundles from an automation price mailing and 5-digit bundles from a Presorted price mailing (including pieces cobundled under [11.0](#)) may be placed on the same pallet as carrier route bundles under the following conditions:

- a. A carrier route mailing must be part of the mailing job.
- b. The pieces in the carrier route price mailing, the automation price mailing, and the Presorted price mailing must be part of the same mailing job and all three mailings must be reported on the same postage statement.
- c. Pieces in the automation price mailing must meet the criteria for a flat under [301.3.0](#). Pieces in the Presorted price mailing and the carrier route mailing must meet the criteria for a flat under [301.1.0](#).
- d. Automation price 5-digit bundles, Presorted price 5-digit bundles, and cobundled 5-digit bundles may be copalletized with carrier route bundles only when the pieces in the 5-digit bundles do not exceed the 5% limit described in [12.1.8](#). Pallets of mail sorted in this manner are called “merged 5-digit” pallets. Pallets of mail sorted in this manner for which scheme sortation is also performed are called “merged 5-digit scheme” pallets. Since 5-digit scheme bundles cannot be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.
- e. If sortation under this section is performed, merged 5-digit scheme pallets must be prepared whenever there is enough volume of carrier route and 5-digit bundles under [8.0](#) and [12.1.8](#) to prepare such pallets.
- f. The carrier route mailing must meet the eligibility criteria in [343.6.0](#), the automation price mailing must meet the eligibility criteria in [343.7.0](#), and the Presorted price mailing must meet the eligibility criteria in [343.5.0](#).
- g. The prices are based on the level of bundle that the pieces are contained in under [343.5.0](#) and [343.7.0](#).
- h. The bundles from each separate mailing must be sorted together on pallets (copalletized) using presort software that is PAVE-certified.
- i. The pieces in each separate mailing must bear the applicable markings required under [345.5.0, Preparing Nonautomation Flats](#), [345.6.0, Preparing Enhanced Carrier Route Flats](#), or [345.7.0, Preparing Automation Flats](#), and under [302, Elements on the Face of a Mailpiece](#).



- j. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.
- k. In addition to the postage statement(s), documentation prepared by PAVE-certified software must be submitted with each copalletized mailing job that describes for each pallet sortation level and pallet the number of pieces qualifying for each applicable carrier route price, each applicable automation price, and each applicable Presorted price under [708.1.0](#). A separate 5% threshold summary also must be provided under [708.1.0](#) for each “logical” merged 5-digit scheme or “logical” merged 5-digit pallet presort destination. This 5% threshold summary must show for each 5-digit ZIP Code on the logical merged 5-digit scheme or logical merged 5-digit pallet: the total number of pieces on the pallet for the 5-digit ZIP Code; the total number of pieces sorted in carrier route bundles for the 5-digit ZIP Code; the total number of pieces sorted in 5-digit bundles for the 5-digit ZIP Code, and; of the total number of pieces for the 5-digit ZIP Code, the percentage of pieces sorted in 5-digit bundles for that 5-digit ZIP Code. This additional 5% threshold summary must appear within the body of the documentation beneath the pallet price listing for the last physical pallet for the logical pallet presort destination. Note: If there are two or more physical pallets for the same presort destination, for example, the same merged 5-digit pallet destination, these two or more physical pallets would be considered as one “logical pallet.” The separate pallet summary must be for the mail on all of the physical pallets (the “logical pallet”) for that presort destination.
- l. Portions of the mailing job that cannot be palletized must be prepared in sacks.

### 12.1.7 Bundle Preparation

Bundles placed on pallets must be prepared under the standards in [8.0, Preparing Pallets](#).

### 12.1.8 5%-Threshold Standard

Five-digit bundles and carrier route bundles may be placed on the same merged 5-digit scheme and merged 5-digit pallet if all of the following conditions are met:

- a. The number of pieces prepared in 5-digit bundles for any single 5-digit ZIP Code on a logical merged 5-digit or merged 5-digit scheme pallet does not exceed 5% of the total number of pieces for the 5-digit ZIP Code on the pallet(s) for the presort destination. That is, the total number of pieces for a 5-digit ZIP Code in 5-digit and carrier route bundles must not be greater than the number of pieces in carrier route bundles divided by 0.95.
- b. The 5% threshold is calculated separately for each 5-digit ZIP Code. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5% threshold applies to each 5-digit ZIP Code for the scheme on a merged 5-digit scheme pallet. Since 5-digit scheme bundles may not be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.



- c. Except when bundles are prepared under the cobundling option in [11.0](#), all the mail in a logical 5-digit bundle must be able to be placed on the logical pallet under the 5% rule. A logical 5-digit bundle is all pieces for a mailing (price level) prepared in a 5-digit bundle or bundles for the same 5-digit destination. For each 5-digit ZIP Code, it is possible to have a logical 5-digit bundle of automation price mail and a logical 5-digit bundle of Presorted price mail. If the total number of pieces in a logical 5-digit bundle exceeds the 5% limit, none of the pieces for that 5-digit bundle level may be placed on a merged 5-digit or merged 5-digit scheme pallet. For some ZIP Codes, the total number of pieces prepared in logical 5-digit bundles (both an automation price 5-digit bundle and a Presorted price 5-digit bundle) may exceed 5% of the total mail for that ZIP Code, but the number of pieces for an individual automation price logical 5-digit bundle for that ZIP Code does not exceed the 5% limit nor does an individual Presorted price logical 5-digit bundle for that ZIP Code exceed the 5% limit. In such instances, mailers may choose to place all of the pieces in a logical 5-digit bundle for a single price category on the logical merged 5-digit or merged 5-digit scheme pallet so that the 5% threshold is not exceeded.
- d. Except for bundles prepared under the cobundling option in [11.0](#), if the total number of pieces in both the logical 5-digit automation price bundle and the logical 5-digit Presorted price bundle each separately exceed 5% of the total number of pieces for the 5-digit ZIP Code, none of the pieces in 5-digit bundles may be merged with carrier route bundles on a merged 5-digit or merged 5-digit scheme pallet.
- e. For mailing jobs prepared using the cobundling option in [11.0](#), if the total number of pieces prepared in a logical 5-digit bundle (containing automation price and Presorted price pieces) exceeds the 5% limit for a 5-digit ZIP Code in [12.1.8a](#), a mailer may, for each 5-digit ZIP Code, choose to place a portion of the pieces prepared in the logical 5-digit bundle on a merged 5-digit or 5-digit scheme pallet using one of the options below. Regardless of the option selected, a minimum of 10 pieces or 15 pieces as applicable must be prepared in 5-digit bundle(s) placed on the merged pallet and a minimum of 10 or 15 remaining pieces as applicable prepared in 5-digit bundle(s) not placed on the merged pallet, with the total number of pieces not exceeding the 5% limit. The options are:
  - 1. Place either all automation price pieces or all Presorted price pieces for the 5-digit ZIP Code on the merged pallet.
  - 2. Place a portion of either the automation price pieces or the Presorted price pieces for the 5-digit ZIP Code on the merged pallet.
  - 3. Place either all the automation price pieces plus a portion of the Presorted price pieces or all the Presorted price pieces plus a portion of the automation price pieces for the 5-digit ZIP Code on the merged pallet.

### 12.1.9 Pallet Preparation and Labeling

Mailers must prepare pallets of bundles in the manner and sequence listed below and under [8.0](#). Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the





mailing based on the volume of mail to the destination using [L001](#) and the 5% threshold. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under [8.6](#).

- a. *Merged 5-digit scheme*, required, permitted only when 5-digit bundles for at least one 5-digit ZIP Code in the scheme may be merged with carrier route bundles under the 5% threshold standard in [12.1.8](#). May contain carrier route bundles for any 5-digit ZIP Code in a single scheme listed in [L001](#). May also contain automation price 5-digit bundles and Presorted price 5-digit bundles up to a maximum of 5% of the total number of pieces for each 5-digit ZIP Code in the scheme under [12.1.8](#). For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under [12.1.9c](#) (merged 5-digit pallet). Labeling:
  1. Line 1: use [L001](#), Column B.
  2. Line 2: "STD FLTS CR/5D SCHEME."
- b. *5-digit scheme carrier routes*, required, may contain only carrier route bundles for all carrier routes in an [L001](#) scheme when a merged 5-digit scheme pallet could not be prepared under [12.1.9a](#). Labeling:
  1. Line 1: use [L001](#), Column B.
  2. Line 2: "STD FLTS CR-RTS SCHEME."
- c. *Merged 5-digit*, required, permitted only when 5-digit bundles may be merged with carrier route bundles under the 5% threshold standard in [12.1.8](#) for a 5-digit ZIP Code that is not part of an [L001](#) scheme. May contain carrier route price bundles, automation price 5-digit bundles, and Presorted price 5-digit bundles. The number of pieces in 5-digit bundles is limited to 5% of the total number of pieces placed on the pallet under [12.1.8](#). Labeling:
  1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  2. Line 2: "STD FLTS CR/5D."
- d. *5-digit carrier routes*, required, may contain only carrier route price bundles for the same 5-digit ZIP Code that is not part of a scheme and for which a merged 5-digit pallet could not be prepared under [12.1.9c](#). Labeling:
  1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  2. Line 2: "STD FLTS"; followed by "CARRIER ROUTES" or "CR-RTS."
- e. *5-digit*, required, may contain only automation price 5-digit bundles and Presorted price 5-digit bundles for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme ([L007](#)) bundles (automation price and cobundled automation and Presorted price pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the "label to" 5-digit ZIP Code in [L007](#). Labeling:
  1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).





2. Line 2: "STD FLTS 5D"; followed by "BARCODED" or "BC" if the pallet contains automation price mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted price mail.
- f. *3-digit*, optional, option not available for 3-digit ZIP Code prefixes marked "N" in [L002](#). May contain carrier route price, automation price, and Presorted price mail, including 3-digit scheme ([L008](#)) bundles (automation and cobundled automation and Presorted price pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the "label to" 3-digit ZIP Code in [L008](#). Labeling:
  1. Line 1: use [L002](#), Column A.
  2. Line 2: "STD FLTS 3D"; followed by "BARCODED" or "BC" if the pallet contains automation price mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted price mail and/or carrier route price mail.
- g. *SCF*, required, may contain carrier route price, automation price, and Presorted price bundles. Labeling:
  1. Line 1: use [L002](#), Column C.
  2. Line 2: "STD FLTS SCF"; followed by "BARCODED" or "BC" if the pallet contains automation price mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted price mail and/or carrier route price mail.
- h. *ASF*, required, except that an ASF sort may not be required if using bundle reallocation under [8.13.3](#). May contain carrier route price, automation price, and/or Presorted price bundles. Sort ADC bundles to ASF pallets based on the "label to" ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer's option, sort appropriate mixed ADC bundles to ASF pallets based on the "label to" ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on ASF pallets must contain only pieces destinating within the ASF as shown in [6.3](#). See [346.3.0](#) for additional requirements for DNDC price eligibility. Labeling:
  1. Line 1: use [L602](#), Column B.
  2. Line 2: "STD FLTS ASF"; followed by "BARCODED" or "BC" if the pallet contains automation price mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted price mail and/or carrier route price mail.
- i. *NDC*, required, may contain carrier route price, automation price, and/or Presorted price bundles. Sort ADC bundles to NDC pallets based on the "label to" ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer's option, sort appropriate mixed ADC bundles to NDC pallets based on the "label to" ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on NDC pallets must contain only pieces destinating within the NDC as shown in [6.3](#). See [346.3.0](#) for additional requirements for DNDC price eligibility. Labeling:
  1. Line 1: use [L601](#), Column B.
  2. Line 2: "STD FLTS NDC"; followed by "BARCODED" or "BC" if the pallet contains automation price mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted price mail and/or carrier route price mail.



## 13.0 Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold

### 13.1 Periodicals

#### 13.1.1 Basic Standards

Five-digit scheme bundles (using [L007](#)) and 3-digit scheme bundles (using [L008](#)) must be prepared according to standards in [13.1.4](#). Five-digit scheme bundles and 3-digit scheme bundles may not be copalletized on any merged pallets. Five-digit bundles from a barcoded price mailing and 5-digit bundles from a nonbarcoded price mailing (including pieces cobundled under [11.0](#)) may be placed on the same pallet as carrier route bundles under the following conditions:

- a. A carrier route mailing must be part of the same mailing job as the barcoded price mailing and/or the nonbarcoded price mailing.
- b. Pieces in the barcoded price mailing must meet the criteria for a flat under [301.3.0](#) or [707.26.0](#). These two types of flats cannot be combined in the same bundle.
- c. Mailers must use the Carrier Route Indicators field in the City State Product and the 5% limit criteria in [13.1.4](#) to prepare the mailing. The mailing must be entered no later than 90 days after the release date of the City State Product used.
- d. When firm bundles, carrier route bundles, and 5-digit bundles are placed together on the same merged 5-digit scheme or merged 5-digit pallet according to standards in [13.1.4](#) and [13.1.5](#), the following conditions also apply:
  1. For 5-digit ZIP Codes identified with an “A” or “C” indicator in the City State Product, merged 5-digit scheme and merged 5-digit pallets may be prepared with no limit to the number of addressed pieces placed in 5-digit bundles.
  2. For 5-digit ZIP Codes identified with a “B” or “D” indicator in the City State Product, the number of addressed pieces placed in 5-digit bundles (other than firm bundles) must not exceed 5% of the total number of addressed pieces placed on the merged 5-digit scheme or merged 5-digit pallet, for each corresponding 5-digit ZIP Code. For merged 5-digit scheme pallets, the 5% threshold is calculated separately for each individual 5-digit ZIP Code.
- e. All possible merged 5-digit scheme, 5-digit scheme carrier routes, and 5-digit scheme pallets must be prepared according to standards in [13.1.5](#).
- f. The bundles from each separate mailing must be sorted together on pallets (copalletized) under [13.1.5](#) using presort software that is PAVE-certified.
- g. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job. In addition, documentation produced by PAVE-certified software must be submitted with each mailing job. Documentation, under [708.1.0](#), must describe for each “logical” pallet sortation level and each physical pallet the number of addressed



pieces qualifying for each carrier route price, each nonbarcoded price, and each barcoded price. Within the body of the documentation beneath the listing for the last physical pallet for each logical pallet presort destination, a separate 5% threshold summary also must be provided for each merged 5-digit scheme and each merged 5-digit logical pallet destination that contains mail for one or more 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product. *Note:* The separate 5% threshold summary must be for the mail on all of the physical pallets (i.e., the “logical” pallet) for that presort destination. This summary must describe for each 5-digit ZIP Code:

1. The total number of all addressed pieces.
  2. The total number of addressed pieces sorted in carrier route bundles and firm bundles (each firm bundle is claimed as one addressed piece).
  3. The total number of addressed pieces sorted in 5-digit bundles (other than firm bundles).
  4. Of the total number of all addressed pieces in [13.1.1g1](#), the percentage of addressed pieces sorted in 5-digit bundles (other than firm bundles).
- h. Portions of the mailing job that cannot be palletized must be prepared in sacks.

### 13.1.2 Bundle Preparation

Bundles must be prepared under the standards in [8.0](#).

### 13.1.3 Low-Volume Bundles

Carrier route and 5-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC price (Outside-County) or basic price (In-County).

### 13.1.4 5% Threshold—5-Digit ZIP Codes Identified with a “B” or “D” Indicator

Firm bundles (claimed as one addressed piece), carrier route bundles, and 5-digit bundles may be placed together on the same merged 5-digit scheme or merged 5-digit logical pallet under [13.1.5](#) if all of the following conditions in items [13.1.4a](#) through [13.1.4e](#) below are met:

- a. For the purpose of calculating the 5% threshold, firm bundles (regardless of the price claimed) are added together with the number of addressed pieces in carrier route bundles.
- b. The number of pieces prepared in 5-digit bundles (other than firm bundles) for any single 5-digit ZIP Code with a “B” or “D” indicator (in the City State Product) on a logical merged 5-digit scheme or merged 5-digit pallet must not exceed 5% of the total number of addressed pieces for the 5-digit ZIP Code on the logical pallet for the presort destination. Five-digit ZIP Codes with an “A” or “C” indicator (in the City State Product) are not subject to the 5% limit.
- c. The 5% threshold is calculated separately for each 5-digit ZIP Code with a “B” or “D” indicator. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5% threshold applies to each 5-digit ZIP Code with a “B” or “D” indicator for the scheme on a merged 5-digit scheme pallet. (5-digit ZIP



Codes with an “A” or “C” indicator are not subject to the 5% limit.) Since 5-digit scheme bundles may not be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.

- d. When firm bundles, other than those claimed at carrier route prices, are placed on a merged 5-digit scheme or a merged 5-digit pallet, addressed pieces in all corresponding 5-digit bundles up to 5% also must be merged. If the number of addressed pieces placed in 5-digit bundles (for an individual 5-digit ZIP Code) exceeds the 5% threshold, the mailer may place a portion of the addressed pieces (up to 5%) on a merged 5-digit scheme or a merged 5-digit pallet. Mailers are encouraged, but not required, to include such pieces on a merged pallet in this sequence: presorted price bundles, followed by cobundles (if using [11.0](#)), followed by automation price bundles.
- e. For the purpose of determining the 5% threshold, addressed pieces in low-volume carrier route bundles count as carrier route sorted pieces, and addressed pieces in low-volume 5-digit bundles count as 5-digit sorted pieces, even though the mixed ADC price (Outside-County) or basic price (In-County) is paid for such pieces.

#### 13.1.5 Pallet Preparation and Labeling

**[1-27-13]** Mailers must prepare pallets of bundles in the manner and sequence listed below and under [8.0](#). Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination ([8.0](#)) using [L001](#), the City State Product, and the 5% threshold ([13.1.4](#)), as applicable. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under [8.6](#). If, due to the physical size of the mailpieces, the barcoded price pieces are considered flat-size under [301.3.0](#) and the carrier route sorted pieces and nonbarcoded price pieces are considered irregular parcels under [401.1.6](#), “FLTS” must be shown as the processing category on the pallet label. If a mailing contains no barcoded price pieces and the carrier route pieces and the nonbarcoded ofpieces are irregular parcels, use “IRREG” for the processing category on the contents line of the pallet label. Prepare and label pallets as follows:

- a. *Merged 5-digit scheme*, required; for schemes that contain at least one 5-digit ZIP Code that has an “A” or “C” indicator in the City State Product, the pallet contains 1) carrier route bundles for all 5-digit ZIP Codes in the scheme, 2) 5-digit barcoded price and 5-digit nonbarcoded price bundles for those 5-digit ZIP Codes in the scheme with an “A” or “C” indicator in the City State Product, and 3) 5-digit barcoded price and/or 5-digit nonbarcoded price bundles for those 5-digit ZIP Codes in the scheme with a “B” or “D” indicator when the number of pieces in the 5-digit bundle(s) does not exceed 5% of the total number of pieces for that 5-digit ZIP Code under [13.1.4](#). For schemes in which all 5-digit ZIP Codes have “B” or “D” indicators and for which there is at least one 5-digit ZIP Code for which 5-digit bundles may be placed on the pallet under the 5% limit in [13.1.4](#), place all carrier route bundles plus the 5-digit bundles within the 5% limit on the pallet. For schemes in which all 5-digit ZIP Codes have “B” or “D” indicators and for which there are no 5-digit ZIP Codes



for which 5-digit bundles may be placed on the pallet under the 5% limit, do not prepare a merged 5-digit scheme pallet (sort bundles to pallets under [13.1.5b](#) through [13.1.5h](#)). Labeling:

1. Line 1: use [L001](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; and followed by “CR/5D SCHEME.”
- b. *5-digit scheme carrier routes*, required, may contain only carrier route bundles for all carrier routes in an [L001](#) scheme for which all 5-digit ZIP Codes in the scheme have a “B” or “D” indicator and for which no 5-digit bundles could be placed on a merged 5-digit scheme pallet with the carrier route bundles because the 5-digit bundles exceeded the 5% threshold. Labeling:
1. Line 1: use [L001](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; and followed by “CR-RTS SCHEME.”
- c. *5-digit scheme*, not permitted for flats that meet the dimension, weight, and flexibility criteria for automation flats in [301.3.0](#) (including pieces in merged bundles) and not permitted for sacks or trays. Required for all other flats and irregular parcels. May contain only 5-digit bundles of barcoded price and nonbarcoded price mail for the same 5-digit scheme under [L001](#) for which one or more 5-digit ZIP Codes in the scheme had a “B” or “D” indicator in the City State Product, and the 5-digit bundles could not be placed on a merged 5-digit scheme pallet (the pieces exceeded the 5% threshold). Labeling:
1. Line 1: use [L001](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price mail; and followed by “SCHEME” or “SCH.”
- d. *Merged 5-digit*, required, may contain carrier route bundles, barcoded price 5-digit bundles, and nonbarcoded price 5-digit bundles for those 5-digit ZIP Codes that are not part of a scheme. For 5-digit ZIP Codes with an “A” or “C” indicator in the City State Product, there is no limit on the number of pieces in 5-digit bundles that may be placed on the pallet and a merged 5-digit pallet is prepared even if there are no 5-digit bundles for that ZIP Code. For those 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product, the number of pieces in 5-digit bundles is limited to 5% of the total number of pieces for the 5-digit pallet destination under [13.1.4](#). However, if no 5-digit bundles for ZIP Codes with “B” or “D” indicators can be placed on this level pallet under the 5% limit, do not prepare this a merged 5-digit pallet (sort bundles under [13.1.5e](#) through [13.1.5h](#)). Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or IRREG” as applicable; and followed by “CR/5D.”



- e. *5-digit carrier routes*, required, may contain only carrier route price bundles for the same 5-digit ZIP Code that is not part of a scheme and that could not be placed on a merged 5-digit pallet. Labeling:
  - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; and followed by “CARRIER ROUTES” or “CR-RTS.”
- f. *5-digit*, required, may contain only barcoded price 5-digit bundles and nonbarcoded price 5-digit bundles for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme (L007) bundles (barcoded price and cobundled barcoded and nonbarcoded price pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the “label to” 5-digit ZIP Code in L007. Labeling:
  - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; and followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price mail.
- g. *3-digit*, optional, option not available for 3-digit ZIP Code prefixes marked “N” in L002. May contain carrier route price, barcoded price, and nonbarcoded price mail, including 3-digit scheme (L008) bundles (barcoded and cobundled barcoded and nonbarcoded price pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the “label to” 3-digit ZIP Code in L008. Labeling:
  - 1. Line 1: use L002, Column A.
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “3D”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; and followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price mail and/or carrier route mail.
- h. *SCF through mixed ADC*, use 8.10.2h through 8.10.2k, as applicable, to prepare and label SCF, ADC, Origin Mixed ADC (OMX) and mixed ADC pallet levels.

## 13.2 Standard Mail

### 13.2.1 Basic Standards

Five-digit scheme bundles (under L007) and 3-digit scheme bundles (under L008) must be prepared. Five-digit scheme bundles may not be copalletized on any merged pallets. Five-digit bundles from an automation price mailing and 5-digit bundles from a Presorted price mailing (including pieces cobundled under 11.0) may be placed on the same pallet as carrier route bundles under the following conditions:

- a. A carrier route mailing must be part of the mailing job.



- b. The pieces in the carrier route price mailing, the automation price mailing, and the Presorted price mailing must be part of the same mailing job, and all three mailings must be reported on the same postage statement.
- c. Pieces in the automation price mailing must meet the criteria for a flat under [301.3.0](#). Pieces in the Presorted price mailing and the carrier route mailing must meet the criteria for a flat under [301.1.1](#).
- d. Mailers must use the Carrier Route Indicators field in the City State Product and the 5% limit criteria in [13.2.3](#) to prepare the mailing. The mailing must be entered no later than 90 days after the release date of the City State Product used.
- e. Automation price 5-digit bundles, Presorted price 5-digit bundles, and cobundled 5-digit bundles may be copalletized with carrier route bundles and firm bundles on merged 5-digit or merged 5-digit scheme pallets as follows:
  1. For 5-digit ZIP Codes with an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product, carrier route and 5-digit bundles may be merged with no limit on the number of pieces in 5-digit bundles placed on the pallet. 5-digit scheme bundles may not be used.
  2. For 5-digit ZIP Codes with a “B” or “D” indicator in the Carrier Route Indicators field in the City State Product, the pieces in the 5-digit bundles must not exceed 5% of the total number of pieces for each individual 5-digit ZIP Code on the pallet as described in [13.2.3](#). Since 5-digit scheme bundles cannot be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.
- f. If sortation under this section is performed, then merged 5-digit scheme pallets must be prepared whenever there is enough volume of carrier route and 5-digit bundles under [8.0](#) to prepare such pallets using the criteria in [13.2.1e](#) and the sortation criteria in [13.2.4](#).
- g. The carrier route mailing must meet the eligibility criteria in [343.6.0](#), the automation price mailing must meet the eligibility criteria in [343.7.0](#), and the Presorted price mailing must meet the eligibility criteria in [343.5.0](#).
- h. The prices are based on the level of bundle that the pieces are contained in under [343.5.0](#) and [343.7.0](#).
- i. The pieces in each separate mailing must bear the applicable markings required under [345.5.0](#), [345.6.0](#), or [345.7.0](#) and under [302, Elements on the Face of a Mailpiece](#).
- j. The bundles from each separate mailing must be sorted together on pallets (copalletized) using presort software that is PAVE-certified.
- k. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.
- l. In addition to the applicable postage statement, documentation produced by PAVE-certified software must be submitted with each copalletized mailing job that describes for each pallet sortation level and pallet the number of pieces





qualifying for each applicable carrier route price, each applicable automation price, and each applicable Presorted price. A separate 5% threshold summary also must be provided under [708.1.0](#) for each “logical” merged 5-digit scheme or “logical” merged 5-digit pallet presort destination that contains mail for one or more 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product. This 5% threshold summary must show for each 5-digit ZIP Code with a “B” or “D” indicator on the logical merged 5-digit scheme or logical merged 5-digit pallet: the total number of pieces on the pallet for the 5-digit ZIP Code; the total number of pieces sorted in carrier route bundles for the 5-digit ZIP Code; the total number of pieces sorted in 5-digit bundles for the 5-digit ZIP Code, and; of the total number of pieces for the 5-digit ZIP Code, the percentage of pieces sorted in 5-digit bundles for that 5-digit ZIP Code. This additional 5% threshold summary must appear within the body of the documentation beneath the pallet price listing for the last physical pallet for the logical pallet presort destination. *Note:* If there are two or more physical pallets for the same presort destination, for example, the same merged 5-digit pallet destination, these two or more physical pallets would be considered as one “logical pallet.” The separate pallet summary must be for the mail on all of the physical pallets (the “logical pallet”) for that presort destination.

- m. Portions of the mailing job that cannot be palletized must be prepared in sacks.

#### **13.2.2 Bundle Preparation**

Bundles placed on pallets must be prepared under the standards in [8.0](#).

#### **13.2.3 5% Threshold Standard**

Five-digit bundles, carrier route bundles, and firm bundles may be placed on the same merged 5-digit scheme or merged 5-digit pallet under [13.2.4](#) if all of the following conditions are met:

- a. The number of pieces prepared in 5-digit bundles for any single 5-digit ZIP Code with a “B” or “D” indicator on a logical merged 5-digit or merged 5-digit scheme pallet does not exceed 5% of the total number of pieces for the 5-digit ZIP Code on the logical pallet for the presort destination. That is, the total number of pieces for a 5-digit ZIP Code in 5-digit and carrier route bundles must not be greater than the number of pieces in carrier route bundles divided by 0.95. 5-digit ZIP Codes with an “A” or “C” indicator are not subject to the 5% limit.
- b. The 5% threshold is calculated separately for each 5-digit ZIP Code with a “B” or “D” indicator. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5% threshold applies to each 5-digit ZIP Code with a “B” or “D” indicator for the scheme on a merged 5-digit scheme pallet. (Five-digit ZIP Codes with an “A” or “C” indicator are not subject to the 5% limit.) Since 5-digit scheme bundles cannot be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.
- c. Except when bundles are prepared under the cobundling option in [11.0](#), all mail in a logical 5-digit bundle for a 5-digit ZIP Code with a “B” or “D” indicator must be able to be placed on the logical pallet under the 5% rule. A logical 5-digit bundle is all pieces for a mailing (price level) prepared in a 5-digit bundle or





bundles for the same 5-digit destination. For each 5-digit ZIP Code, it is possible to have a logical 5-digit bundle of automation price mail and a logical 5-digit bundle of Presorted price mail. If the total number of pieces in a logical 5-digit bundle exceeds the 5% limit, none of the pieces for that 5-digit bundle level may be placed on a merged 5-digit or merged 5-digit scheme pallet. For some ZIP Codes, the total number of pieces prepared in logical 5-digit bundles (both an automation price logical 5-digit bundle and a Presorted price logical 5-digit bundle) may exceed 5% of the total mail for that ZIP Code, but the number of pieces for an individual automation price logical 5-digit bundle for that ZIP Code does not exceed the 5% limit nor does an individual Presorted price logical 5-digit bundle for that ZIP Code exceed the 5% limit. In such instances, mailers may choose to place all of the pieces in a logical 5-digit bundle for a single price category on the logical merged 5-digit or merged 5-digit scheme pallet so that the 5% threshold is not exceeded.

- d. Except for bundles prepared under the cobundling option in [11.0](#), if the total number of pieces in both the logical 5-digit automation price bundle and the logical 5-digit Presorted price bundle each separately exceed 5% of the total number of pieces for the 5-digit ZIP Code with a “B” or “D” indicator, none of the pieces in 5-digit bundles may be merged with carrier route bundles on a merged 5-digit or merged 5-digit scheme pallet.
- e. For mailing jobs prepared using the cobundling option in [11.0](#), if the total number of pieces prepared in a logical 5-digit bundle (containing automation price and Presorted price pieces) exceeds the 5% limit for a 5-digit ZIP Code in [13.2.3a](#), a mailer may, for each 5-digit ZIP Code, choose to place a portion of the pieces prepared in the logical 5-digit bundle on a merged 5-digit or 5-digit scheme pallet using one of the options below. Regardless of the option selected, a minimum of 10 pieces or 15 pieces as applicable must be prepared in 5-digit bundle(s) placed on the merged pallet and a minimum of 10 or 15 remaining pieces as applicable prepared in 5-digit bundle(s) not placed on the merged pallet, with the total number of pieces not exceeding the 5% limit. The options are:
  1. Place either all automation price pieces or all Presorted price pieces for the 5-digit ZIP Code on the merged pallet.
  2. Place a portion of either the automation price pieces or the Presorted price pieces for the 5-digit ZIP Code on the merged pallet.
  3. Place either all the automation price pieces plus a portion of the Presorted price pieces or all the Presorted price pieces plus a portion of the automation price pieces for the 5-digit ZIP Code on the merged pallet.

### 13.2.4 Pallet Preparation and Labeling

Mailers must prepare pallets of bundles in the manner and sequence listed below and under [8.0](#). Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using [L001](#), the City State Product, and the 5% threshold. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under [8.6](#).



### 705.13.2.4

- a. *Merged 5-digit scheme*, required; for schemes that contain at least one 5-digit ZIP Code that has an “A” or “C” indicator in the City State Product, the pallet contains: carrier route bundles for all 5-digit ZIP Codes in the scheme; 5-digit automation price and 5-digit Presorted price bundles for those 5-digit ZIP Codes in the scheme with an “A” or “C” indicator in the City State Product; and 5-digit automation price and/or 5-digit Presorted price bundles for those 5-digit ZIP Codes in the scheme with a “B” or “D” indicator when the number of pieces in the 5-digit bundle(s) does not exceed 5% of the total number of pieces for that 5-digit ZIP Code under [13.2.3](#). For schemes in which all 5-digit ZIP Codes have “B” or “D” indicators and for which there is at least one 5-digit ZIP Code for which 5-digit bundles may be placed on the pallet under the 5% limit in [13.2.3](#), place all carrier route bundles plus the 5-digit bundles within the 5% limit on the pallet. For schemes in which all 5-digit ZIP Codes have “B” or “D” indicators and for which there are no 5-digit ZIP Codes for which 5-digit bundles may be placed on the pallet under the 5% limit, do not prepare a merged 5-digit scheme pallet (sort bundles to pallets under [13.2.4b](#) through [13.2.4i](#)). Labeling:
  1. Line 1: use [L001](#), Column B.
  2. Line 2: “STD FLTS CR/5D SCHEME.”
- b. *5-digit scheme carrier routes*, required, may contain only carrier route bundles for all carrier routes in an [L001](#) scheme for which all 5-digit ZIP Codes in the scheme have a “B” or “D” indicator and for which no 5-digit bundles could be placed on a merged 5-digit scheme pallet with the carrier route bundles because the 5-digit bundles exceeded the 5% threshold. Labeling:
  1. Line 1: use [L001](#), Column B.
  2. Line 2: “STD FLTS CR-RTS SCHEME.”
- c. *Merged 5-digit*, required, may contain carrier route bundles, automation price 5-digit bundles, and Presorted price 5-digit bundles for those 5-digit ZIP Codes that are not part of a scheme. For 5-digit ZIP Codes with an “A” or “C” indicator in the City State Product, there is no limit on the number of pieces in 5-digit bundles that may be placed on the pallet, and a merged 5-digit pallet is prepared even if there are no 5-digit bundles for that ZIP Code. For those 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product, the number of pieces in 5-digit bundles is limited to 5% of the total number of pieces for the 5-digit pallet destination under [13.2.3](#). However, if no 5-digit bundles for ZIP Codes with “B” or “D” indicators can be placed on this level pallet under the 5% limit, do not prepare a merged 5-digit pallet (sort bundles to pallets under [13.2.4d](#) through [13.2.4i](#)). Labeling:
  1. Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  2. Line 2: “STD FLTS CR/5D.”
- d. *5-digit carrier routes*, required, may contain only carrier route price bundles for the same 5-digit ZIP Code that is not part of a scheme and that could not be placed on a merged 5-digit pallet. Labeling:



1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  2. Line 2: “STD FLTS,” followed by “CARRIER ROUTES” or “CR-RTS.”
- e. *5-digit*, required, may contain only automation price 5-digit bundles and Presorted price 5-digit bundles for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme ([L007](#)) bundles (automation price and cobundled automation and Presorted price pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the “label to” 5-digit ZIP Code in [L007](#). Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  2. Line 2: “STD FLTS 5D”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail.
- f. *3-digit*, optional, option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). May contain carrier route price, automation price, and Presorted price mail, including 3-digit scheme ([L008](#)) bundles (automation and cobundled automation and Presorted price pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the “label to” 3-digit ZIP Code in [L008](#). Labeling:
1. Line 1: use [L002](#), Column A.
  2. Line 2: “STD FLTS 3D”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.
- g. *SCF*, required, may contain carrier route price, automation price, and Presorted price bundles. Labeling:
1. Line 1: use [L002](#), Column C.
  2. Line 2: “STD FLTS SCF”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.
- h. *ASF*, required, except that an ASF sort may not be required if using bundle reallocation under [8.13.3](#). May contain carrier route price, automation price, and/or Presorted price bundles. Sort ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s option, sort appropriate mixed ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on ASF pallets must contain only pieces destinating within the ASF as shown in [6.3](#). See [346.3.0](#) for additional requirements for DNDC price eligibility. Labeling:
1. Line 1: use [L602](#), Column B.



705.14.1

2. Line 2: “STD FLTS ASF”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.
- i. *NDC*, required, may contain carrier route price, automation price, and/or Presorted price bundles. Sort ADC bundles to NDC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s option, sort appropriate mixed ADC bundles to NDC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on NDC pallets must contain only pieces destinating within the NDC as shown in [6.3](#). See [363.3.0](#) for additional requirements for DNDC price eligibility. Labeling:
  1. Line 1: use [L601](#), Column B.
  2. Line 2: “STD FLTS NDC,” followed by “BARCODED” or “BC” if the pallet contains automation price mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.

## 14.0 Combining Bundles of Flats Within FSS Zones

### 14.1 General

Bound Printed Matter flats eligible for and paid at barcoded prices or carrier route prices, and all flat-size Standard Mail and Periodicals pieces, may optionally be consolidated into 5-digit FSS scheme bundles and placed on pallets, in sacks, or in approved alternate containers, for individual or multiple 5-digit FSS scheme ZIP Code combinations within the same facility. Flat-size pieces prepared to FSS zones may also be combined with flat-size mailpieces not intended for FSS processing when prepared in accordance with these standards and the standards in [8.0](#). Mailers using this option will place qualifying mailpieces from all price categories into a separate combined pool for each individual 5-digit FSS-scheme combination. Mailers will then prepare bundles of uniform size from the pieces in the pool. Mailpieces that meet the eligibility standards for 5-digit automation prices, the Bound Printed Matter barcode discount, or basic and high density carrier route prices will continue to be eligible for these prices when prepared in accordance with the FSS optional preparation standards. Saturation price Standard Mail and Periodicals carrier route flats are not eligible for preparation under this option. Mailpieces and bundles must also be prepared as follows:

- a. Bundles for all FSS sort plans must be identified as a 5-digit scheme presort through the use of an optional endorsement line under [708.7.0](#).
- b. All pieces placed into an FSS pool must be barcoded. Automation and carrier route pieces must bear an accurate delivery point barcode, including a fully populated routing code field (11 digits).
- c. Nonautomation pieces must be barcoded to the finest extent possible.
- d. All pieces for each combined mailpiece pool must be prepared in bundles with a 3-inches minimum and a 6.5-inches maximum height.

- e. It is recommended that the mailpieces within each bundle be randomized within the 5-digit FSS-scheme ZIP Code combinations or FSS sort plan schemes as defined by [L006](#) (i.e. within bundles, randomly arrange pieces regardless of price category). Any piece prepared for a specific 5-digit scheme ZIP Code combination may be placed in the bundles of flats of uniform height.
- f. “Leveling” (adjusting bundle heights within a presort destination to avoid overflow bundles) of the bundles within each mailpiece pool is encouraged.
- g. Except for one overflow bundle that may be under the minimum size, all bundles within each mailpiece pool must be of uniform size.
- h. Bundles must be placed on pallets to form layers of consistent thickness; and bundles of uneven thickness must be counter-stacked on pallets in accordance with [8.5.8](#).
- i. Pallets must be prepared under [8.0](#) and labeled under [8.6](#), with a pallet placard bearing an Intelligent Mail container barcode as described in [708.6.6](#).
- j. Bundles of flat-size pieces prepared to FSS zones must be palletized under 8.0 when 250 pounds or more of bundles are available for a presort destination. Bundles remaining after palletization may be placed in sacks or approved alternate containers.
- k. Sacks containing flat-size pieces prepared to FSS zones must be labeled with Intelligent Mail tray labels under [708.6.5](#).

## 14.2 Periodicals

### 14.2.1 Basic Standards

Periodicals flats, including nonmachinable flats (up to 1 inch in thickness) may be combined in 5-digit FSS scheme bundles and placed on pallets, or in sacks or approved alternate containers, for delivery to ZIP Codes having Flats Sequencing System (FSS) processing capability, as shown in [L006](#). Periodicals prepared under this option are subject to the following:

- a. Eligibility for pricing purposes is based on standards in [707.11.0](#) through [707.14.0](#), except that the 5-digit Outside-County bundle charge will be assessed to bundles of Outside-County Periodicals prepared in accordance with these standards, including those containing mailpieces being claimed at the carrier route piece price.
- b. FSS 5-digit scheme pallets will be assessed the Outside-County container charge applicable to the 3-digit level pallet, and the FSS facility sort level pallet will be charged a container price applicable to the SCF pallet.
- c. Mailers must provide standardized presort documentation under [708.1.0](#) that demonstrates eligibility for 5-digit (scheme) or carrier route prices in accordance with [707.13.0](#), [707.14.0](#) and [707.25.0](#).
- d. Mailers may combine all 5-digit, carrier route and 5-digit scheme eligible flat-size mailpieces, into a combined mailpiece pool for each FSS 5-digit scheme combination according to [L006](#).



- e. Each bundle must be identified with a “SCH 5-DIGIT FSS” optional endorsement line, including the correct ZIP code listed in [L006](#), Column B, in accordance with [Exhibit 708.7.1.1](#).
- f. All pooled Periodicals mailpieces prepared on pallets to a single presort destination must be prepared in uniform size bundles, between 3 inches and 6.5 inches in height and secured in accordance with [20.4](#), except that one overflow bundle per mailpiece pool may be under the minimum size.

#### 14.2.2 Pallet Preparation and Labeling

Periodicals flats pieces prepared in 5-digit FSS scheme bundles must be placed on pallets in accordance with these standards. Residual bundles may be included with non-FSS bundles and placed directly on 3-digit, SCF, or ADC pallets in accordance with [8.10.2](#); or placed in sacks or approved alternate containers. Preparation sequence and labeling:

- a. *FSS sort plan*, required (optional under 250 pounds), no minimum, permitted only for FSS bundles prepared for a single FSS sort plan as shown in [L006](#). Pallet must contain only bundles of pooled barcoded 5-digit (scheme) and barcoded carrier route pieces for a single FSS sort plan. Labeling:
  - 1. Line 1: [L006](#), column B.
  - 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS;” followed by “5D”; followed by “BARCODED” (or “BC”); followed by “FSS SCHEME” (or “FSS SCH”).
- b. *FSS facility sort*, required (optional under 250 pounds), no minimum, permitted only for FSS bundles prepared for the FSS sort plans processed within the same SCF as shown in [L006](#). Pallet must contain only bundles of barcoded 5-digit (scheme) and barcoded carrier route pieces for a facility's FSS sort plans. Labeling:
  - 1. Line 1: “MXD” followed by information in [L006](#), column C.
  - 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS;” followed by “5D”; followed by “BARCODED” (or “BC”); followed by “FSS SCHEME” (or “FSS SCH”).

#### 14.2.3 Sack Preparation and Labeling

Properly prepared flat-size mailpieces in 5-digit FSS scheme bundles may be placed in sacks or approved alternate containers when 250 pounds are not available to a presort destination. 5-digit FSS scheme bundles may also be placed, or combined with non-FSS bundles and placed in 3-digit, SCF, ADC, or mixed ADC sacks or alternate containers. Preparation and labeling:

- a. *FSS sort plan*, required, permitted only for 5-digit FSS scheme bundles prepared for a single FSS sort plan as shown in [L006](#); labeling:
  - 1. Line 1: [L006](#), column B.
  - 2. Line 2: “PER FLTS 5D FSS SCH BC” or “NEWS FLTS 5D FSS SCH BC,” as applicable.
- b. *FSS facility sort*, required, permitted only for FSS bundles prepared for the FSS sort plans processed within the same facility as shown in [L006](#).

1. Line 1: L006, column C.
2. Line 2: Line 2: “PER FLTS 5D FSS SCH BC” or “NEWS FLTS 5D FSS SCH BC,” as applicable.

### 14.3 Standard Mail

#### 14.3.1 Basic Standards

All flat-size Standard Mail mailpieces may be combined in 5-digit FSS scheme bundles and placed on pallets, or in sacks or approved alternate containers, for delivery to ZIP Codes having Flats Sequencing System (FSS) processing capability, as shown in L006. Standard Mail flats are subject to the following:

- a. Price eligibility is based on standards in 343.
- b. Mailers must provide standardized presort documentation under 708.1.0 that demonstrates eligibility for 5-digit (scheme) or carrier route prices in accordance with 343.
- c. Mailers may combine all 5-digit, carrier route and 5-digit scheme eligible flat-size mailpieces into a combined mailpiece pool for each FSS 5-digit scheme combination according to L006.
- d. Each bundle must be identified with a “SCH 5-DIGIT FSS” optional endorsement line, including the correct ZIP code listed in L006, Column B, in accordance with Exhibit 708.7.1.1.
- e. All pooled mailpieces prepared to a single palletized presort destination must be prepared in uniform size bundles, between 3 inches and 6.5 inches in height and secured in accordance with 601.2.0, except that one overflow bundle per mailpiece pool may be under the minimum size.

#### 14.3.2 Pallet Preparation and Labeling

Standard Mail flats prepared in 5-digit FSS scheme bundles must be placed on pallets in accordance with these standards. Residual bundles may be included with non-FSS bundles and placed directly on 3-digit, SCF, ASF, or NDC pallets in accordance with 8.10.2; or placed in sacks or approved alternate containers. Preparation sequence and labeling:

- a. *FSS sort plan*, required (optional under 250 pounds), no minimum, permitted only for FSS bundles prepared for a single FSS sort plan as shown in L006. Pallet must contain only bundles of barcoded 5-digit (scheme) and barcoded carrier route pieces for a single FSS sort plan. Labeling:
  1. Line 1: L006, column B.
  2. Line 2: “STD” followed by “FLTS;” followed by “5D”; followed by “BARCODED” (or “BC”); followed by “FSS SCHEME” (or “FSS SCH”).
- b. *FSS facility sort*, required (optional under 250 pounds), no minimum, permitted only for FSS bundles prepared for the FSS sort plans processed within the same SCF as shown in L006. Pallet must contain only bundles of barcoded 5-digit (scheme) and barcoded carrier route pieces for a facility's FSS sort plans. Labeling:
  1. Line 1: “MXD” followed by information in L006, column C.



2. Line 2: “STD” followed by “FLTS;” followed by “5D”; followed by “BARCODED” (or “BC”); followed by “FSS SCHEME” (or “FSS SCH”).

#### 14.3.3 Sack Preparation and Labeling

Properly prepared flat-size mailpieces in 5-digit FSS scheme bundles may be placed in sacks or approved alternate containers when 250 pounds are not available to a presort destination. 5-digit FSS scheme bundles may be placed, or combined with non-FSS bundles and placed, in 3-digit, SCF, ADC, or mixed ADC sacks or alternate containers. Preparation and labeling:

- a. *FSS sort plan*, required, permitted only for 5-digit FSS scheme bundles prepared for a single FSS sort plan as shown in L006; labeling:
  1. Line 1: L006, column B.
  2. Line 2: “STD FLTS 5D FSS SCH BC.”
- b. *FSS facility sort*, required, permitted only for 5-digit FSS scheme bundles prepared for the FSS sort plans processed within the same facility as shown in L006.
  1. Line 1: L006, column C.
  2. Line 2: Line 2: “STD FLTS 5D FSS SCH BC.”

### 14.4 Bound Printed Matter

#### 14.4.1 Basic Standards

Bound Printed Matter flats eligible for and paid at barcoded prices or carrier route prices may be combined in 5-digit FSS scheme bundles and placed on pallets, or in sacks or approved alternate containers, for delivery to ZIP Codes having Flat Sequencing System (FSS) processing capability, as shown in L006. Bound Printed Matter flats are subject to the following:

- a. Price eligibility for pricing purposes is based on standards in 363.
- b. Mailers must provide standardized presort documentation under 708.1.0 that demonstrates eligibility for 5-digit (scheme) or carrier route prices in accordance with 363.
- c. Mailers may combine all 5-digit, carrier route and 5-digit scheme eligible flat-size mailpieces into a combined mailpiece pool for each FSS 5-digit scheme combination according to L006.
- d. Each bundle must be identified with a “SCH 5-DIGIT FSS” optional endorsement line, including the correct ZIP code listed in L006, Column B, in accordance with Exhibit 708.7.1.1.
- e. All pooled mailpieces prepared to a single palletized presort destination must be prepared in uniform size bundles, between 3 inches and 6.5 inches in height and secured in accordance with 601.2.0, except that one overflow bundle per mailpiece pool may be under the minimum size.



#### 14.4.2 Pallet Preparation and Labeling

Bound Printed Matter flats prepared in 5-digit FSS scheme bundles must be placed on pallets in accordance with these standards. Residual bundles may be included with non-FSS bundles and placed directly on 3-digit, SCF, ASF, or NDC pallets in accordance with [8.10.2](#); or placed in sacks or approved alternate containers. Preparation sequence and labeling:

- a. *FSS sort plan*, required (optional under 250 pounds), no minimum, permitted only for FSS bundles prepared for a single FSS sort plan as shown in [L006](#). Pallet must contain only bundles of barcoded 5-digit (scheme) and barcoded carrier route pieces for a single FSS sort plan. Labeling:
  1. Line 1: [L006](#), (sort plan name) column B.
  2. Line 2: "PSVC FLTS;" followed by "5D"; followed by "BARCODED" (or "BC"); followed by "FSS SCHEME" (or "FSS SCH").
- b. *FSS facility sort*, required (optional under 250 pounds), no minimum, permitted only for FSS bundles prepared for the FSS sort plans processed within the same SCF as shown in [L006](#). Pallet must contain only bundles of barcoded 5-digit (scheme) and barcoded carrier route pieces for a facility's FSS sort plans. Labeling:
  1. Line 1: "MXD" followed by information in [L006](#), Column C.
  2. Line 2: "PSVC FLTS;" followed by "5D"; followed by "BARCODED" (or "BC"); followed by "FSS SCHEME" (or "FSS SCH").

#### 14.4.3 Sack Preparation and Labeling

Properly prepared flat-size mailpieces in 5-digit FSS scheme bundles may be placed in sacks or approved alternate containers when 250 pounds are not available to a presort destination. 5-digit FSS scheme bundles may be placed in mixed NDC sacks or alternate containers, or combined with non-FSS bundles and placed in 3-digit, SCF, ADC, and mixed ADC sacks or alternate containers. Preparation and labeling:

- a. *FSS sort plan*, required, permitted only for 5-digit FSS scheme bundles prepared for a single FSS sort plan as shown in [L006](#); labeling:
  1. Line 1: [L006](#), column B.
  2. Line 2: "PSVC FLTS 5D FSS SCH BC."
- b. *FSS facility sort*, required, permitted only for 5-digit FSS scheme bundles prepared for the FSS sort plans processed within the same facility as shown in [L006](#).
  1. Line 1: [L006](#), column C.
  2. Line 2: Line 2: "PSVC FLTS 5D FSS SCH BC."

## 15.0 Combining Standard Mail Flats and Periodicals Flats

### 15.1 Basic Standards

Authorized mailers may combine Standard Mail flats and Periodicals flats in a single mailing as follows:



### 705.15.1.1

- a. Each mailpiece must meet the standards in [340](#) for Standard Mail and [707](#) for Periodicals. Periodicals publications must be authorized or pending original or additional entry at the office of mailing.
- b. Mailers must prepare pieces in bundles on pallets.
- c. All mailpieces must be machinable in accordance with [301.3.0](#).
- d. Mailers must pay all annual mailing fees at the office of mailing.
- e. Each mailing must include at least 200 pieces or 50 pounds of Standard Mail.
- f. All mailpieces combined within bundles, in accordance with [14.0](#), must be similar in size so as to create stable bundles. Bundles placed on pallets under this provision must be prepared to create stable pallets.
- g. When residual pieces are included in a combined mailing of Standard Mail flats and Periodicals flats on pallets, these pieces must be bundled and placed directly on mixed NDC pallets.

#### **15.1.1 Service Objectives**

The Postal Service handles combined mailings of Standard Mail flats and Periodicals flats as Standard Mail. Periodicals flats included within mailings of combined Standard Mail flats and Periodicals flats are subject to the USPS service standards applicable to Standard Mail.

#### **15.1.2 Postage Payment**

Postage for all Standard Mail pieces must be paid with permit imprint using a special postage payment system in [2.0](#) through [4.0](#) at the Post Office location serving the mailer's plant. Postage for Periodicals may be paid through an advance deposit account or through a Centralized Account Payment System (CAPS) account.

#### **15.1.3 Documentation**

Mailers must present standardized electronic documentation according to [708.1.0](#). This documentation must accurately reflect the final piece count in the combined mailing. In addition, mailers must provide:

- a. An edition or version summary for all pieces in the mailing. The summary may be part of the USPS qualification report and must include version ID, product or edition code, class of mail, piece weight of each version, and number of pieces by version; and for Periodicals, USPS or permit number (or pending permit number), issue date, and advertising percentage.
- b. A consolidated postage statement register and postage statement for each Periodicals publication in the combined mailing.
- c. A consolidated postage statement register and postage statement for each Standard Mail mailing in the combined mailing. Mailers may provide a single consolidated postage statement and a consolidated postage statement register of all Standard Mail mailings if they are itemized.
- d. When pallets are dropshipped, a register of Forms 8125 (or PS 8125C) that consolidates all of the mailings into the destinations where the mail is dropshipped.
- e. Documentation to support zones and bundle totals, if requested.

- f. When requested, a copy of a notification document signed and dated by the Periodicals publisher, acknowledging their participation in a combined mailing of Standard Mail and Periodicals and the potential for their mailpieces to receive deferred USPS handling.
- g. Any additional documentation to support postage payment system records, if requested.

**15.1.4 Authorization**

A mailer must submit a written request to the manager, Business Mailer Support (see [608.8.1](#) for address) to combine mailings of Standard Mail flats and Periodicals flats. The request must show the mailer's name and address, the mailing office, evidence of authorization to mail using a special postage payment system under 2.0 through [4.0](#), procedures for combining the mailing, the expected date of first mailing, quality control procedures, and a sample of all supporting mailing documentation, including postage statements and the USPS Qualification Report. Business Mailer Support will review the documentation and provide written authorization. A mailer may terminate an authorization at any time by written notice to the postmaster of the office serving the mailer's location. Business Mailer Support may terminate an authorization by written notice if the mailer does not meet the standards.

**15.1.5 Price Eligibility**

Apply prices based on the standards in [340](#) for Standard Mail. Prices are based on the standards in [707](#) for Periodicals and as modified under the standards for this program.

**15.1.6 Piece Prices**

Apply piece prices based on the bundle level. Pieces contained within mixed class bundles may claim prices based on the presort level of the bundle.

**15.1.7 Applying the Periodicals Bundle Charge**

Apply bundle charges as follows:

- a. Calculate the percentage of Periodicals copies in a bundle.
- b. Convert the percentage to four decimal places, rounding off if necessary (for example, convert 20.221% to 0.2022, or 20.226% to 0.2023). Multiply by the applicable bundle charge.
- c. Allocate the resulting charge across the Periodicals titles and editions based on the number of copies of each in the bundle.

**15.1.8 Applying the Periodicals Container Charge**

Apply container charges to pallets as follows:

- a. Calculate the percentage of the weight of Periodicals copies on each pallet.
- b. Convert the percentage to four decimal places, rounding off if necessary (for example, convert 20.221% to 0.2022, or 20.226% to 0.2023). Multiply by the applicable container charge.
- c. Allocate the resulting charge across the Periodicals titles and editions based on the number of copies of each on the pallet.



### 705.15.1.9

#### 15.1.9 Other Periodicals Pricing

Other prices for Periodicals flats in a combined mailing of Standard Mail and Periodicals flats on pallets will be assessed as follows:

- a. The bundle prices applicable to the ADC container level will be applied to the ASF/NDC container levels.
- b. The container prices applicable to the ADC pallet level will apply to the ASF/NDC pallet levels.
- c. The bundle price applicable to the ADC bundle placed on the ADC container level will apply to mixed ADC bundles placed on mixed NDC pallets.
- d. The container price applicable to the mixed ADC pallet level will apply to the mixed ASF/NDC pallet level.
- e. The bundle price applicable to the 5-digit bundle placed on the mixed ADC container level will apply to carrier route bundles placed on mixed NDC pallets.

#### 15.1.10 Bundle Reallocation to Protect the SCF or NDC Pallet

Mailers may reallocate bundles under [8.11](#) or [8.13](#) to protect the SCF or NDC pallet.

#### 15.1.11 Optional Preparation for FSS Zones

Mailers authorized to combine mailings of Standard Mail flats and Periodicals flats may optionally prepare these mailings under [14.0](#), when the mailing includes pieces destinating within one or more of the FSS zones in [L006](#), in accordance with the following:

- a. All pieces must be barcoded.
- b. All bundles must be placed directly on pallets. Sacking is not permitted.
- c. All mailpieces must be machinable in accordance with [301.3.0](#).
- d. Each mailpiece must be identified with a "SCH 5-DIGIT FSS MIX COMAIL" optional endorsement line (OEL), including the correct ZIP Code listed in [L006](#), Column B, in accordance with Exhibit [708.7.1.1](#). The OEL described in [2.2](#) must not be used with mailpieces prepared under this option.
- e. Pallets prepared to an individual FSS sort plan or to a FSS facility sort level must be prepared under [14.3.2](#), except that the contents line (line 2) must include the "STD/PER" description instead of the "STD" description, and must include "MIX COMAIL" as the final element of line 2.
- f. All residual pallet levels must be prepared in accordance with [14.1f](#) through [14.1j](#).

### 15.2 Combining Standard Mail Flats and Periodicals Flats in the Same Bundle

#### 15.2.1 Bundling and Labeling

Standard Mail flats and Periodicals flats may be combined in carrier route, 5-digit (scheme), 3-digit, ADC, and Mixed ADC bundles when prepared according to [707.19.0](#) and these additional standards:

- a. Each bundle containing combined Standard Mail flats and Periodicals flats must contain a minimum of 10 pieces. Bundles of only Standard Mail flats must contain a minimum of 10 pieces. Bundles of only Periodicals flats must contain a minimum of 6 pieces.
- b. Firm bundles must contain only Periodicals flats.

**15.2.2 Mailpiece and Bundle Identification**

Each Standard Mail and Periodicals mailpiece prepared under a combined mailing of Standard Mail flats and Periodicals flats must be identified as being part of a mixed class mailing through the use of an optional endorsement line (OEL) in accordance with the standards in [708.7.1.8](#).

**15.2.3 Pallet Presort and Labeling**

Mailers must prepare pallets according to the standards in [8.0](#) and in the sequence listed below. Merged 5-digit scheme through NDC pallets must contain at least 250 pounds of combined Standard Mail and Periodicals mailpieces, except as allowed under [8.5.3](#). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [8.6](#). Pallet placards must be white and measure at least 8 inches by 11 inches, unless prepared under [708.6.6.6](#). Prepare pallets according to the preparation, sequence and labeling instructions in [15.4.1](#).

**15.3 Combining Bundles of Standard Mail Flats and Periodicals Flats on the Same Pallet****15.3.1 Bundling and Labeling**

Mailers must prepare bundles according to the standards for the class of mail and the prices claimed.

**15.3.2 Mailpiece and Bundle Identification**

Each Standard Mail and Periodicals mailpiece prepared under a combined mailing of Standard Mail flats and Periodicals flats must be identified as being part of a mixed class mailing through the use of an optional endorsement line (OEL) in accordance with standards in [708.7.1.8](#).

**15.3.3 Pallet Presort and Labeling**

Mailers must prepare pallets according to the standards in [8.0](#) and in the sequence listed below. Merged 5-digit scheme through NDC pallets must contain at least 250 pounds of combined Standard Mail and Periodicals, except as allowed under [8.5.3](#). When reallocating bundles under [8.11](#) or [8.12](#), mailers do not have to achieve the finest pallet presort level possible. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [8.6](#). Pallet placards must be white and measure at least 8 inches by 11 inches, unless prepared under [708.6.6.6](#). Prepare pallets according to the preparation, sequence and labeling instructions in [15.4.1](#).

**15.4 Pallet Preparation****15.4.1 Pallet Preparation, Sequence and Labeling**

When combining Standard Mail and Periodicals flats within the same bundle or combining bundles of Standard Mail flats and bundles of Periodicals flats on pallets, bundles must be placed on pallets. Preparation, sequence and labeling:



- a. *Merged 5-digit scheme, optional.* Not permitted for bundles containing noncarrier route automation-compatible flats under [301.3.0](#). Required for all other bundles. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (Presorted bundles only) for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), merged 5-digit pallet preparation begins with [15.4.1d](#). Labeling:
  1. Line 1: [L001](#).
  2. Line 2: “STD/PER FLTS CR/5D;” followed by “SCHEME” (or “SCH”); followed by “MIX COMAIL.”
- b. *5-digit scheme carrier routes, required.* Pallet must contain only carrier route bundles for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit carrier routes pallet preparation begins with [15.4.1c](#). Labeling:
  1. Line 1: [L001](#).
  2. Line 2: “STD/PER FLTS”; followed by “CARRIER ROUTES” (or “CR-RTS”); followed by “SCHEME” (or “SCH”); followed by “MIX COMAIL.”
- c. *Merged 5-digit, optional.* Not permitted for bundles containing noncarrier route automation-compatible flats under [301.3.0](#). Required for all other bundles. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (Presorted bundles only) for the same 5-digit ZIP Code. Labeling:
  1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  2. Line 2: “STD/PER FLTS”; followed by “CR/5D”; followed by “MIX COMAIL.”
- d. *5-digit carrier routes, required.* Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Labeling:
  1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  2. Line 2: “STD/PER FLTS”; followed by “CR/5D”; followed by “MIX COMAIL.”
- e. *5-digit, required.* Pallet must contain only mail for the same 5-digit ZIP Code or same 5-digit scheme under [L007](#) (for automation flats only under [301.3.0](#)). 5-digit scheme bundles are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code. Labeling:
  1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  2. Line 2: “STD/PER FLTS 5D”; followed by “BARCODED” (or “BC”); “NONBARCODED” (or “NBC”) for Presorted mail, or “BARCODED/NONBARCODED” (or “BC/NBC”) for pallets including both barcoded and Presorted pieces; followed by “MIX COMAIL.”

- f. *3-digit, optional*, but not available for bundles for 3-digit ZIP Code prefixes marked “N” in [L002](#). Pallet may contain mail for the same 3-digit ZIP Code or the same 3-digit scheme under [L008](#) (for automation-compatible flats only under [301.3.0](#)). Three-digit scheme bundles are assigned to pallets according to the OEL “label to” 3-digit ZIP Code in [L008](#). Labeling:
  - 1. Line 1: [L002](#), Column A.
  - 2. Line 2: “STD/PER FLTS 3D”; followed by “BARCODED” (or “BC”); “NONBARCODED” (or “NBC”) for Presorted mail, or “BARCODED/NONBARCODED” (or “BC/NBC”) for pallets including both barcoded and Presorted pieces; followed by “MIX COMAIL.”
- g. *SCF, required*. Pallet may contain carrier route, automation or Presorted mail for the 3-digit ZIP Code groups in [L005](#). Labeling:
  - 1. Line 1: [L002](#), Column C.
  - 2. Line 2: “STD/PER FLTS SCF”; followed by “BARCODED” (or “BC”); “NONBARCODED” (or “NBC”) for Presorted mail, or “BARCODED/NONBARCODED” (or “BC/NBC”) for mixed pallets; followed by “MIX COMAIL.”
- h. *ASF, required unless bundle reallocation used under [15.1.10](#)*. Pallet may contain carrier route, automation or Presorted mail for the 3-digit ZIP Code groups in [L602](#). ADC bundles are assigned to pallets according to the “label to” ZIP Code in [L004](#) as appropriate. Labeling:
  - 1. Line 1: [L602](#).
  - 2. Line 2: “STD/PER FLTS NDC”; followed by “BARCODED” (or “BC”); “NONBARCODED” (or “NBC”) for Presorted mail, or “BARCODED/NONBARCODED” (or “BC/NBC”) for mixed pallets; followed by “MIX COMAIL.”
- i. *NDC, required*. Pallet may contain carrier route or automation mail for the 3-digit ZIP Code groups in [L601](#). ADC bundles are assigned to pallets according to the “label to” ZIP Code in [L004](#) as appropriate. Labeling:
  - 1. Line 1: [L601](#).
  - 2. Line 2: “STD/PER FLTS NDC”; followed by “BARCODED” (or “BC”); “NONBARCODED” (or “NBC”) for Presorted mail, or “BARCODED/NONBARCODED” (or “BC/NBC”) for mixed pallets; followed by “MIX COMAIL.”
- j. *Mixed NDC, required, no minimum*. Pallet may contain carrier route or automation mail. Pallet includes MXD ADC bundles, prepared according to the “label to” ZIP in [L009](#), as appropriate. Unless authorized by the processing and distribution manager, pallet must be entered at the NDC serving the 3-digit ZIP Code of the entry Post Office. Labeling:
  - 1. Line 1: “MXD” followed by the information in [L601](#), for the NDC serving the 3-digit ZIP Code prefix of the entry Post Office.



2. Line 2: “STD/PER FLT\$;” followed by “BARCODED” (or “BC”); “NONBARCODED” (or “NBC”) for Presorted mail, or “BARCODED/NONBARCODED” (or “BC/NBC”) for mixed pallets; followed by “WKG;” followed by “MIX COMAIL.”

## 16.0 Plant Load Mailings

### 16.1 Basic Information

#### 16.1.1 Purpose

In a plant load operation, the USPS receives mail at a mailer’s plant and transports it to bypass handling otherwise required at one or more postal facilities. Plant loads are authorized if they benefit the USPS. The USPS selects the appropriate mode of transportation and determines responsibility as shown below.

TYPE	WHO ARRANGES, PAYS TRANSPORT	RESPONSIBILITY	POSTAGE PAID FROM	ADDITIONAL FORMS <sup>1</sup>
Collection <sup>2</sup>	USPS	USPS	Affixed/Mailer Plant	None
Pickup <sup>3</sup>	USPS with fee	USPS	Affixed/Mailer Plant	Form 5541
Drop Shipment <sup>4</sup>	Mailer/USPS	USPS	Acceptance Post Office	None
Drop Shipment Metered Mail	Mailer	Mailer	Post Office of Licen se	None/ Endo rsem ent
Business Mail Entry Unit (BMEU)	Mailer	Mailer	BMEU Post Office	None
Destination Entry (drop shipment)	Mailer	Mailer	Entry Office	Form 8125
Periodicals Additional Entry	Mailer	Mailer	Entry Office	Form 3510
Periodicals Exceptional Dispatch	Mailer	Mailer	Entry Office	Statements
Periodicals Airport Mail Facility	Mailer	Mailer	Entry Office	Form 3510
Plant Load	USPS	USPS	Mailer Plant	None
Expedited Plant Load Shipment	Mailer	Mailer	Mailer Plant	Form 8017

1. Postage statements and other appropriate mailing documentation forms are required.

2. Collection applies to mail that is part of an approved collection service and may include Presorted First-Class Mail and all automation price mail. It generally does not apply to mailings at bulk prices.

3. Priority Mail Express, Priority Mail, and scheduled Standard Post only.

4. Priority Mail Express or Priority Mail service to expedite other class. Only at designated postal facilities; mailers must submit/present shipment to acceptance unit designated by postmaster (mailer transportation). USPS transports by Priority Mail Express or Priority Mail from origin Post Office to destination Post Office of the shipment. If authorized, the shipment is accepted at mailer plant acceptance unit and transported from mailer plant with other mail on USPS transportation.



**16.1.2 Service Objectives**

The service objectives for the class of mail transported apply to the plant-loaded mail. Plant-loaded mail may have deferred service objectives if provided in the plant load agreement.

**16.1.3 Service Not Provided**

The USPS does not hold, store, or delay the dispatch of plant-loaded mail released to the USPS, except under the plant load agreement with the mailer. The USPS does not relocate trailers on the mailer's premises.

**16.2 Application for Plant Load Privileges****16.2.1 Application**

To have mail plant-loaded, the mailer must complete Form 3815 and submit it to the postmaster of the Post Office serving the mailer's plant.

**16.2.2 Approval**

Generally, a plant load application is approved if transportation is available and cost savings to the USPS are shown. If the application is approved, the mailer must enter into a plant load agreement with the USPS.

**16.2.3 Denial and Appeal**

If the application is denied, the mailer may appeal through the local postmaster within 10 calendar days of the mailer's receipt of the denial notice to the vice president of area operations for the area in which the mailer's plant is located, giving the reasons why the application should be approved.

**16.3 Plant Load Operations****16.3.1 Mixed Mail Classes**

A mailer may combine Periodicals, Standard Mail, Parcel Select, and Package Services in a single vehicle if the mailings are physically separated, a postage statement is submitted for each mailing, and the service standards are met for each class of mail combined in the vehicle or trailer.

**16.3.2 Compliance**

The mailer must meet all relevant mailing standards and the terms of the plant load agreement. Destination loads must be prepared under [16.5](#) through [16.7](#) and as specified by the postmaster administering the plant load.

**16.3.3 Reimbursement by Mailer**

Under the plant load privileges and the terms of the plant load agreement, the mailer must reimburse the USPS for services it furnished while providing plant load service, including:

- a. Detention charges when trailers furnished by the USPS are held up for some action or inaction of the mailer.
- b. Costs for bobtailing, deadheading, or waiting/holding, if such charges are incurred by the USPS to provide plant load service for some action or inaction of the mailer.



### **16.4 Expedited Plant Load Shipment**

#### **16.4.1 Definition**

Under an expedited plant load shipment authorization, the USPS verifies and receives postage payment for mailable matter at the mailer's plant, after which the mailer transports the shipment (at the mailer's expense) to a destination postal facility.

#### **16.4.2 Authorization**

Only an authorized plant load mailer may prepare and transport expedited plant load shipments. Authorization is by written request to the postal official who authorized the plant load. The request must state, for each destination to which mail is to be transported, the material to be deposited as an expedited plant load shipment (e.g., the class, characteristics, and quantity), the frequency of mailing, and whether the request is for one or for a series of mailings. The mailer must meet all conditions in the authorization, if approved.

#### **16.4.3 Liability**

The mailer assumes all liability and responsibility for any loss or damage to the shipment before it is deposited in and accepted at a postal facility, whether or not a third party is used to transport the shipment. The USPS is not liable or responsible for any loss of or damage to an expedited plant load shipment before it is deposited in and accepted at a postal facility.

#### **16.4.4 Postage Refund**

The USPS does not refund postage for any failure to provide service caused in whole or in part by any event that occurs before the shipment is deposited in and accepted at a postal facility, except under the applicable standards for refunds.

### **16.5 Mailer Responsibilities**

#### **16.5.1 General**

The plant load mailer must meet the terms of the plant load agreement and the standards that apply to the class of mail prepared, prices claimed, and method of paying postage used.

#### **16.5.2 Verification at USPS Facility**

If mail verification does not occur at the mailer's plant, the mailer must:

- a. Keep a plant load control log with a copy of each postage statement, numbered sequentially; the number of each vehicle used to transport plant-loaded mail; and the name of the postal facility where verification is to occur.
- b. Not shrinkwrap or otherwise secure the mail to inhibit verification.
- c. Correct preparation errors found in the mail when verified or pay additional postage at the price for which it qualifies.

#### **16.5.3 Postage**

Unless otherwise permitted by standard, the mailer must pay all applicable postage and fees to the origin Post Office before a plant-loaded mailing is dispatched.

**16.6 Intradistrict Plant-Loaded Shipments**

Intradistrict plant-loaded shipments must fill 50% or more of a vehicle by weight or cube (a minimum of 23,000 pounds or 1,600 cubic feet).

**16.7 Interdistrict Plant-Loaded Shipments****16.7.1 One Mailing**

The mailer must prepare interdistrict plant-loaded vehicles containing one mailing under [16.7.2](#) through [16.7.4](#) as appropriate to the class of mail.

**16.7.2 First-Class Mail**

For plant-loaded shipments of First-Class Mail:

- a. If there is enough mail for the same SCF service area to fill 60% or more of a vehicle by weight or by cube (a minimum of 28,000 pounds or 2,000 cubic feet), the mailer must prepare a direct vehicle for that SCF.
- b. After making up all possible SCF vehicles, if there is enough mail for the same ADC service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that ADC.

**16.7.3 Periodicals**

For plant-loaded shipments of Periodicals:

- a. If there is enough mail for the same SCF service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that SCF.
- b. After making up all possible SCF vehicles, if there is enough mail for the same ADC service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that ADC.
- c. After making up all possible SCF and ADC vehicles, if there is enough mail for the same transfer hub service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that transfer hub.

**16.7.4 Standard Mail, Parcel Select, and Package Services**

For plant-loaded shipments of Standard Mail, Parcel Select, and Package Services:

- a. If there is enough mail for the same SCF service area to fill 60% or more of a vehicle by weight or by cube (a minimum of 28,000 pounds or 2,000 cubic feet), the mailer must prepare a direct vehicle for that SCF.
- b. After making up all possible SCF vehicles, if there is enough mail for the same ASF or NDC service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that NDC or ASF.

**16.7.5 Two or More Mailings**

The mailer must prepare interdistrict plant-loaded vehicles containing two or more mailings under [16.7.6](#) and [16.7.7](#) as appropriate to the class of mail.

**16.7.6 Insufficient Volume**

Two or more mailings that independently have insufficient volume to require direct destination vehicles to be prepared may be combined to make up an origin vehicle without meeting the standards in [16.7.7](#).



### 16.7.7 Sufficient Volume

Two or more mailings, which independently have sufficient volume to require destination vehicles to be prepared, must meet these standards when combined:

- a. For First-Class Mail, if there is enough mail for the same ADC service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for the ADC.
- b. For Periodicals, if there is enough mail for the service area of the same transfer hub to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that transfer hub.
- c. For Standard Mail, Parcel Select, and Package Services, if there is enough mail for the same ASF or NDC service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that ASF or NDC.

### 16.7.8 Destination

The preparation standards for plant-loaded vehicles are determined by the destination of the mailings accepted by the USPS at the mailer's plant.

### 16.7.9 Two Options

If a plant-loaded mailing does not meet the preparation standards for plant-loaded vehicles under 16.7.1 through 16.7.8, the mailer has two options:

- a. Rework the mailing so that it meets the applicable standard. If the mailing is verified and accepted as mail by the USPS at the mailer's plant and then it is determined that the vehicle preparation standards are not met, the mailer must rework the mailing.
- b. Transport the mailing at the mailer's expense to a postal facility within the origin service area designated by the origin postmaster and with the capability to process that class of mail. If this option is chosen, all applicable postage statements must be provided with the mailings.

## 17.0 Plant-Verified Drop Shipment

### 17.1 Description

#### 17.1.1 Purpose

Plant-verified drop shipment (PVDS) enables origin verification and postage payment for shipments transported by a mailer (or third party) at the mailer's expense, on the mailer's own or contracted vehicle, to destination USPS facilities for acceptance as mail. The mailings may be prepared for deposit at a destination entry price, or they may be claimed at the applicable prices from the destination entry facility.

#### 17.1.2 Function

[1-27-13] Under PVDS:

- a. Mailings are verified at origin by USPS employees assigned to a detached mail unit (DMU) at a mailer's plant or at the business mail entry unit (BMEU) at the origin Post Office serving the mailer's plant. The shipments are then released for transportation to destination USPS facilities.



- b. For Periodicals, postage is paid at a valid original entry or additional entry Post Office serving the mailer's plant, unless an alternative postage payment method is authorized.
- c. For Standard Mail, Parcel Select, and Package Services, postage and fees are paid under a valid permit at the Post Office serving the mailer's plant, or as designated by the district manager.
- d. The shipment is deposited at the destination USPS facility, by the mailer or the mailer's agent, where it is verified and accepted as mail by USPS employees and released for processing.

#### 17.1.3 Other Mailings

The following mailings must be verified, accepted, and paid for at the destination USPS facility:

- a. Periodicals mailings not verified at origin under PVDS or under the Centralized Postage Payment System (see [707.16.0](#) and [707.17.0](#)). The destination USPS facility must be a valid original entry or additional entry Post Office if mailings are submitted there for postal verification.
- b. Standard Mail, Parcel Select, and Package Services mailings not verified and paid for at origin under PVDS. Mailers must have a valid permit at the destination USPS facility for postage payment.

#### 17.1.4 Dates

The postage statement may be submitted before or at the time a shipment is presented to the origin Post Office DMU or BMEU. The date shown by the mailer and the Post Office round stamp date on the postage statement and Form 8125 represents the date the origin Post Office DMU or BMEU verified the shipment and cleared it for dispatch by the mailer to the destination USPS facility. It does not necessarily represent the date the USPS accepts the PVDS at the USPS destination facility as mail.

#### 17.1.5 Postage Refund

The USPS does not refund postage for any failure to provide service caused by any event that occurs before the shipment is deposited and accepted into the mailstream and becomes mail at a destination postal facility, except under [604.9.0](#).

### 17.2 Program Participation

#### 17.2.1 Mailer Responsibility

A mailer participating in PVDS must comply with [17.0](#). If the mailer does not meet these requirements, the mailer may be prohibited from participating in PVDS by the local postmaster. Any mailer denied a request for PVDS may file an appeal under [607.2.0](#).

#### 17.2.2 Verification at Mailer's Plant

Before PVDS verification can be performed at the mailer's plant, the mailer must have either a USPS plant load authorization for that plant or a special postage payment authorization (or agreement) with the USPS that establishes a detached mail unit (DMU) at that plant. The DMU must be separate from the mailer's activities, in an enclosed, secure, and safe work area with a telephone. The work area must be



approved by the USPS. The mailer may submit a letter to the postmaster serving the plant and request PVDS verification at the plant. The postmaster may agree to the mailer's request to verify PVDS shipments at the plant on an as-needed basis, if an approved DMU is established and staffing can be accommodated.

#### **17.2.3 Verification at Origin BMEU**

PVDS verification can be performed at the origin business mail entry unit (BMEU) under these conditions:

- a. There is no detached mail unit (DMU) at the mailer's plant.
- b. The mailer is in the service area of the Post Office where the PVDS is to be verified and where postage is to be paid, unless another postal facility is designated by the district manager.
- c. Each vehicle contains only one mailer's shipment(s), each physically separated.
- d. A completed postage statement and Form 8125 accompanies each PVDS (or segment, if the PVDS is contained in more than one vehicle).
- e. If an alternate method of paying postage with permit imprint is used, in addition to [17.2.3d](#), (additional) required documentation must accompany each PVDS (or segment, if the PVDS is contained in more than one vehicle).
- f. The PVDS can be physically verified at the origin BMEU. Shipments to be verified may not be wrapped or otherwise prepared if a presort and postage verification cannot be performed without destroying the physical integrity of the shipment.
- g. The BMEU has enough space and staff to handle verification, and scales to calculate per piece and gross weights are available. If the Post Office serving the mailer's plant lacks resources, another postal facility may be designated by the district manager.
- h. The mailer must transport all shipments to the Post Office, unload them for verification. When cleared for dispatch, reload the shipments back onto the mailer's vehicle for transportation to the destination USPS facility.

#### **17.2.4 Periodicals**

Periodicals postage must be paid at the Post Office verifying the copies or as designated by the district. Postage is calculated from the destination USPS facility where the mail is deposited and accepted (or from the facility where the Priority Mail Express or Priority Mail Open and Distribute designates). The publisher must ensure that sufficient funds are on deposit to pay for all mailings before their release. A publisher authorized under an alternative postage payment system must pay postage under the corresponding standards.

#### **17.2.5 Standard Mail, Parcel Select, and Package Services**

The mailer must pay any applicable permit fees, mailing fees, and postage for Standard Mail, Parcel Select, and Package Services PVDS at either the Post Office serving the mailer's plant or the Post Office that does BMEU verification as designated by the district. If permit imprints are used to pay postage, the mailer must ensure that sufficient funds are on deposit to pay for all shipments before their

release. For Nonprofit Standard Mail prices, a valid authorization must be on file at the Post Office where postage is paid. No permit, fees, or authorizations are required at the destination USPS facility where PVDS mailings are deposited.

#### **17.2.6 Postage Statement—Periodicals**

The mailer must submit a Form 3541 for each edition of each issue of each publication prepared for deposit at each destination USPS facility when the corresponding copies are presented to the DMU or the Post Office BMEU for verification. When required by the USPS, the mailer must submit consolidated postage statements and a postage statement register.

#### **17.2.7 Postage Statement—Standard Mail**

At the time mail is presented for verification, the mailer must submit an appropriate Form 3602 representing all the pieces from the mailing job and Form 3602-C (or postage statement register) for all PVDS verified at the mailer's DMU or the Post Office BMEU. The mailer must enter the required information on Form 3602-C for each PVDS to be deposited at each destination USPS facility, in lieu of providing a separate Form 3602 for each PVDS.

#### **17.2.8 Postage Statement—Parcel Select and Package Services**

At the time mail is presented for verification, the mailer must submit an appropriate postage statement for each PVDS mailing destined for each destination USPS facility. When required by the USPS, the mailer must submit consolidated postage statements and a postage statement register.

#### **17.2.9 Form 8125 and Form 8125-C**

Form 8125 is used to report a single PVDS that the mailer will transport from origin to a destination USPS facility. Computer-generated Form 8125-C (format available at [www.usps.com](http://www.usps.com)) provides for reporting multiple PVDS mailings that are prepared by an individual mailer and that are cleared at origin on the same day for entry at a single destination USPS facility on the same vehicle (see [17.2.11](#)). The mailer must submit a completed Form 8125 (signed and dated by the DMU or BMEU) for each PVDS to the destination USPS facility. The form must be submitted in duplicate, or in triplicate if the mailer desires a signed and dated copy returned to its representative when depositing the mail at the destination USPS facility. Form 8125 is not required for PVDS sent via Priority Mail Express or Priority Mail Open and Distribute under [18.0](#).

#### **17.2.10 Facsimile Forms 8125 and 8125-C**

Facsimile Forms 8125 may be used in lieu of the USPS form. Formats must be approved in advance by the district manager of Business Mail Entry or designee. Formats must include all required information, including the correct title (preceded by the word "facsimile") and edition date, in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information relating to the PVDS, and other extraneous information that appears on the USPS form, do not have to be included. Form 8125-C must always be computer-generated. Form 8125-C may omit the "Number of Pieces" and "Piece Weight" columns for mailings prepared in sacks, trays, or on pallets if there is sufficient information for the origin Post Office and destination USPS facility to identify the mailings and to compare the information on the form with the physical mail. The mailer must report the number of pieces in each mailing on Form 8125-C if the mailings consist of individual



mailpieces that are not prepared in containers (e.g., bedloaded parcels). For mailings consisting of identical-weight pieces, mailers should report the piece weight where possible.

### **17.2.11 Mailer Transport of PVDS**

Using any means of transportation, including Priority Mail Express or Priority Mail Open and Distribute shipment, the mailer must transport PVDS mailings from origin to the destination USPS facility. The mailer must not transport PVDS mailings on the same vehicle with shipments not entered as PVDS. For Standard Mail, Parcel Select, and Package Services PVDS, the mailer must meet the scheduling standards for mail deposit at destination USPS facilities. If a vehicle contains mail paid at Parcel Select destination entry prices, the applicable standards for scheduling of deposits and unloading of vehicles apply to any other mail on the same vehicle for the same destination USPS facility. Any material classified as hazardous under [601.10.0](#) may not be carried in the same vehicle as PVDS mailings.

### **17.2.12 Separation of PVDS Mailings**

When a vehicle contains more than one PVDS for a single destination USPS facility, the shipments must be separated to allow reconciliation with each accompanying Form 8125. Vehicles containing shipments for multiple destination USPS facilities must be kept physically separated. Where applicable, a single Form 8125 that identifies all the mail for a single facility must be prepared for a shipment of copalletized or combined mailings.

### **17.2.13 PVDS Seal**

The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility.

### **17.2.14 Form 8125—Segregation and Nonpostal Documentation**

PS Forms 8125 must be segregated from all other nonpostal documentation and presented separately to USPS personnel at the time of induction. Nonpostal proof-of-delivery documents such as delivery receipts or bills of lading presented by a mailer's transportation provider [carrier] are not substitutes for PS Forms 8125. USPS personnel may, upon request, sign such documents when presented by carriers. A PS Form 8125 signed by a postal employee (or electronic equivalent file in the Electronic Verification System (eVS)) serves as the sole evidence of the transfer of the custody of pieces entered as a mailing at the time of induction. The Postal Service does not consider a proof-of-delivery document such as a delivery receipt or a bill of lading furnished by a USPS customer's carrier as proof of mailing, acceptance, or the amount of mail tendered. Any signature by a postal employee or agent on any nonpostal form does not serve any mail acceptance purpose. If an inconsistency between the information on a PS Form 8125 and a carrier- or mailer-provided document designed to evidence the transfer of custody of pieces entered as a mailing at the time of induction exists, the information on PS Form 8125 prevails insofar as the USPS is concerned.

## **17.3 Liability**

The mailer assumes all responsibility and liability for any loss or damage to PVDS mailings before they are deposited and accepted as mail at destination USPS facilities, including third party transportation.



## 17.4 Standard Mail Documentation

### 17.4.1 Same Day

All mailings or segments of the same job submitted for verification and release on the same day under PVDS must be reported on a single postage statement and Form 3602-C (or postage statement register).

### 17.4.2 Documentation

In addition to the documentation required in [708.1.0](#), the mailer must also submit the documentation below at the time the first mailing identified on Form 3602-C is presented for verification:

- a. Form 3602-C, which serves as the postage statement register, along with the appropriate postage statement. All mailing volumes, weights, and postage for each price category are entered on the postage statement and used to debit the mailer's account for permit imprint mailings and to enter data on postage-affixed mailings.
- b. A separate Form 8125 for each PVDS listed on Form 3602-C (or postage statement register). Each PVDS must be identified with a unique statement number (e.g., the date and a sequential three-digit suffix) on the Form 3602-C (or postage statement register) and the corresponding Form 8125, as appropriate.
- c. A separate postage statement showing the mailing Post Office is the same as the Post Office of PVDS origin for any portion of a job accepted by the local verifying office under a standard plant load arrangement. Plant load mailings are not considered a PVDS and are not reported on Forms 3602-C and 8125.

## 17.5 Parcel Select and Package Services PVDS Option

### 17.5.1 General Standards

Under this option, in addition to the individual postage statements required for each Parcel Select or Package Services mailing, the mailer may be required to submit postage statement registers and consolidated postage statements for PVDS mailings. A single, unique USPS mailing number must be on all related individual postage statements and postage statement register listing these individual statements, and the associated consolidated postage statement. When a mailer is required to submit consolidated postage statements, the information on these statements is used to debit the mailer's account.

### 17.5.2 Individual Postage Statements

The mailer must submit a complete postage statement for each mailing for each destination USPS facility when the mailing is presented for verification and postage payment. In addition to the information required on all individual postage statements, if the mailer is required to submit consolidated postage statements (for three or more entry Post Offices) for debiting of the advance deposit account, each individual postage statement must include a uniquely assigned postage statement sequence number that must not exceed nine digits. The numbers must be sequential within a job or mailing cycle for mailings verified, paid for, and cleared for



dispatch on the same day. The statements must also include a unique USPS mailing number corresponding to the number on the related postage statement register and consolidated postage statement.

#### **17.5.3 Postage Statement Register**

A postage statement register is a computer-generated line item listing of all individual postage statements for PVDS permit imprint mailings verified and released for dispatch on a single day from a job or mailing cycle. All postage statements listed on a postage statement register must be represented by a corresponding consolidated postage statement. The total postage charge on the postage statement register must be identical to the total postage charge on the corresponding consolidated statement. The following information must appear on each postage statement register:

- a. At the top of the first page the endorsement "Register of Postage Statements"; name and location of the mailing agent; date mailings are verified and cleared for dispatch; the permit imprint number; the unique USPS mailing number corresponding to the number on related postage statements; and the related consolidated statement.
- b. Each line item must include (based on the individual postage statement on that line) the unique postage statement sequence number; destination USPS facility; and, for that statement, total postage, weight, and number of pieces.
- c. The sum of the total postage charges must appear with total weight, and total pieces must be listed from each postage statement. The total postage charge on the register must match total postage charge on the related consolidated statement.
- d. If necessary, manual corrections may be made to the postage statement register listing the data from any revised individual statement. These corrections must be documented by the DMU, and the corrected register must be signed and dated by both the mailer and the USPS representative approving the changes. The changes on the register must be reflected on the associated consolidated postage statement.

#### **17.5.4 Submitting Register**

The mailer must submit the postage statement register to the DMU before or when presenting the first individual mailing on the register to the DMU for verification and dispatch.

#### **17.5.5 Consolidated Postage Statement**

The consolidated postage statement assembles data from the individual postage statements representing permit imprint mailings verified, paid for, and released for dispatch on a single day from a job or mailing cycle. The consolidated postage statement must be a computer-generated facsimile similar in format to the appropriate USPS postage statement. The mailer must sign and date the consolidated statement. Certain data elements not on the individual postage statements must be reflected on the consolidated statement, including the range of unique individual statement sequence numbers, the number of individual statements represented, and the endorsement "Consolidated Postage Statement." Other data elements on individual statements, such as each Post Office of deposit



for PVDS mailings, are not shown on the consolidated statement. Each individual statement must contain a USPS mailing number that corresponds to the USPS mailing number on the related consolidated statement. The consolidated statements are used to debit the mailer's account. The following information must be identical for each individual statement consolidated onto a single (consolidated) postage statement:

- a. Mailing date.
- b. Name and location of mailing agent.
- c. Processing category.
- d. Permit imprint number.
- e. Job or mailing cycle description.
- f. Unique USPS mailing number corresponding to the number on related individual postage statements.

#### **17.5.6 Calculating and Reporting Data**

Each field on the consolidated postage statement represents the sum of the figures in that field from the individual postage statements. The figures reported on the consolidated statement must be rounded in accordance with [604.7.1.3](#). All fields containing data on the individual statements must be rolled up to the consolidated statement. The total postage on the consolidated statement must be the sum of the total postage for all individual postage statements. This total is used to debit the mailer's account.

#### **17.5.7 Submitting Statement**

The mailer must submit the consolidated postage statement to the DMU at or before the time the last individual postage statement it represents is submitted to the DMU for the day's mailing.

## **18.0 Priority Mail Express Open and Distribute and Priority Mail Open and Distribute**

### **18.1 Prices and Fees**

#### **18.1.1 Basis of Price**

**[7-28-13]** The basis of price for Priority Mail Express and Priority Mail Open and Distribute is as follows:

- a. Priority Mail Express postage is based on the weight of the contents of the Open and Distribute shipment. Do not include the tare weight of the external container. The maximum weight for each container is 70 pounds.
- b. Priority Mail commercial plus tray box postage is based on the tray box and zone. The maximum weight for each container is 70 pounds.
- c. Except as provided above, Priority Mail postage is based on the weight of the contents of the Open and Distribute shipment. Do not include the tare weight of the external container. Do not apply Priority Mail dimensional weight pricing or Periodicals container prices to the external container. The minimum weight



requirement for Open and Distribute sacks is 5 pounds, except for Open and Distribute sacks that contain qualified trays (trays prepared under the standards for the applicable class of mail). The maximum weight for each container is 70 pounds.

#### **18.1.2 Zone Prices**

Compute zone prices, for the applicable class of mail, from the accepting Post Office to the destination facility for the container (not the destination Post Office for the enclosed mail).

#### **18.1.3 Enclosed Mail**

The mail enclosed in a Priority Mail Express or Priority Mail Open and Distribute container must be either entirely single-piece price matter or entirely presorted matter that is part of the same mailing.

#### **18.1.4 Calculating Payment for Enclosed Mail**

Mailers must prepay postage and fees for the enclosed mail under the applicable standards. When the enclosed mail is zone-priced, the zone is computed from the postal facility where the Priority Mail Express Open and Distribute or Priority Mail Open and Distribute container destines.

#### **18.1.5 Payment Method**

[6-3-13] Postage payment methods are as follows:

- a. Postage on the enclosed mail may be paid by any method permitted for that mail class, except for ordinary postage stamps requiring cancellation.
- b. Priority Mail Express postage may be paid under any of the options listed in [414.1.1](#), except Click-N-Ship. Priority Mail Express postage must be affixed to the applicable tag in [18.5.3a](#), to the Open and Distribute tray box, or part of the address label.
- c. Priority Mail postage may be paid under any of the options listed in [424.1.1](#), except Click-N-Ship. Priority Mail postage must be affixed to or hand-stamped on the applicable tag in [18.5.3b](#), the Open and Distribute tray box, or part of the address label.

#### **18.1.6 Postage Statement for Enclosed Mail**

[6-3-13] The mailer must provide the correct postage statement for the enclosed mail unless prepared under the Electronic Verification System (eVS). If the enclosed mail is zone-priced, the mailer must either provide documentation that details the pieces and postage, by zone for each Priority Mail Express Open and Distribute or Priority Mail Open and Distribute shipment destination, or provide a separate postage statement for each Priority Mail Express Open and Distribute or Priority Mail Open and Distribute shipment destination. The mailer must always present the mailing to the designated USPS acceptance unit for verification of postage and fees. A postage statement is not required for the Priority Mail Express or Priority Mail portion of the Open and Distribute shipment, unless Priority Mail postage is paid by permit imprint not prepared under eVS.

**18.1.7 Authorization**

No authorization is required for Priority Mail Express Open and Distribute or Priority Mail Open and Distribute. The mailer must pay all applicable fees, obtain necessary authorizations for the enclosed mail, and pay postage at the Post Office where the Priority Mail Express Open and Distribute or Priority Mail Open and Distribute shipment is mailed.

**18.2 Basic Standards****18.2.1 Description of Priority Mail Express Open and Distribute and Priority Mail Open and Distribute**

Priority Mail Express Open and Distribute and Priority Mail Open and Distribute provide alternatives for mailers who want to expedite mailings of other classes of mail to destination postal facilities, including as a means of eligibility for destination entry prices for the applicable classes and shapes of mail. Mailers prepare the mailings according to standards for the enclosed class of mail, enclose the mail in containers for expedited service as either Priority Mail Express Open and Distribute or Priority Mail Open and Distribute, and present the mailings to a postal acceptance unit by the critical entry time for USPS shipment under [18.0](#). Mailers may use Priority Mail Express Open and Distribute or Priority Mail Open and Distribute for all or part of their mailings.

**18.2.2 Content Standards**

The Priority Mail Express or Priority Mail shipment and the enclosed mail must meet all corresponding eligibility and preparation standards (see [410](#) for Priority Mail Express standards and [420](#) for Priority Mail standards). For mail enclosed in a Priority Mail Express Open and Distribute container, available extra services are indicated in [18.3.2](#). For mail enclosed in a Priority Mail Open and Distribute container, available extra services are indicated in [18.4.2](#). Mailpieces requiring cancellation may not be included in a Priority Mail Express Open and Distribute or a Priority Mail Open and Distribute shipment. Mailers are not required to place bundles of mail in sacks or trays when all of the mail enclosed in an Open and Distribute sack is destined to a 5-digit facility and the Open and Distribute sack weighs at least five pounds.

**18.3 Additional Standards for Priority Mail Express Open and Distribute****18.3.1 Service Objectives**

The Priority Mail Express service guarantee for Priority Mail Express Open and Distribute is receipt by end of day (11:59 p.m.) and ends upon receipt by scan of the Priority Mail Express Open and Distribute container at the destination postal facility. The service guarantee does not apply to the delivery of the enclosed mail to the addressees.

**18.3.2 Extra Services**

**[7-28-13]** No extra services may be added to the Priority Mail Express segment of a Priority Mail Express Open and Distribute shipment, and the enclosed mail may receive only the following extra services:

- a. First-Class Mail pieces may be sent with Certified Mail service or special handling or, for parcels only, USPS Tracking or Signature Confirmation service.



- b. Priority Mail pieces may be sent with Certified Mail service, special handling, USPS Tracking, or Signature Confirmation service.
- c. Standard Mail parcels (except Customized MarketMail pieces) may be sent with electronic option USPS Tracking service.
- d. Parcel Select, Standard Post and Package Services mail may be sent with special handling or, for parcels only, USPS Tracking or Signature Confirmation service.

### 18.4 Additional Standards for Priority Mail Open and Distribute

#### 18.4.1 Service Objectives

All Priority Mail Open and Distribute containers receive expeditious handling and transportation. The USPS follows uniform guidelines for delivering the containers to a destination postal facility but does not guarantee delivery within a specified time.

#### 18.4.2 Extra Services

No extra services are available for Priority Mail Open and Distribute containers. The mail enclosed in the container may receive only the following services:

- a. First-Class Mail pieces may be sent with Certified Mail service or special handling or, for parcels only, USPS Tracking or Signature Confirmation service.
- b. Standard Mail parcels and NFMs (except Customized *MarketMail* pieces) may be sent with electronic option USPS Tracking service.
- c. Parcel Select and Package Services mail may be sent with special handling or, for parcels only, USPS Tracking or Signature Confirmation service.

### 18.5 Preparation

#### 18.5.1 Containers for Expedited Transport

[6-3-13] Acceptable containers for expedited transport are as follows:

- a. A Priority Mail Express Open and Distribute shipment must be contained in a USPS-approved sack using the applicable tag in [18.5.3a](#) or in a USPS-provided Priority Mail Express Open and Distribute tray box (Tags are not required for tray boxes; only the 4x6 address label should be applied), except as provided in [18.5.1c](#) and [18.5.1d](#).
- b. A Priority Mail Open and Distribute shipment must be contained in either a USPS-approved sack using the applicable tag in [18.5.3b](#) or a USPS-provided Priority Mail Open and Distribute tray box (Tags are not required for tray boxes; only the 4x6 address label should be applied), except as provided in [18.5.1c](#) and [18.5.1d](#).
- c. A Priority Mail Express or Priority Mail Open and Distribute shipment destined to a DDU may be contained in USPS-provided Priority Mail Express Flat Rate Boxes and envelopes using the applicable label in [18.5.3a](#), or Priority Mail Flat Rate Envelopes and boxes using the applicable label in [18.5.3b](#).
- d. Customized *MarketMail* (CMM) pieces may be contained in USPS-provided Priority Mail Express or Priority Mail envelopes and boxes or in any properly labeled container supplied by the mailer.



### 18.5.2 Priority Mail Express and Priority Mail Tray and Sack Labels

Labels for Priority Mail Express Open and Distribute trays, sacks and similar containers must be barcoded and meet the requirements in 708.6.0. Tray boxes, sacks and other containers (except pallets and pallet boxes) used for Priority Mail Open and Distribute shipments must bear a barcoded tray or sack label that includes the appropriate CIN code that best describes the class and processing category of the contents of the shipment. When no specific CIN code accurately describes all of these elements, the "165" generic code must be used. It is recommended that all EMOD and PMOD shipments bear Intelligent Mail tray barcodes prepared under 708.6.5. Although mailers may affix tray labels on either end of a tray box (or similar container), to the right of the hand-hold cutout, the recommended placement is on the end of the tray box nearest to the EMOD or PMOD address label. All lines of information must be completely visible when inserted into the label holder. Label trays or sacks as follows:

- a. Line 1 (destination line) provides information on the destination entry office where the enclosed mail is to be distributed.
  1. For destination delivery unit (DDU) distribution, use the facility name and ZIP Code found in the Drop Shipment Address File available at the USPS FAST website at <https://fast.usps.com> (click Resources in the left-hand navigation bar, then "Go" for "Drop Ship Product File Download").
  2. For SCF distribution, use the destination in L005, Column B.
  3. For ADC distribution, use the destination in L004, Column B.
  4. For NDC distribution, use the destination in L601, Column B.
  5. For ASF distribution, use the destination in L602, Column B.
- b. For Line 2 (content line), for Priority Mail Express Open and Distribute shipments, print "PRIORITY MAIL EXPRESS OPEN AND DIST." For Priority Mail Open and Distribute shipments, print the appropriate human-readable content line from Exhibit 708.6.2.4, or "PMOD" (CIN code 165) when the correct content line is not provided in Exhibit 708.6.2.4.
- c. For Line 3 (origin line), show the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office. See 708.6.2.5 for additional standards.

### 18.5.3 Tags 257 and 267—Priority Mail Express Open and Distribute

[6-3-13] Blue Tag 257 and yellow Tag 267 provide a place to affix Priority Mail Express postage and the address label for the destination facility. For mailings prepared under the Electronic Verification System (eVS), use blue Tag 257-EVS and yellow Tag 267-EVS. The applicable tag must be attached to each Priority Mail Express sack, in addition to the Priority Mail Express sack label, to identify it as a Priority Mail Express Open and Distribute shipment as follows:

- a. Attach yellow Tag 267 or yellow Tag 267-EVS to sacks used as Priority Mail Express Open and Distribute containers destined to a NDC, ASF, ADC, or SCF facility.





- b. Attach blue Tag 257 or blue Tag 257-EVS to sacks used as Priority Mail Express Open and Distribute containers destined to a DDU. Blue Label 257S or blue Label 257S-EVS may be affixed to containers used for Priority Mail Express Open and Distribute shipments prepared under [18.5.1c](#) or [18.5.1d](#).

#### **18.5.4 Tags 161 and 190—Priority Mail Open and Distribute**

**[6-3-13]** Green Tag 161 and pink Tag 190 provide a place to affix Priority Mail postage and the address label for the destination facility. For mailings prepared under the Electronic Verification System (eVS), use green Tag 161-EVS and pink Tag 190-EVS. The applicable tag must be attached to each Priority Mail sack, in addition to the Priority Mail sack label, or container to identify it as a Priority Mail Open and Distribute shipment as follows:

- a. Attach green Tag 161 or green Tag 161-EVS to sacks used as Priority Mail Open and Distribute containers to a NDC, ASF, ADC, or SCF facility.
- b. Attach pink Tag 190 or pink Tag 190-EVS to sacks used as Priority Mail Open and Distribute containers to a DDU. Pink Label 190S or pink Label 190S-EVS may be affixed to containers used for Priority Mail Open and Distribute shipments prepared under [18.5.1c](#) or [18.5.1d](#).

#### **18.5.5 Tray Boxes—Priority Mail Express Open and Distribute and Priority Mail Open and Distribute**

As an alternative to sacks for Priority Mail Express Open and Distribute and Priority Mail Open and Distribute shipments, unless prepared under [18.5.1c](#) or [18.5.1d](#), mailers may use USPS-supplied tray boxes for this service. Mailers must place a 1-foot or 2-foot managed mail tray, extended managed mail tray, or flat tray into the appropriate size tray box.

#### **18.5.6 Address Labels**

In addition to Tag 257, Tag 267, Tag 161, or Tag 190, USPS-provided containers and envelopes and mailer-supplied containers used for Priority Mail Express Open and Distribute or Priority Mail Open and Distribute must bear an address label that states “OPEN AND DISTRIBUTE AT:” followed by the facility name. Find the facility name and other information for addressing the labels, according to the type of facility, in [18.5.8](#) through [18.5.12](#).

#### **18.5.7 Address Label Service Barcode Requirement**

An electronic service barcode using the USS 128, USS 39, or Intelligent Mail package barcode (IMpb) (eVS approved mailers) symbology for Priority Mail Express Open and Distribute, and the concatenated GS1-128 or IMpb symbology for Priority Mail Open and Distribute, must be incorporated in the address label. Mailers must prepare address labels using the formats in [18.5.8](#) through [18.5.12](#). The labels must include either a service type code “723” with an IMpb or “DB” prefix with a USS 128 or USS 39 barcode for Priority Mail Express Open and Distribute or service type code “55” with a concatenated GS1-128 barcode or “123” with an IMpb for Priority Mail Open and Distribute, to identify the service. The human-readable text “USPS SCAN ON ARRIVAL” must appear above the barcode. USPS certification is required from the National Customer Support Center (NCSC) for each printer used to print barcoded open and distribute address labels, except for barcodes created using USPS webtools or Click-N-Ship For Business. NCSC contact information,



formatting specifications for barcodes and electronic files, and certification, are included in Publication 91, *Confirmation Services Technical Guide*. Mailers can use the following options available to create a label with a service barcode for Priority Mail Express Open and Distribute and Priority Mail Open and Distribute address labels:

- a. Select a service software developer from the list of companies that have met Postal Service specifications for the electronic file and barcode available at <http://www.usps.com/shipping/shipsystems.htm>.
- b. Register and download the USPS Click-N-Ship For Business desktop application for Priority Mail Open and Distribute, available at <http://www.usps.com/business/click-n-ship-for-business.htm>.
- c. Register and integrate the USPS Web Tools Application Program Interface (API) for Priority Mail Open and Distribute using your own developers, available at <http://www.usps.com/webtools/>.
- d. Use Publication 91, *Confirmation Services Technical Guide*, for technical specifications and requirements.

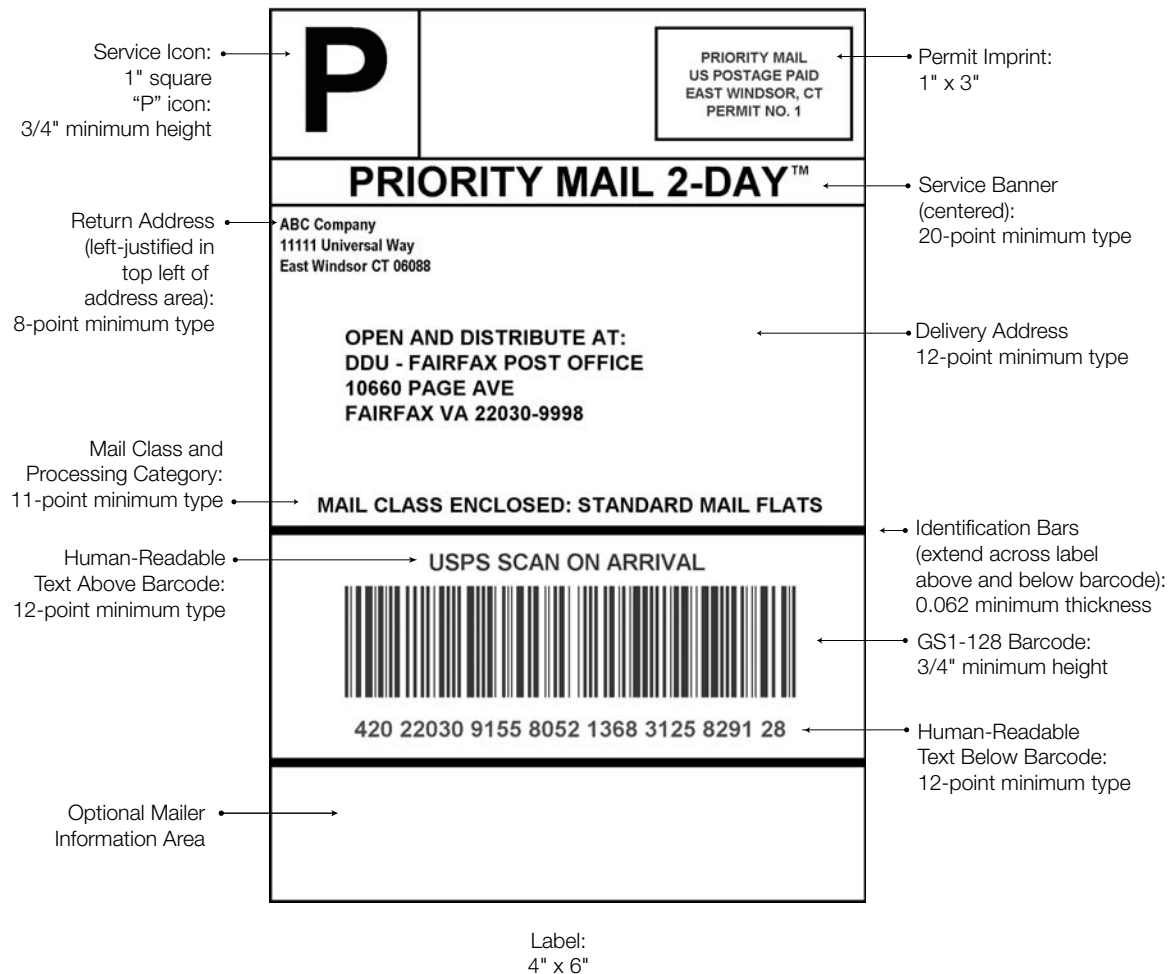
#### 18.5.8 DDU Address Labels

For the DDU address label, use the name of the DDU on the top line; the street address of the facility on the next line; and city, state, and ZIP+4 code on the last line of the address block. For the DDU address label, use the destination facility name, the street address, city, state, and ZIP+4 found in the Drop Entry Point View File available at USPS' FAST Web site: <https://fast.usps.com> (click on Reports>Mail Direction Search>Drop Entry Point View). Directly below the address, indicate the class and processing category of the enclosed mail. See [Exhibit 18.5.8](#) for an example of a DDU address label.



705.18.5.8

### Exhibit 18.5.8 DDU Address Label

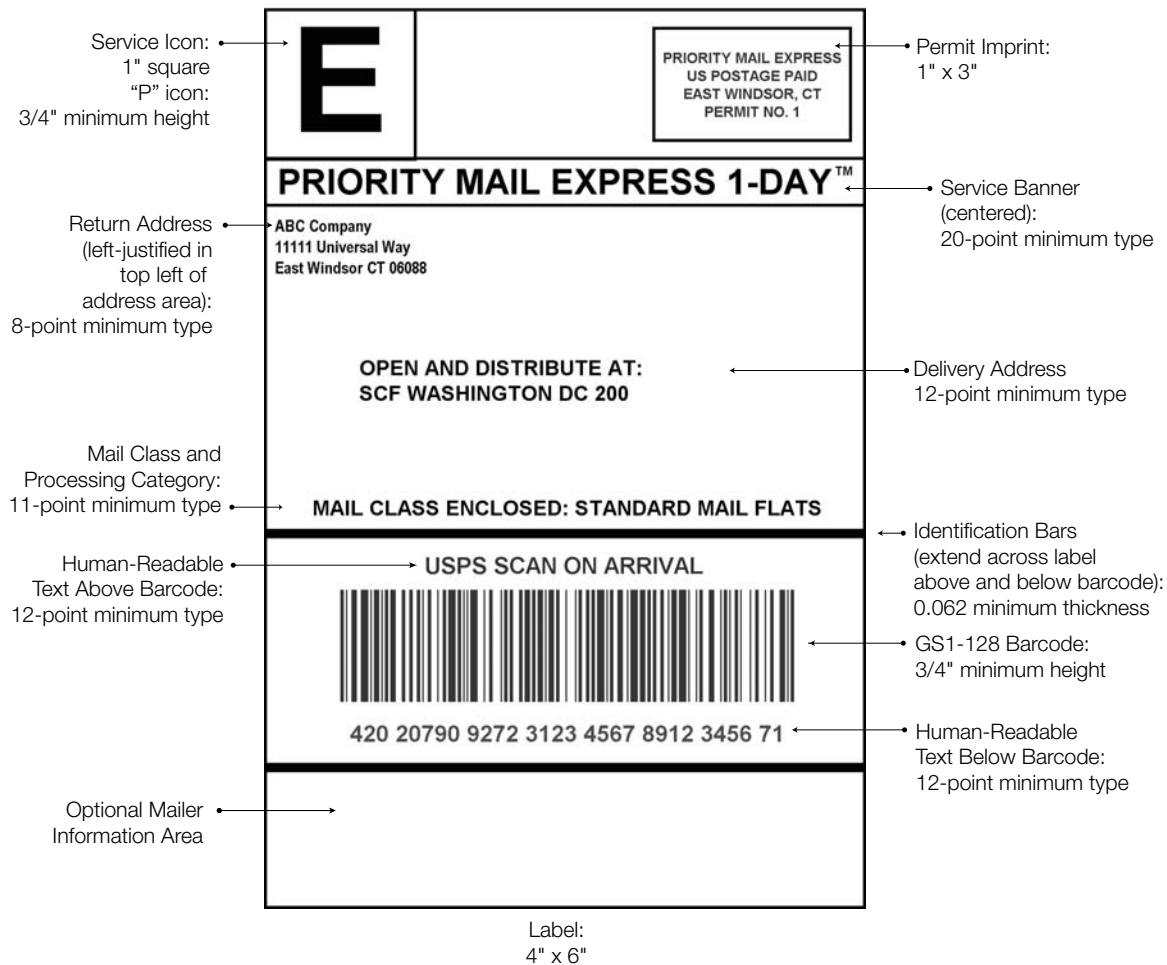


### 18.5.9 SCF Address Labels

For the SCF address label, use SCF followed by the city, state, and ZIP Code found in the Drop Entry Point View File available at USPS' FAST Web site:

<https://fast.usps.com>. Directly below the SCF facility name, indicate the class and processing category of the enclosed mail. See [Exhibit 18.5.9](#) for an example of an SCF address label.

#### Exhibit 18.5.9 SCF Address Label





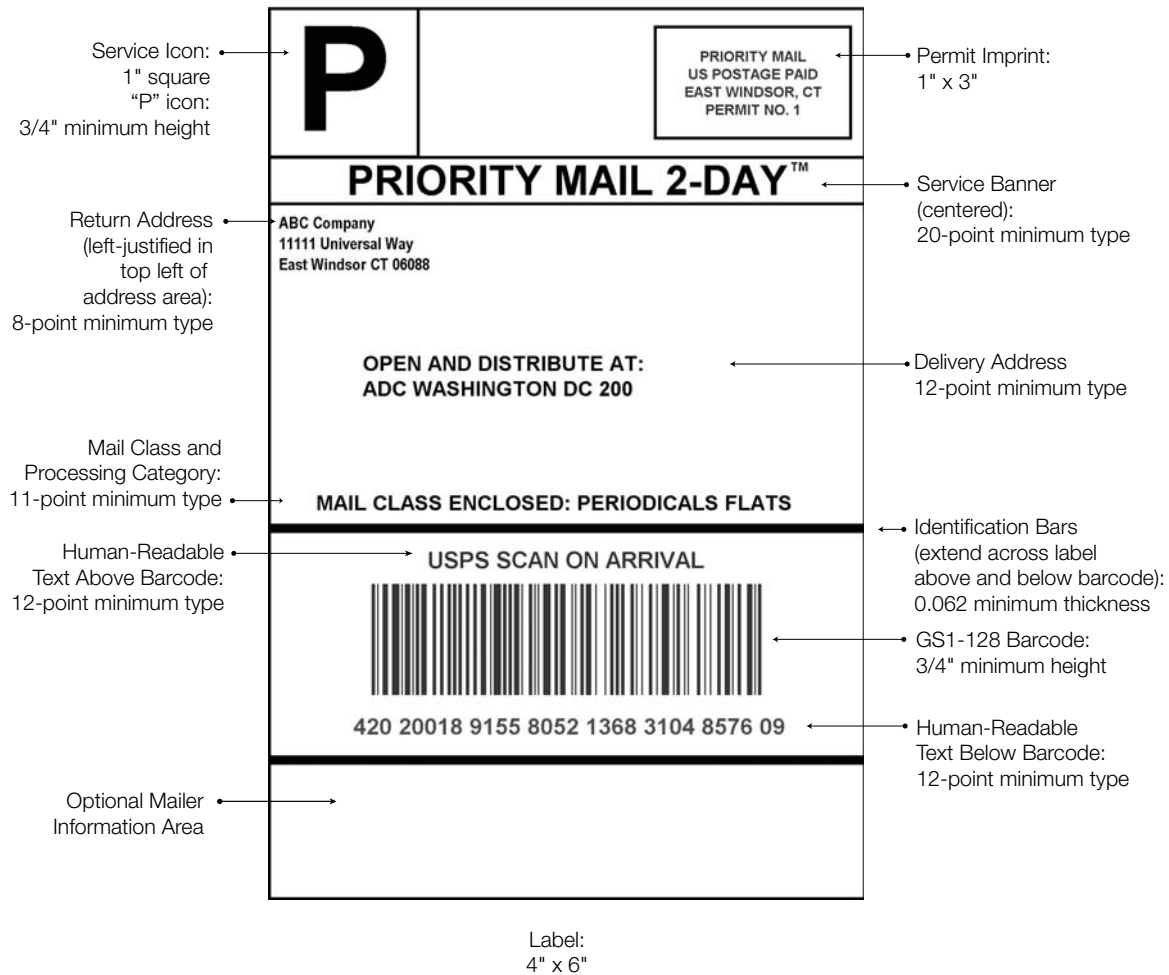
705.18.5.10

### 18.5.10 ADC Address Labels

For the ADC address label, use ADC followed by the city, state, and ZIP Code found in the Drop Entry Point View File available at USPS' FAST Web site:

<https://fast.usps.com>. Directly below the ADC facility name, indicate the class and processing category of the enclosed mail. See [Exhibit 18.5.10](#) for an example of an ADC address label.

#### Exhibit 18.5.10 ADC Address Label



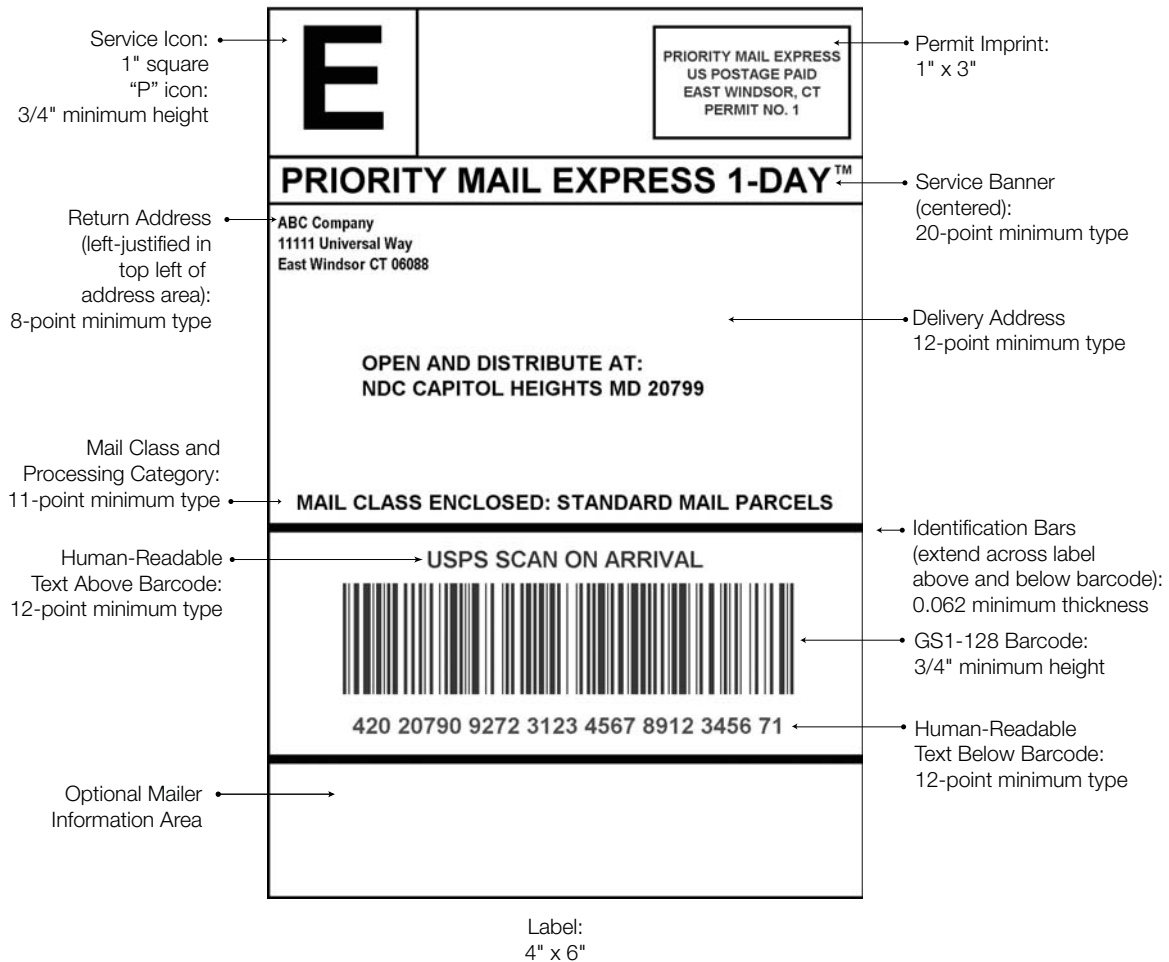


### 18.5.11 NDC Address Labels

For the NDC address label, use NDC followed by the city, state, and ZIP Code found in the Drop Entry Point View File available at USPS' FAST Web site:

<https://fast.usps.com>. Directly below the facility name, indicate the class and processing category of the enclosed mail. See [Exhibit 18.5.11](#) for an example of a NDC address label.

#### Exhibit 18.5.11 NDC Address Label



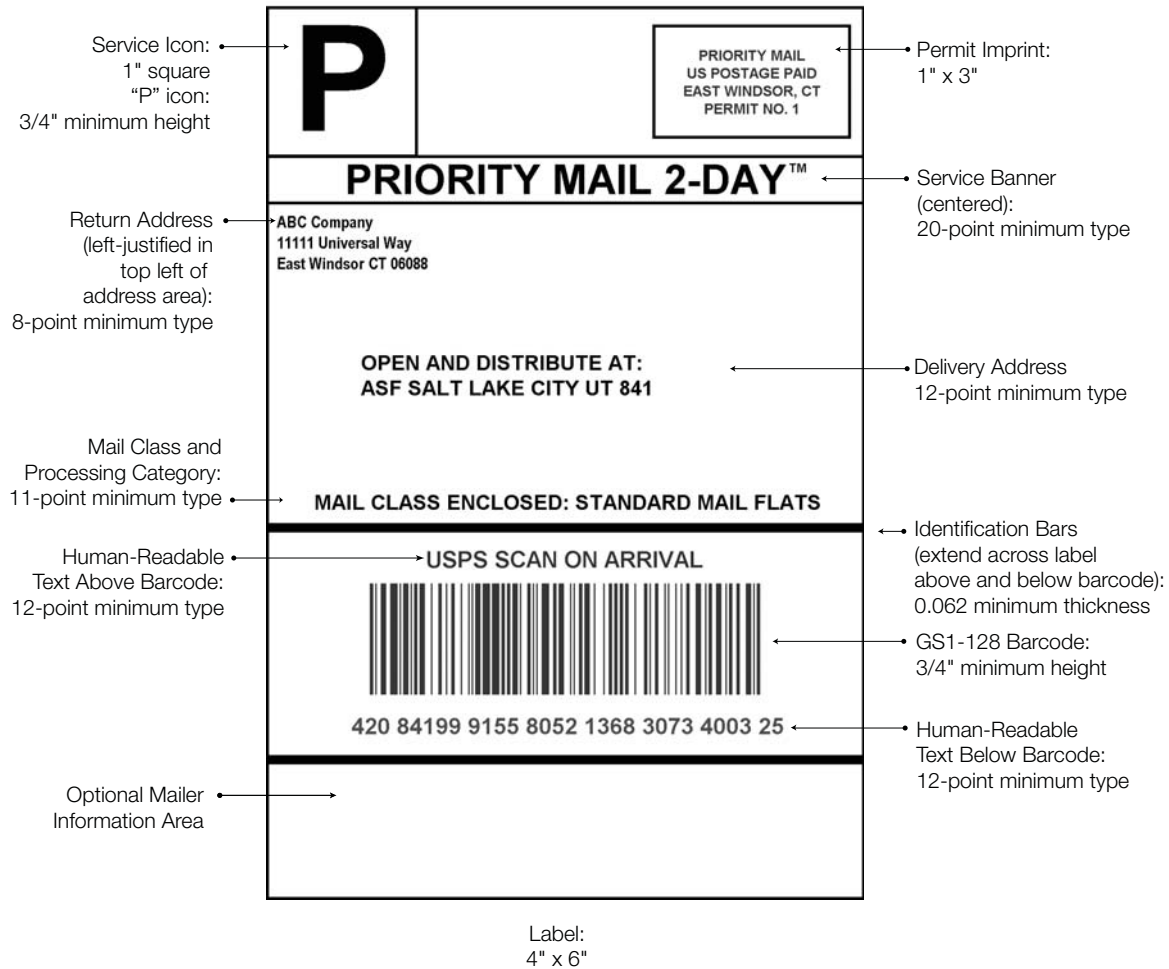


705.18.5.12

### 18.5.12 ASF Address Labels

For the ASF address label, use ASF followed by the city, state, and ZIP Code found in the Drop Entry Point View File under NDC available at USPS' FAST Web site: <https://fast.usps.com>. Directly below the address, indicate the class and processing category of the enclosed mail. See [Exhibit 18.5.12](#) for an example of an ASF address label.

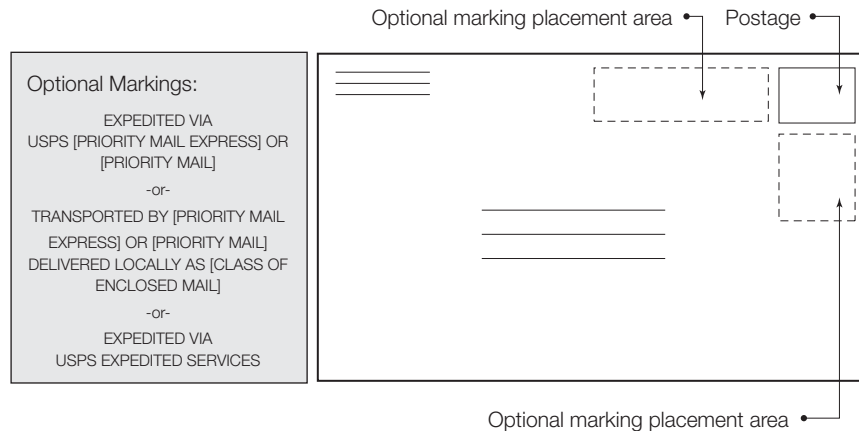
#### Exhibit 18.5.12 ASF Address Label





### 18.5.13 Markings on Enclosed Mail

The enclosed mail may show one of the optional markings below. The optional marking must be placed directly below or to the left of the postage area. The optional marking may appear in any type font. When an optional marking is used, the type size of the required price marking (see 202 for letters, 302 for flats, or 402 for parcels) must be at least 8 points.



## 18.6 Enter and Deposit

### 18.6.1 Verification and Entry

Mailers must prepare Priority Mail Express Open and Distribute and Priority Mail Open and Distribute shipments under 18.2 and 18.5 and present shipments at a business mail entry unit (BMEU) or other location designated by the postmaster to accept both the enclosed mail and, when applicable, Priority Mail Express. Open and Distribute containers must not be sealed until the BMEU verification and acceptance of the contents has been completed, unless accepted under an alternate procedure authorized by Business Mailer Support.

### 18.6.2 Entry

A PS Form 3152, Confirmation Services Certification, (Priority Mail Open and Distribute) or PS Form 3152-E (Priority Mail Express Open and Distribute) must accompany each Open and Distribute shipment. Mailers must present shipments to the BMEU with enough time for acceptance, processing, and dispatch before the facility's critical entry time for Priority Mail Express or Priority Mail.

### 18.6.3 Postmark and Signing Tags and Labels

[6-3-13] Upon completion of the verification and acceptance of the contents, all Open and Distribute tags and labels must be postmarked and signed in the space provided unless prepared under an authorized Electronic Verification System (eVS) manifest mailing system. Open and Distribute eVS tags and labels bear the marking "APPROVED eVS MAILER" in the space normally designated for the postmark and signature.



## 19.0 Priority Mail Express Reshipment Service

### 19.1 Basic Information

#### 19.1.1 General

The USPS gathers mail addressed to Post Office boxes or business street addresses and dispatches it as a Custom Designed or Next Day Service shipment under a service agreement (PS Form 5637) between the USPS and the mailer, subject to these standards:

- a. Service frequency is scheduled.
- b. The mailer is charged a Pickup on Demand fee each time mail is collected for reshipment from a Post Office no matter how many Post Office boxes or business street addresses the mailer may have at that office.
- c. Priority Mail Express postage and fees are paid by USPS Corporate Account or federal agency "Postage and Fees Paid" indicia. The sack or container and its contents are considered a single piece for calculation of the Priority Mail Express price of postage and must not exceed 70 lbs.
- d. The mailer must keep a postage-due, merchandise return service, or business reply mail account at the postal facility where the Post Office box or business street address is located for any shortpaid, merchandise return service, or business reply mail. The service agreement (PS Form 5637) must state that such an account exists.
- e. USPS Tracking and accountable mailpieces (Certified Mail, COD, insured, Signature Confirmation, or Priority Mail Express) are reshipped and charged separately from non-accountable mailpieces. Registered Mail is not allowed for Priority Mail Express reshipment service.
- f. The service agreement must list the Business Development Team at the originating office as the "Firm Representative" and show the pickup time is when the USPS employee gathers the mail and prepares it for dispatch as Priority Mail Express.
- g. Commencement and termination of service agreements are subject to the standards for Priority Mail Express Custom Designed Service.

## 20.0 Metered Mail Drop Shipment

### 20.1 Basic Information

#### 20.1.1 General

A customer may affix postage using a postage meter (postage evidencing system) licensed at one Post Office (licensing Post Office) and deposit that mail at another Post Office (entry Post Office) only if prior authorization is obtained from the USPS under one of the procedures described below. Such authorization may be revoked under [20.2.6](#) when the USPS determines that information or circumstances supporting the original authorization may no longer be accurate, complete, or



applicable. [604.4.0](#) provides an exception to this standard for metered Priority Mail Express, Priority Mail, and single-piece price metered mail.) These general conditions apply:

- a. The meter stamp or indicium must show the name of the licensing Post Office.
- b. Metered mailpieces that bear meter impressions or other endorsements containing the wrong Post Office name, authorization number (as applicable), or other required information are not accepted.
- c. A metered mail drop shipment must be deposited at the time and place and under any additional condition specified by the USPS.
- d. Annual mailing fees, as applicable for the class of mail, must be paid at the office(s) where mailings will be entered, as required under [233.3.4](#) or [243.3.4](#).

### 20.1.2 Effect on Service

The USPS assumes no responsibility for the material presented until it is accepted into the mail. The USPS is not responsible for service delays when the mailer does not meet the applicable preparation or entry requirements. Entry of mail by drop shipment may adversely affect the USPS's ability to achieve the applicable service objectives.

### 20.1.3 Changes

A mailer authorized to drop ship metered mail must inform the approving official of all changes to the information originally provided as part of the application. When the USPS asks, the mailer must submit additional information supporting that authorization. Failure to provide this information is grounds to revoke the authorization.

## 20.2 Authorization

### 20.2.1 Options 1 & 2

Authorizations under Options 1 and 2 in [20.3, Option 1: Deposit at P&DC/F](#), and [20.4, Option 2: Deposit at Another Post Office](#), are granted to meter license holders. The meter license holder must apply in writing to the district manager of business mail entry whose district includes the licensing Post Office of the meter holder.

### 20.2.2 Options 3 & 4

Authorization under Option 3 in [20.5, Option 3: Consolidated Drop Shipment With Endorsement](#), is granted to mailers intending to present mail for other meter license holders (including their own mail, if applicable) at one location other than the licensing office(s), whereas authorization under Option 4 in [20.6, Option 4: Consolidated Drop Shipment Without Endorsement](#), is granted for mailings presented at more than one location. For authorization under Option 3, the mailer or consolidator must apply in writing to the district manager of business mail entry whose district includes the Post Office(s) where the mailings are verified for presort preparation and payment of postage. Applications under Option 4 must be submitted to the manager, Business Mailer Support.



#### **20.2.3 Application**

The application must describe the classes of mail to be deposited and the volume, processing category, frequency of mailing, and requested deposit schedule of each. The application must also state how the mail to be entered meets applicable eligibility and service standards and must identify any third party preparing and presenting the mail. The application must be prepared on the mailer's letterhead and signed by an authorized manager or representative. There is no USPS form for this purpose. Additional information is required for Options 3 and 4. Mailers seeking authorization under Option 4 must contact Business Mailer Support, USPS Headquarters, for guidance (see [608.8.0](#) for address).

#### **20.2.4 Notification**

The manager of business mail entry (or the manager, Business Mailer Support under Option 4) notifies the applicant in writing of approval or conditions of approval, including the drop shipment (DS) authorization number, or denial.

#### **20.2.5 Application Denial**

A decision denying an application for operational reasons may be appealed within 15 days of its receipt to the area manager of processing and distribution. If denied because of noncompliance with applicable eligibility standards, the applicant may appeal the denial under [607.2.0](#).

#### **20.2.6 Revocation**

An authorization may be revoked:

- a. When it is determined that the authorized entry no longer reduces postal handling or improves service, or is not in the best interests of the USPS.
- b. For nonuse during any consecutive 12 months.
- c. When used in operating any unlawful scheme or enterprise, or for any noncompliance with the regulations governing the use of postage meters.

#### **20.2.7 USPS Authorities**

Authorization is revoked by:

- a. The manager of business mail entry of the district originally issuing authorization or the manager, Business Mailer Support.
- b. The postmaster of the licensing Post Office (under any option) when it is used in operating any unlawful scheme or enterprise, or for any noncompliance with the regulations for postage meters.

#### **20.2.8 Nonuse**

If revocation is for nonuse, and the mailer shows that use is to resume within 90 days after the revocation notice, revocation may be deferred for a period not to exceed 90 days from the date of the original revocation notice.

#### **20.2.9 Appeal**

Written appeal of the revocation notice may be made within 15 days of its receipt, under [607.2.0](#).

**20.3 Option 1: Deposit at P&DC/F**

Metered mail of any class may be entered and deposited by the licensed meter holder or an agent at the local processing and distribution center/facility (P&DC/F) making the initial originating distribution of mail deposited at the Post Office where the meter license is held. Mail must be prepared under the standards for the class and price claimed and as specified in the drop shipment authorization. The mailer may be required to prepare and deposit the mail in an additional manner that best enhances postal handling as specified in the drop shipment authorization. Any such requirements are modified to reflect changes in the mailings subsequently presented by the mailer. Failure to meet these standards may lead to revocation of the authorization.

**20.4 Option 2: Deposit at Another Post Office****20.4.1 Eligibility**

Metered mail of any class may be entered and deposited by the licensed meter holder or an agent at a Post Office other than the licensing Post Office or P&DC/F serving the licensing Post Office. Mail must be prepared under the standards for the class and price claimed and as specified in the drop shipment authorization. The mailer may be required to perform additional preparation and meet specific deposit schedules to enhance postal handling. Any such requirements are specified in the drop shipment authorization and may be modified to reflect changes in the mailings subsequently presented by the mailer. Failure to meet these standards may lead to revocation of the authorization.

**20.4.2 Endorsement**

Each mailpiece deposited under this option must contain an endorsement with the city and state of the entry Post Office, the words “Drop Shipment Authorization” (or the abbreviation “D/S AUTH”), and the unique authorization number issued by the district manager of business mail entry serving the entry Post Office. If the abbreviation “D/S AUTH” is not used, the mailing office ZIP Code may be used instead of the city and state of mailing. The endorsement must be included in digital indicia or placed outside the indicium boundary in 8-point or larger type by a computer or mechanical method providing a clear and legible impression. For letter press indicia, the endorsement must appear in the ad plate area. The application and the endorsement format must be approved by the district manager of business mail entry before mail is deposited under this option.



### EXAMPLES

#### Full Endorsement – Mailing Office City and State

MAILED AT CHICAGO IL	DROP SHIPMENT
DROP SHIPMENT	AUTHORIZATION 48
AUTHORIZATION 12	MAILED AT YAKIMA
	WA

#### Full Endorsement – Mailing Office ZIP Code

MAILED AT 606	DROP SHIPMENT
DROP SHIPMENT	AUTHORIZATION 48
AUTHORIZATION 12	MAILED AT 98901

#### Abbreviated Format

CHICAGO IL	D/S AUTH 48
D/S AUTH 12	YAKIMA WA

### 20.4.3 Not Valid

Drop shipment endorsements authorized before March 19, 1989, are no longer valid.

### 20.4.4 Price and Class Marking

The drop shipment endorsement placed in the ad plate area or within the indicium boundary may include the marking required by the standards for the price claimed if that marking is placed directly below the drop ship endorsement and meets the standards in [202](#) for letters, [302](#) for flats, and [402](#) for parcels. The marking may also be provided separately directly below the indicium boundary if the marking meets the relevant size and legibility standards.

## 20.5 Option 3: Consolidated Drop Shipment With Endorsement

### 20.5.1 General

A mailer presenting a consolidated mailing may apply to collect metered mail bearing postage from meters licensed at different Post Offices and present such mailings at one Post Office, subject to the conditions and limitations in [20.5](#). All conditions for presenting presort mailings must be met as applicable for the class of mail. All applicable conditions under [604.9.4](#), [Value Added Refunds](#), and [5.0](#), [First-Class Mail or Standard Mail Mailings With Different Payment Methods](#), must also be met.

### 20.5.2 Barcoded and Nonbarcoded Portions

The majority of the mail consolidated for entry under Option 3 must be prepared in a single mailing (with a single postage statement) in which all pieces, regardless of price claimed, have the correct barcode (ZIP+4 for flats, delivery point for letters and cards) and are physically compatible with automated mail processing equipment. The entry Post Office may reject a mailing if all pieces do not have the correct barcode. A minor portion of the consolidated mail may be prepared as a second, separate mailing (with its own postage statement) in which the pieces do not bear the correct barcode (or are not compatible with automated processing equipment) but do meet the standards that apply to the prices claimed.

**20.5.3 Service Objective**

When a mailpiece is part of a consolidated mailing, the service objective that applies must be the same as or better than that which would have applied had the piece been entered at the licensing Post Office. As part of the application, documentation must be provided by the mailer to show compliance with this standard to USPS satisfaction. (Typical documentation lists the service objective that applies to each licensing Post Office from whose area mail is to be consolidated and the standard that applies to that mail when it is entered under Option 3.)

**20.5.4 Information**

An application under Option 3 must be submitted by the mailer (i.e., the party to present the consolidated mailing to the USPS). In addition to the information detailed in [20.2.3](#), the application must identify the meter licensees whose mail is to be consolidated and the serial numbers of each licensee's meters.

**20.5.5 Notice to Licensees**

After receiving an authorization notice, the mailer must give written notice to each licensee whose mail is to be consolidated under the authorization. The mailer's notice must include a copy of the authorization, a full explanation of preparation requirements, and a reminder that consolidation of their mail can adversely affect service. The mailer must give copies of each licensee notice to the entry office and licensing office postmasters.

**20.5.6 Additional Standards**

Metered mail deposited under Option 3 must be prepared as specified by the USPS. This preparation may extend beyond that which is required to qualify for the price paid for the mail, and may require the mail to be configured and its deposit scheduled to enhance USPS handling. Failure to meet these standards can lead to revocation of the authorization.

**20.5.7 Endorsement**

Each mailpiece deposited under this option must be endorsed with the letters "DS," followed by a unique drop shipment authorization number (issued by the manager of business mail entry of the district in which the mail is entered) and the words "MAILED AT," followed by the 3-digit ZIP Code prefix of the entry Post Office. The endorsement may also include the correct mailing date. (Including this date does not relieve the meter licensee(s) from meeting the standards for correct dating of metered mail.) The endorsement must be printed immediately below the meter stamp or indicium or in the lower left corner of the mailpiece, in 8-point or larger type, by a computer or another mechanical method providing a clear and legible endorsement. The district manager of business mail entry issuing the authorization number must approve the endorsement before drop shipment mailings may be made under this option.



### EXAMPLES

DS12 MAILED AT 606 – 04/01/04

MAILED AT 606 DS12 – 04/01/04

DS48 MAILED AT 981

MAILED AT 981 DS48

### 20.5.8 Placement

The drop shipment endorsement must not interfere with the barcode clear zone or any other marking.

### 20.5.9 Preparation

The preparation and documentation standards that apply to the prices claimed in the mailing remain unaffected by entry under Option 3.

### 20.5.10 Consolidation

Mail collected from licensees for mailing under Option 3 may not be further collected or consolidated by any other mailer or consolidator.

## 20.6 Option 4: Consolidated Drop Shipment Without Endorsement

### 20.6.1 General

A mailer presenting a consolidated mailing may apply to collect metered mail bearing postage from meters licensed at different Post Offices and consolidate that mail for mailing (entry and deposit) at other entry Post Offices, subject to the conditions and limitations in [20.6](#). All conditions for presenting presort mailings must be met as applicable for the class of mail. All applicable conditions under [604.9.4](#), [Value Added Refunds](#), and [5.0, First-Class Mail or Standard Mail Mailings With Different Payment Methods](#), must also be met.

### 20.6.2 Barcoded and Nonbarcoded Portions

The majority of the mail consolidated for entry under Option 4 must be prepared in a single mailing (with a single postage statement) in which all pieces, regardless of price claimed, have the correct barcode (ZIP+4 for flats, delivery point for letters and cards) and are physically compatible with automated mail processing equipment. The entry Post Office may reject a mailing if all pieces do not have the correct barcode. A minor portion of the consolidated mail may be prepared as a second, separate mailing (with its own postage statement) in which the pieces do not bear the correct barcode (or are not compatible with automated processing equipment) but do meet the standards that apply to the prices claimed.

### 20.6.3 Service Objective

When a mailpiece is part of a consolidated mailing, the service objective that applies must be the same as or better than that which would have applied had the piece been entered at the licensing Post Office. As part of the application, documentation must be provided by the mailer to show compliance with this standard to USPS satisfaction. (Typical documentation lists the service objective that applies to each pair of origin/destination 3-digit ZIP Codes in the consolidated mailing, both if entered at the licensing Post Office and if entered as authorized under Option 4.)

**20.6.4 Information**

An application under Option 4 must be submitted by the mailer (i.e., the party to present the consolidated mailing to the USPS). The information in [20.2, Authorization](#), must be provided for each Post Office at which mail is to be entered under Option 4. The application must also detail: the meter licensees whose mail is to be consolidated and the serial numbers of each licensee's meters; the mailer's method of sortation, documentation, and quality control; and the mailer's procedures for ensuring that all pieces in the consolidated mailing are entered to meet or exceed the service objectives for the place of origin.

**20.6.5 Notice to Licensees**

After receiving the authorization notice, the mailer must give written notice to each licensee whose mail is to be consolidated under the authorization. The mailer's notice must include a copy of the authorization, a full explanation of preparation requirements, and a reminder that consolidation of their mail can adversely affect service. The mailer must give copies of each licensee notice to the entry office and licensing office postmasters.

**20.6.6 Additional Standards**

Metered mail deposited under Option 4 must be prepared in segments for entry at postal facilities according to schemes and schedules provided by the USPS. Further, each segment must be prepared for dispatch without additional postal processing or handling, and deposited at places and times specified by the USPS. The USPS may stipulate preparation beyond that required to qualify for the price paid for the mail. Failure to meet these standards can lead to revocation of the authorization.

**20.6.7 Transportation**

The mailer must provide transportation for the consolidated mailing, unless the USPS provides plant load service.

**20.6.8 Endorsement**

A drop shipment endorsement is not required on pieces mailed under Option 4.

**20.6.9 Preparation**

The preparation and documentation standards that apply to the prices claimed in the mailing remain unaffected by entry under Option 4.

**20.6.10 Consolidation**

Mail collected from licensees for mailing under Option 4 may not be further collected or consolidated by any other mailer or consolidator.

**20.6.11 Documentation**

The mailer/consolidator must keep documentation supporting each consolidated mailing, including the volume collected from each meter licensee, for at least 1 year from the date of mailing, and make it available for postal inspection on request.



## 21.0 Postage Due Weight Averaging Program

### 21.1 Basic Information

#### 21.1.1 Description

The Postage Due Weight Averaging (PDWA) program is a comprehensive, statistically valid program to calculate postage due returns in bulk, rather than rating each individual piece. This program, subject to application, approval, and authorization, is available for customers who receive a minimum of 50,000 combined postage due parcels and flats, Merchandise Return Service (MRS) pieces, or Bulk Parcel Return Service (BPRS) pieces. The PDWA program applies a postage due cost factor, generated through a 4-week rolling average sampling period, to assess postage and fees based upon the net weight of each container. A new postage due cost factor is calculated and applied weekly, based on the previous 4 weeks of sampling data. The 4-week rolling average is not applicable if a new PDWA system is implemented or if there is a postage price change. When these circumstances occur, the new postage due cost factor is determined through the sampling in the first week. That new postage due cost factor is then applied in the first 2 weeks. After the fourth week of sampling, the postage due cost factor is a complete 4-week rolling average. PDWA is designed to significantly reduce processing time and provide for shorter verification time for customers.

#### 21.1.2 General Qualification

A PDWA program may be authorized for applicants who receive a minimum of 50,000 combined returns per year. Returns can include all classes of mail where postage due fees are assessed, including MRS and BPRS return pieces. Only parcels and flats may be processed through the PDWA program. See [21.2](#) for application process.

#### 21.1.3 Quality Control

PDWA customers may elect to establish and conduct a quality control program to ensure that all missorted and accountable mail (including certified, collect on delivery (COD), return receipt for merchandise, USPS Tracking service, and Signature Confirmation services pieces) is identified and returned to the servicing Post Office prior to being opened. If the customer elects to not implement a quality control program, the customer must assume all responsibility for claims filed by clients who returned their product to them via accountable mail. The program must include:

- a. Training all employees who process returns on how to identify accountable items.
- b. Permanently displaying examples of accountable return items in full view of employees responsible for the identification of accountable returns.
- c. Instructional material pertaining to identifying accountable returns.
- d. The random selection and tracking of individual sample pieces within the customer's operational process to assure that they are identified.



## 21.2 Authorization

### 21.2.1 Application

The customer or agent must submit a PDWA application to the postmaster of the office through which delivery service is provided. The customer must provide information including current permits, authorizations, and average volume figures. The postmaster will provide input regarding staffing, hours of operation, standard operating procedures, and recommendations or comments for approval.

### 21.2.2 Approval

The Business Mailer Support manager, USPS Headquarters, approves or denies applications for PDWA systems. Approved mailers are provided an authorization letter (or previously-approved service agreement) specifying, among other things, the customer's quality control procedures and procedures for handling missorted and accountable mail.

### 21.2.3 Denial

If the PDWA application is not approved, the Business Mailer Support manager will send a written notice to the applicant with the reason for denial.

### 21.2.4 Authorization Period

Authorization remains in effect until the Business Mailer Support manager or the customer cancels the agreement. If Postal Service periodic reviews or customer-supplied information indicates a need for modification, then the authorization or service agreement will be amended with concurrence of the Business Mailer Support manager and the customer.

### 21.2.5 USPS Suspension

The Business Mailer Support manager may suspend a PDWA at any time if the authorization or service agreement does not provide adequate revenue protection, or the customer (or agent) fails to meet the criteria established by the agreement.

### 21.2.6 Mailer Cancellation

The customer may cancel a PDWA authorization (or service agreement) by writing to the Business Mailer Support manager (see DMM [608.8.0](#) for address).

## 22.0 Optional Combined Parcel Mailings

### 22.1 Basic Standards for Combining Parcel Select, Package Services, and Standard Mail Parcels

#### 22.1.1 Basic Standards

**[1-27-13]** Package Services parcels, Parcel Select (including Parcel Select Lightweight) parcels, and Standard Mail parcels in a combined parcel mailing must meet the following standards:

- a. Each parcel in a combined mailing is subject to the applicable content and price eligibility standards for the price claimed.
- b. Mailers must be authorized under [8.1.4](#).



- c. Mailers must pay all applicable presort mailing and destination entry mailing fees.
- d. Combined mailings must meet the following minimum volume requirements:
  1. Standard Mail—Minimum 200 pieces or 50 pounds of Standard Mail parcels.
  2. Package Services and Parcel Select—Minimum 50 parcels combined.
  3. If claiming Presorted BPM, Media Mail or Library Mail prices—Minimum 300 parcels per subclass.

#### 22.1.2 Postage Payment

Mailers must pay postage for all pieces with a permit imprint at the Post Office serving the mailer's plant using an approved Manifest Mailing System (MMS) under [2.0](#). The MMS must include procedures for combined mailings approved by Business Mailer Support. Mailers may document and pay postage using the Electronic Verification System (eVS) under [2.9](#).

#### 22.1.3 Documentation

Mailers must prepare separate postage statements for Standard Mail, Parcel Select, and Package Services pieces in the combined mailing. At the time of mailing, mailers must provide all postage statements and a Business Mailer Support-approved manifest prepared according to [2.0](#) and this section. Presort documentation is required as applicable for each price claimed if the manifest does not list pieces in presort order.

#### 22.1.4 Authorization

A mailer who wants to present combined parcel mailings must submit a written request to the Manager, Business Mailer Support (See [608.8.1](#) for address). The request must show the mailer's name and address, the mailing office, evidence of authorization to mail under [2.0](#), procedures for the combined parcel mailing, the expected date of first mailing, a sample of the required manifest, and a sample USPS Qualification report. Business Mailer Support will review the documentation and provide written authorization when approved. A mailer may terminate an authorization at any time by written notice to the postmaster of the office serving the mailer's location. Business Mailer Support may terminate an authorization, by written notice, if the mailer does not meet the standards.

### 22.2 Price Eligibility

#### 22.2.1 Eligible Prices

[\[1-27-13\]](#) Combined parcels may be eligible for Standard Mail, Parcel Select, single-piece and Presorted Media Mail, single-piece and Presorted Library Mail, single-piece and Presorted Bound Printed Matter, and destination entry prices and discounts as applicable.

#### 22.2.2 Price Application

Apply prices based on the criteria in [400](#) and the following standards:

- a. Standard Mail and Parcel Select parcel prices are based on the container level and entry (see [443.5.0](#) and [453](#)).

- b. Bound Printed Matter parcels qualify for single-piece prices or Presorted Bound Printed Matter prices as follows:
  - 1. Presorted prices for BPM pieces prepared in other than MXD ADC/MXD NDC containers when there are at least 300 pieces of BPM in the combined mailing.
  - 2. Nonpresorted prices for pieces prepared in MXD ADC/MXD NDC containers and when there are less than 300 pieces of BPM in the combined mailing.
  - 3. Destination entry prices based on entry.
- c. Media Mail parcels qualify for single-piece, basic, or 5-digit prices as follows:
  - 1. 5-digit prices for pieces prepared in 5-digit/scheme containers when there are at least 300 pieces of Media Mail in the combined mailing.
  - 2. Basic prices for pieces prepared in 3-digit, ADC, and NDC containers when there are at least 300 pieces of Media Mail in the combined mailing.
  - 3. Single-piece prices for pieces prepared in MXD ADC/MXD NDC containers and when there are less than 300 pieces of Media Mail in the combined mailing.
- d. Library Mail parcels qualify for single-piece, basic, or 5-digit prices as follows:
  - 1. 5-digit prices for pieces prepared in 5-digit/scheme containers when there are at least 300 pieces of Library Mail in the combined mailing.
  - 2. Basic prices for pieces prepared in 3-digit, ADC, and NDC containers when there are at least 300 pieces of Library Mail in the combined mailing.
  - 3. Single-piece prices for pieces in MXD ADC/MXD NDC containers and when there are less than 300 pieces of Library Mail in the combined mailing.
- e. Parcel Select prices are based on the following:
  - 1. Destination entry for pieces in 5-digit, 3-digit, ADC, or NDC containers.
  - 2. NDC presort discounts for origin entered (other than a NDC) Parcel Select pieces placed in 5-digit, 3-digit, ADC, or NDC containers.
  - 3. ONDC presort discounts for origin NDC entered Parcel Select pieces placed in 5-digit, 3-digit, ADC, or NDC containers.

## 22.3 Mail Preparation

### 22.3.1 Basic Standards

Prepare combined mailings as follows:

- a. Different parcel types must be prepared separately for combined parcel mailings as indicated below:
  - 1. Standard Mail, Parcel Select, Parcel Select Lightweight, and Package Services machinable parcels. Use “STD/PSVC MACH” for line 2 content labeling.



705.22.3.2

- 2. Standard Mail, Parcel Select, Parcel Select Lightweight, and Package Services irregular parcels at least 2 ounces and up to (but not including) 6 ounces, except for tubes, rolls, triangles, and other similarly irregularly-shaped pieces. Use “STD/PSVC” for line 2 content labeling.
  - 3. Standard Mail, Parcel Select, Parcel Select Lightweight, and Package Services tubes, rolls, triangles, and similarly irregularly-shaped parcels; and all parcels weighing less than 2 ounces. Use “STD/PSVC IRREG” for line 2 content labeling.
  - 4. Combine all parcel types in 5-digit and 5-digit scheme containers. Use “STD/PSVC PARCELS” for line 2 content labeling.
- b. Mailers must prepare all parcels in sacks under [445.5.0](#), or on pallets, or in pallet boxes under [8.0](#) to achieve the finest level of sortation.

**22.3.2 Combining Standard Mail, Parcel Select, and Package Services Machinable Parcels**

Prepare and enter Standard Mail, Parcel Select, Parcel Select Lightweight, and Package Services machinable parcels, and Standard Mail Marketing parcels 6 ounces or more, as combined machinable parcels as shown in the table below.

COMBINED PREPARATION			
Entry	5-Digit/Scheme <sup>1</sup>	NDC/ASF (Required)	Mixed NDC (Required)
Origin	Sacks - 15-piece or 30-lb minimum Pallets - 250-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 250-lb minimum	Sacks - No minimum Pallets - 250-lb minimum
DNDC	Sacks - 15-piece or 30-lb minimum Pallets - 100-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 100-lb minimum	
DSCF	Sacks - 10-piece or 10-lb minimum Pallets - 100-lb minimum		
DDU	Sacks - No minimum Pallets - No minimum		

1. All parcel types may be combined in 5-digit containers to meet minimum volumes.

**22.3.3 Combining Standard Mail, Parcel Select, and Package Services APPS-Machinable Parcels**

Prepare and enter Standard Mail, Parcel Select, Parcel Select Lightweight, and Package Services irregular parcels, and Standard Mail Marketing parcels (weighing at least 2 ounces, but less than 6 ounces, that are not tubes, rolls, triangles, or similarly irregularly shaped parcels) as combined APPS-machinable parcels as shown in the table below.

COMBINED PREPARATION				
Entry	5-Digit/Scheme <sup>1</sup>	3-Digit (Required)	ADC (Required)	Mixed ADC (Required)
Origin	Sacks - 15-piece or 30-lb minimum Pallets - 250-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 250-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 250-lb minimum	Sacks - No minimum Pallets - 250-lb minimum
DNDC	Sacks - 15-piece or 30-lb minimum Pallets - 100-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 100-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 100-lb minimum	
DSCF	Sacks - 10-piece or 10-lb minimum Pallets - 100-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 100-lb minimum		
DDU	Sacks - No minimum Pallets - No minimum			

1. All parcel types may be combined in 5-digit containers to meet minimum volumes.

### 22.3.4 Combining Standard Mail, Parcel Select, and Package Services Parcels (Not APPS-Machinable)

Prepare and enter Standard Mail, Parcel Select, Parcel Select Lightweight, and Package Services, and Standard Mail Marketing parcels under 2 ounces, as combined not APPS-machinable parcels as shown in the table below.

COMBINED PREPARATION				
Entry	5-Digit/Scheme <sup>1</sup>	3-Digit (Required)	ADC (Required)	Mixed ADC (Required)
Origin	Sacks - 15-piece or 30-lb minimum Pallets - 250-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 250-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 250-lb minimum	Sacks - No minimum Pallets - 250-lb minimum
DNDC	Sacks - 15-piece or 30-lb minimum Pallets - 100-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 100-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 100-lb minimum	
DSCF	Sacks - 10-piece or 10-lb minimum Pallets - 100-lb minimum	Sacks - 10-piece or 20-lb minimum Pallets - 100-lb minimum		
DDU	Sacks - No minimum Pallets - No minimum			

1. All parcel types may be combined in 5-digit containers to meet minimum volumes.

## 23.0 Repositionable Notes (RPNs)

### 23.1 Use

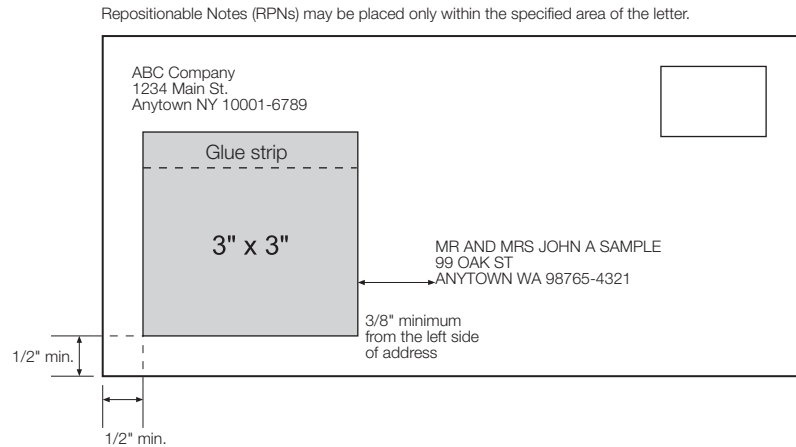
RPNs must meet all of the following standards:

- RPNs may be attached to letter- and flat-size commercial First-Class Mail, Standard Mail, and Periodicals mailpieces.



- b. For letter-size mailpieces, attach a single RPN to the address side of the mailpiece as specified in [Exhibit 23.1b](#).

### Exhibit 23.1b Placing RPNs on Letters



- c. For flat-size mailpieces, a single RPN may be attached to either the address side or nonaddress side of the mailpiece and attached in the locations described and shown in [Exhibit 23.3g1](#) and [Exhibit 23.3g2](#).
- d. RPNs are included as an integral part of the mailpiece for weight and postage price computation purposes.
- e. The written and graphic characteristics of the notes are considered when determining eligibility of mailpieces mailed at the Standard Mail and Nonprofit Standard Mail prices.
- f. Attach the RPNs to all pieces in the mailing.

## 23.2 Mailpiece Characteristics

Each mailpiece must:

- a. Not be in a plastic wrapper (e.g., polybag, polywrap, or shrinkwrap).
- b. Be letter-size (including cards) or flat-size.

## 23.3 RPN Characteristics

RPNs must:

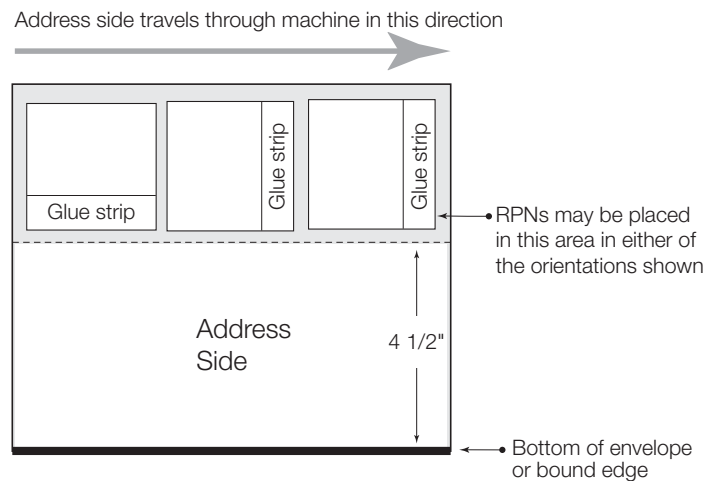
- a. Measure 3 inches by 3 inches, plus or minus 1/8 inch for either dimension.
- b. Not contain phosphorescent or red fluorescent colorants.
- c. Be adhered with a minimum of 3/4 inch (with a tolerance of 1/16 inch) adhesive strip across the top portion on the reverse side of the note.
- d. Not be placed in a manner that interferes with the delivery address, price markings, or postage and must not display a specific address or ZIP Code. References to general landmarks are permissible.
- e. Not be manually affixed.
- f. On letter-size mailpieces:



1. Position the RPN parallel with the length of the mailpiece.
  2. Affix RPNs with labeling equipment to ensure adequate adhesion; do not affix RPNs manually.
  3. Place the RPN to the left of the delivery address, no closer than 3/8 inch from the left edge of the delivery address.
  4. Place the RPN at least 1/2 inch (with a tolerance of 1/8 inch) from the bottom and left edges of the mailpiece.
- g. On flat-size mailpieces:
1. If the RPN is placed on the address side of the mailpiece, position the RPN according to [Exhibit 23.3g1](#).

### Exhibit 23.3g1 Placing RPNs on Flats—Address Side

Repositionable Notes (RPNs) may be placed only within the specified gray areas of the flat.



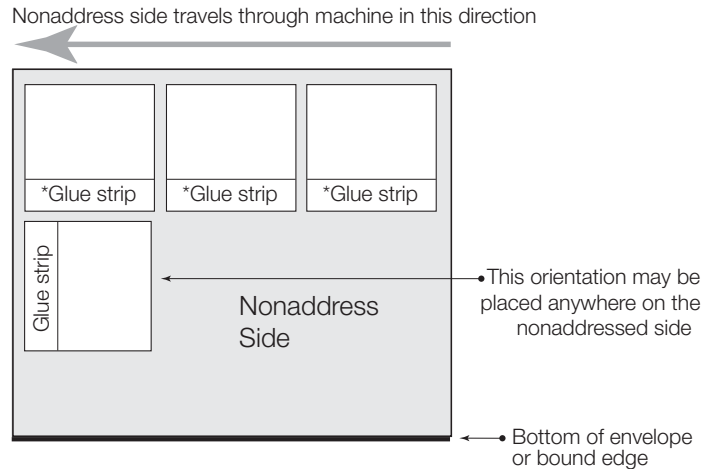
2. If the RPN is placed on the nonaddressed side of the mailpiece, position the RPN according to [Exhibit 23.3g2](#).



### Exhibit 23.3g2 Placing RPNs on Flats—Nonaddress Side

Repositionable Notes (RPNs) may be placed only within the specified gray areas of the flat.

*\*The RPNs marked with a \* represent the only allowable positions for RPNs on the non-address side with the glue strip orientation shown.*



## 23.4 RPNs on Automation-Price Mailpieces

### 23.4.1 Letter-Size Mailpieces

Letter-size mailpieces with RPNs claiming automation prices must meet the standards in 23.1 through 23.3, 201.3.0, and the following additional standards:

- a. Each mailpiece must be rectangular and have a surface smoothness of 195 Sheffield Units or smoother.
- b. *Enveloped mailpieces.* Each mailpiece prepared in an envelope must be constructed from paperstock having a basis weight of 20 pounds or greater. Window envelopes must have a closed panel made of polystyrene or glassine. Each enveloped mailpiece is limited to the following dimensions:
  1. For height, no less than 4-1/8 inches and no more than 6 inches high.
  2. For length, no less than 8 inches and no more than 9-1/2 inches long.
  3. For thickness, no less than 0.02 inch and no more than 0.125 inch thick.
- c. *Oversize cards.* Each mailpiece prepared as an oversize card is limited to the following dimensions:
  1. For height, no less than 4-1/2 inches and no more than 6 inches high.
  2. For length, no less than 8-1/2 inches and no more than 9 inches long.
  3. For thickness, no less than 0.009 inch thick (cards 5-3/4 inches or more in height must be no less than 0.012 inch thick.)

### 23.4.2 Flat-Size Mailpieces

Flat-size mailpieces with RPNs claiming automation prices must meet the standards in 1.0 through 3.0 and 301.3.0.



**23.5 Prices**

See [Notice 123—Price List](#).

**23.6 Compliance**

Mailers must comply as follows:

- a. RPNs must be obtained from an approved RPN vendor (see [www.usps.com](http://www.usps.com) for a listing of approved vendors). Prospective vendors can obtain USPS standards and test procedures from USPS Engineering (see [608.8.0](#) for address). Testing must be performed by a certified independent laboratory.
- b. Mailers must present evidence at the time of mailing to show that their RPNs have been supplied by an approved vendor. The vendor name on the reverse side of the note will be sufficient as evidence; in lieu of the vendor name printed on the notes, an invoice from the approved vendor for purchase of the RPNs will constitute such evidence.
- c. As part of each mailing, mailers must include two pieces addressed to the manager, USPS Engineering Letter Technology, Attn: RPN Sample (see [608.8.0](#) for address).

**24.0 Full-Service Automation Option****24.1 Description**

Access to full-service automation option benefits requires the use of Intelligent Mail barcodes to uniquely identify each mailpiece. In addition to the standards described in [2.0](#), all pieces entered under the full-service option must individually meet the eligibility requirements for automation prices according to their class and shape. Full-service automation mailings require Intelligent Mail barcodes on mailpieces; Intelligent Mail tray labels on trays and sacks; and Intelligent Mail container placards on pallets or similar containers (when created). Additional requirements include the use of an approved electronic method to transmit postage statements and mailing documentation to the USPS (describing how mailpieces are linked to trays or sacks, and containers, if applicable) and scheduling dropship appointments through the Facility Access and Shipment Tracking (FAST) system for destination network distribution center, destination area distribution center, and destination sectional center facility dropshipments.

**24.1.1 Basic Option Pieces Included in Full-Service Automation Mailings**

Full-service automation option mailings may include pieces prepared under the basic automation option, but the basic automation option pieces will not be used to meet the eligibility standards for the full-service option and will not receive full-service benefits. Basic automation option pieces bear Intelligent Mail barcodes (under [708.4.0](#)) and meet all eligibility requirements for automation prices.

**24.1.2 POSTNET Pieces Included in Full-Service Automation Mailings**

Full-service automation option mailings may include automation-compatible pieces bearing POSTNET barcodes. These pieces may not be used to meet the eligibility standards for the full-service option and will not receive full-service benefits.



## 24.2 General Eligibility Standards

First-Class Mail, Periodicals, and Standard Mail letters and flats and Bound Printed Matter flats meeting eligibility requirements for automation or carrier route prices, except for Standard Mail ECR saturation flats or Standard Mail ECR letters paying ECR flats prices, are eligible for the full-service automation option. All pieces entered under the full-service automation option must:

- a. Bear a unique Intelligent Mail barcode.
- b. Be part of a mailing using unique Intelligent Mail tray labels on all trays and sacks.
- c. Be part of a mailing using unique Intelligent Mail container barcodes on all destination-entry pallets and other containers prepared under [8.0](#) or as part of a customer/supplier agreement. A customer/supplier agreement is authorized with a service agreement signed by the mailer, the USPS District Manager, Customer Service, and the USPS Processing and Distribution Center manager. The service agreement contains provisions regarding mailer and USPS responsibilities.
- d. Be part of a mailing using an approved electronic method to transmit a postage statement and mailing documentation to the *PostalOne!* system.
- e. Be scheduled for an appointment through the Facility Access and Shipment Tracking (FAST) system when deposited as a DNDC, DADC, or DSCF drop-shipment.

## 24.3 Eligibility for Waiver of Annual Fees and Waiver of Deposit of Permit Imprint Mail Restrictions

Effective February 12, 2012, mailers who present only full-service automation mailings (of First-Class Mail cards, letters, and flats, Standard Mail letters and flats, or Bound Printed Matter flats) that contain 90 percent or more pieces eligible for full-service automation prices are eligible for the following exceptions to standards:

- a. The annual presort mailing or destination entry fees, as applicable, will be waived for qualified full-service mailings.
- b. Mailers may present qualified full-service mailings with mailpieces bearing a current valid permit imprint for acceptance at any USPS acceptance office that has *PostalOne!* acceptance functions without payment of any additional permit imprint application or annual mailing fees.
- c. If any mailing (of the classes and shapes of mail in [24.3](#)) presented under a mailing permit does not contain at least 90 percent of the pieces qualifying for full-service automation prices:
  1. The mailer must pay the applicable annual fee before that mailing may be accepted.
  2. The provision in [24.3b](#) for presentation of mailings at multiple offices is discontinued for all mailings presented under the applicable permit imprint.

## 24.4 Preparation

### 24.4.1 Intelligent Mail Barcodes

Mailers must include an Intelligent Mail barcode on each mailpiece as described in [708.4.0](#) that accurately encodes the following fields:

- a. Barcode ID.
- b. Service Type ID.
- c. Mailer ID. At the option of the mail owner, the Mailer ID field can be populated with the Mailer ID of the mail owner or mail preparer.
- d. Serial number. Except for mail prepared under [24.5.3](#), each mailpiece must be encoded with a unique serial number. Mailers must ensure that these numbers remain unique for a period of at least 45 days. Serial numbers associated to an individual Mailer ID must not be duplicated within this 45-day period, regardless of the entry location.
- e. Delivery point routing code. All Intelligent Mail barcodes must include an accurate delivery point routing code.

### 24.4.2 Intelligent Mail Tray Labels

All trays and sacks must contain accurately encoded Intelligent Mail tray labels as described in [708.6.5](#). Mailing documentation, when required, must associate each mailpiece to a corresponding tray or sack, if applicable, as described in [24.4.4](#). Each tray or sack must be encoded with a unique serial number. Tray or sack serial numbers associated to an individual Mailer ID cannot be duplicated within a 45-day period, regardless of the acceptance location.

### 24.4.3 Intelligent Mail Container Placards

All required pallets and similar containers (such as all-purpose containers, hampers, and gaylords) and all containers prepared under [8.0](#) in full-service mailings must display container placards that include accurately encoded Intelligent Mail container barcodes as described in [708.6.6](#). Mailing documentation, when required, must associate each mailpiece (and tray or sack, if applicable) to a corresponding container as described in [24.4.4](#), unless otherwise authorized by the USPS. Each container must be encoded with a unique serial number. Container barcodes must not be duplicated within a 45-day period, regardless of the acceptance location.

### 24.4.4 Electronic Documentation

Mailers must electronically submit postage statements and mailing documentation (when required) to the *PostalOne!* system. Unless otherwise authorized, documentation must describe how each mailpiece is linked to a uniquely identified tray or sack, if applicable, and how each mailpiece and tray or sack is linked to a uniquely identified container (if applicable). The documentation must also meet the requirements in *A Guide to Intelligent Mail for Letters and Flats* (available at [ribbs.usps.gov/](http://ribbs.usps.gov/)). Mailers must transmit postage statements and mailing documentation to the *PostalOne!* system using Mail.dat, Mail.XML, or Postal Wizard (see [24.5.3](#)), except that mailers of full-service Periodicals letters and flats and Bound Printed Matter flats must electronically submit postage statements and mailing documentation in all instances.



#### 24.4.5 Scheduling Appointments

Mailers must schedule appointments using the Facility Access and Shipment Tracking (FAST) system for dropship mailings (except for mailings entered at a DDU) or as required in a customer/supplier agreement. Mailers may schedule appointments online using the FAST Web site at [fast.usps.com](https://fast.usps.com) or they may submit appointment requests through *PostalOne!* FAST Web Services at [www.uspspostalone.com](https://www.uspspostalone.com), using Mail.XML or Mail.XML with Mail.dat.

#### 24.4.6 Preparation of Containers

Mailings under the full-service automation option may be containerized, when volume warrants, in uniquely identified containers by palletizing bundles, sacks, or trays under standards in 8.0. Mailers required to containerize must make all separations when the volume for any presort level meets a required sortation level, as described in 8.5.2 or in the customer/supplier agreement. Full-service mailings containerized under 8.0 or as part of a customer/supplier agreement must have Intelligent Mail container placards (under 708.6.6) on the containers.

### 24.5 Additional Standards

#### 24.5.1 Induction Data

Mailers presenting mailings under the full-service automation option will receive mail induction information (start-the-clock data corresponding to the date and time when the USPS receives the mailing) at no additional charge.

#### 24.5.2 Address Correction Notices

Mailers presenting mailpieces (except for those noted below) that qualify for the full-service Intelligent Mail option will receive automated address correction notices when the pieces are encoded with Intelligent Mail barcodes with “Address Service Requested” or “Change Service Requested” under standards for OneCode ACS and under the following conditions:

- a. Address correction notices will be provided at no additional charge for letters and flats eligible for the full-service option, except for Standard Mail ECR flats, BPM flats dropshipped to DDUs, or BPM carrier route flats.
- b. Mailpieces must include the appropriate service type ID in the Intelligent Mail barcode to match the ancillary service requested. See 507.1.5 for mail disposition and address correction combinations by class of mail.
- c. A complementary ancillary service request option also must be recorded in the mailer's Address Change Service (ACS) mailer profile. See 507.4.2 for more information about ACS. Address correction notices for mailpieces in full-service mailings are available for:
  1. First-Class Mail letters and flats, provided at no charge (printed endorsement not required for letters).
  2. Periodicals letters and flats, provided at no charge up to 60 days from first notice (printed endorsement not required). See 507.4.1.1 for charges after 60 days.

3. Standard Mail letters and flats and BPM flats, provided at no charge up to 30 days from first notice. See [507.4.1.1](#) for charges after 30 days. Standard Mail and BPM pieces must include a printed on-piece endorsement in addition to encoding the ancillary service request into the Intelligent Mail barcode. See [507.4.2](#) for additional standards.
- d. Mailers must use the address correction information provided by the USPS to update their address records in order to receive notices without paying additional fees.

### 24.5.3 Special Standards—Small Volume Mailings

For mailings of fewer than 10,000 pieces, and postage is affixed to each piece at the correct price or each piece is of identical weight and the mailpieces are separated by price, the serial number field of each Intelligent Mail barcode can be populated with a mailing serial number that is unique to the mailing but common to all pieces in the mailing. This unique mailing serial number must not be reused for a period of 45 days from the date of mailing. These mailings are not required to submit electronic documentation for full-service, only an electronic postage statement; except that mailers of full-service Periodicals letters and flats and Bound Printed Matter flats must submit electronic documentation and an electronic postage statement. Unique mailing serial numbers must be populated in the Postal Wizard entry screen field or in the Mail.XML messages, except that mailers must populate the serial number field of all Intelligent Mail tray or sack labels, and Intelligent Mail container barcodes (when mailings are containerized) with the unique mailing serial number.

## 25.0 Scan Based Payment

### 25.1 Basic Information

#### 25.1.1 Description

**[11-4-13]** The scan based payment (SBP) program is designed to calculate postage based on sampling, rather than weighing and rating each individual piece. Participation in this program, subject to application and authorization, is available for customers who receive a minimum of 10,000 combined SBP parcel returns to one or more locations. Prices are calculated as follows:

- a. Applicants are provided with an initial agreed-upon uniform price per mailpiece, from the published price schedules, through an initial USPS/mailer agreement.
- b. Mailpieces are identified by the presence of one or more USPS scan events.
- c. Program volume is sampled for each participant and an adjusted average uniform price, from the published price schedules, is developed through revolving 4-week sampling periods. During these sampling periods, postage and fees are assessed based upon the weight and zone of sampled pieces.
- d. The participant's initial uniform price, from the published price schedules, is adjusted in accordance with the result of the sampling.
- e. A new SBP value is calculated and applied monthly, based on the previous 4 weeks of sampling data. The adjusted uniform price, from the published price schedules, will become effective on the 11<sup>th</sup> of each month.



- f. If there is a general change in the published price schedules, prices under this program will automatically adjust to reflect the new prices.

### 25.1.2 Eligibility

[11-4-13] [1-27-13] SBP participation may be authorized for applicants who receive a minimum of 10,000 combined qualifying returns per year to one or more locations. Returns include Ground Return Service, First-Class Package Return Service, Priority Mail Return Service (including Critical Mail), and Parcel Return Service shipments. Only parcels and flat rate parcels and flats may be processed through the SBP program. Participants must pay for postage through a Centralized Account Payment System (CAPS) debit account.

## 25.2 Authorization

### 25.2.1 Application

Application for this program is available through the Business Customer Gateway via the [USPS.com](https://usps.com) website.

### 25.2.2 Authorization Period

[11-4-13] Authorization remains in effect until the USPS or the customer cancels the agreement. The authorization or agreement may be modified with concurrence by USPS and the mailer.

### 25.2.3 USPS Suspension

[11-4-13] The USPS may suspend an SBP authorization at any time, pending investigation, if the authorization does not provide adequate revenue protection, or the customer (or agent) fails to meet the criteria established by the authorization. The decision to suspend the authorization may be appealed to the vice president, Mail Entry and Payment Technology, within 15 days of the receipt of the notice, by submitting a written appeal with explanation.

### 25.2.4 Mailer Cancellation

[11-4-13] The customer may cancel an SBP authorization by writing to the manager, Business Mailer Support (see [608.8.1](#)). Customers are responsible for payment on all outstanding packages even after cancellation of the SBP agreement.

## 25.3 Price Adjustment

[11-4-13] Each price change will take effect on the 11th of the month. Following a price adjustment, the customer will have ten days to dispute the change in writing to the manager, Business Mailer Support.

## 26.0 Alaska Bypass Service

### 26.1 Prices

[1-27-13] Alaska Bypass Service prices are calculated based on the zone to which the shipment is addressed and the weight of the shipment. See Notice123?Price List for prices.

### 26.2 Price Eligibility

[1-27-13] Requirements for Alaska Bypass Service are provided in Handbook PO 508.









# 707 Periodicals

## Overview

- 1.0 Prices and Fees
- 2.0 Price Application and Computation
- 3.0 Physical Characteristics and Content Eligibility
- 4.0 Basic Eligibility Standards
- 5.0 Applying for Periodicals Authorization
- 6.0 Qualification Categories
- 7.0 Mailing to Nonsubscribers or Nonrequesters
- 8.0 Record Keeping Standards for Publishers
- 9.0 Changing Title, Frequency, or Known Office of Publication
- 10.0 Preferred Periodicals
- 11.0 Basic Eligibility
- 12.0 Nonbarcoded (Presorted) Eligibility
- 13.0 Carrier Route Eligibility
- 14.0 Barcoded (Automation) Eligibility
- 15.0 Ride-Along Eligibility
- 16.0 Postage Payment
- 17.0 Documentation
- 18.0 General Mail Preparation
- 19.0 Bundles
- 20.0 Sacks and Trays
- 21.0 Sack and Tray Labels
- 22.0 Preparing Nonbarcoded (Presorted) Periodicals
- 23.0 Preparing Carrier Route Periodicals
- 24.0 Preparing Letter-Size Barcoded (Automation) Periodicals
- 25.0 Preparing Flat-Size Barcoded (Automation) Periodicals
- 26.0 Physical Criteria for Nonmachinable Flat-Size Periodicals
- 27.0 Combining Multiple Editions or Publications
- 28.0 Enter and Deposit
- 29.0 Destination Entry
- 30.0 Additional Mailing Offices

## 1.0 Prices and Fees

### 1.1 Outside-County—Including Science-of-Agriculture

#### 1.1.1 Pound Prices

For all Periodicals prices, See [Notice 123—Price List](#).

#### 1.1.2 Discounts

Discounts for nonadvertising content, for each 1% of nonadvertising. See [Notice 123—Price List](#).



#### 1.1.3 Nonprofit Publications

Authorized nonprofit publications receive a discount of 5% off the total Outside-County postage excluding the postage for advertising pounds. The 5% discount does not apply to commingled nonsubscriber or nonrequester copies in excess of the 10% allowance provided under [7.0](#).

#### 1.1.4 Classroom Publications

Authorized Classroom publications receive a discount of 5% off the total Outside-County postage excluding the postage for advertising pounds. The 5% discount does not apply to commingled nonsubscriber or nonrequester copies in excess of the 10% allowance provided under [7.0](#).

#### 1.1.5 Limited Circulation Publications

Publications, excluding Nonprofit, Classroom, and Limited Circulation Science-of-Agriculture publications receive a 5% discount off the total Outside-County postage, excluding the postage for advertising pounds, if eligible copies are mailed at In-County prices and the total number of Outside-County copies mailed for that issue is less than 5,000. Nonsubscriber or nonrequester copies claiming the Limited Circulation discount are subject to the standards in [7.0](#).

#### 1.1.6 Limited Circulation Science-of-Agriculture Publications

Publications meeting the requirements of 11.2.2 receive a 5% discount off the total Outside-County postage, excluding the postage for advertising pounds, if eligible copies are mailed at In-County prices and the total number of Outside-County copies mailed for that issue is less than 5,000. Nonsubscriber or nonrequester copies claiming the Limited Circulation discount are subject to the standards in [7.0](#).

### 1.2 In-County

#### 1.2.1 Prices

For all Periodicals prices, See [Notice 123–Price List](#).

#### 1.2.2 Discount

Destination delivery unit discount is for each addressed piece. See [Notice 123—Price List](#).

### 1.3 Ride-Along Price

Price is per ride-along piece. See [Notice 123—Price List](#).

### 1.4 Fees

[\[1-27-13\]](#) Periodicals fees are per application for original entry, news agent registry, and reentry. See [Notice 123—List](#).

## 2.0 Price Application and Computation

### 2.1 Price Application

#### 2.1.1 Price Elements

Postage for Periodicals mail includes a pound price charge, a piece price charge, bundle and container price charges for Outside-County mail, and any discounts for which the mail qualifies under the corresponding standards.



### 2.1.2 Applying Outside-County Piece Prices

The per piece charge applies to each copy and each firm bundle in the mailing. Outside-County piece prices are based on the shape of the mailpiece (letter, flat, or parcel); the characteristics of the mailpiece (machinable or nonmachinable, see [18.4aa](#) and [18.4ab](#)); the application of a barcode; and the bundle presort level. Firm bundles and carrier route pieces pay separate piece prices that do not vary based on these criteria. For pieces properly prepared loose in trays, the price is based on the tray presort level. Apply piece prices for Outside-County mail as follows:

- a. *Letters.*
  1. Apply the “Letters—Barcoded” prices to pieces that meet all of the standards for automation letters in [201.3.0](#) and include a barcode.
  2. Apply the “Letters—Nonbarcoded” prices to pieces that meet the standards for all letters in [201](#) but do not include a barcode. Apply these prices also to pieces that are barcoded but do not meet all of the automation letter standards in [201.3.0](#).
- b. *Machinable flats.*
  1. Apply the “Machinable Flats—Barcoded” prices to pieces that meet all of the standards for automation flats in [301.3.0](#) and include a barcode. Apply the 5-digit price also to barcoded pieces prepared under the alternative flats criteria in [26.0](#) and placed in 5-digit bundles.
  2. Apply the “Machinable Flats—Nonbarcoded” prices to pieces that meet all of the standards for automation flats in [301.3.0](#) but do not include a barcode.
- c. *Nonmachinable flats.*
  1. Apply the “Nonmachinable Flats-Barcoded” prices to pieces that meet all of the alternative standards for flats in [26.0](#) and include a barcode. Exception: Barcoded pieces prepared under [26.0](#) and placed in 5-digit bundles pay the “Machinable Flats-Barcoded” 5-digit price. Effective October 3, 2010, “nonmachinable” barcoded flats claiming the machinable flats-barcoded 5-digit price must meet the deflection standards in [301.1.0](#).
  2. Apply the “Nonmachinable Flats-Nonbarcoded” prices to pieces that meet the standards for nonmachinable flats in [26.0](#) but do not include a barcode.
- d. *Parcels.* Apply the “Parcels” prices to all parcels, whether or not a barcode is used.

### 2.1.3 Applying In-County Piece Prices

An *addressed piece* can be a single individually addressed copy or a firm bundle containing unaddressed or individually addressed copies for the same address. The per piece charge is based on the number of addressed pieces (not the number of copies). For In-County mail, piece prices apply to each addressed piece, based on the sorting done by the publisher. Piece prices for automation mailings are based on the bundle level (or tray level for unbundled pieces in trays); piece prices for nonautomation mailings are based on the tray or sack level.



### 2.1.4 Applying Pound Price

Apply pound prices to the weight of the pieces in the mailing as follows:

- a. Outside-County (including Science-of-Agriculture) pound prices are based on the weight of the advertising portion sent to each postal zone (as computed from the entry office) or destination entry zone, and the weight of the nonadvertising portion to a destination entry zone or a single price to all other zones.
- b. In-County pound prices consist of a DDU entry price and an unzoned price for eligible copies delivered to addresses within the county of publication.

### 2.1.5 Computing Weight of Advertising and Nonadvertising Portions

The pound price charge is the sum of the charges for the computed weight of the advertising portion of copies to each destination entry and zone, plus the sum of the charges for the computed weight of the nonadvertising portion of copies to each destination entry and all other zones. The following standards apply:

- a. The minimum pound price charge for any zone to which copies are mailed is the 1-pound price. For example, three 2-ounce copies for a zone are subject to the minimum 1-pound charge.
- b. Authorized Nonprofit and Classroom publications with an advertising percentage that is 10% or less are considered 100% nonadvertising. When computing the pound prices and the nonadvertising adjustment, use "0" as the advertising percentage. Authorized Nonprofit and Classroom publications claiming 0% advertising must pay the nonadvertising pound price for the entire weight of all copies to all zones.

### 2.1.6 Per Piece Charge

Piece prices apply to each addressed piece, based on the sortation done by the publisher. An *addressed piece* can be a single individually addressed copy, a bundle of unaddressed copies with a single delivery address for the bundle, or a firm bundle containing unaddressed or individually addressed copies for the same address. The per piece charge is based on the number of addressed pieces (not the number of copies).

### 2.1.7 Discounts

Discounts and reductions apply as specified in [2.0](#), [10.0](#), and [29.0](#).

### 2.1.8 Applying Outside-County Bundle Prices

For Outside-County mail prepared in bundles, mailers pay the bundle price according to the presort level of the bundle and the presort level of the container that the bundle is placed in or on. Firm bundles pay a firm bundle price that is based only on the presort level of the container. Bundle prices do not apply to barcoded letter-size mail prepared in full letter trays or to flat-size mail prepared in flat trays under the optional tray preparation in [22.7](#) and [25.5](#). The bundle prices are in addition to the container prices. The following additional standards apply:

- a. Bundles of fewer than six pieces under [25.1.4](#) (including single-piece bundles) must each pay the applicable bundle charge.
- b. For bundles with both In-County and Outside-County pieces, mailers do not pay the bundle charge for carrier route and 5-digit/scheme bundles.



### 2.1.9 Applying Outside-County Container Prices

For Outside-County mail prepared in trays, sacks, pallets, and other USPS-approved containers, mailers pay the container price according to the type of container, the presort level of the container, and where the mail is entered. The container level is determined by the least-finely presorted bundle that container could contain according to standards (for example, an “SCF pallet” may contain SCF, 3-digit, 5-digit, and carrier route bundles and would always pay the 3-digit/SCF pallet price). For mailer-supplied air freight containers, mailers pay the container charge based on the original presort of the mail before it is transferred to the airfreight container. The container prices are in addition to the bundle prices. The following additional standards apply:

- a. For mailings prepared in trays or sacks, mailers pay the container price for each tray or sack based on container level and entry.
- b. For mailings prepared on pallets under [705.8.0](#):
  1. For bundles placed directly on pallets, mailers pay the container price for each pallet.
  2. For trays or sacks on pallets, mailers pay the container price for each tray or sack, and not for the pallets. The container price for each tray or sack is based on the tray or sack level and where the pallet is entered.
- c. For containers with both In-County and Outside-County pieces, mailers do not pay the container price for carrier route, 5-digit carrier routes, and 5-digit/scheme pallets, sacks, and trays.

## 2.2 Computing Postage

### 2.2.1 Percentage of Advertising

The percentage of advertising shown on the postage statement must be based on the marked copy of the corresponding issue or edition provided as required. If necessary, round off the computed percentage of advertising to two decimal places. Advertising percentages also may be calculated through the Periodicals Accuracy, Grading, and Evaluation (PAGE) Program using the procedures in [16.0, Postage Payment](#), and [17.0, Documentation](#).

### 2.2.2 Weight Per Copy

To determine the weight per copy, select and weigh a random sample of 10 or more copies and divide the total sample weight by the number of pieces in the sample. Express the weight per copy in decimal pounds rounded off to four decimal places. Per-copy weights also may be calculated through the Periodicals Accuracy, Grading, and Evaluation (PAGE) Program using the procedures in [16.0](#) and [17.0](#).

### 2.2.3 Computing Other Weights

To find the total weight of mailed copies per zone or price level, multiply the corresponding number of copies by the computed weight per copy. Round off each result to the nearest whole pound, except that when the result is under 0.5 pound, round to 1 pound. To find the weight of the advertising portion for each zone, where applicable, multiply the total weight of copies for that zone by the percentage of advertising. Round off each result to the nearest whole pound, except that when the result is under 0.5 pound, round to 1 pound. To find the weight of the nonadvertising



### 707.2.2.4

portion, subtract the total weight of the advertising portion to all zones from the total weight of copies to all zones. To find the weight of In-County price copies, multiply the number of copies by the weight per copy and round off the total weight to the nearest whole pound, except that when the result is less than 0.5 pound, round to 1 pound.

#### **2.2.4 Pound Price**

To compute the pound price postage for Regular and Preferred Outside-County copies, multiply the weight of the advertising and nonadvertising portions by the corresponding prices, add the *unrounded* results, and subtract all applicable discounts. To compute the pound price postage for In-County price copies, multiply their total weight by the corresponding price per pound.

#### **2.2.5 Piece Price**

Determine the piece price postage as follows:

- a. *Outside-County*. Multiply the number of addressed pieces (not copies) by the appropriate price, based on the presort of the pieces as mailed. An addressed piece can be a single individually-addressed copy, an addressed supplement (3.3.5a), or a firm bundle containing multiple copies for the same address. For firm bundles, multiply the number of firm bundles by the firm bundle piece price.
- b. *In-County*. Multiply the number of addressed pieces (not copies) by the appropriate price, based on the presort of the pieces as mailed. An addressed piece can be a single individually-addressed copy, an addressed supplement (3.3.5a), or a firm bundle containing multiple copies for the same address.

#### **2.2.6 Nonadvertising Adjustment**

To compute the nonadvertising adjustment (where applicable), subtract the advertising percentage from 100, multiply the remainder by the nonadvertising adjustment per piece, multiply the *unrounded* product by the number of pieces, and round off the product to four decimal places.

#### **2.2.7 Outside-County Bundle and Container Charges**

The Outside-County bundle charge is the sum of the number of bundles for each bundle level and container level in the mailing subject to the Outside-County bundle prices (see 1.1.3), multiplied by the applicable bundle prices. The Outside-County container charge is the sum of the number of containers for each container type, container level, and entry level in the mailing subject to the Outside-County container prices (see 1.1.4), multiplied by the applicable container prices. Mailers must document the number of bundles and containers required for the prices claimed. If the documentation shows more bundles and containers are required than are presented for mailing, the mailer must pay the charges according to the documentation. Mailers cannot reduce the bundle and container charges by preparing fewer bundles and containers than standards require. Mailers who prepare Periodicals publications as a combined mailing by merging copies or bundles of copies under 27.0 may pay the Outside-County bundle and container charges in one of the following ways:

- a. On one publisher's Form 3541.



- b. On one consolidated Form 3541. Under this option, the consolidator must complete the appropriate sections of the form and pay the charges from the consolidator's own advance deposit account.
- c. Apportioned on each publisher's Form 3541. The following standards apply:
  1. The qualification report must be submitted electronically via Mail.dat. See [708.1.0](#) for additional documentation requirements.
  2. The total charges on all Form 3541s in a combined mailing must equal the total charges for all bundles and containers subject to the Outside-County container prices presented for mailing.
  3. Apportion the bundle charge for each title or edition by determining how many of each type of bundle that title or edition is in. Next calculate the percentage of copies in each of those bundles and convert to four decimal places, rounding if necessary (for example, convert 20.221% to 0.2022). Add the decimal values for each type of bundle in the mailing and multiply the total by the applicable bundle price in [1.1.3](#). Add the bundle charges to determine the total for each title or edition.
  4. Apportion the container charge for each title or edition by determining how many of each type of container that title or edition is in. Next calculate the percentage of copies in each of those containers and convert to four decimal places, rounding if necessary (for example, convert 20.221% to 0.2022). Add the decimal values for each type of container in the mailing and multiply the total by the applicable container price in [1.1.4](#). Add the container charges to determine the total for each title or edition.

### 2.2.8 Total Postage

Total Outside-County postage is the sum of the per pound and per piece charges, the bundle charges, the container charges, and any Ride-Along and Repositionable Notes charges; minus all discounts; rounded off to the nearest whole cent. Total In-County postage is the sum of the per pound and per piece charges, and any Ride-Along and Repositionable Notes charges, less all discounts, rounded off to the nearest whole cent.

## 3.0 Physical Characteristics and Content Eligibility

### 3.1 Physical Characteristics

#### 3.1.1 General

See [201](#) for the physical characteristics for letter-size Periodicals, [301](#) for flat-size Periodicals, and [401](#) for parcel-size Periodicals.

### 3.2 Addressing

#### 3.2.1 General

Each addressed piece, including the top copy of a firm bundle, must bear the addressee's name and address. The address must include the correct ZIP+4 code or 5-digit ZIP Code. On flat-size pieces, the address must be formatted and positioned according to [302.2.0](#).



### **3.2.2 Address Label**

White or other light-colored paper must be used for the address label. To identify the mailpiece as Periodicals, the mailer may place, vertically along the left-hand side of the label, a 1/4-inch or narrower strip of solid pink or of pink "PER" characters.

### **3.2.3 Return Address**

[1-27-13] The return address must appear on any mailing wrapper (see 3.3.7) of a publication with the optional ancillary service endorsement "Address Service Requested" and on any opaque wrapper of a publication. If a clear plastic wrapper is used on a publication endorsed "Address Service Requested," the return address must appear visibly anywhere on the address side of the wrapper or the topmost item inside.

## **3.3 Permissible Mailpiece Components**

### **3.3.1 Pages**

Pages are the printed sheets forming the publication or one of the mailpiece's components, bearing advertising, nonadvertising, or both, including pages with text and graphics, blank spaces for writing or marking, and material to be completed or used by the reader. A minor portion of the pages in a Periodicals mailpiece may have unusual characteristics, such as a different size, shape, or construction, or portions that may be wholly or partially separable, and pages prepared for folding out. No page may have dimensions (when folded, if folded) that exceed the dimensions of the publication. Pages are also subject to these standards:

- a. Multilayer pages (including pages formed by sheets glued together and pages that have unusual shapes, such as cutouts, movable flaps, or "pop-ups") may include small amounts of non-paper material such as grommets, string, or rubber bands as needed to assemble the page. Not all elements that make up a multilayer page must be printed. In addition, multilayer pages may contain novel characteristics such as an LED display, a sound device, or battery operated movable parts. Multilayer pages may also be formed as pouches or pockets, but may contain only permissible loose enclosures (see 3.3.4) or other securely affixed permissible components.
- b. Multiple pages may be held together by staples or other means separate from and in addition to the regular binding of the publication.
- c. Oversized pages may be used for illustrations, charts, maps, and other advertising and nonadvertising content.

### **3.3.2 Parts and Sections**

Parts and sections are pages that are physically separate subdivisions of the publication, as identified by the publisher. Each part or section must show the publication title, and the number of parts or sections in the issue must be stated on the cover of the first part or section. Parts or sections produced by someone other than the publisher may not be mailed at Periodicals prices if these parts or sections are prepared by or for advertisers or if they are provided to the publisher free or at a nominal charge. On request, the publisher must submit contracts entered into with producers of parts or sections.





### 3.3.3 Enclosures at First-Class Mail or Standard Mail Prices

Material paid at First-Class Mail or Standard Mail prices may be enclosed in a Periodicals mailpiece subject to these conditions:

- a. The total weight of all enclosed Standard Mail material must be less than 16 ounces.
- b. Postage and fee payment is subject to [703.9.8](#), [703.9.9](#) and [707.16.3](#). A permit imprint that may appear on a First-Class Mail or Standard Mail enclosure must not be visible when the mailpiece is prepared for mailing.
- c. When enclosing nonincidental First-Class Mail or any Standard Mail, combination envelopes or containers with separate parts for the two classes of mail may be used. If both the sender's and addressee's names and addresses are not on both pieces, the sender's name and address must be placed on one piece and the addressee's name and address on the other. Combination containers with inseparable parts may bear the names and addresses on only one part.
- d. The applicable "First-Class Mail Enclosed" or "Standard Mail Enclosed" marking must be placed on or in the host publication if it contains any nonincidental First-Class Mail or any Standard Mail enclosure. See [703.9.7.2](#).

### 3.3.4 Loose Enclosures at Periodicals Prices

Only the following material may be included loose as an enclosure in a Periodicals mailpiece and be paid at Periodicals prices, subject to the corresponding conditions:

- a. An incidental First-Class Mail piece must be closely related but secondary to the Periodicals publication with which it is enclosed. If the publication otherwise consists entirely of nonadvertising material, an incidental First-Class Mail enclosure may be treated as nonadvertising material. In all other cases, an incidental First-Class Mail enclosure is considered part of the advertising portion of the publication. Examples of an incidental First-Class Mail enclosure are a bill for the publication, a statement of account for past publication purchases, or a personal message or greeting included with the publication.
- b. A receipt, request, or order for a subscription may be printed or written; prepared as a reply mail card or envelope for any authorized Periodicals publication (or a publication pending Periodicals authorization); or inserted in an envelope within the publication. The receipt or request may be part of, or accompanied by, printed material containing information related exclusively to a receipt or request or order for a subscription provided the printed material does not advertise, promote, or offer for sale other products or services.
- c. A card or form for the recipient's use in providing address correction information to the publisher may be printed or written; prepared as a card or envelope, including business reply, or as a combination form for two or more Periodicals publications issued by the same publisher; inserted in an envelope that is attached to, bound in, or loose within the publication; or prepared as a detachable part of another permissible enclosure.



- d. A publisher's printed letter, including facsimile signature as a permissible loose enclosure with a Periodicals publication provided the printed letter is limited to the publisher promoting the publication; or announcing or describing changes to the publication, e.g. title, format, frequency, terms or conditions of a subscription; or other business of the publication, as long as the printed letter includes no other advertising for the publisher or any other party.
- e. Enclosures listed in [3.3.4b](#) and [3.3.4c](#) are not counted when determining the percentage of advertising in the publication, but they are included in the total weight of the publication reported on the postage statement.

### **3.3.5 Supplement**

A supplement is one or more pages (subject to [3.3.1](#)) formed by one or more printed sheets that are not bound into a publication. A supplement may be devoted to a single topic and may contain material different from that in the host publication. A supplement may not be mailed at Periodicals prices by itself. The length and height of a supplement may not exceed those of the host publication except when the host publication and the supplement are contained in an envelope, polybag, or other complete wrapper or under [3.3.5d](#). Supplements are subject to these conditions as applicable:

- a. If a supplement to a bound publication is formed of more than one sheet, all sheets making up the supplement must be bound together.
- b. A bound publication mailed with one or more supplements must be enclosed in a wrapper.
- c. A supplement to an unbound publication that is not prepared in a wrapper, polybag, or envelope must be combined with and inserted within the publication under [3.5.4](#).
- d. A wrapper is not required when a loose addressed supplement is included within the same mailing as the host publication, bears a proper delivery address, contains at least 25% nonadvertising material, and includes on the front/cover page the endorsement "Periodicals Supplement to" followed by the exact title and issue date of the host publication. The external dimensions of such supplements may exceed those of the host publication provided they are of the same processing category as the host publication.

### **3.3.6 Cover and Protective Cover**

A cover may be placed on the outside of a Periodicals publication. A protective cover is an additional cover placed around the outside of a publication; preparation is subject to [3.5.6](#). Advertising, nonadvertising, or both may be printed on the cover or protective cover. The cover and protective cover on a publication are included when measuring advertising percentage. Nothing may be attached to the cover or protective cover except as permitted under [3.3.8](#).

### **3.3.7 Mailing Wrapper**

**[1-27-13]** A mailing wrapper is an envelope, sleeve, partial wrapper, polywrap, or carton used to enclose the mailpiece. Advertising may be printed on the mailing wrapper and is included when measuring advertising percentage. Nothing may be attached to the mailing wrapper except as permitted under [3.3.8](#).



### 3.3.8 Attachment

Mailers may attach the following material to a cover, protective cover, or mailing wrapper of a publication:

- a. Stickers of any size and shape.
- b. Material allowed as a loose enclosure described in [3.3.3, Enclosures at First-Class Mail or Standard Mail Prices](#), or [3.3.4, Loose Enclosures at Periodicals Prices](#). When nonincidental First-Class Mail and/or Standard Mail enclosures (see [3.3.3](#)) are attached, the marking “First-Class” or “Letter Enclosed” must be on a First-Class Mail attachment; “Standard” or “STD,” on a Standard Mail attachment.
- c. Material normally allowed within the contents of the publication composed of advertising, nonadvertising, or a combination of both may be attached to the cover or protective cover only when the publication and attached material are enclosed in a wrapper or prepared under [3.5.4](#). No portion of the publication title may be obscured.

### 3.3.9 Product Samples

Subject to the requirements in [3.3.1](#) and [3.5.4](#), product samples related to print advertising in the issue and are not offered for sale within the meaning of [3.4.2a](#) and [3.4.3](#) may be included in a Periodicals publication as a page, or part of a multilayer page. Examples include, but are not limited to, a swatch of cloth; a paper towel as part of a printed page, or printed paper towel; a bandage; and fragrance, cosmetics, lotions, or edibles in packet form. The combined weight of product samples in an issue is limited to 3.3 ounces. Any product sample in the form of a packet is limited in total weight to no more than one ounce, but does not include the page weight upon which the packet is affixed. Packet product samples also must have a minimum burst strength of 3,000 pounds per square inch (psi). Travel size and similar small products in commercially available form or packaging do not qualify as permissible product samples, even if less than 3.3 ounces. In addition, CDs, DVDs, and similar media do not qualify as permissible product samples. Permissible product samples:

- a. Are not eligible with letter-size pieces;
- b. Must comply with hazmat standards ([601.10.5](#));
- c. Must comply with machinability standards, e.g. uniform thickness ([301.1.4](#));
- d. Must not be attached to the front or back cover page of the host Periodicals publication, or any other permissible component;
- e. Must be secured in place (spine or tip-on interior page) to prevent shifting ([601.3.1](#)); and,
- f. Must be placed at least 3/4 inch from all non-bound edges of any interior page.

### 3.3.10 Printed Addition

Only the following may be printed on a copy of a Periodicals publication after it is printed or placed on its cover, protective cover, or mailing wrapper:

- a. The name and address of the intended recipient or of the publisher or sender.
- b. The printed title of the publication and its place of publication.



- c. The expiration date of the subscription.
- d. The request for address correction information from the addressee.
- e. The words “Sample Copy” (if the copy is a sample), “Marked Copy” (if the copy contains a marked item or article), or “Address Service Requested” (if the copy is to be returned to the sender if undeliverable as addressed).
- f. The number of copies enclosed in a bundle (on the outside of the bundle) or a bundle count such as “2 of 4” (on the bundle wrapper).
- g. Corrections of typographical errors or a mark, except by written or printed words, to call attention to a word or passage.
- h. Printed messages not required to be mailed as First-Class Mail or Priority Mail Express.

### **3.3.11 Label Carrier**

A label carrier may be used to carry the delivery address for the mailpiece and must consist of a single unfolded, uncreased sheet of card or paper stock, securely affixed to the cover of the publication or large enough so that it does not rotate inside the wrapper, subject to these conditions:

- a. The label carrier must include the following elements:
  - 1. The title of the Periodicals publication or the name and address of the publisher. Mailers may also include incidental graphics of the host Periodicals publication, other Periodicals publications of the publisher, or Periodicals publications of one or more affiliates or subsidiaries of the publisher (or any combination thereof), provided that all of the publications are under common 100% ownership. If such graphics are used they are treated as advertising, and mailers must use an area no larger than 3 inches by 5 inches to show the title of the Periodicals publication or the name and address of the publisher and the graphic or graphics.
  - 2. The Periodicals imprint “Periodicals Postage Paid at...” or the word “Periodicals” in the upper right corner of the address side (unless “Periodicals” is printed on the address side of the polybag).
  - 3. The address to which the mailpiece can be returned if undeliverable, if endorsed “Address Service requested.”
- b. The label carrier may bear a request for address correction from the addressee. It also may bear information about requesting or subscribing to any Periodicals publication (or a publication pending Periodicals authorization), including a request or subscription form.
- c. As applicable, the label carrier may show the endorsement “First-Class Mail Enclosed,” “Standard Mail Enclosed,” or “Ride-Along Enclosed,” or the permit imprint used to pay postage for the First-Class Mail or Standard Mail enclosure if that permit imprint is below the Periodicals imprint or the word “Periodicals.”
- d. Other printed information, whether advertising or nonadvertising, is permitted only on the back of the label carrier and is subject to measurement and postage payment accordingly. Incidental text calling attention to information on the reverse, or to information within the contents of the Periodicals publication,



may be placed on the front of the label carrier. If any information referred to on the reverse of the label carrier or within the contents of the Periodicals publication is advertising, the incidental text on the front also is treated as advertising.

- e. For flat-size pieces, the label carrier must be affixed to maintain the delivery address entirely in the top half of the mailpiece (see [302.2.0](#)) throughout processing and delivery or, if not affixed, at least the beginning 0.5 inch of the address must remain in the top half. The “beginning 0.5 inch” means the first half-inch of the recipient, delivery address, and city/state/ZIP Code lines, and not the end of each line.

### 3.4 Impermissible Mailpiece Components

#### 3.4.1 General

Regardless of preparation or characteristics, the materials described in [3.4.2a](#) through [3.4.2e](#) are not eligible for Periodicals prices.

#### 3.4.2 Prohibited Material

Material that contains any one of the following printed items or that is referred to in a component of the Periodicals mailpiece (by the use of one of these items) is ineligible to be mailed at Periodicals prices:

- a. A separate price or subscription instructions different from those of the host publication.
- b. The word “catalog.”
- c. A First-Class Mail, Standard Mail, Parcel Select, or Package Services permit imprint.
- d. An ISBN (International Standard Book Number).
- e. An ISSN (International Standard Serial Number) or USPS number different from that of the host publication.

#### 3.4.3 Products

**[1-27-13]** Except as provided for in 3.3.9, products may not be mailed at Periodicals prices. Examples include stationery (such as pads of paper or blank printed forms); cassettes; floppy disks; CDs; DVDs; merchandise, including travel-size merchandise in commercially available form or packaging; and wall, desk, and blank calendars. Printed pages, including oversized pages and calendars, are not considered products if they are not offered for sale. Standard Post, Package Services, or Parcel Select mail pieces may not be combined with a Periodicals publication.

#### 3.4.4 Nonprinted Sheets

Any matter not formed of printed sheets (except as permitted under [3.3.1a](#)) is not eligible for Periodicals prices.

### 3.5 Mailpiece Construction

#### 3.5.1 Bound/Unbound

Publications may be prepared in either a bound or unbound form, with or without wrappers unless required by [3.5.7](#). A bound publication is a publication in which pages are securely held together by two or more staples, spiral binding, glue,



stitching, or other permanent fastening. All other publications are unbound, including folded multisheet and single-sheet publications and those in which pages are loose and collated (“nested”) or in which pages are held together by a single staple.

#### **3.5.2 Size and Weight**

Periodicals mail may not weigh more than 70 pounds or measure more than 108 inches in length and girth combined. Additional size and weight limits apply to letters and machinable and nonmachinable flat-size pieces.

#### **3.5.3 Uniformity**

Flat-size pieces must remain uniformly thick. Cover attachments, tabbed or glued half covers, flat-surfaced ride-along enclosures, loose subscription materials, and flat-surfaced enclosures of other classes may be included as long as the overall uniform thickness of the flat is maintained.

#### **3.5.4 Without Mailing Wrapper**

When the mailpiece does not have a mailing wrapper, all the components of an unbound publication must be combined with and inserted inside the publication. Only enclosures mailable at Periodicals prices under [3.3.4](#) may be included loose inside a bound unwrapped publication. An enclosure under [3.3.3c, Enclosures at First-Class Mail or Standard Mail Prices](#), or [3.3.4, Loose Enclosures at Periodicals Prices](#), or a single sheet prepared as an attachment under [3.3.8c](#), may be securely attached along the bound edge on the outside of an unwrapped publication if it does not exceed any dimension of the cover of the publication and comes within 3/4 inch of any open edge.

#### **3.5.5 With Mailing Wrapper**

Except as provided in [3.3.5, Supplement](#), when the mailpiece is completely enclosed in a mailing wrapper, the components may be placed anywhere within that wrapper. When a sleeve or other partial wrapper is used, the components must be secured so that they do not fall out during handling. Bound publications carrying loose supplements or prepared in physically separate parts or sections must be either completely enclosed in an envelope, plastic wrapper (polybag), or paper wrapper or inserted within a sleeve so that the component parts do not become separated while in the mail.

#### **3.5.6 Cover Page and Protective Cover**

If the piece is not completely enclosed in a mailing wrapper, then any protective cover or cover page must cover both the front and back of the host publication and extend to within at least 3/4 inch of any open edge. Exception: Flat-size pieces may have short covers as provided in [301.3.4.2](#). If the host publication is bound, the protective cover must be permanently attached to the publication.

#### **3.5.7 APO/FPO and DPO Copy**

Any single copy of an unbound publication that includes any enclosure, supplement, or more than one part or section and that is mailed to an APO/FPO and DPO address must be completely enclosed in a mailing wrapper.



### 3.5.8 Postal Inspection

Periodicals mail must be prepared so that it can be easily examined. The mailing of publications at Periodicals postage prices represents consent by the sender to USPS inspection of the contents whether loose or inserted in envelopes, wrappers, or other covers. Mailers who want to ensure that publications are not opened for postal inspection must pay First-Class Mail prices and mark such mail accordingly.

## 3.6 Printed Features

### 3.6.1 Publication Title and Address Notice

**[1-27-13]** The publication title must be displayed prominently on the publication and any protective cover. On any publication enclosed in an opaque mailing wrapper, carton, or any wrapper when the title of the publication is not prominently displayed through the wrapper or carton, the publication title and the mailing address to which undeliverable copies or change-of-address notices (see 4.12.5h) are to be sent must be shown in the upper left corner of the address side of the mailing wrapper (see 3.3.7). A publication with a clear wrapper and a prominently displayed publication title need not have the return mailing address on the wrapper unless required under 3.2.5. The publication number includes an alpha prefix and is to be within parentheses, for example, THE NATIONAL WEEKLY (ISSN 9876-543X) or THE COMMUNITY (USPS 123-456).

### 3.6.2 Periodicals Imprint

**[1-27-13]** Mailing wrappers (see 3.3.7) that completely enclose the host publication must bear the Periodicals imprint “Periodicals Postage Paid at...” or the word “Periodicals” in the upper right corner of the address area. If a clear plastic wrapper is used, those words may appear anywhere on the address side of the wrapper or the topmost item inside.

### 3.6.3 Advertising

Advertising may be printed on the pages of any component of a publication, subject to the corresponding standards. Regardless of location, an advertisement must be prepared as an integral part of the publication. Except for advertisements in supplements, all advertisements in a bound publication must be permanently attached. Except as provided in 3.3.4e, all advertising must be included in the advertising portion of the issue measured under 16.0 and 17.0. Different advertising may occupy the same space in different editions of the same issue.

### 3.6.4 Marking of Paid Reading Matter

Under 18 USC 1734, if a valuable consideration is paid, accepted, or promised for the publication of any editorial or other reading matter in a Periodicals publication, that matter must be plainly marked “advertisement” by the publisher. When a single item of paid editorial or other reading matter occupies more than one page, it need only be marked “advertisement” on the first page. The word “advertisement” may be included in a statement that explains why the material is marked “advertisement.” Such a statement must be prominent on the first page of the material and the word “advertisement” in the statement must be in bold or italicized print or otherwise emphasized so that it can be plainly seen. Editors or publishers who print such matter without plainly marking it “advertisement” are subject to a fine of not more than \$500.



## 4.0 Basic Eligibility Standards

### 4.1 Second-Class Mail

On July 1, 1996, Second-Class Mail was renamed “Periodicals.”

### 4.2 Qualification Categories

All Periodicals publications must be authorized Periodicals mailing privileges under one of five qualification categories (general publications, publications of institutions and societies, publications of state departments of agriculture, requester publications, and foreign publications). These publications are subject to the general standards below and the standards for each respective category.

### 4.3 General

Only newspapers and periodical publications meeting the mailability standards in [601](#) and the general and applicable specific standards in [4.0](#) through [15.0](#) and [29.0](#) may be authorized mailing at the Periodicals prices.

### 4.4 Periodical Publications

#### 4.4.1 Definition and Characteristics

For Periodicals purposes, *periodical publication* or *periodical* is one published at a stated frequency with the intent to continue publication indefinitely, with these characteristics:

- a. The continuity of the periodical must show from issue to issue. Continuity is shown by serialization of articles or by successive issues carrying the same style, format, theme, or subject matter.
- b. The primary purpose of the periodical must be the transmission of information.
- c. The content of the periodical may consist of original or reprinted articles on one topic or many topics, listings, photographs, illustrations, graphs, a combination of advertising and nonadvertising matter, comic strips, legal notices, editorial material, cartoons, or other subject matter.
- d. The primary distribution of each issue must be made before that of each succeeding issue.

#### 4.4.2 Other Publication Types

The following types of publications also qualify as periodical publications:

- a. Any catalog or other course listing (including mail announcements of legal texts that are part of post-bar admission education) issued by any institution of higher education or by a nonprofit organization engaged in continuing legal education.
- b. Any loose-leaf page or report (including any index, filing instruction, table, or sectional identifier that is part of such report) designed as part of a loose-leaf reporting service on developments in the law or public policy.
- c. Any transportation guide containing schedules, fares, and related information.



**4.4.3 Restriction**

Material that has been, or is intended to be, distributed primarily as a book may not be converted into an issue of a periodical by merely placing a periodical's title on it, placing the material within a periodical's cover, or using similar superficial methods. This restriction does not prohibit excerpts or condensations of books from being proper subject matter for periodicals.

**4.5 Printed Sheets**

Periodicals publications must be formed of printed sheets. Sheets may be die cut or deckle-edged and may be made of paper, cellophane, foil, or other similar materials. They may not be reproduced by stencil, mimeograph, or hectograph. Reproduction by any other process is permitted. Any style of type may be used.

**4.6 Known Office of Publication****4.6.1 Location**

The publisher of a Periodicals publication must maintain a known office of publication at the location where the original entry for Periodicals mailing privileges is authorized.

**4.6.2 Purpose**

The known office of publication must be a public office for transacting the business of the publication during normal business hours. It must also be the office where the publication's circulation records are kept or can be available for USPS examination.

**4.7 Regular Issuance****4.7.1 Frequency**

Each Periodicals publication must be issued at a regular frequency of at least four times a year.

**4.7.2 Statement of Frequency**

The publisher must adopt a statement of frequency showing how many issues are to be published each year and at which regular intervals (for example: daily; weekly; quarterly; four times a year in January, February, October, and November; weekly during school year; monthly except during July and August).

**4.7.3 Compliance With Frequency**

All issues must be published regularly as called for by the statement of frequency. To change the number of issues scheduled or the statement of frequency, the publisher must file an application for reentry. If a publication does not maintain regular issuance according to its stated frequency, even after USPS notice, the PCSC revokes the publication's Periodicals mailing privileges.

**4.8 Eligible Formats****4.8.1 Complete Copies**

[1-27-13] Complete copies of the regular issues of a Periodicals publication may be mailed at the applicable Periodicals prices. Incomplete copies (for example, those lacking pages or parts of pages) are subject to the applicable First-Class Mail, Standard Mail, Standard Post, or Package Services prices.



#### **4.8.2 Issues and Editions**

Issues and editions of a Periodicals publication may be mailed at the applicable Periodicals prices if they show continuity and meet the applicable standards in [4.9, Issues](#), or [4.10, Editions](#).

### **4.9 Issues**

#### **4.9.1 Regular Issues**

Regular issues must be published according to the publication's stated frequency. The publication of regular issues of general and requester publications must be reflected in the publication's identification statement and (where applicable) in the subscription price. For requester publications, copies must be distributed to requesters.

#### **4.9.2 Extra Issues**

Extra issues, not shown in the publication's stated frequency, published for communicating news and information received too late for insertion in the regular issue, but not for advertising purposes, may be mailed occasionally at Periodicals prices. The original entry Post Office must receive written notice of these issues before they are mailed.

#### **4.9.3 Content**

Issues may include annual reports, directories, buyers' guides, lists, and similar material prepared as part of the content if copies of these issues bear the publication title and are included in the regular subscription price.

#### **4.9.4 Mailing Issues—Same Day**

For determining Periodicals eligibility and postage, an issue of a newspaper or other periodical that is published at a regular frequency, more often than once a month, on the same day as another regular issue of the same publication, is deemed to be a separate publication that must independently meet the applicable standards for Periodicals mailing privileges if:

- a. More than 10% of the total copies of the issue is distributed on a regular basis to nonsubscribers or nonrequesters.
- b. The number of copies of the issue distributed to nonsubscribers or nonrequesters is more than twice the number of nonsubscriber or nonrequester copies of the other issue distributed on that same day.

#### **4.9.5 Mailing Issues—Different Day**

For determining Periodicals eligibility and postage, an issue of a newspaper or other periodical that is published at a regular frequency, more often than once a month, but not on the same day as another regular issue of the same publication, is deemed to be a separate publication that must independently meet the applicable standards for Periodicals mailing privileges if:

- a. More than 10% of the total copies of the issue is distributed on a regular basis to nonsubscribers or nonrequesters.



- b. The number of copies of the issue distributed to nonsubscribers or nonrequesters is more than twice the number of nonsubscriber or nonrequester copies of any other issue distributed during the period between the distribution of each of the issues whose eligibility is being examined.

#### **4.10 Editions**

##### **4.10.1 Types**

Issues mailed at Periodicals prices may be prepared in editions (such as demographic or morning). Subscribers and requesters must not routinely receive more than one edition of any issue.

##### **4.10.2 Extra Editions**

Extra editions may be mailed at Periodicals prices to communicate news and information received too late for the regular edition. Extra editions may not be intended for advertising.

##### **4.10.3 Content**

Editions may differ in content, but not so much that they constitute separate and independent publications. A separate publication is not acceptable as an edition of another publication.

#### **4.11 Back Issues and Reprints**

[1-27-13] Periodicals prices may be paid on mailings of unbound back issues (if the publication's Periodicals entry is in effect), reprint copies of daily publications printed within 1 week of the issue date, and reprint copies of other than daily publications printed before the next issue is printed. Other mailings of back issues or reprint copies, including permanently bound back issues or reprint copies, are subject to the applicable First-Class Mail, Standard Mail, Standard Post, or Package Services prices.

#### **4.12 Identification**

##### **4.12.1 Title**

The publication title must be shown on the front or cover page in a position and in a type style and size that distinguish the title from the publisher's name or other items.

##### **4.12.2 Identification Statement**

An identification statement, in an easily read type, must be included in all copies of publications authorized Periodicals mailing privileges and in all copies mailed pending approval of Periodicals mailing privileges.

##### **4.12.3 Unbound Publication**

In an unbound publication, the identification statement must be shown conspicuously in one of the following places:

- a. On one of the first five pages.
- b. On the table of contents page.
- c. In the masthead on the editorial page, if the location of the editorial page is shown in the table of contents on the front page of the publication.



#### 4.12.4 Bound Publication

In a bound publication (one secured with two or more staples, spiral binding, glue, stitching, or other permanent fastening), the identification statement must be shown conspicuously as described in [4.12.3](#) or on one of the last three nonadvertising pages inside the back cover.

#### 4.12.5 Identification Statement Content

The identification statement must contain:

- a. The publication title and number. The publication number includes an alpha prefix and must be within parentheses immediately after or below the publication title. If an International Standard Serial Number (ISSN) is assigned, it must appear in the identification statement (for example, "THE WEEKLY JOURNAL" (ISSN 9876-543X)). If an ISSN is not assigned, the USPS number assigned by the PCSC must appear in the identification statement within 90 days after being provided (for example, "THE CIVIC BULLETIN" (USPS 876-690)). The publication number may be on the front or cover page instead of in the identification statement.
- b. The issue date. The date may be omitted if it is on the front or cover page.
- c. A statement of frequency, such as described in [4.7.2](#).
- d. The issue number. Every issue of each publication must be numbered consecutively in a series that may not be broken by assigning numbers to issues unavoidably omitted. The issue number may be omitted if it is on the front or cover page.
- e. At the publisher's option, the subscription price, if the publication has one.
- f. The name and address of the known office of publication, including street number, street name, and the ZIP+4 or 5-digit ZIP Code. The street name and number are optional if there is no letter carrier service. The known office of publication must be clearly distinguishable from the name of other offices of the publication. For foreign publications, the address of the publisher's agent must be shown as the known office of publication.
- g. The imprint "Periodicals Postage Paid at..." or, if mailed at two or more offices, "Periodicals Postage Paid at... and at additional mailing offices." A notice of pending application is shown instead if copies are mailed while an application is pending: "Application to Mail at Periodicals Postage Prices is Pending at..."
- h. The mailing address for change-of-address orders, in the normal text type of the publication: "POSTMASTER: Send address changes to [publication title and mailing address]." For publications authorized for ACS, as defined in [507.4.2](#), publishers may modify this statement to say: "POSTMASTER: Send all UAA to CFS. (See DMM [707.4.12.5](#)); NON-POSTAL AND MILITARY FACILITIES: send address corrections to [publication title and mailing address]." When Undeliverable as Addressed (UAA) copies are sent to the CFS unit for ACS processing, a PS Form 3579 will not be created and any barcodes or other information on the address will not be obliterated. Change-of-address information may also be shown on the label carrier or container of publications prepared in envelopes, closed wrappers, or polybags.



## 4.13 Advertising Standards

### 4.13.1 Definition of Advertising

Advertising is restricted or prohibited by [6.1.3](#) and [6.2.3](#) for the categories of Periodicals authorization. For these standards, the term *advertising* includes:

- a. All material for the publication of which a valuable consideration is paid, accepted, or promised, that calls attention to something to get people to buy it, sell it, seek it, or support it.
- b. Reading matter or other material for the publication of which an advertising price is charged.
- c. Articles, items, and notices in the form of reading matter inserted by custom or understanding that textual matter is to be inserted for the advertiser or the advertiser's products in the publication in which a display advertisement appears.
- d. A newspaper's or periodical's advertisement of its own services or issues, or any other business of the publisher, whether in display advertising or reading matter.

### 4.13.2 Definition of Public Service Announcement

The term *public service announcement* means any announcement for which no valuable consideration is received by the publisher, which does not include any material related to the business interests of the publisher, and which promotes programs, activities, or services of federal, state, or local governments or of nonprofit organizations, or matters generally regarded as in the public interest. A public service announcement is not treated as advertising.

## 4.14 Fees

### 4.14.1 Fee Required

The required fee must accompany an application for:

- a. Periodicals mailing privileges (original entry).
- b. News agent registry.
- c. Additional entry (unless excepted in [4.14.2](#) or [4.14.3](#)).
- d. Reentry (unless excepted in [4.14.2](#) or [4.14.3](#)) to request a:
  1. Change in title, frequency of issuance, or original entry office.
  2. Change in qualification category.
  3. Change in eligibility from preferred prices or the preferred price discount to regular Outside-County prices.
  4. Modification or cancellation of an additional entry.

### 4.14.2 No Fee

No fee is charged if reentry is only to change eligibility to preferred prices or the preferred price discount.



### 4.14.3 Single Fee

Only one fee is charged for a single complete additional or reentry application that requests establishing, modifying, or canceling one or more additional entries if the effective dates for the requested actions do not exceed 30 calendar days.

### 4.14.4 Return of Fee

After an application is filed with the USPS, no part of the fee is returned to the applicant.

### 4.14.5 Address Correction

The fee for manual or automated address correction service is charged per notice issued.

## 5.0 Applying for Periodicals Authorization

### 5.1 Original Entry Application

#### 5.1.1 General Publications

To apply for Periodicals mailing privileges in the general publication category:

- a. Form 3500 must be completed and filed at the Post Office serving the known office of publication. Part B may be left blank when submitted under the “New Launch” procedure.
- b. If the frequency of the publication includes more than one regular issue on any day, the publisher also must complete Form 3541-C. If the frequency of the publication includes more than one regular issue per month, but not on the same day, the publisher also must complete Form 3541-E. The applicable form must be submitted with Form 3500.
- c. The publisher must provide all supporting information required on the application and must keep (and make available for USPS examination) records that establish that the publication is not designed primarily for free or nominal price circulation.

#### 5.1.2 Publications of Institutions and Societies

To apply for Periodicals mailing privileges in the publications of institutions and societies category:

- a. Form 3500 must be completed and filed at the Post Office serving the known office of publication.
- b. When a publication issued by an institution or society carries general advertising, individual subscriptions or receipts are not required; a resolution is acceptable (for example: “*Resolved: That a copy of each issue of [publication title] shall be sent to each member of [organization name] and that [\$] of each member’s annual dues of [\$] shall be for a year’s subscription to that publication.*”). Records must be kept accordingly. The written assurance of a responsible official that such records are kept must accompany the application on Form 3500, with a certified copy of the resolution adopted.
- c. The information required on the form must be submitted with the application.



### 5.1.3 Publications of State Departments of Agriculture

To apply for Periodicals mailing privileges in the publications of state departments of agriculture category:

- a. Form 3500 must be completed and filed at the Post Office serving the known office of publication.
- b. Evidence that the publication is issued by a state department of agriculture must accompany the application.

### 5.1.4 Requester Publications

To apply for Periodicals mailing privileges in the requester publication category:

- a. Form 3500 must be completed and filed at the Post Office serving the known office of publication. Part C may be left blank when submitted under the “New Launch” procedure.
- b. If the frequency of the publication includes more than one regular issue on any day, the publisher also must complete Form 3541-C. If the frequency of the publication includes more than one regular issue per month, but not on the same day, the publisher also must complete Form 3541-E. The applicable form must be submitted with Form 3500.
- c. The publisher must provide all information required on the application and must keep (and make available for USPS examination) records showing that the primary distribution of the publication is to persons who have requested it.

### 5.1.5 Foreign Publications

To apply for Periodicals mailing privileges in the foreign publication category:

- a. Form 3500 must be completed and filed at the Post Office serving the known office of publication.
- b. The publisher or publisher’s agent must have available for USPS verification all information on the form.

### 5.1.6 News Agent Registry

To apply for news agent registry:

- a. Form 3500 must be completed and filed at each Post Office where mailings are to be made.
- b. Evidence must be given to the postmaster at the mailing office that copies of publications offered for mailing are entitled to Periodicals prices and that the copies are sent to actual subscribers or other news agents for sale or distribution to requesters. The evidence provided in support of the application must include a listing of the publishers, the corresponding titles, and the publication numbers for the qualifying Periodicals publications.

### 5.1.7 Publication Copies

Applications under [5.1.1](#) through [5.1.5](#) must be accompanied by two copies of the issue published nearest to the date of application. These copies must be identified as required in [4.12](#), marked to show the advertising content, and the percentage of advertising must be shown on the cover.



### **5.1.8 Translation**

If a publication is printed in a foreign language, a brief translation of the contents of the copies (a synopsis of each article and advertisement) must accompany the application.

### **5.1.9 Fee**

The applicable fee must accompany an application for Periodicals mailing privileges or news agent registry. The fee is not refundable.

### **5.1.10 Location**

The location shown on the application as the original entry Post Office must be a Post Office. Other postal facilities (such as branches, stations, contract offices, and processing hubs) may not be authorized as original entries.

## **5.2 Mailing While Application Pending**

### **5.2.1 Mailing Before Approval**

A publisher or news agent may not mail at Periodicals prices before the PCSC approves the application for Periodicals mailing privileges. Postage at the applicable First-Class Mail, Standard Mail, or Package Services prices must be paid while the application is pending.

### **5.2.2 Record of Deposits**

If postage is paid by advance deposit account, the USPS keeps a record of deposits and mailings made while an application is pending. The amount that would be charged at the applicable Standard Mail or Package Services prices must be paid until final action is taken on the application. No record is kept of postage paid at First-Class Mail prices or of postage not paid by advance deposit account. Records are kept for First-Class Mail price mailings that may qualify for a refund under the exception in [5.3.6e](#).

## **5.3 Decision on Application**

### **5.3.1 Ruling**

The PCSC manager rules on all applications for Periodicals mailing privileges or news agent registry.

### **5.3.2 Additional Information**

Before acting on an application, the PCSC manager may ask the publisher for more information or evidence to complete or clarify the application. Failure to provide such information is sufficient grounds to deny the application.

### **5.3.3 Mailability**

If the PCSC manager grants an application for original entry, this approval does not represent a USPS determination that a publication is mailable under 39 USC 3001(a) and 18 USC 1461 and 1463. (See *Blount v. Rizzi*, 400 U.S. 410 (1971).)

### **5.3.4 Effective Date**

The authorization takes effect on the date of application or the date of eligibility for Periodicals mailing privileges (or for news agent registry), whichever is later.





### 5.3.5 Refund

Except as noted in [5.3.6](#), when an authorization for Periodicals mailing privileges is granted, the postmaster refunds to the applicant the difference, if any, between the postage amount deposited and the applicable Periodicals postage for copies mailed while the application was pending. Refunds are made only for mailings deposited on or after the effective date of the authorization and only if postage was paid by advance deposit account for which the entry Post Office kept the necessary records.

### 5.3.6 No Refund

No refund is made for:

- a. A denied or withdrawn application.
- b. The period before the effective date of the authorization.
- c. Postage not paid by advance deposit account for which the required records were kept.
- d. Postage at any price affixed to copies of the publication.
- e. Postage paid at Priority Mail Express or First-Class Mail prices. Exception: When postage is deposited at single-piece First-Class Mail prices because a mailing presorted and prepared as Periodicals mail is less than 200 pieces or 50 pounds, a refund may be authorized.
- f. Postage on mailings not meeting the applicable preparation or other eligibility standards for Periodicals.

### 5.3.7 Denial and Appeal

If the PCSC denies an application, the applicant is notified in writing and given the reasons for the denial. The denial takes effect 15 days from receipt of the notice by the applicant, unless an appeal is filed through the PCSC with the manager, Product Classification (see [608.8.0](#) for address). If the manager, Product Classification upholds the denial of an application submitted under the “New Launch” procedure or an application for news agent registry, that is the final agency decision. For other applications, the manager’s denial takes effect 15 days from the applicant’s receipt of the notice unless, during that time, an appeal is filed with the USPS Recorder under 39 CFR 954, a copy of which is included with the notice of denial.

## 5.4 Revocation or Suspension of Privileges

### 5.4.1 Revocation

The USPS revokes a publication’s or news agent’s Periodicals mailing privileges if it finds, after a hearing, that the publication or news agent no longer meets the applicable standards.

### 5.4.2 Initial Decision

The PCSC manager may ask a publisher or news agent to submit information on a publication’s eligibility for Periodicals mailing privileges. If the manager decides that a publication or news agent is no longer entitled to Periodicals mailing privileges, a notice of suspension or revocation of Periodicals mailing privileges is sent to the publisher or news agent at the last known address of the office of publication or of the news agent, giving the reasons for the ruling.



### 5.4.3 Appeal

A ruling to suspend or revoke a publication's Periodicals mailing privileges takes effect 15 days from the publisher's receipt of the notice unless, during that time, an appeal is filed through the PCSC with the manager, Product Classification (see [608.8.0](#) for address). If the manager upholds the denial of a news agent's appeal, that is the final agency decision. For other actions, the manager's decision takes effect 15 days from its receipt by the publisher unless, during that time, an appeal is filed with the USPS Recorder under 39 CFR 954, a copy of which is included with the notice.

## 6.0 Qualification Categories

### 6.1 General Publication

#### 6.1.1 Basic Standards

General publications must meet the applicable basic standards for Periodicals in [4.0](#) through [9.0](#) and [11.0](#) and must be originated and published to disseminate information of a public character or be devoted to literature, the sciences, art, or some special industry.

#### 6.1.2 Circulation Standards

General publications must meet these circulation standards:

- a. General publications must have a legitimate list of subscribers who have paid or promised to pay, at more than a nominal price, for copies to be received during a stated time.
- b. Records for subscriptions to a publication obtained with subscriptions to one or more other publications must be kept so that individual subscriptions to each publication, by title, can be verified.
- c. Persons whose subscriptions are obtained at a nominal price and those whose copies bear an alternative form of address must not be included in the legitimate list of subscribers. These copies must be treated as nonsubscriber copies, subject to the applicable price.
- d. Subscriptions may be paid for with dues or contributions, if the dues or contributions and the subscription price are separated to show compliance with [6.1.2](#), including the amount paid for the subscription. The USPS may require evidence of compliance (such as the forms used to obtain payments for dues and subscriptions). For example, dues statements would read: "Annual membership dues of [\$] include [\$] for a 1-year subscription to [Title]."
- e. To determine whether a subscription is genuine, it must be so separated from all other business transactions as to constitute a distinct, voluntary, and independent act. Publishers must be able to show that subscriptions to their publications are voluntary, that the subscription price is paid or definitely promised, and that the relationship of subscriber is understood and agreed to.
- f. At least 50% of a publication's distribution must be to persons who have paid above a nominal price. (For explanation of how electronic copies may be included, see [6.5](#)). Nominal price subscriptions include those sold at a



subscription price so low that the price cannot be considered a material consideration; or at a reduction to the subscriber (under a premium offer or any other arrangement) of more than 70% of the basic annual subscription price that would entitle the subscriber to receive one copy of each issue published during the subscription period. The value of a premium is considered its actual cost to the publisher, its recognized retail value, or its represented value, whichever is highest.

- g. Publications primarily designed for free circulation and/or circulation at nominal prices may not qualify for the general publications category. For this standard, the distribution of all copies of a publication is considered, whether circulated in the mail or otherwise. Publications are considered primarily designed for free circulation and/or circulation at nominal prices when more than 50% of all copies circulated are:
  - 1. Provided free of charge to the ultimate recipients;
  - 2. Paid for at nominal prices by the ultimate recipients;
  - 3. Addressed with an alternative form of address; or
  - 4. Intended by the publisher to be circulated for free and/or at nominal prices.

### 6.1.3 Advertising Standards

Advertising is defined in [4.13](#). General publications primarily designed for advertising purposes do not qualify for Periodicals mailing privileges, including publications that:

- a. Contain more than 75% advertising in more than half of the issues published during any 12-month period.
- b. Are owned or controlled by individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of any other business or calling of those who own or control the publications.
- c. Consist principally of advertising and articles about advertisers in the publication.
- d. Have only a token list of subscribers and that print advertisements free for advertisers who pay for copies to be sent to a list of persons furnished by the advertisers.
- e. Are published under a license from individuals or organizations and that feature other businesses of the licensor.

## 6.2 Publications of Institutions and Societies

### 6.2.1 Basic Standards

A publication that meets the applicable basic standards in [4.0](#) through [9.0](#) and [11.0](#) and contains only the publisher's own advertising and not, under any condition, the advertising of other persons or organizations, is eligible for Periodicals mailing privileges if it is:

- a. Published by a regularly incorporated nonprofit institution of learning, that is, an organization of a permanent nature where instruction is given in the higher branches of education only, owing its origin to private or public munificence, and established solely for the public good and not for private gain.



### 707.6.2.2

- b. Published by a regularly established state institution of learning supported in whole or in part by public taxation.
- c. Published by any public or nonprofit private elementary or secondary institution of learning or its administrative or governing body.
- d. A bulletin issued by a state board of health, a state industrial development agency, a state conservation or fish and game agency or department, or a state board or department of public charities or corrections.
- e. A program announcement or guide published by an educational radio or television agency of a state or political subdivision thereof or by a nonprofit educational radio or television station.

#### **6.2.2 Types of Publications**

Publications are eligible for Periodicals mailing privileges if they meet the basic standards of [4.0](#), contain only the publisher's own advertising or general advertising subject to [6.2.3](#), and are published by:

- a. A benevolent or fraternal society or order organized under the lodge system and having a bona fide membership of at least 1,000 persons (publications under the auspices of the society or order are also eligible).
- b. A trade union (publications under the auspices of the union are also eligible).
- c. A strictly professional society, that is, a group consisting solely of persons who have obtained professional status by advanced educational training, experience, specialized interest, or peer examination. Where applicable, public certification in a particular field of the arts or sciences (such as engineering, law, or medicine) is considered in determining eligibility. The members must be engaged in their given profession under its binding standards of performance and conduct on which the public is entitled to rely.
- d. A strictly literary society, that is, an organization whose sole purpose is to encourage and cultivate an appreciation of general literature, a literary subject, or an author of recognized literary accomplishment. The membership must be composed of individuals who discuss or analyze the style, composition, or other characteristics of the literature or authors in which they have a common interest.
- e. A strictly historical society, that is, an organization whose sole purpose is to discover, collect, and systematically record the history of civilization or of a particular segment. Such a society should preserve this material and make it available to its members and the general public, and should extend education by producing published material, holding regular meetings, presenting addresses and lectures, or using mass media.
- f. A strictly scientific society, that is, an organization whose sole purpose is to bring individuals together for scientific investigations and pursuits in the applied, pure, or natural sciences, and to disseminate technical information on these subjects.



- g. A church (a congregation of worshippers who conduct religious services) or a church organization (organizations of individual churches, organizations that are subsidiary to individual churches, and national or regional organizations of churches).

### 6.2.3 Advertising Standards

Advertising is defined in 4.13. A publication qualifying for Periodicals mailing privileges under 6.2.2 may contain advertising of other organizations or persons if:

- a. It is not designed or published primarily for advertising purposes.
- b. It is originated and published to further the purposes of the qualifying organization.
- c. Its mailed circulation is limited to copies mailed to members who pay, either as a part of their dues or assessments or otherwise, at least 30% of the subscription price regularly charged to other members; to other actual subscribers; to exchanges; and to 10% of such circulation as sample copies. When members pay for their subscriptions as a part of their dues or assessments, individual subscriptions or receipts are not required.

## 6.3 Publications of State Departments of Agriculture

### 6.3.1 Basic Standards

A publication issued by a state department of agriculture that meets the basic standards in 4.0 is eligible for Periodicals mailing privileges if it is published to further only the objectives of the department and contains no advertising.

### 6.3.2 In-County Prices

For determining the number of copies qualifying for In-County prices, all circulated copies are considered subscriber copies and the total number of such copies is the total paid circulation.

## 6.4 Requester Publications

### 6.4.1 Basic Standards

[1-27-13] A publication, whether circulated free or to subscribers, may be authorized Periodicals prices if it meets the basic standards in 4.0 and:

- a. Each issue contains at least 24 pages.
- b. Contains more than 75% advertising in no more than 25% of the issues published during any 12-month period.
- c. The publication is not owned or controlled by one or more individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of the main business or calling of those who own or control the publication.

### 6.4.2 Circulation Standards

Requester publications must meet these circulation standards:

- a. The publication must have a legitimate list of persons who have requested the publication, and 50% or more of the copies must be distributed to persons who have made such requests.



### 707.6.5

- b. Subscription copies of the publications that are paid for or promised to be paid for, including those at or below a nominal price, may be included in the determination of whether the 50% request requirement is met. (For explanation of how electronic copies may be included, see [6.5](#).)
- c. Persons are not deemed to have requested the publication if their request is induced by a premium offer or by receipt of material consideration.
- d. Records of requests for a publication obtained with subscriptions or requests for one or more other publications must be kept so that individual subscriptions or requests for each publication, by title, can be verified.
- e. Requests that are more than 3 years old cannot be considered valid requests. Copies addressed using an alternative address format are not considered requested copies, and persons are not considered to have requested the publication if their copies are addressed in that manner.
- f. When a requester publication is issued by a membership organization, the organization may adopt a resolution specifying that each member receive a copy of each issue of the publication. *For example: "Resolved: That a copy of [publication title] shall be sent to each member of [organization name]."* Records must be kept to show that the publication is sent to organization members. Form 3500 must be accompanied by a certified copy of the resolution adopted and the written assurance of a responsible official that the required records are kept.

### 6.5 Electronic Copies

Copies of Periodicals publications distributed through email or by accessing a password protected website may be counted toward an approved or pending general or requester publication's eligibility for Periodicals prices. The following conditions additionally apply:

- a. Electronic copies that may be counted toward a publication's eligibility for Periodicals prices:
  - 1. Must be paid at a price above nominal rate for publications approved in the General category; or
  - 2. Must be requested in writing or by electronic correspondence for publications approved in the Requester category.
- b. Electronic copies of a Periodicals publication for which access is offered free in conjunction with printed copies of the same issues may not be counted when determining total circulation for the publication.
- c. At least 40% of the total circulation of each issue must consist of printed copies distributed to paying subscribers or requesters, as applicable. Up to 10% of the distributed copies used to qualify or remain eligible for Periodicals prices may be copies that are paid or requested to be sent electronically.
- d. If less than 60% of a Periodicals publication's total circulation consists of printed copies distributed to paying subscribers or requesters, as applicable, annual Postal eligibility audits must be conducted by a certified audit bureau.



## 6.6 Foreign Publications

### 6.6.1 Basic Standards

Foreign newspapers and other periodicals that meet the basic standards in 4.0 and have the same general character as domestic publications entered as Periodicals may be granted Periodicals mailing privileges.

### 6.6.2 Known Office

The known office of publication may be the office of the publisher's agent.

### 6.6.3 Prices

Foreign publications eligible for Periodicals mailing privileges are subject to the same Periodicals prices as domestic (U.S.) publications.

### 6.6.4 Circulation Standards

Review of applications is based only on U.S. circulation.

### 6.6.5 Copyright

This standard does not authorize the mailing of a publication that violates a copyright granted by the United States.

## 6.7 News Agent Registry

### 6.7.1 Definition

The term *news agent* means a person or concern selling two or more Periodicals publications published by more than one publisher.

### 6.7.2 Authorization

A news agent must be authorized by the USPS before the agent may mail Periodicals publications at Periodicals prices.

### 6.7.3 Remailing

A news agent may not remove bundles of copies from a Post Office, write an address on each copy, and return them to the office for dispatch or delivery without paying additional postage.

### 6.7.4 Unsold Copies

Unsold copies returned to the publishers or other news agents, or copies sent to other news agents for purposes other than sale, or sent to persons not having subscriptions with news agents, are subject to the Outside-County Periodicals prices.

### 6.7.5 Parts Returned

[1-27-13] Parts of publications returned to publishers to show that copies have not been sold are subject to the applicable Standard Mail, Standard Post, or Package Services prices.



## 7.0 Mailing to Nonsubscribers or Nonrequesters

### 7.1 Sample Copies

Sample copies are nonsubscriber or nonrequester copies. They may be mailed at the prices and under the applicable standards below and in [10.0, Preferred Periodicals](#).

### 7.2 Simplified Address

Nonsubscriber or nonrequester copies may be mailed to boxholders with each copy addressed in the simplified address format if such copies are mailed to each boxholder on a rural route or highway contract route, or to each boxholder at Post Offices that do not have city carrier service. Copies addressed in this manner may be mailed only to nonsubscribers or nonrequesters. If simplified address mailing results in a subscriber or requester receiving a copy in addition to his or her subscriber or requester copy, the additional copy is considered a nonsubscriber or nonrequester copy.

### 7.3 Advertising Copies

Copies paid for by advertisers or others for advertising purposes are nonsubscriber or nonrequester copies. Copies mailed for advertising purposes under arrangements with advertisers or others, and copies mailed by a publisher acting as an agent for an advertiser, are nonsubscriber or nonrequester copies. Those copies are subject to the applicable prices for nonsubscriber or nonrequester copies.

### 7.4 Gift Subscriptions

The subscription list may contain the names of persons whose subscriptions were paid by other individuals as gifts; these subscriptions are considered subscriber copies. Subscriptions paid by advertisers or other persons promoting their own interests, and subscriptions given free by the publisher, are *not* gift subscriptions, and are considered nonsubscriber or nonrequester copies subject to the corresponding prices.

### 7.5 Exchange Copies

A small part of the subscription list may contain publishers to whom copies are sent in exchange for copies of the recipients' publications. Only one copy may be sent to each publisher. These exchange copies are considered subscriber or requester copies.

### 7.6 Expired Subscription

Copies may be mailed at the prices that apply to subscriber copies for 6 months after a subscription has expired if the publisher makes a good-faith attempt to obtain payment or a promise of payment for a renewal during the 6-month period. These copies are *not* considered subscriber copies for determining eligibility for Periodicals mailing privileges, the base for computing the 10% nonsubscriber limits, or whether an issue is a bona fide issue under [8.0, Record Keeping Standards for Publishers](#).

### 7.7 Complimentary Copies

All complimentary copies, including copies sent in fulfillment of subscriptions given free by the publisher, are considered nonsubscriber or nonrequester copies subject to the corresponding prices.





## **7.8 Proof Copies**

One complete copy of each issue may be mailed at the applicable subscriber prices to each advertiser (or representative or agent) in the issue to prove that the advertisements are printed. These copies are considered subscriber or requester copies for Periodicals prices and eligibility. If more than one proof copy in an issue is sent to an advertiser (or representative or agent), the additional copies are considered nonsubscriber or nonrequester copies subject to the corresponding prices.

## **7.9 Nonrequester and Nonsubscriber Copies**

### **7.9.1 Nonrequester Copies**

For authorized Periodicals requester publications, up to 10% of the total number of copies mailed to requesters during the calendar year may be mailed to nonrequesters at the Outside-County Periodicals prices, provided that those copies would be eligible for Outside-County prices if mailed to requesters, and if the copies are presorted under applicable standards. Nonrequester copies within the 10% limit do not need to be commingled in a mailing with requester copies to be eligible for Outside-County prices.

### **7.9.2 Nonsubscriber Copies**

For other publications authorized Outside-County prices, up to 10% of the total number of copies mailed to subscribers during the calendar year may be mailed to nonsubscribers at the Outside-County Periodicals prices, provided that those copies would be eligible for Outside-County prices if mailed to subscribers, and if the copies are presorted under applicable standards. Nonsubscriber copies within the 10% limit do not need to be commingled in a mailing with subscriber copies to be eligible for Outside-County prices.

### **7.9.3 Preferred Prices**

For In-County prices, Nonprofit, Classroom, Science-of-Agriculture, Limited Circulation, and Limited Circulation Science-of-Agriculture publications, nonsubscriber (for Periodicals except requester publications) or nonrequester (for requester publications) copies up to 10% of the total number of copies mailed to subscribers or requesters during the calendar year may be mailed at the applicable Preferred prices or Preferred price discount, provided that the nonsubscriber or nonrequester copies would qualify as Preferred price or Preferred price discount publications if mailed to subscribers or requesters and if the copies are presorted under applicable standards. Nonsubscriber or nonrequester copies mailed over the 10% limit are not eligible for Preferred prices or the Preferred price discount. To qualify for regular Outside-County prices, the nonsubscriber or nonrequester copies over the 10% limit must be part of a presorted, commingled mailing (one that includes subscriber or requester copies). Subject to [11.3](#), nonsubscriber or nonrequester copies may be mailed at In-County prices up to a 10% limit of the total number of subscriber or requester copies of the publication mailed at In-County prices during the calendar year. Once the 10% calendar year limit is exceeded for the number of nonsubscriber or nonrequester copies that may be mailed at Preferred prices or the Preferred price discount, the nonsubscriber or nonrequester copies may not then be mailed at In-County prices even if the 10% limit separately applied to those pieces is not exceeded.



### 7.9.4 Publications of Institutions and Societies

For publications of institutions and societies that are not authorized to contain general advertising, all circulated copies are considered subscriber copies and the total number of such copies is the total paid circulation.

### 7.9.5 Mixed Preferred and Regular Prices

For publications authorized both Outside-County prices and In-County prices and/or Science-of-Agriculture prices, once the total number of nonsubscriber or nonrequester copies mailed during the calendar year (regardless of price) exceeds 10% of the total number of copies mailed to subscribers or requesters during the calendar year, further mailings of nonsubscriber or nonrequester copies are not eligible for any Preferred price. Nonsubscriber, or nonrequester, copies over the 10% allowance must be part of a presorted commingled mailing (i.e., including subscriber or requester copies) to qualify for Outside-County prices.

### 7.9.6 Copies Over 10% Allowance

Nonsubscriber or nonrequester copies, over 10% of the total number of copies mailed to subscribers or requesters during the calendar year, are eligible for Outside-County prices when they are commingled and presorted with subscriber or requester copies.

### 7.9.7 Excess Noncommingled Mailing

[1-27-13] A mailing is not eligible for Periodicals prices if it consists entirely of nonsubscriber or nonrequester copies over the 10% limit of the total number of copies mailed to subscribers or requesters during the calendar year. These copies are subject to the appropriate Priority Mail Express, First-Class Mail, Standard Mail, Standard Post, or Package Services price.

### 7.9.8 Mixed Mailing

[1-27-13] If all copies in a mailing are to nonsubscribers or nonrequesters, and some copies are within the 10% limit while the rest are over the 10% limit, the portion exceeding the 10% limit is not eligible for Periodicals prices. That portion is subject to the appropriate Priority Mail Express, First-Class Mail, Standard Mail, Standard Post, or Package Services price.

## 8.0 Record Keeping Standards for Publishers

### 8.1 Basic Standards

#### 8.1.1 Purpose

The publisher must keep records that can support the information required on the application for Periodicals mailing privileges (or any other form) and to confirm eligibility for entry of the publication at the requested Periodicals price. The records must show that the publication is distributed to a legitimate list of requesters (if applicable) or is not designed primarily for free circulation or circulation at nominal prices. If the publication is authorized to carry general advertising, the publisher must keep a list of legitimate subscribers. A publication of an institution or society that is authorized to carry general advertising may keep a list of subscribers or proof of a resolution to distribute to members, similar to that described in [5.0, Applying for Periodicals Authorization](#).

**8.1.2 Information Required**

Records must be available so that the USPS can determine:

- a. Number of copies printed.
- b. Manner of distribution and disposition of all copies.
- c. Accuracy of the zone distribution on the postage statement.
- d. The existence of a list of legitimate subscribers who have paid more than a nominal subscription price for publications authorized to carry general advertising (other than requester publications).
- e. The existence of a legitimate list of requesters for requester publications.

**8.1.3 Retention**

The publisher must keep records for each issue of a publication for 3 years from its issue date, except for circulation records for general or requester publications for which USPS verification of circulation is done by a USPS- authorized audit bureau. A publisher whose records are verified by an authorized audit bureau is not required to keep source records of requests and subscriptions longer than required by the audit bureau.

**8.1.4 Types of Records**

These records may be used to meet the standards in [8.1.1](#) and [8.1.2](#):

- a. Print orders and invoices showing the total number of copies printed.
- b. Individual and bulk orders for subscriptions and nonsubscriber copies.
- c. Newsstand and vending machine sales and returns.
- d. Stubs or copies of receipts issued.
- e. Sales records and returns for over-the-counter sales.
- f. Cash books, bank deposit receipts, or similar records.
- g. Records of copies of the publication destroyed.

**8.2 Verification****8.2.1 Purpose**

A publisher must make records available for USPS review and verification on a periodic basis to evaluate indications of ineligibility for Periodicals entry, to verify that the postage statement shows the correct number of copies mailed to each zone and the correct postage, and to confirm that publications authorized to carry general advertising meet the applicable circulation standards.

**8.2.2 Authorized Verification**

USPS employees or an authorized audit bureau may conduct verifications of circulation for an application for Periodicals mailing privileges, reentry application, or other required circulation verification of general or requester publications.



### **8.2.3 Independent Audit Bureau**

To have an authorized independent audit bureau conduct the audit, the publisher must make that request directly to the bureau and advise the original entry postmaster. The audit bureau coordinates the verification with the original entry postmaster.

## **8.3 Statement of Ownership, Management, and Circulation**

### **8.3.1 Filing Form 3526**

The publisher of each Periodicals publication, including foreign publications accepted at Periodicals prices, must file Form 3526 by October 1 of each year at the original entry Post Office.

### **8.3.2 Content**

The information provided on Form 3526 must allow the USPS to determine whether the publication meets the standards for Periodicals mailing privileges. This information includes, as applicable, the identity of the editor, managing editor, publishers, and owners; the owning corporation and its stockholders; any further corporations and stockholders that own at least 1% of the stock of a corporation owning the publication; known bondholders, mortgagees, and other security holders; and the extent and nature of the circulation of the publication, including the number of copies distributed, the methods of distribution, and how much of the circulation is paid in whole or in part.

### **8.3.3 Publication**

The publisher of each publication authorized Periodicals mailing privileges as a general or requester publication must publish a complete statement of ownership, containing all information required by Form 3526, in an issue of the publication to which that statement relates; other publications are not required to publish this statement. A reproduction of the Form 3526 submitted to the USPS may be used. The required information must appear in an issue whose primary mailed distribution is produced not later than October 10 for publications issued more frequently than weekly, or not later than October 31 for publications issued weekly or less frequently but more frequently than monthly; or in the first issue whose primary mailed distribution is produced after October 1 for all other publications.

### **8.3.4 Noncompliance**

If a publisher does not comply with the filing or publishing standards of [8.3](#) and, after receipt of notice by Certified Mail from the postmaster, the publisher further fails to comply within 10 days, the postmaster must notify the Pricing and Classification Service Center (PCSC) (see [608.8.4](#) for contact information). The PCSC may suspend or revoke the Periodicals mailing privileges, as appropriate.

## **8.4 Nonsubscriber and Nonrequester Copy Distribution**

### **8.4.1 Multiple Issues—Same Day**

The USPS may require the publisher to submit Form 3541-C when an issue is regularly published on the same day as another issue of the same publication under the Periodicals authorization of the parent publication. When requested, the publisher must complete Form 3541-C and attach it to the postage statements submitted with the corresponding mailings.



#### 8.4.2 Multiple Issues—Different Days

The USPS may require the publisher to submit Form 3541-E when an issue is regularly published during the same month as another issue of the same publication under the Periodicals authorization of the parent publication. When requested, the publisher must complete Form 3541-E and attach it to the postage statements submitted with the corresponding mailings.

## 9.0 Changing Title, Frequency, or Known Office of Publication

### 9.1 General

#### 9.1.1 When Required

Except under [9.1.2](#), the publisher must file an application for reentry on Form 3510 to change the title, frequency of issue, or location of the known office of publication of an authorized Periodicals publication.

#### 9.1.2 When Not Required

An application for reentry is not required if the current and requested known offices of publication are served by the same Post Office; or if only the ownership of the publication is changed, unless that change disqualifies the publication from eligibility under [10.0](#) for Preferred Periodicals prices or from authorized entry under [6.0](#) as a publication of an institution or society, as a publication of a state department of agriculture, or as a foreign publication.

#### 9.1.3 Where to File

To change the title or frequency of issuance of a Periodicals publication, the publisher must submit Form 3510 to the original entry postmaster. To relocate the known office of publication, the publisher must submit Form 3510 to the postmaster with jurisdiction over the requested new location.

#### 9.1.4 Accompanying Documentation

A Form 3510 must be accompanied by two copies of the publication that show the new title (if applicable), and that contain a complete identification statement that reflects the changes requested. A proof copy of the amended identification statement is acceptable if the publisher specifies the issue in which it is to be printed. Other documentation may be required:

- a. To change frequency of issuance: Form 3541-C (if the requested frequency of issuance includes more than one regular issue on any day) or Form 3541-E (if the requested frequency of issuance includes more than one regular issue per month, but not on the same day) (see [8.0, Record Keeping Standards for Publishers](#)).
- b. To change known office of publication: A complete distribution plan, including details on the mail volume to be deposited at the new original entry Post Office, regardless of whether relocation of the original entry Post Office changes that information. An additional fee (under [30.0, Additional Mailing Offices](#)) is not required if distribution changes affect only the original entry Post Office.



#### **9.1.5 Location**

The location shown on Form 3510 for the new original entry Post Office must be a Post Office. Other postal facilities (such as branches, stations, contract offices, and processing hubs) are not authorized as original entries.

#### **9.1.6 Same County**

Reentry may be authorized at a new original entry Post Office in the same county as an existing additional entry Post Office. If the publication is eligible for In-County prices, the publisher must give the original entry postmaster a copy of all postage statements claiming those prices to support compliance with the standards for In-County prices.

#### **9.1.7 Filing Date**

Publishers wanting to change the title or frequency of issuance of a publication must file Form 3510 by the date on which copies are to be issued with the new title or on the new frequency.

#### **9.1.8 Effective Date**

To permit adjustment of transportation without penalty to the USPS, the USPS may delay the effective date for a publisher's requested change in the known office of publication if the application was filed fewer than 40 days before that date.

#### **9.1.9 Reentry Denial**

Reentry may be denied at a Post Office where resources are not adequate for efficient and economical handling by postal transportation, distribution, and processing systems.

#### **9.1.10 Application Fee**

The correct fee must accompany an application for reentry to change a publication's title, frequency of issuance, or known office of publication. The fee is not refundable. No additional fee is required when Form 3500 is required as part of a reentry application.

#### **9.1.11 Multiple Reentry Requests**

A publisher may file a single Form 3510 and pay a single fee to request more than one reentry action under [9.1](#) if all required documentation is submitted with the Form 3510; all required information is given about the distribution plan for mailings at the new original entry Post Office (if applicable); and the effective dates for the reentry actions do not cover more than 30 calendar days. The publisher must submit a separate Form 3510 (and pay the fee) for each reentry action that cannot meet these conditions.

#### **9.1.12 Other Actions**

A publisher must submit a separate Form 3510 (and pay any required fee) for each reentry action under [28.4, Deposit at AMC/AMF](#), [30.0, Additional Mailing Offices](#), [10.0, Preferred Periodicals](#) (no fee), or [9.2, Changing Qualification Categories](#). A publisher must file a separate Form 3510 (and pay the applicable fee) if modifications are made to the publication's distribution plan other than the frequency of issuance or the location of the original entry Post Office.



## 9.2 Changing Qualification Categories

### 9.2.1 When Required

To change the category under which a publication is authorized Periodicals mailing privileges, the publisher must file an application for reentry on Form 3510 with the original entry postmaster and pay the applicable fee.

### 9.2.2 When Not Required

An application for reentry is not required if only the ownership of the publication is changed, unless that change disqualifies the publication for eligibility for Preferred Periodicals prices, or for entry as a publication of an institution or society, as a publication of a state department of agriculture, or as a foreign publication.

### 9.2.3 Forms Required

The publisher must submit Form 3500 and Form 3510 to change a publication's authorization category.

### 9.2.4 Filing

The publisher must make all filings under [9.2.3](#) to the original entry postmaster.

## 9.3 Application for Reentry

### 9.3.1 Pending

While an application for reentry is pending, copies of an authorized Periodicals publication are accepted for mailing at the Periodicals prices, subject to [9.3.5, Effective Date](#).

### 9.3.2 Additional Information

The PCSC manager may ask for more information or evidence from the publisher to complete or clarify an application. Failure to provide such information is sufficient grounds to deny the application.

### 9.3.3 Proof of Compliance

The publisher must be able to show to USPS satisfaction that the publication, as reentered, still meets all applicable Periodicals standards. As evidence of continued qualification that must be made available with the application for reentry, circulation records must be available to allow USPS verification that all issues or editions of the publication, as reentered, meet applicable standards. Other documentation, including circulation records for other issues or editions, must be available on request. Failure to provide this evidence is sufficient grounds to deny the reentry request.

### 9.3.4 Ruling

The PCSC manager reviews and rules on an application for reentry.

### 9.3.5 Effective Date

An entry office may not be used before authorization by the USPS. A publisher may not pay postage at another price to deposit copies at an unauthorized entry office. Subject to the restrictions in [9.1.12](#) through [9.1.10](#), the effective date of a reentry authorization is the application date (if the publication was eligible on that date) or the eligibility date (if the publication became eligible after the application date). The requested effective date for a change in original entry office may be deferred temporarily until transportation or mail processing resources are in place to handle



the action requested. If deferral is due to USPS transportation contract limitations, the publisher's requested effective date may be approved with the publisher's agreement to reimburse the USPS for any cost caused by modifying or canceling contracted transportation.

#### **9.3.6 Denial After Verification**

If a verification shows that the publication (as modified by the requested reentry) does not meet applicable Periodicals standards, the PCSC manager denies the reentry application and notifies the publisher in writing of the reasons for the denial. Within 15 days of receipt of such notice, the publisher may either return to the publication status before the application for reentry was submitted or appeal the denial under [9.3.8](#). If no appeal is filed, the denial takes effect 15 days from the publisher's receipt of the manager's decision.

#### **9.3.7 Denial—No Verification**

If the PCSC manager denies an application not requiring verification, the publisher receives written notice of the reasons for denial. The denial takes effect 15 days from the publisher's receipt of the notice, unless the publisher files an appeal under [9.3.8](#) within that time.

#### **9.3.8 Appeal**

An appeal must be filed through the PCSC with the manager, Product Classification (see [608.8.0](#) for address). The manager, Product Classification may ask the publisher for more information or evidence to clarify the appeal. Failure to provide such information is sufficient grounds to deny the appeal.

#### **9.3.9 Mailing During Appeal**

During the appeal:

- a. Copies of any issue of a publication denied reentry under [9.1](#) and found unqualified for Periodicals mailing privileges are accepted in a pending status at the applicable Standard Mail or Package Services prices. For this standard, the pending status begins when the appeal is filed and continues until the end of the appeal process.
- b. Copies of a publication denied reentry under [9.2](#) are accepted at the currently applicable Periodicals price.
- c. The publisher must submit the applicable Periodicals and Standard Mail or Package Services postage statements with each mailing of the publication in a pending status. Failure to submit these statements is sufficient grounds to deny a postage refund under [9.3.12](#).

#### **9.3.10 Refund**

If the reentry application is approved on appeal, the publisher receives the difference between the applicable Periodicals postage and the Standard Mail or Package Services postage paid during the pending status if the publisher submits records to substantiate the amount of the refund. If the reentry application is denied on appeal, no refund is made.

#### **9.3.11 Final Decision**

The manager, Product Classification (see [608.8.0](#) for address) issues the final agency decision on appeals under [9.1](#).



**9.3.12 Denial**

If the manager denies an appeal under [9.2, Changing Qualification Categories](#), it is effective 15 days from the publisher's receipt of the decision unless, during that time, the publisher files an appeal with the USPS Recorder under 39 CFR 954, a copy of which accompanies the decision.

**10.0 Preferred Periodicals****10.1 Nonprofit Eligibility—Basic Standards****10.1.1 Authorization**

To be mailed at Nonprofit Periodicals prices, a publication must be granted Periodicals entry and a Nonprofit authorization for which eligibility was established under [10.2](#) or [10.3](#).

**10.1.2 Other Prices and Discounts Claimed**

Each piece must also meet the standards for the prices or discounts claimed. Nonsubscriber or nonrequester copies are subject to [7.0](#).

**10.1.3 Advertising Percentage**

Publications with an advertising percentage of 10% or less are considered 100% nonadvertising for price purposes. Those publications may use "0" as the advertising percentage when computing the nonadvertising adjustment to be applied to the outside-county piece price charges. Publications with an advertising percentage exceeding 10% are subject to Outside-County pound prices for the entire advertising portion of the publication.

**10.2 Nonprofit Eligibility—Qualified Organizations****10.2.1 Types of Organizations**

A publication issued by and in the interest of one of the types of organizations described in [10.2.3](#) through [10.2.10](#) qualifies for the Nonprofit prices if the organization is not organized for profit and none of its net income inures to the benefit of any private stockholder or individual.

**10.2.2 Primary Purpose**

The standard of *primary purpose* used in the definitions in [10.2.3](#) through [10.2.10](#) requires that the organization be both organized and operated for the primary purpose. Organizations that incidentally engage in qualifying activities do not meet the primary purpose test.

**10.2.3 Religious Organization**

A *religious organization* is a nonprofit organization whose primary purpose is to:

- a. Conduct religious worship (such as churches, synagogues, temples, or mosques);
- b. Support the religious activities of nonprofit organizations whose primary purpose is to conduct religious worship; or
- c. Further the teaching of particular religious faiths or tenets, including religious instruction and the dissemination of religious information.



### 10.2.4 Educational Organization

An *educational organization* is a nonprofit organization whose primary purpose is the instruction or training of individuals for improving or developing their capabilities or the instruction of the public on subjects beneficial to the community. An organization may be educational even though it advocates a particular position or viewpoint, as long as it presents a specifically full and fair exposition of the pertinent facts to permit the formation of an independent opinion or conclusion. Conversely, an organization is not considered educational if its principal function is the mere presentation of unsupported opinion. These are examples of educational organizations:

- a. An organization (such as a primary or secondary school, a college, or professional or trade school) that has a regularly scheduled curriculum, a regular faculty, and a regularly enrolled body of students in attendance at a place where educational activities are regularly carried on.
- b. An organization whose activities consist of presenting public discussion groups, forums, panels, lectures, or similar programs, including on radio or television.
- c. An organization that presents a course of instruction by correspondence or on television or radio.
- d. Museums, zoos, planetariums, symphony orchestras, and similar organizations.

### 10.2.5 Scientific Organization

A *scientific organization* is a nonprofit organization whose primary purpose is to conduct research in the applied, pure, or natural sciences or to disseminate technical information dealing with the applied, pure, or natural sciences.

### 10.2.6 Philanthropic (Charitable) Organization

A *philanthropic (charitable) organization* is a nonprofit organization organized and operated to benefit the public. Examples include those that are organized to relieve the poor, distressed, or underprivileged; to advance religion, education, or science; to erect or maintain public buildings, monuments, or works; to lessen the burdens of government; or to promote social welfare for any of the above purposes or to lessen neighborhood tensions, eliminate prejudice and discrimination, defend human and civil rights secured by laws, or combat community deterioration and juvenile delinquency. That an organization organized and operated to relieve indigent persons receives voluntary contributions from those persons does not necessarily make it ineligible for Nonprofit prices as a philanthropic organization. That an organization, in carrying out its primary purpose, advocates social or civic changes or presents ideas on controversial issues to influence public opinion and sentiment to accept its views does not necessarily make it ineligible for Nonprofit prices as a philanthropic organization.

### 10.2.7 Agricultural Organization

An *agricultural organization* is a nonprofit organization whose primary purpose is the betterment of the conditions of those engaged in agricultural pursuits, improvement of the grade of their products, and the development of a higher degree of efficiency in agriculture; or the collection and dissemination of information or materials about



agriculture. The organization may further and advance agricultural interests through educational activities; by holding agricultural fairs; by collecting and disseminating information about cultivation of the soil and its fruits or the harvesting of marine resources; by rearing, feeding, and managing livestock, poultry, bees, and so forth; or by other activities related to agricultural interests.

#### **10.2.8 Labor Organization**

A *labor organization* is a nonprofit organization whose primary purpose is the betterment of the conditions of workers. Labor organizations include, but are not limited to, organizations in which employees or workers participate, whose primary purpose is to deal with employers about grievances, labor disputes, wages, hours of employment, working conditions, and so forth (such as labor unions and employee associations).

#### **10.2.9 Veterans' Organization**

A *veterans' organization* is a nonprofit organization of veterans of the armed services of the United States, or an auxiliary unit or society of, or a trust or foundation for, any such post or organization.

#### **10.2.10 Fraternal Organization**

A *fraternal organization* is a nonprofit organization whose primary purpose is fostering fellowship and mutual benefits among its members. For this standard, a qualified fraternal organization must also be organized under a lodge or chapter system with a representative form of government; must follow a ritualistic format; and must be composed of members who are elected to membership by vote of the members. Qualifying fraternal organizations include the Masons, Knights of Columbus, Elks, and college fraternities or sororities, and may have members of either or both sexes. Fraternal organizations do not include such organizations as business leagues, professional associations, civic associations, or social clubs.

### **10.3 Nonprofit Eligibility—Other Qualified Organizations**

#### **10.3.1 Basic Standards**

Subject to [10.3.2](#), a publication may qualify for Nonprofit prices regardless of the nonprofit status of the publishing organization if it is a:

- a. Publication issued by and in the interest of an association of rural electric cooperatives.
- b. Program announcement or guide published by an educational radio or television agency of a state or political subdivision thereof or by a nonprofit educational radio or television station.
- c. Publication of the official highway or development agency of the state that meets the standards for a general publication in [6.0](#) and contains no advertising other than the publisher's own advertising.
- d. Conservation publication published by a state agency responsible for management and conservation of the fish or wildlife resources of that state.

#### **10.3.2 Limits**

Only one publication per qualifying organization may qualify for the Nonprofit prices under [10.3.1c](#) or [10.3.1d](#).



707.10.4

### **10.4 Classroom Eligibility**

#### **10.4.1 Authorization**

To be mailed at the Classroom Periodicals prices, a publication must be granted Periodicals entry and a Classroom price authorization.

#### **10.4.2 Types of Publications**

Classroom prices apply only to educational, religious, or scientific publications designed for use in school classrooms or religious instruction classes.

#### **10.4.3 Other Prices and Discounts Claimed**

Each piece must also meet the standards for prices or discounts claimed. Nonsubscriber copies are subject to [7.0](#). Subject to [29.0](#), the DDU or DSCF piece price applies to each piece claimed in the pound price portion at the corresponding price.

#### **10.4.4 Advertising Percentage**

Publications with an advertising percentage of 10% or less are considered 100% nonadvertising for price purposes. Those publications may use “0” as the advertising percentage when computing the nonadvertising adjustment to be applied to the outside-county piece price charges. Publications with an advertising percentage exceeding 10% are subject to Outside-County pound prices for the entire advertising portion of the publication.

### **10.5 Application**

#### **10.5.1 Filing**

The Preferred price discount is available only after USPS authorization. An application or written request for authorization as a Nonprofit or Classroom publication must be filed at the publication’s original entry Post Office. Application may be made by submitting an application for Periodicals mailing privileges (Form 3500) or by filing for reentry (on Form 3510) after Periodicals mailing privileges are authorized. The applicant must submit evidence to show eligibility under the corresponding standards in [10.0](#).

#### **10.5.2 Fee**

No fee is required for an application to mail at a preferred Periodicals price.

### **10.6 Mailing While Application Pending**

#### **10.6.1 Mailing Before Approval**

A publisher or news agent may not mail at a Periodicals Preferred price or deduct the Preferred price discount until the PCSC manager approves the application for such privilege. Until approval is given, postage must be paid at the Outside-County prices (if the publication is authorized), or at the applicable First-Class Mail, Standard Mail, or Package Services prices (if the publication or news agent is in a pending status for Periodicals mailing privileges).

#### **10.6.2 Record of Deposits**

If postage is paid through an advance deposit account, the USPS keeps a record of deposits and mailings made while the application for special prices is pending. The record is used to compute the difference between either the Outside-County price postage paid for an authorized Periodicals publication, or the Standard Mail or



Package Services postage paid before Periodicals mailing privileges are granted, and the applicable postage at the special price. No record is kept if postage is paid at First-Class Mail prices or if postage is not paid by advance deposit account.

## **10.7 Decision on Application**

### **10.7.1 Ruling**

The PCSC manager rules on special price applications that are filed concurrently with an original entry application. The PCSC manager also rules on requests for special prices made on Form 3510 for publications authorized Periodicals mailing privileges.

### **10.7.2 Additional Information**

Before acting on an application, the manager may ask the publisher for more information or evidence to complete or clarify the application. Failure to provide such information is sufficient grounds to deny the application.

### **10.7.3 Effective Date**

The authorization takes effect on the application date or the eligibility date, whichever is later.

### **10.7.4 Refund**

Except as noted in [10.7.5](#), when an authorization for special prices is granted, the original entry postmaster refunds to the publisher the difference, if any, between the postage paid at the Outside-County Periodicals prices or deposited at Standard Mail or Package Services prices and the applicable special prices for copies mailed while the application was pending. Refunds are made only for mailings deposited on or after the effective date of the authorization and only if postage was paid by advance deposit account for which the entry Post Office kept the necessary records.

### **10.7.5 No Refund**

No refund is made for:

- a. A denied or withdrawn application.
- b. The period before the effective date of the authorization.
- c. Postage paid at any price other than the Periodicals prices.
- d. Postage not paid by advance deposit account for which the required record was kept.
- e. Postage at any price affixed to copies of the publication.
- f. Postage paid at Priority Mail Express or First-Class Mail prices.
- g. Postage on mailings not meeting the applicable standards for special Periodicals prices.

### **10.7.6 Denial and Appeal**

If the application to mail at special prices is denied, the PCSC manager notifies the applicant in writing, giving the reasons for the denial. The denial takes effect 15 days from the publisher's receipt of the denial, unless within that time the publisher appeals to the manager, Product Classification (see [608.8.0](#) for address). Before taking action, the manager, Product Classification may ask the publisher for more



information or evidence to support the appeal. Failure to provide such information is sufficient grounds for denying the appeal. The manager, Product Classification issues the final agency decision.

## 11.0 Basic Eligibility

### 11.1 Outside-County Prices

#### 11.1.1 General

Outside-County prices apply to copies of an authorized Periodicals publication mailed by a publisher or news agent that are not eligible for In-County prices under [11.3](#). Outside-County prices consist of an addressed per piece charge, a zoned charge for the weight of the advertising portion of the publication, an unzoned charge for the weight of the nonadvertising portion, and a bundle and container charge.

#### 11.1.2 Nonrequester and Nonsubscriber Copies

For excess noncommingled mailings under [7.0](#), nonrequester and nonsubscriber copies are not eligible for Periodicals prices unless the publication is authorized under [6.2, Publications of Institutions and Societies](#), and is not authorized to contain general advertising. Nonrequester and nonsubscriber copies in excess of the 10% allowance under [7.0](#) are subject to Outside-County prices when commingled with requester or subscriber copies, as appropriate.

#### 11.1.3 Preferred Price Discount

Publications qualifying as Nonprofit or Classroom Periodicals receive a 5% discount off the total Outside-County postage, excluding the postage for advertising pounds. Nonsubscriber or nonrequester copies claiming the Preferred price discount are subject to the standards in [7.0](#).

#### 11.1.4 Limited Circulation Discount

Publications, excluding Nonprofit, Classroom, and Limited Circulation Science-of-Agriculture publications, receive a 5% discount off the total Outside-County postage, excluding the postage for advertising pounds, if eligible copies are mailed at In-County prices and the total number of Outside-County copies mailed for that issue is less than 5,000. Nonsubscriber or nonrequester copies claiming the Limited Circulation discount are subject to the standards in [7.0](#).

### 11.2 Outside-County Science-of-Agriculture Prices

#### 11.2.1 Authorization

To be mailed at the Science-of-Agriculture prices, a publication must be granted Periodicals entry and granted a Science-of-Agriculture price authorization.

#### 11.2.2 General

Science-of-Agriculture prices apply to Outside-County copies of authorized Periodicals publications mailed by publishers or news agents when the total copies provided during any 12-month period to subscribers or requesters residing in rural areas are at least 70% of the total number of copies distributed by any means for any purpose.

**11.2.3 Limited Circulation Science-of-Agriculture Discount**

Publications meeting the requirements of [11.2.2](#), receive a 5% discount off the total Outside-County postage, excluding the postage for advertising pounds, if eligible copies are mailed at In-County prices and the total number of Outside-County copies mailed for that issue is less than 5,000. Nonsubscriber or nonrequester copies claiming the Limited Circulation Science-of-Agriculture discount are subject to the standards in [7.0](#).

**11.2.4 Filing**

The Science-of-Agriculture price is available only after USPS authorization. An application or written request for Science-of-Agriculture prices must be filed at the publication's original entry Post Office. Application may be made by submitting an application for Periodicals mailing privileges (Form 3500) or by filing for reentry (on Form 3510) after Periodicals mailing privileges are authorized. The applicant must submit evidence to show eligibility under the corresponding standards in [11.0](#).

**11.3****In-County Prices****11.3.1 Subscriber or Requester Copies**

In-County prices apply to subscriber or requester copies of any issue of a Periodicals publication entered within the county in which the Post Office of original entry is located for delivery to addressees within that county, if one of the following standards is met:

- a. The total paid or requested circulation of such issue is less than 10,000 copies.
- b. The number of paid or requested copies of such issue distributed within the county of publication is more than 50% of the total paid or requested circulation of such issue.

**11.3.2 Exceptional Conditions**

The standard in [11.3.1](#) also is applied under any of these exceptional conditions:

- a. If an entry office postmaster directs the publisher to deposit copies of the publication at a postal facility serving that office, those copies are considered as mailed at the entry office for purposes of In-County prices.
- b. A copy addressed to a destination within the county of publication is eligible for In-County prices when the entry Post Office serving that address is outside the county.
- c. Each Periodicals publication (except a requester publication or commingled nonsubscriber copies above the 10% allowance) having original entry at an incorporated city situated entirely within a county or contiguous to one or more counties in the same state, but politically independent of such county or counties, is considered within a part of the county with which it is principally contiguous. Copies mailed into that county are charged postage at the In-County prices. Where more than one county is involved, the publisher selects the principal county and notifies the postmaster.
- d. A publication entered within the county in which it is published, but distributed outside that county on a postal carrier route originating in the county of publication, is treated as if distributed within the county of publication.



### 11.3.3 Nonsubscriber or Nonrequester Copies

During a calendar year, the total number of nonsubscriber or nonrequester copies mailed at In-County prices may not exceed 10% of the number of subscriber or requester copies mailed at In-County prices. Mailers must include the number of nonsubscriber or nonrequester copies mailed at In-County prices when determining the overall 10% allowance under 7.0. Effectively, the allowance for nonsubscriber or nonrequester copies mailable at the In-County prices is the 10% allowed under this standard or the *overall* 10% limit under 7.0, whichever occurs first.

### 11.4 Discounts

The following discounts are available:

- a. *Nonadvertising*. The nonadvertising discount applies to the Outside-County piece price and is computed under 2.0.
- b. *Destination Entry*. Destination entry prices are available under 29.0 for copies entered at specific USPS facilities.

### 11.5 Copies Mailed by Public

[1-27-13] The applicable single-piece First-Class Mail, Priority Mail, Standard Post, or Package Services price is charged on copies of publications mailed by the general public (i.e., other than publishers or registered news agents) and on copies returned to publishers or news agents.

## 12.0 Nonbarcoded (Presorted) Eligibility

### 12.1 Basic Standards

#### 12.1.1 General

The standards for nonbarcoded (Presorted) prices are in addition to the standards for other prices or discounts claimed and the applicable preparation standards. Not all combinations of presort level, automation, and destination entry discounts are permitted.

#### 12.1.2 Address Quality

[9-3-13] All pieces in a Periodicals nonbarcoded price mailing must bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:

- a. The ZIP Code accuracy standard in 602.6.0.
- b. If an alternative addressing format is used, the additional standards in 602.3.0.

#### 12.1.3 Barcode Quality

[3-4-13] Any Intelligent Mail barcode on a mailpiece must be correct for the delivery address and meet the standards in 708.3.0 and 708.4.0.

#### 12.1.4 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by standardized documentation meeting the basic standards in 708.1.0. Documentation of postage





is not required if each piece in the mailing is of identical weight and the pieces are separated when presented for acceptance by price, by zone (including separation by In-County and Outside-County prices), and by entry (such as DDU and DSCF).

## **12.2 Prices—Outside-County**

Outside-County nonbarcoded (Presorted) prices are based on the following criteria (see [2.0](#) for price application and computation):

- a. Piece prices are based on shape, machinability, barcoding, and presort level. The presort level of the piece is based primarily on the bundle level of the piece, except the presort level of pieces loose in trays is based on the tray level.
- b. Bundle prices are based on the bundle and container sortation level.
- c. Container prices are based on the type of container (tray, sack, or pallet), the level of sortation of the container, and where the container is entered.

## **12.3 Prices—In-County**

### **12.3.1 Five-Digit Prices**

5-digit prices apply to:

- a. Letter-size pieces in 5-digit bundles of six or more pieces each, placed in 5-digit trays.
- b. Nonletter-size pieces in 5-digit scheme ([L007](#)) bundles and 5-digit bundles of six or more addressed pieces each, placed in applicable merged 5-digit scheme ([L001](#)) sacks, merged 5-digit sacks, 5-digit scheme ([L001](#)) sacks, or 5-digit sacks, or palletized under [705.8.0](#) or [705.10.0](#), [705.12.0](#), or [705.13.0](#).

### **12.3.2 Three-Digit Prices**

3-digit prices apply to:

- a. Letter-size pieces in 5-digit and 3-digit bundles of six or more pieces each, placed in 3-digit trays.
- b. Nonletter-size pieces in 5-digit scheme ([L007](#)), 5-digit, 3-digit scheme ([L008](#)) and 3-digit bundles of six or more addressed pieces each, placed in 3-digit sacks; or 3-digit scheme, and 3-digit bundles of six or more addressed pieces each, prepared under [705.8.0](#) or [705.10.0](#), [705.12.0](#), or [705.13.0](#).

### **12.3.3 Basic Prices**

Basic prices apply to pieces that are not eligible for and claimed at 5-digit and 3-digit prices, including pieces prepared using the optional flat tray sortation under [22.7](#).



## 13.0 Carrier Route Eligibility

### 13.1 Basic Standards

#### 13.1.1 General

The standards for carrier route prices are in addition to the standards for other prices or discounts claimed and the applicable preparation standards. Not all combinations of presort level, automation, and destination entry discounts are permitted.

#### 13.1.2 Address Quality

All pieces in a Periodicals carrier route price mailing must bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:

- a. The carrier route accuracy standard in [13.5](#).
- b. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- c. If flat-size pieces are prepared with detached address labels, the additional standards in [602.4.0](#).

#### 13.1.3 Carrier Route Sequencing

All pieces in a carrier route price mailing must also meet the applicable sequencing requirements in [13.2.2](#), [13.3](#), and [23.8](#).

#### 13.1.4 Barcode Quality

[\[3-4-13\]](#) Any Intelligent Mail barcode on a mailpiece must be correct for the delivery address and meet the standards in [708.3.0](#) and [708.4.0](#).

#### 13.1.5 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by standardized documentation meeting the basic standards in [708.1.0](#). Documentation of postage is not required if each piece in the mailing is of identical weight and the pieces are separated when presented for acceptance by price, by zone (including separation by In-County and Outside-County prices), and by entry (such as DDU and DSCF). Documentation of sequencing and of density standards under [23.8](#) must be submitted with each mailing.

### 13.2 Sorting

#### 13.2.1 Basic Standards

Preparation to qualify eligible pieces for carrier route prices is optional and need not be performed for all carrier routes in a 5-digit area. Carrier route prices apply to copies that are prepared in carrier route bundles of six or more addressed pieces each, subject to these standards:

- a. *Letter-size mailings.* Carrier route prices apply to carrier route bundles that are sorted into carrier route, 5-digit carrier routes, or 3-digit carrier routes trays under [23.0](#). Trays may be palletized under [705.8.0](#).
- b. *Nonletter-size mailings.* Carrier route prices apply to carrier route bundles that are sorted in one of the following ways:



1. Bundles sorted onto pallets prepared under [705.8.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#), as appropriate.
2. Bundles in carrier route, 5-digit scheme carrier routes, 5-digit carrier routes sacks, or 3-digit carrier routes sacks under [23.0](#). Sacks may be palletized under [705.8.0](#).
3. Unsacked bundles entered at a destination delivery unit according to preparation standards in [23.4.2](#) and entry standards in [29.5.5](#).
4. Bundles prepared on pallets under [705.14.0](#), *Combining Bundles of Flats Within FSS Zones*.

### 13.2.2 Sequencing Requirements

Carrier route mail must be prepared in delivery sequence as follows:

- a. Basic carrier route price mail must be prepared either in carrier walk sequence or in line-of-travel (LOT) sequence according to LOT schemes prescribed by the USPS ([23.8](#)).
- b. The high density and saturation prices apply to pieces that are eligible for carrier route prices under [13.2.1](#), are prepared in carrier walk sequence, and meet the applicable density standards in [13.3](#) for the price claimed.

## 13.3 Walk-Sequence Prices

### 13.3.1 Eligibility

The high density or saturation prices apply to each walk-sequenced piece in a carrier route mailing, eligible under [13.2.1](#) and prepared under [705.8.0](#), [23.0](#), or (nonletter-size mail only) [705.10.0](#), [705.12.0](#), or [705.13.0](#), that also meets the corresponding addressing and density standards in [13.3.4](#). High density and saturation price mailings must be prepared in carrier walk sequence according to schemes prescribed by the USPS (see [23.8](#)).

### 13.3.2 Copies Claimed at Other Prices

A mailing that includes copies claimed at a walk-sequence price may include other copies claimed at other prices. When presented to the USPS, the trays or sacks containing the walk-sequence price copies must be separated from other trays or sacks. Any effective separation method may be used.

### 13.3.3 Addressing

Walk-sequence mail must meet these addressing standards:

- a. Each addressed piece must bear a complete delivery address or an alternative format address, subject to the applicable standards.
- b. Official matter, whether mailed under congressional frank or by certain government entities for delivery on a city route, may use the appropriate simplified address format described in [23.8](#).

### 13.3.4 Density

Walk-sequence price mailings are subject to these density standards:

- a. Once the minimum volume per carrier route is met, there is no further minimum volume for the 5-digit ZIP Code delivery area. Walk-sequence price mail need not be sent to all carrier routes within a 5-digit delivery area.



- b. Except under [13.3.4c](#), at least 125 walk-sequenced addressed pieces must be prepared for each carrier route receiving mail claimed at the high density price. Mail for carrier routes of 124 or fewer possible deliveries can qualify for the high density price if there are at least 125 addressed pieces for the route or if pieces are addressed to every possible delivery on the route. This mail may also qualify for the saturation price, subject to [13.3.4e](#). In-County price pieces may also qualify for high density prices under [13.3.4c](#).
- c. Mail may qualify for In-County high density prices when there are addressed pieces for a minimum of 25% of the total active possible deliveries on a carrier route. If a route contains addresses both within and outside the county, the number of pieces addressed to the entire carrier route will be used to determine if the 25% requirement has been met. However, for such carrier routes meeting the 25% requirement, only the pieces for that carrier route that are addressed to addresses within the county in which the original entry is located may qualify for the In-County high density prices.
- d. Pieces eligible for and claimed at the saturation price must be addressed to either 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses, whichever is less, on each carrier route receiving saturation price mail, except that mail addressed in the simplified address format must meet the coverage standards in [602.3.0 Use of Alternative Addressing](#).
- e. More than one addressed piece per delivery address may be included in a high density price mailing and may be counted for the density standard in [13.3.4b](#) for the high density price. Only one piece per delivery address may be counted toward the density standards for high density in [13.3.4c](#) and for the saturation price in [13.3.4d](#).

### 13.4 Full-Service Intelligent Mail Eligibility Standards

In addition to other requirements in [6.0](#), carrier route letters and flats eligible for full-service Intelligent Mail prices and address correction benefits under [705.22.0](#) must:

- a. For carrier route letter, be letter-size under [201.1.0](#).
- b. For carrier route flats, be flat-size under [301.1.0](#).
- c. Be part of a carrier route mailing.
- d. Bear an accurate Intelligent Mail barcode encoded with the correct delivery point routing code matching the delivery address and meeting the standards in [202.5.0](#) (for letters), [302.4.0](#) (for flats), and [708.4.0](#). Letters or flats with Intelligent Mail barcodes entered under the full-service automation option also must be part of mailings that meet the standards in [705.22.0](#).

### 13.5 Carrier Route Accuracy Standard

**[10-7-13]** Addresses used on all Periodicals pieces claiming any Carrier Route prices must meet the carrier route accuracy standard in [602.7.0](#).



## 14.0 Barcoded (Automation) Eligibility

### 14.1 Basic Standards

[3-4-13] All pieces in a Periodicals barcoded (automation) mailing must:

- a. Be in the same processing category and meet the physical standards in [201.3.0](#), or [301.3.0](#).
- b. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
  1. The address matching and coding standards in [14.5](#) and [708.3.0](#).
  2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- c. Bear an accurate Intelligent Mail barcode encoded with the delivery point routing code, matching the delivery address and meeting the standards in [202.5.0](#) (for letters), [302.4.0](#) (for flats), and [708.4.0](#).
- d. Be marked, sorted, and documented as specified in [705.8.0](#) (if palletized); or [24.0](#) (for letters) or [25.0](#) (for flats) or; for nonletter-size mail, [705.9.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#); or for nonletter-size mail, bundles prepared on pallets under [705.14.0](#), *Combining Bundles of Flats Within FSS Zones*.
- e. Meet the applicable documentation standards in [708.1.0](#) and postage payment standards in [2.0](#), [16.0](#), and [17.0](#).

### 14.2 Eligibility Standards for Full-Service Automation Periodicals

All pieces entered under the full-service automation option must:

- a. Bear a unique Intelligent Mail barcode.
- b. Be part of a mailing that meets the standards in [705.22.0](#).
- c. Be scheduled for an appointment through the Facility Access and Shipment Tracking (FAST) system when deposited as a DNDC, DADC, or DSCF dropshipment.

### 14.3 Prices—Outside-County

Outside-County barcoded (automation) prices are based on the following criteria (see [2.0](#) for price application and computation):

- a. Piece prices are based on mailpiece shape (letter, flat, or parcel), machinability, barcoding, and presort level. The presort level of the piece is based on the bundle level of the piece, except the presort level of pieces loose in trays is based on the tray level.
- b. Bundle prices are based on the bundle and container sortation level.
- c. Container prices are based on the type of container (tray, sack, pallet), the level of sortation of the container, and where the container is entered.

### 14.4 Prices—In-County

#### 14.4.1 Five-Digit Prices

5-digit automation prices apply to:



- a. Letters in groups of 150 or more pieces to the same 5-digit or 5-digit scheme placed in a 5-digit or 5-digit scheme tray or trays prepared under [24.0](#). (Preparation to qualify for the 5-digit price is optional and, if performed, need not be done for all 5-digit or 5-digit scheme destinations.)
- b. Flats in 5-digit bundles and 5-digit scheme bundles of six or more pieces each, prepared under [25.0](#) or [705.8.0](#) through [705.13.0](#).

### 14.4.2 Three-Digit Prices

3-digit automation prices apply to:

- a. Letters in groups of 150 or more pieces to the same 3-digit or 3-digit scheme placed in a 3-digit/scheme tray or trays under [24.0](#).
- b. Flats in 3-digit scheme, and 3-digit bundles of six or more pieces each, prepared under [25.0](#) or [705.8.0](#) through [705.13.0](#).

### 14.4.3 Basic Prices

Basic automation prices apply to:

- a. Letters prepared under [24.0](#) that are not claimed at 5-digit or 3-digit prices.
- b. Flats prepared under [25.0](#) or [705.8.0](#) through [705.13.0](#) that are not claimed at 5-digit or 3-digit prices.
- c. All pieces in any bundle that contains fewer than six pieces.

## 14.5 Address Standards for Barcoded Pieces

### 14.5.1 General

To qualify for barcoded prices, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode as defined in [708.4.0](#) that appears on a mailpiece must be the correct barcode for the corresponding delivery address on the piece.

### 14.5.2 ZIP+4 Code

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.

### 14.5.3 Numeric Delivery Point Barcode

**[3-4-13]** A numeric equivalent of the delivery point routing code is formed by adding two digits directly after the ZIP+4 code.

### 14.5.4 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

**14.5.5 Address Elements**

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product.

**14.5.6 Secondary Designator**

If a secondary address designator (for example, an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

**14.5.7 Rural and Highway Contract Routes**

If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line.

**14.5.8 Post Office Box**

A Post Office box address must contain a Post Office box number that can be exactly matched with the USPS ZIP+4 Product in effect.

**15.0 Ride-Along Eligibility****15.1 General**

The standards in [15.0](#) apply to Standard Mail material paid at the Periodicals Ride-Along price that is attached to or enclosed with Periodicals mail. All Periodicals subclasses may enclose eligible material at the Ride-Along price.

**15.2 Basic Standards**

Only one Ride-Along piece may be attached to or enclosed with an individual copy of Periodicals mail. The Ride-Along price must be paid on each copy in the mailing, not addressed pieces. If more than one Ride-Along piece is attached or enclosed, mailers have the option of paying Standard Mail postage for all the enclosures or attachments, or paying the Ride-Along price for the first attachment or enclosure and Standard Mail prices for subsequent attachments and enclosures. Ride-Along pieces eligible must be eligible as Standard Mail and must:

- a. Not exceed any dimension of the host publication except when the host publication and the Ride-Along piece are contained in an envelope, polybag, or other complete wrapper.
- b. Not exceed 3.3 ounces and must not exceed the weight of the host publication.
- c. Not obscure the title of the publication or the address label.



## **15.3 Physical Characteristics**

The host Periodicals piece and the Ride-Along piece must meet the following physical characteristics:

- a. Construction:
  1. Bound publications. If contained within the host publication the Ride-Along piece must be securely affixed to prevent detachment during postal processing. If loose, the Ride-Along piece and publication must be enclosed together in a full wrapper, polybag, or envelope.
  2. Unbound publications. A loose Ride-Along enclosure with an unbound publication must be combined with and inserted within the publication in a manner that prevents detachment during postal processing. If the Ride-Along piece is included outside the unbound publication, the publication and the Ride-Along piece must be enclosed in a full wrapper, polybag, or envelope.
- b. A Periodicals letter-size or flat-size piece with the addition of a Ride-Along must remain uniformly thick.
- c. A Periodicals piece with a Ride-Along must maintain the same processing category as before the addition of the Ride-Along.

## **15.4 Marking**

The marking "Ride-Along Enclosed" must be placed on or in the host publication if it contains an enclosure or attachment paid at the Ride-Along price. If placed on the outer wrapper, polybag, envelope, label carrier, or cover of the host publication, the marking must be set in type no smaller than any used in the required "POSTMASTER: Send change of address..." statement. If placed in the identification statement, the marking must meet the applicable standards. The marking must not be on or in copies not accompanied by a Ride-Along attachment or enclosure.

## **16.0 Postage Payment**

### **16.1 Filing Each Issue**

The publisher must file a copy of each issue with the postmaster of the original entry office.

### **16.2 Filing Marked Copy**

The publisher must file a copy of each edition of each issue marked by the publisher so the advertising content may be verified when necessary. This marked copy must be filed either with the postmaster of the original entry office or the postmaster of the additional entry office where the publication is produced or prepared for mailing. On the first page of each marked copy, the publisher must show the total units and percentage of space devoted to advertising and nonadvertising in the copy. Advertising matter printed on envelopes, wrappers, and the back of detached address cards must be included in the measurement of the advertising space. The computed percentage of advertising must be rounded off to two decimal places, if





necessary, as shown in [2.0](#). Mailers are not required to submit marked copies if they are certified by the USPS to use the Periodicals Accuracy, Grading, and Evaluation (PAGE) Program.

### **16.3 Mailer and Publisher Responsibility**

The mailer is responsible for proper payment of postage. Postage must be fully prepaid before Periodicals mailings are dispatched. The publisher must ensure that all information on postage statements is correct and that all copies qualify for the prices claimed.

### **16.4 Payment Method**

Mailers must pay Periodicals postage by advance deposit account at the original or additional entry Post Office, except under procedures in [for Centralized Postage Payment](#) or in [705.17.2.4](#). Mailers may not pay postage for Periodicals using permit imprint, meter stamp, postage stamp, or precanceled stamps. Mailers must pay postage for First-Class Mail and Standard Mail enclosures under [703.9.8](#) through [703.9.12](#) and [705.18.1](#). Mailers who prepare Periodicals publications as a combined mailing by merging copies or bundles of copies under [27.0](#) may pay the Outside-County bundle and container charges on one mailer's Form 3541, on one consolidated Form 3541, or on each mailer's Form 3541 (see [2.2.7](#)). Centralized Postage Payment System

Subject to specific standards and authorization by the Pricing and Classification Service Center (PCSC), the Centralized Postage Payment (CPP) System allows the publisher of a Periodicals publication to pay Periodicals postage for that publication at the PCSC instead of at each authorized additional entry office. An additional entry is required at each Post Office where copies of the Periodicals publication are presented for postal verification under [30.0](#).

## **16.5 Periodicals Accuracy, Grading, and Evaluation Program**

### **16.5.1 General**

The Periodicals Accuracy, Grading, and Evaluation (PAGE) Program is a process to evaluate publishing and print planning (PPP) software and to determine its accuracy in computing per-copy weights and calculating advertising percentages for Periodicals. Certification of PAGE software is available only to those companies that develop or write PPP software. PAGE certification does not guarantee acceptance of the publisher's per-copy weights and advertising percentages prepared with PAGE-certified software.

### **16.5.2 Program Elements**

The PAGE Program evaluates and tests PPP software. In addition, the PAGE Program tests and qualifies publishing personnel to submit data to the USPS using PAGE-certified PPP software. The USPS National Customer Support Center (NCSC) certifies developer's software and publisher's employees to use certified PPP software to submit Periodicals mailings. The PAGE Program involves the following three elements:

- a. Stage I, Product Certification for Software Developers. NCSC evaluates the accuracy of the calculations of PPP software by processing a test publication file either at the NCSC or at the developer's location (on-site visit).



### 707.16.5.3

- b. Stage II, User certification for PPP software. NCSC provides test bundles to the users and evaluates the results.
- c. Stage III, PAGE Program authorization. Publishers who want to use PAGE-certified software and PAGE-certified users to submit per-copy weight and calculated advertising percentages must apply for authorization to the manager, PCSC.

#### **16.5.3 Participation**

For information about charges and the PAGE Program, publishers may request a technical guide (including order forms) from the NCSC (see [608.8.0](#) for address). Additional information is also available from the PCSC (see [608.8.0](#) for address).

## 17.0 Documentation

### **17.1 Postage Statement**

Periodicals mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). The mailer may submit a computer-generated facsimile. A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

### **17.2 Documentation**

The postage statement must be supported by documentation (see [708.1.0](#)) unless each piece in the mailing is of identical weight and the pieces are separated when presented for acceptance by price, by zone (including separation by In-County and Outside-County prices), and by entry (DDU, DSCF, DADC, and DNDC). Additional documentation must be submitted if required by the standards for the price or discount claimed. Subject to [17.5](#), the entry office postmaster, on request, may authorize the publisher of a publication regularly printed on sheets of uniform weight to provide one postage statement after each calendar month for mailings made during that month.

### **17.3 Basic Standards for Documentation**

#### **17.3.1 General**

Documentation describes the preparation and price levels of the mailing, details the volume and postage data, substantiates the price or discount eligibility, reports the result of a process (i.e., presort or barcoding), and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy.

#### **17.3.2 Format**

Periodicals documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and price claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the



elements described in [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

### 17.3.3 Presenting Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle. Mailers entering Periodicals pieces under the full-service barcoded (automation) option must electronically submit postage statements and mailing documentation to the *PostalOne!* system as described in [705.24.4.4](#).

### 17.3.4 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

### 17.3.5 Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0](#).

## 17.4 Basic Standards for Postage Statements

### 17.4.1 General

Each Periodicals mailing must be accompanied by a postage statement using the correct USPS form or an approved facsimile. Supporting documentation may be required under [8.0](#) or, for specific prices, under [10.0](#), [12.0](#) through [15.0](#), and [29.0](#).

### 17.4.2 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job (for example, a carrier route price mailing, an automation price mailing, and a nonautomation price mailing) on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

### 17.4.3 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (such as permit imprint), and four-digit form number (hyphen and suffix, optional). All parts, and line numbers within each part, must reflect those on the USPS form(s). In some cases, this can include fields



### 707.17.4.4

from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster. Periodicals mailers authorized centralized postage payment (CPP) procedures receive approval from the PCSC.

#### **17.4.4 Advertising Percentage**

At least once a year, the USPS verifies the advertising percentage reported on the corresponding postage statement by measuring the advertising and nonadvertising portions of one issue.

#### **17.4.5 Measuring Advertising**

The total advertising and nonadvertising portions may be determined by column inches, square inches, pages, or by another recognized unit of measure if the same unit of measure is used for both portions. One full page of advertising must equal one full page of nonadvertising regardless of the amount of blank space between each advertisement or nonadvertising article on a page. If measured in column inches, nonadvertising inches are determined by subtracting the total measured advertising inches from the total column inches of the publication. A blank page, portion of a page, or blank border or margin is counted as advertising if consideration was received for the whole page, the blank portion, or the blank border or margin. The border of a page is otherwise considered neither advertising nor nonadvertising and is not measured, but it is included in the total weight of the publication for purposes of postage calculation. When measuring nonrectangular sheets, the measurement is based on the smallest rectangle that could contain the irregular sheet; exact measurement is not attempted. When two or more sheets are permanently glued together to form a single sheet, the surface area of the resulting sheet (front and back) is included when measuring the advertising or nonadvertising portion.

#### **17.4.6 Waiving Nonadvertising Prices**

Instead of marking a copy of each issue to show the advertising and nonadvertising portions, the publisher may pay postage at the advertising zoned prices on both portions of all issues or editions of a Periodicals publication (except a requester publication). *This option is not available if the price for advertising is lower than the price for nonadvertising.* When the amount of advertising exceeds 75%, the copies provided to the postmaster must be marked “Advertising over 75%.” When the amount of advertising is 75% or less, the copies provided to the postmaster must be marked “Advertising not over 75%” on the first page. The entire weight of the copy must be entered on the postage statement in the column provided for the advertising portion. The words “Over 75%” or “Not over 75%” must be annotated on the postage statement and the word “Waived” must be written in the space provided for the weight of the nonadvertising portion.

**17.4.7 Copies of Previous Issues**

When a reasonable number of copies of previous issues are included in a mailing of a current issue, those issues may be accepted and charged with postage by the percentages of advertising and nonadvertising material in the current issue. The issue forming the bulk of the mailing is regarded as the current issue. The advertising and nonadvertising percentages for the current issue are based on the edition forming the bulk of the current issue.

**17.4.8 Mailing While Application Pending**

A publisher mailing under an advance deposit account while a Periodicals application is pending must submit with each mailing both a Periodicals postage statement (annotated with the words "Pending Application") and a Standard Mail, Parcel Select, or Package Services postage statement.

**17.4.9 Sequenced Postage Statement**

A mailer who provides more than one postage statement per day must enter a sequenced statement number in the proper block on each postage statement prepared that day. At the mailer's discretion are the content and length of the number, the cycle of the sequence (beyond 1 day), and the number of concurrently active cycles, if the same series of numbers is not active in two cycles at the same time. If the same mailing of one edition of one issue includes copies reported on two postage statements (for example, when additional postage is paid for nonsubscriber/nonrequester copies over the 10% limit), the sequenced statement number of the second form must be included with the other information required on the primary postage statement reporting the total postage for the mailing.

**17.4.10 Official Mail**

Official (penalty) Periodicals matter is also subject to the standards in [703.7.0](#), which supersede conflicting standards below.

**17.4.11 News Agent's Statement**

A news agent presenting Periodicals matter subject to the zone prices of postage must provide a statement showing the percentages of such matter devoted to advertising and nonadvertising.

**17.5 Monthly Postage Statements****17.5.1 General**

The manager, Business Mail Entry may authorize a qualified publisher of a Periodicals publication to submit Form 3541, *Postage Statement—Periodicals—One Issue or One Edition*, for all issues mailed during a calendar month. Postage statements must be submitted no more than 72 hours after the first mailing of the last issue mailed each month. The pages of every issue, enclosures in the publication, and supplements to the publication must be printed on sheets of the same paper grade weight.

**17.5.2 Measuring Advertising**

The total advertising and nonadvertising portions may be expressed in column inches, square inches, pages, or by any other recognized unit of measure. The same unit of measure must be used for the advertising and nonadvertising portions. When measuring nonrectangular sheets, base the measurement on the



smallest rectangle that could contain the irregular sheet. No attempt is made to determine the exact area of the irregular shape. When two or more sheets or parts thereof are glued together, the surface area of each sheet (front and back) is counted when measuring the advertising or nonadvertising portion for determining postage.

### 17.5.3 Determining Combined Weight

The combined weight of one copy from each issue mailed during a calendar month is obtained as follows:

- a. Determine the weight of one copy as described in [2.0](#).
- b. Determine the weight of one sheet by dividing the average weight of one copy by the number of sheets (not pages) in the copy. Express the result in decimal pounds rounded off to four decimal places.
- c. Select one copy of each of the issues mailed during the month; count the sheets (not pages) in each; add these figures to determine the total number of sheets.
- d. Multiply the total number of sheets by the weight of one sheet; do not round the product.

## 17.6 Detailed Zone Listing for Periodicals

### 17.6.1 Basic Standards

The publisher must be able to present documentation to support the actual number of copies of each edition of an issue, by entry point, mailed to each zone, at DDU, DSCF, DADC, and In-County prices. This listing is separated from the standardized documentation required under [17.3](#) to support presort. This listing may be submitted with each mailing, or, as an alternative, a publisher may keep records supporting zone and destination entry information reported on the postage statement for each mailing. Records must be kept for 2 months after the mailing date. A publisher must be able to submit detailed zone listings for specific mailings when requested in advance by the USPS.

### 17.6.2 Format

Report the number of copies mailed to each 3-digit ZIP Code area at applicable zone prices using one of the following formats:

- a. Report copies by 3-digit ZIP Code, listed in ascending numeric order, for all ZIP Codes in the mailing. The listing must include the following columns: 3-digit ZIP Code, zone, and number of copies (for the zone). Include a summary of the number of copies at each zone price at the end of the report. A 3-digit ZIP Code may appear more than once if there are copies at different zone prices for that ZIP Code (for example, In-County and Outside-County price copies within the same 3-digit ZIP Code area).
- b. Report copies by zone (In-County DDU, In-County others, Outside-County DDU, Outside-County DSCF, and Outside-County DADC) and by 3-digit ZIP Code, listed in ascending numeric order, for each zone. For each zone, the listing must include the following columns: 3-digit ZIP Code and number of copies (for each zone) in the mailing. Include a summary of the total number of copies for each zone at the end of each zone listing. A 3-digit ZIP Code may



appear under more than one zone if there are copies at different zone prices for that ZIP Code (for example, In-County and Outside-County price copies within the same 3-digit ZIP Code area).

### 17.6.3 Zone Abbreviations

Use the actual price name or the authorized zone abbreviation in the listings in [17.5](#), [Monthly Postage Statements](#), and [17.6.2, Format](#):

ZONE ABBREVIATION	PRICE EQUIVALENT
ICD	In-County, DDU
IC	In-County, Others
DDU	Outside-County, DDU
SCF	Outside-County, DSCF
ADC	Outside-County, DADC
1-2 or 1/2	zones 1 and 2
3, 4, 5, 6, 7, 8 (as applicable)	zones 3 through 8 (as applicable)
M	mixed zones

## 17.7

### Additional Standards

#### 17.7.1 Presorted Mailings

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by standardized documentation meeting the basic standards in [708.1.0](#). Documentation of postage is not required if each piece in the mailing is of identical weight and the pieces are separated when presented for acceptance by price, by zone (including separation by In-County and Outside-County prices), and by entry discount (such as DDU and DSCF). For Carrier Route price mailings, documentation of sequencing and of density standards under [23.8](#) and [23.9](#) also must be submitted with each mailing.

#### 17.7.2 Destination Entry Price Mailings

Subject to [708.1.0](#), the mailer must be able to show compliance with eligibility requirements (by bundle, tray, sack, or pallet) and list the number of addressed pieces by presort level for each 5-digit and 3-digit ZIP Code destination as appropriate for the prices and discounts claimed. Documentation is not required if each addressed piece in the mailing is of identical weight, and are separated by zone, price, and destination entry (if applicable), when presented for mailing.

#### 17.7.3 Outside-County Bundle and Container Price Documentation

The documentation must show how many bundles are used and how many trays, sacks, and pallets are required for the prices and discounts claimed.

## 18.0 General Mail Preparation

### 18.1

#### Definition of Presort

“Presort” is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Under standards for bundle reallocation for Periodicals flats and



irregular parcels and Standard Mail flats on pallets, mail will not necessarily be placed on the lowest (finest) level pallets (bundle reallocation is optional, but, if performed, must be done for the complete mailing job). Not all presort levels are applicable in all situations.

### 18.2 Definition of Mailings

“Mailings” are defined as:

- a. A mailing is a group of pieces within the same class of mail and, except for certain parcel prices, the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (for example, machinable, nonmachinable, and carrier route) must be prepared as separate mailings. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Mail qualifying for the In-County prices may be part of a mailing that includes pieces eligible for the Outside-County prices. Mail at carrier route prices, nonmachinable flats prices, and machinable flats prices must each be sorted as separate mailings. However, each of these mailings may be reported on the same postage statement if the pieces are for the same publication and edition. See [705.8.0](#), [22.0](#), and [23.0](#) for copalletized, combined, or mixed-price mailings. See [705.9.0](#) through [705.13.0](#) for advanced preparation options for nonletter-size mail.

### 18.3 Presort Terms

Terms used for presort levels are defined as follows:

- a. *Firm*: all pieces for delivery at the address shown on the top piece (for nonautomation Periodicals only).
- b. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, Post Office box section, or general delivery unit.
- c. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- d. *5-digit scheme (trays) for barcoded letters*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in the USPS City State Product.
- e. *5-digit scheme (bundles and sacks) for flats prepared according to [301.3.0](#)*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L007](#).
- f. *5-digit scheme carrier routes (pallets and sacks) for Periodicals flats and irregular parcels*: the ZIP Code in the delivery address on all pieces in carrier route bundles is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L001](#).
- g. *5-digit scheme (pallets) for Periodicals flats and irregular parcels*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L001](#).





- h. *Merged 5-digit sacks*: the carrier route bundles and/or machinable barcoded or nonbarcoded price 5-digit bundles in a sack are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product.
- i. *Merged 5-digit pallets*: the carrier route bundles and/or machinable barcoded or nonbarcoded price 5-digit bundles are prepared under one of the following standards:
  - 1. Prepared under [705.10.0](#) and are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product.
  - 2. Prepared under [705.12.0](#) and the pieces in 5-digit bundles meet the 5% threshold requirement.
  - 3. Prepared under [705.13.0](#) and pieces are either all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product or are all for a ZIP Code with a “B” or “D” indicator in the City State Product and the pieces in 5-digit bundles meet the 5% threshold requirement.
- j. *Merged 5-digit scheme sack*: the 5-digit ZIP Codes on pieces in carrier route bundles and/or machinable barcoded or nonbarcoded price 5-digit bundles in a sack are all for 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#), and the machinable barcoded or nonbarcoded price 5-digit bundles also are for 5-digit ZIP Codes that have an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product.
- k. *Merged 5-digit scheme pallet*: contains carrier route bundles and noncarrier route 5-digit bundles (machinable barcoded or nonbarcoded price 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#).
- l. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- m. *3-digit scheme*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in [L003](#).
- n. *3-digit scheme bundles for flats prepared according to [301.3.0](#)*: the ZIP Code in the delivery address on all pieces is one of the 3-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L008](#).
- o. *Origin/entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Separation is optional for each such 3-digit area.
- p. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see [L005](#)), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.



707.18.4

- q. *Origin/entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see [L002](#), Column C, or [L005](#)) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.
- r. *ADC/AADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) or automated area distribution center (AADC) (see [L004](#) or [L801](#)).
- s. *Origin mixed [ADC]*: the pieces are for delivery in the service area of the origin processing facility's surface preferential transportation network (see [L201](#)).
- t. *Mixed [ADC, AADC, etc.]*: the pieces are for delivery in the service area of more than one ADC, AADC, and so forth.

### 18.4 Mail Preparation Terms

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full letter tray* is one in which faced, upright pieces fill the length of the tray between 85% and 100% full.
- c. A *less-than-full* letter tray is one that contains mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full trays may be prepared only if permitted by the standards for the price claimed.
- d. An *overflow* letter tray is a less-than-full tray that contains all pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if permitted by the standards for the price claimed.
- e. A *full sack* is defined in the standards for the class and price claimed.
- f. A *full flat tray* is one that is physically full. Although a specific minimum volume may be required (at least a single stack of mail lying flat on the bottom of the tray and filling the tray to the bottom of the handholds) before a tray may or must be prepared for certain presort destinations, trays must be filled with additional available pieces (up to the reasonable capacity of the tray) when standards require preparation of full trays.
- g. A *less-than-full flat tray* is one that contains Periodicals mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full flat trays may be prepared only if permitted by the standards for the price claimed.
- h. A *5-digit scheme sort for barcoded letters* yields 5-digit scheme trays for those 5-digit ZIP Codes identified in the USPS City State Product and 5-digit trays for other areas. Mail prepared using 5-digit scheme sort must be entered no later than 90 days after the release date of the City State Product used to obtain the scheme information (see [708.3.0](#)). The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 5-digit ZIP Code required. Trays prepared for a



5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is required for price eligibility but need not be used for all 5-digit ZIP Codes that are part of a scheme.

- i. A *5-digit scheme sort* yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#). When 5-digit scheme sorting is required, mailers must presort according to [L007](#). Pieces prepared in scheme bundles must meet the automation flat criteria in [301.3.0](#). Mailpieces must be labeled using an optional endorsement line (OEL) under [708.7.0](#) or bundles may be labeled with a red “5 SCH” bundle label. Periodicals firm bundles must not be combined within 5-digit scheme bundles.
- j. A *5-digit scheme carrier routes sort for carrier route price Periodicals flats and irregular parcels (nonletters) prepared in sacks or as bundles on pallets* yields a 5-digit scheme carrier routes sack or pallet for those 5-digit ZIP Codes listed in [L001](#) and 5-digit carrier routes sacks or pallets for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum sack or pallet volume, with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme carrier routes destination that contain carrier route bundles for only one of the schemed 5-digit areas are still considered to be sorted to 5-digit scheme carrier routes and are labeled accordingly. The 5-digit scheme carrier routes sort is required for carrier route bundles of flat-size and irregular parcel Periodicals. Preparation of 5-digit scheme carrier routes sacks or pallets must be done for all 5-digit scheme destinations.
- k. A *5-digit scheme sort for Periodicals flats prepared as bundles on pallets* yields 5-digit scheme pallets containing machinable barcoded and nonbarcoded price 5-digit bundles for those 5-digit ZIP Codes listed in [L001](#) and for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum pallet volume, with no further separation by 5-digit ZIP Code required. Pallets prepared for a 5-digit scheme destination that contain 5-digit bundles for only one of the schemed 5-digit areas are still considered to be sorted to the 5-digit scheme and are labeled accordingly. The 5-digit scheme sort is required for flat-size Periodicals. Preparation of 5-digit scheme pallets must be done for all 5-digit scheme destinations.
- l. A *merged 5-digit sort for Periodicals flats prepared in sacks* yields merged 5-digit sacks that contain carrier route bundles and/or machinable barcoded and nonbarcoded price 5-digit bundles that are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product. The merged 5-digit sort is optional for Periodicals flats. Sacks prepared for a merged 5-digit destination that contain only a single price level of bundles or that contain only two price levels of bundles are still considered to be merged 5-digit sorted and are labeled accordingly. If preparation of merged 5-digit sacks is performed, it must be done for all 5-digit ZIP Code destinations with an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product.



- m. *A merged 5-digit sort for Periodicals flats prepared as bundles on pallets* yields merged 5-digit pallets that contain carrier route bundles and machinable barcoded and nonbarcoded price 5-digit bundles. The merged 5-digit sort is optional for Periodicals flats in sacks under [705.10.0](#). Pallets prepared for a merged 5-digit destination that contain only a single price level of bundles or that contain only two price levels of bundles are still considered to be merged 5-digit sorted and must be labeled accordingly.
- n. *A merged 5-digit scheme sort for Periodicals flats prepared in sacks* yields merged 5-digit scheme sacks that contain carrier route bundles and machinable barcoded and nonbarcoded price 5-digit bundles for those 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#). Sacks prepared for a merged 5-digit scheme destination that contain only a single price level of bundles, or only two price levels of bundles, or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted and must be labeled accordingly. If preparation of merged 5-digit scheme sacks is performed, it must be done for all 5-digit scheme destinations in [L001](#).
- o. *A merged 5-digit scheme sort for Periodicals flats prepared as bundles on pallets* yields merged 5-digit scheme pallets that contain carrier route bundles and machinable barcoded and nonbarcoded price 5-digit bundles for those 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#). Pallets prepared for a merged 5-digit scheme destination that contain only a single price level of bundles, or only two price levels of bundles, or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted and must be labeled accordingly. If preparation of merged 5-digit scheme pallets is performed, it must be done for all 5-digit scheme destinations in [L001](#).
- p. *A 3-digit scheme sort* yields 3-digit scheme trays for those 3-digit ZIP Code prefixes listed in [L003](#) and 3-digit trays for other areas. The 3-digit ZIP Code prefixes in each scheme are treated as a single presort destination subject to a single minimum tray volume, with no further separation by 3-digit prefix required. Trays prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit areas are still considered 3-digit scheme sorted and are labeled accordingly. The 3-digit scheme sort is required for barcoded price letter-size Periodicals.
- q. *A 3-digit scheme sort* yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). When 3-digit scheme sorting is required, mailers must presort according to [L008](#). Pieces prepared in scheme bundles must meet the automation flat criteria in [301.3.0](#). Mailpieces must be labeled using an optional endorsement line (OEL) under [708.7.0](#) or bundles may be labeled with a green “3 SCH” bundle label. Periodicals firm bundles must not be combined within 3-digit scheme bundles.
- r. *An origin 3-digit (or origin 3-digit scheme) tray/sack* contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. A separate tray/sack may be prepared for each 3-digit ZIP Code (or 3-digit scheme) area.



- s. An *origin/entry SCF sack* contains all 5-digit and 3-digit bundles (regardless of quantity) for the SCF in whose service area the mail is verified. At the mailer's option, such a sack may be prepared for the SCF area of each entry Post Office. This presort level applies only to nonletter-size Periodicals prepared in sacks.
- t. The *required at [quantity]* instruction (for example, "required at 10 pieces") means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.
- u. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- v. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (for example, "entry SCF") that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer's location (such as for plant-verified drop shipment), the Post Office of entry determines the *entry* facility.
- w. The *group pieces* instruction means the pieces are to be sorted together but not secured into a bundle.
- x. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [19.0](#).
- y. A "*logical*" *presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Periodicals "logical" 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. For pallets, 2,800 pounds of mail may be destined to an SCF destination, and these would form the "logical" SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement.
- z. *Cobundling* is an alternate preparation method available under [705](#) for Periodicals that allows the combining of flat-size machinable barcoded and nonbarcoded price pieces within the same bundle under the single minimum



707.19.1

bundle size requirement. Pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under [705.2.0](#).

aa. *Machinable flats* are:

1. Flat-size pieces meeting the standards in [301.3.0](#) that are sorted into 5-digit, 3-digit, ADC, and mixed ADC bundles. These pieces are compatible with processing on the AFSM 100.
2. Barcoded flat-size pieces meeting the standards in [26.0](#) that are sorted into 5-digit bundles.

ab. *Nonmachinable flats* are flat-size pieces meeting the standards in [26.0](#), with the exception of barcoded 5-digit pieces under [18.4aa](#) (item 2) above. Nonmachinable flats are not compatible with processing on the AFSM 100.

## 19.0 Bundles

### 19.1 General

A *bundle* is a group of addressed pieces, for a presort destination, secured together. See [601.2.0](#) for bundling standards.

## 20.0 Sacks and Trays

### 20.1 Basic Standards

#### 20.1.1 General

[\[7-28-13\]](#) Mailings must be prepared in trays or sacks as shown in [Exhibit 20.1.1](#) and under other applicable standards in this section. The following additional standards apply to [Exhibit 20.1.1](#):

- a. Palletized mail is subject to [705.8.0](#).
- b. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

#### Exhibit 20.1.1 USPS Containers

PROCESSING CATEGORY	USPS CONTAINER
<b>Periodicals</b>	
Letter-size	Letter tray (with sleeve)
Flat-size	Sack (or Flat tray with lid)
Parcel	Sack



### 20.1.2 Letter Tray Sizes

These approximate measurements define the tray sizes that apply to all mail preparation standards:

- a. 2-foot managed mail (MM) trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- b. 1-foot managed mail (MM) trays: 10-1/4 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- c. 2-foot extended managed mail (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high.

### 20.1.3 Tray Sleeveing and Strapping

Each letter tray must be sleeved, using USPS-provided sleeves. Except under [20.1.4](#), each sleeved letter tray must then be secured with one plastic strap placed tightly around the length of the tray without crushing the tray or sleeve.

### 20.1.4 Strapping Exception

Strapping is not required for any letter tray placed on a 5-digit, 3-digit, or SCF pallet secured with stretchwrap. In addition, if the processing and distribution manager gives a written waiver, strapping is not required for any letter tray that originates and destines in the same SCF (mail processing plant) service area.

### 20.1.5 Origin/Entry 3-Digit/Scheme Trays

For letter-size Periodicals, after all finer sort levels are prepared, an origin/entry 3-digit tray (or, if applicable, origin/entry 3-digit scheme tray) must be prepared to contain any remaining mail for each 3-digit (or 3-digit scheme) area serviced by the SCF serving the Post Office where the mail is verified (origin), and may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the Post Office where the mail is verified—for example, a PVDS deposit site). In all cases, only one less-than-full tray may be prepared for each 3-digit (or 3-digit scheme) area.

### 20.1.6 Flats and Irregular Parcels—Origin/Entry SCF Sacks

For flat-size and irregular parcel-size Periodicals, after all finer sort levels are prepared, an origin/entry SCF sack must be prepared to contain any remaining 5-digit and 3-digit bundles for the 3-digit ZIP Code area(s) served by the SCF serving the Post Office where the mail is verified (origin), and may be prepared for the area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the Post Office where the mail is verified—for example, a PVDS deposit site). In all cases, only one less-than-full sack may be prepared for each SCF area.

### 20.1.7 Flats and Irregular Parcels—Origin Mixed ADC Sacks

For flat-size and irregular parcel-size Periodicals, after all finer sort levels are prepared, mailers must prepare an origin mixed sack containing any remaining bundles for the ZIP Codes listed in [L201](#), Column B, that correspond to the 3-digit origin entry point of the mailing as listed in Column A. Mailers may prepare only one less-than-full origin mixed sack.

## 20.2

### Letter Tray Preparation

Letter trays are prepared as follows:



### 707.20.3

- a. Subject to availability of equipment, standard managed mail trays must be used for all letter-size mail, except that extended managed mail trays must be used when available for letter-size mail that exceeds the inside dimensions of managed mail trays defined in [20.1.2](#). When extended managed mail trays are not available for those larger pieces, they must be placed in managed mail trays, angled back, or placed upright perpendicular to the length of the tray in row(s) to preserve their orientation.
- b. Pieces must be “faced” (oriented with all addresses in the same direction with the postage area in the upper right).
- c. Each tray prepared must be filled before filling the next tray, with the contents in multiple trays relatively balanced. 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. As an alternative, if there is mail remaining, mailers may move those pieces to the next higher presort level at which there is a minimum quantity (for example, 150 pieces).
- d. For presort destinations that do not require full trays, pieces are placed in a less-than-full tray.
- e. Mailers must use as few trays as possible without jeopardizing price eligibility. For instance, a mailer will never have two 1-foot trays to a single destination; instead, that mail must be placed in a single 2-foot tray. A 1-foot tray is prepared only if it is a full tray with no overflow; or if there is less than 1 foot of mail for that destination; or if the overflow from a full 2-foot tray is less than 1 foot of mail.
- f. Each tray must bear the correct tray label.
- g. Each tray must be sleeved and strapped under [1.3](#) and [1.4](#).
- h. If a mailing is prepared using an MLOCR/barcode sorter and is submitted with standardized documentation, then pieces do *not* have to be grouped by 3-digit ZIP Code prefix (or by 3-digit scheme, if applicable) in AADC trays, or by AADC in mixed AADC trays.

### 20.3 Sack Preparation

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds.

### 20.4 Use of Flat Trays (Optional)

#### 20.4.1 General

When using this option (see [22.7](#) and [25.5](#)), mailers must prepare mailpieces in flat trays with green lids. Flat Tray Sizes

Flat tray sizes are as follows:

- a. Inside bottom dimensions: 14-3/4 inches long by 10-3/4 inches wide.
- b. Height: 8 inches to bottom of handhold, 11-1/4 inches to top of tray.





### 20.4.2 Flat Tray Preparation

[7-28-13] Mailers using this option must prepare flat trays subject to these standards:

- a. Addresses on all pieces must face upward in the same direction.
- b. Pieces must be placed in trays to maintain their orientation (double stacks of mail are allowed). Once the required minimum volume is reached to allow or require preparation of a tray, additional pieces must be placed in the same tray up to its capacity to minimize the number of trays used. Trays must not be so full that the mailpieces inhibit adequate closure or covering of the contents.
- c. The weight of a tray and its content must not exceed 70 pounds.
- d. Each tray must bear the correct tray label.
- e. When pieces remain after one or more full trays are prepared for a 5-digit scheme, 5-digit, 3-digit, SCF, or ADC destination, an additional tray to the destination must be prepared if the remaining pieces reach the required volume. If the remaining volume is below the required minimum, the pieces must be moved to the next tray level that meets the minimum volume.
- f. Each flat tray must be covered with a green lid. Each covered flat tray must be secured with two straps placed tightly around the width (shorter dimension) of the tray.

## 21.0 Sack and Tray Labels

### 21.1 Basic Standards

#### 21.1.1 General

Sack and tray labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Use 2-inch labels for trays.
- e. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.
- f. Container labels for automation price mailings are subject to 4.9 and 708.6.0.
- g. Intelligent Mail tray labels, used on sacks or trays, are subject to the standards in 708.6.5, *Intelligent Mail Tray Labels*, and to the specifications posted at <http://ribbs.usps.gov>.

#### 21.1.2 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:



- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (for example, “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (for example, 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

#### 21.1.3 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards. Except as provided in [27.0](#) for combined mailings, Periodicals publications must use one of the following for Line 2 class information:
  1. “PER.”
  2. “NEWS” if published weekly or more often or if authorized newspaper treatment as of March 1, 1984.
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack, tray, and pallet labels.

CONTENT TYPE	CODE
Barcoded	BC
Barcoded and Nonbarcoded	BC/NBC
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG
Letters	LTR or LTRS
Machinable	MACH
Mixed	MXD
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under <a href="#">705.9.0</a> )



CONTENT TYPE	CODE
Origin Mixed	OMX
Periodicals	PER or NEWS (see 21.1.3a)
Post Office Box Section	B
Rural Route	R
Scheme	SCH
Working	WKG

#### 21.1.4 Line 3 (Office of Mailing or Mailer Information Line)

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office.

#### 21.1.5 Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It may appear below Line 3.
- A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.

#### 21.1.6 Abbreviations

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

## 21.2 Sack Labels

### 21.2.1 Physical Characteristics

A sack label must meet these specifications:

- Color: pink for Periodicals.
- Weight: minimum 70-pound stock (500 sheets, 24 by 36 inches).
- Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- Height (perpendicular to printing):
  - For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
  - For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.



### 21.2.2 Additional Standards for Barcoded Sack Labels

In addition to [21.2.1](#), barcoded sack labels must meet the standards in [21.4](#) and [708.6.3](#) (for 2-inch labels) or [708.6.4](#) (for 1-inch labels).

### 21.2.3 Additional Standards for Automation-Compatible Flats

For sack labels used on mailings of automation-compatible flats only:

- a. The human-readable content of sack labels must be machine-printed at five lines per inch. If the information cannot be shortened by postal abbreviations, it may be printed at a pitch of up to 15 characters per inch, if at least 22 human-readable characters fit on the label without interfering with the “quiet zone.”
- b. The minimum acceptable height for the destinating ZIP Code is 0.111 inch (8-point type).
- c. The minimum acceptable character height for all other information on Lines 1, 2, and 3 is 0.083 inch (6-point type).

## 21.3 Tray Labels

### 21.3.1 Placement

Place the tray label securely in an adhesive-backed label holder affixed to the location designated on the tray. If no specific location is indicated, place the label securely in an adhesive-backed label holder affixed horizontally to the top left corner of one end of the tray. Do not use tape. Insert the label completely into the label holder to ensure that it does not fall out during processing. Do not insert labels upside down.

### 21.3.2 Physical Characteristics

A tray label must meet these specifications:

- a. Color: pink for Periodicals.
- b. Weight: minimum 70-pound stock (500 sheets, 24 by 36 inches).
- c. Height (perpendicular to printing): 1.860 inches minimum; 2.015 inches maximum.
- d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.

### 21.3.3 Additional Standards for Barcoded Tray Labels

In addition to [21.3](#), barcoded tray labels must meet the standards in [708.6.3](#).

## 21.4 Use of Barcoded Sack and Tray Labels

[Exhibit 21.4](#) shows the types of mail requiring barcoded sack or tray labels.

Barcoded labels must meet these general standards:

- a. Mailers must use the appropriate size label as described in [21.1.1](#).
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Do not make alterations (such as handwritten changes) to preprinted barcoded labels.
- d. Mailers must insert barcoded labels completely into the label holder on the sack or tray to prevent their loss during transport and processing.



- e. Intelligent Mail tray labels must be used on all trays and sacks for mailings entered under the full-service Intelligent Mail automation option.

#### Exhibit 21.4 Required Barcoded Sack and Tray Labels

PRICE OR TYPE	PROCESSING CATEGORY
<b>Periodicals</b>	
Automation price	Letter-size, flat-size
Cobundled and cosacked under 705.9.0 through 705.13.0	Flat-size

## 22.0 Preparing Nonbarcoded (Presorted) Periodicals

### 22.1 Basic Standards

#### 22.1.1 General

[7-28-13] For letter-size mail, nonletter-size mail in sacks (or flat trays when permitted), and palletized mail, the following standards apply:

- a. All pieces in each mailing must be in the same processing category.
- b. Letter-size pieces must be bundled under 22.2 and prepared in trays under 22.5. Trays prepared under this section may subsequently be palletized under 705.8.0.
- c. Nonletter-size pieces must be bundled under 22.2. Bundles placed on pallets must meet additional bundling criteria under 705.8.0.
- d. Bundles of nonletter-size pieces must be prepared under one of the following:
  - 1. Sacked under 22.6 or trayed (for flats) under 22.7, except that a nonbarcoded price mailing that is part of a mailing job that also contains a barcoded mailing must be prepared as described in 22.1.2.
  - 2. Palletized under 705.8.0, 705.10.0, 705.12.0, or 705.13.0.
- e. Sacks prepared under 22.6 (or flat trays under 22.7) may subsequently be prepared on pallets under 705.8.0.
- f. All pieces must be sorted together to the finest extent required under the applicable sortation standards described above.

#### 22.1.2 Additional Standards for Nonletter-Size Mailing Jobs Containing More Than One Mailing

[7-28-13] The following standards apply:

- a. Mailings prepared in sacks (or for flats, in flat trays) that are part of a mailing job that includes carrier route, barcoded price, and nonbarcoded price mailings must be prepared under one of the options listed below. Machinable barcoded and nonbarcoded pieces may be cobundled together under 705.11.0.
  - 1. The carrier route mailing must be prepared under 13.0 and 23.0, and the barcoded price and nonbarcoded price mailing must be prepared under 705.9.0, or
  - 2. All three mailings in the mailing job must be prepared under 705.10.0.



- b. Mailing jobs that include a barcoded price mailing and a nonbarcoded price mailing must be prepared under the "cosacking" standards in [705.9.0](#).
- c. Mailing jobs that contain only a carrier route mailing and a nonbarcoded price mailing may be separately prepared under [23.0](#) and [22.0](#) or may be prepared using the merged option under [705.10.0](#).
- d. Mailing jobs that contain only a carrier route mailing and a barcoded price mailing may be separately prepared under [23.0](#) and [25.0](#), or may be prepared using the merged option under [705.10.0](#).

#### 22.1.3 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation meeting the basic standards in [708.1.0](#). Postage statements must be supported by documentation produced by PAVE-certified software or standardized documentation under [708.1.0](#). Documentation of postage is not required if each piece is of identical weight and the pieces are separated by price and zone when presented for acceptance.

#### 22.1.4 Merged Containerization of Nonletter-Size Carrier Route, Barcoded Price, and Nonbarcoded Price Mail

[\[7-28-13\]](#) Under the optional preparation in [705.10.0](#), nonbarcoded price 5-digit bundles prepared under [22.1](#) and [22.2](#) are cosacked (or flats may be cotrayed) with carrier route bundles prepared under [23.0](#) and with barcoded price 5-digit bundles prepared under [25.0](#) in merged 5-digit and merged 5-digit scheme sacks (or flat trays). Under the optional preparation in [705.10.0](#), [705.12.0](#), or [705.13.0](#), nonbarcoded price 5-digit bundles prepared under [22.1](#) and [22.2](#) are copalletized with carrier route bundles prepared under [23.0](#) and with barcoded price 5-digit bundles prepared under [25.0](#) on merged 5-digit and merged 5-digit scheme pallets. See [22.1.2a](#) for information on when preparation under [705.10.0](#) may be required. Machinable barcoded and nonbarcoded price pieces may be cobundled under [705.11.0](#).

#### 22.2 Bundle Preparation

Mailings consisting entirely of nonbarcoded pieces meeting the criteria in [301.3.0](#) may be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches the minimum bundle size (except under [22.7](#)). Smaller volumes are not permitted except in mixed ADC bundles and 5-digit/scheme and 3-digit/scheme bundles prepared under [22.4](#). Bundling is also subject to [19.0](#), [Bundles](#). Preparation sequence, bundle size, and labeling:

- a. Firm (optional); two-piece minimum; blue Label F or optional endorsement line (OEL).
- b. 5-digit scheme (optional); six-piece minimum; Red Label 5 SCH or OEL.
- c. 5-digit (required); six-piece minimum; Red Label 5 or OEL; bundle labeling optional for pieces in full 5-digit trays
- d. 3-digit scheme (optional); six-piece minimum; Green Label 3 SCH or OEL.



- e. 3-digit (required); six-piece minimum; Green Label 3 or OEL.
- f. ADC (required); six-piece minimum; Pink Label A or OEL.
- g. Origin mixed ADC (required); no minimum; for any remaining pieces for destinations in [L201](#), Column B, corresponding to the origin ZIP Code in Column A; Tan label X or OEL.
- h. Mixed ADC (required); no minimum; Tan Label X or OEL.

### 22.3 Firm Bundles

A “firm bundle” is defined as two or more copies for the same address placed in one bundle. If each copy has a delivery address, each may be claimed as a separate piece for presort and on the postage statement, or the firm bundle may be claimed as one addressed piece. A firm bundle claimed as one addressed piece must be physically separate from other bundles and may only be used to satisfy a six-piece bundle requirement to a presort destination for In-County prices. Firm bundles must not be placed in 5-digit scheme sacks.

### 22.4 Bundles With Fewer Than Six Pieces

Nonletter-size Periodicals may be prepared in 5-digit and 3-digit bundles containing fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC price (Outside-County) or basic price (In-County). Low-volume bundles are permitted only when they are sacked or prepared on pallets as follows:

- a. Place bundles in only 5-digit, 3-digit, and SCF sacks that contain at least 24 pieces, or in origin/entry SCF sacks, as appropriate.
- b. Place bundles on only merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 3-digit, and SCF pallets.

### 22.5 Tray Preparation—Letter-Size Pieces

Preparation sequence, tray size, and labeling:

- a. *5-digit*: required at 24 pieces, optional with one six-piece bundle minimum.
  - 1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [21.1.2](#) for overseas military mail).
  - 2. Line 2: “PER” or NEWS” as applicable; followed by “LTRS 5D NON BC.”
- b. *3-digit*: required at 24 pieces (no minimum for required origin/optional entry 3-digit(s)), optional with one six-piece bundle minimum.
  - 1. Line 1: use [L002](#), Column A.
  - 2. Line 2: “PER” or NEWS” as applicable; followed by “LTRS 3D NON BC.”
- c. *ADC*: required at 24 pieces, optional with one six-piece bundle minimum.
  - 1. Line 1: use [L004](#), Column B.
  - 2. Line 2: “PER” or NEWS” as applicable; followed by “LTRS ADC NON BC.”
- d. *Mixed ADC*: required (no minimum).
  - 1. Line 1: Use [L011](#), Column B.
  - 2. Line 2: “PER” or NEWS” as applicable; followed by “LTRS NON BC WKG.”



## 22.6 Sack Preparation—Flat-Size Pieces and Parcels

For mailing jobs that also contain a barcoded price mailing, see [22.1.2](#) and [705.9.0](#) or [705.10.0](#). For other mailing jobs, preparation sequence, sack size, and labeling:

- a. *5-digit scheme*, optional; for pieces meeting the standards in [301.3.0](#); 24-piece minimum, fewer pieces not permitted.
  1. Line 1: [L007](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS 5D SCH NON BC.”
- b. *5-digit*, required at 24 pieces, fewer pieces not permitted.
  1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [21.1.2](#) for overseas military mail).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “NON BC” for flats.
- c. *3-digit*, required at 24 pieces, fewer pieces not permitted.
  1. Line 1: use [L002](#), Column A.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “3D”; followed by “NON BC” for flats.
- d. *SCF*, required at 24 pieces, fewer pieces not permitted.
  1. Line 1: use [L002](#), Column C.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “SCF”; followed by “NON BC” for flats.
- e. *Origin/entry SCF*, required for the SCF of the origin (verification) office, optional for the SCF of an entry office other than the origin office, (no minimum); for Line 1 use [L002](#), Column C.
  1. Line 1: use [L002](#), Column C.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “SCF”; followed by “NON BC” for flats.
- f. *ADC*, required at 24 pieces, fewer pieces not permitted.
  1. Line 1: use [L004](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “ADC”; followed by “NON BC” for flats.
- g. *Origin mixed ADC*, required; no minimum; for any remaining bundles for destinations in [L201](#), Column B, corresponding to the origin ZIP Code in Column A.
  1. Line 1: Use [L201](#), Column C.
  2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS” or “IRREG” as applicable, followed by “WKG W FCM.”
- h. *Mixed ADC*, required (no minimum).
  1. Line 1: Use [L009](#), Column B.





2. Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "NON BC WKG" for flats or "WKG" for irregular parcels.

**22.7****Optional Tray Preparation — Flat-Size Nonbarcoded Pieces**

**[7-28-13]** As an option, mailers may place in flat trays (see 20.4) machinable pieces that would normally be placed in sacks. Mailers also may prepare nonmachinable (see 26.0) flats in flat trays. Bundling is not permitted unless a bundle is more finely presorted than the presort destination of the tray. The trays are subject to a container charge, and any bundles are subject to a bundle charge. Tray preparation, sequence, and labeling:

- a. *5-digit scheme* (required), 24-piece minimum, labeling:
  1. Line 1: L007, Column B.
  2. Line 2: "PER" or "NEWS" as applicable; followed by "FLTS"; followed by "5D SCH NON BC."
- b. *5-digit* (required), 24-piece minimum, labeling:
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see 708.6.2.2 for overseas military mail).
  2. Line 2: "PER" or "NEWS" as applicable; followed by "FLTS"; followed by "5D NON BC."
- c. *3-digit* (required), 24-piece minimum, labeling:
  1. Line 1: L002, Column A.
  2. Line 2: "PER" or "NEWS" as applicable; followed by "FLTS"; followed by "3D NON BC."
- d. *SCF* (required), 24-piece minimum, labeling:
  1. Line 1: L002, Column C.
  2. Line 2: "PER" or "NEWS" as applicable; followed by "FLTS"; followed by "SCF NON BC."
- e. *Origin SCF* (required) and entry SCF(s) (optional), no minimum, labeling:
  1. Line 1: L002, Column C.
  2. Line 2: "PER" or "NEWS" as applicable; followed by "FLTS"; followed by "SCF NON BC."
- f. *ADC* (required), 24-piece minimum, no overflow tray allowed, labeling:
  1. Line 1: use L004, Column B.
  2. Line 2: "PER" or "NEWS" as applicable; followed by "FLTS"; followed by "ADC"; followed by "NON BC."
- g. *Origin mixed ADC* (required), no minimum, for any remaining pieces for destinations in L201, Column B, of the origin ZIP Code in Column A, labeling:
  1. Line 1: Use L201, Column C.



2. Line 2: “PER” “NEWS” as applicable; followed by “FLTS”; followed by “WKG W FCM.”
- h. *Mixed ADC* (required), no minimum, labeling:
  1. Line 1: Use [L009](#).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “NON BC WKG.”

## 23.0 Preparing Carrier Route Periodicals

### 23.1 Basic Standards

#### 23.1.1 General

[\[7-28-13\]](#) Mailers must meet the following standards for carrier route mailings:

- a. All pieces in each carrier route Periodicals mailing must be in the same processing category.
- b. Letter-size pieces must be bundled under [23.2](#) and prepared in trays under [23.3](#). Trays prepared under this section may subsequently be palletized under [705.8.0](#).
- c. Nonletter-size pieces must be bundled under [23.2](#). Bundles placed on pallets must meet additional bundling standards under [705.8.0](#).
- d. Except as noted in [23.4.2](#), mailers must prepare bundles of nonletter-size pieces according to one of the following:
  1. Sack under [23.4](#), or under [705.10.1](#) if eligible to be cosacked with barcoded price and nonbarcoded price Periodicals pieces.
  2. Palletized under [705.8.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#).
- e. Sacks prepared under [23.4](#), *Preparation—Flat-Size Pieces and Irregular Parcels*, may subsequently be prepared on pallets under [705.8.0](#).
- f. All pieces must be sorted together to the finest extent required under the applicable sortation standards described above.
- g. Pieces with a simplified address must meet the corresponding preparation standards in [602.3.0](#), *Use of Alternative Addressing*, and the eligibility standards in [7.0](#), *Mailing to Nonsubscribers or Nonrequesters*.

#### 23.1.2 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation meeting the basic standards in [708.1.0](#). Postage statements must be supported by documentation produced by PAVE-certified software or standardized documentation under [708.1.0](#). Documentation of postage is not required if each piece is of identical weight and the pieces are separated by price and zone when presented for acceptance. Documentation of sequencing and of density standards under [23.8](#) and [23.9](#) must be submitted with each mailing.



### 23.1.3 Sequencing

Preparation for carrier route prices is optional and subject to additional standards. Periodicals for which a carrier route discount is claimed must be prepared as a carrier route mailing under this section, using either walk sequencing or line-of-travel sequencing, applicable to the price claimed (see [23.8](#) and [23.9, \*Delivery Sequence Documentation\*](#)). Mailpieces prepared with a simplified address must meet the additional standards in [602.3.0, \*Use of Alternative Addressing\*](#).

### 23.1.4 Merged Containerization of Nonletter-Size Carrier Route and Machinable Barcoded and Nonbarcoded Price Mail

**[7-28-13]** For mailing jobs that contain machinable barcoded, machinable nonbarcoded price, and carrier route price mailings; see [22.1.4](#) for preparation options.

## 23.2 Bundle Preparation

### 23.2.1 General

Bundle preparation is subject to [19.0, \*Bundles\*](#), and the specific standards below.

### 23.2.2 Walk-Sequence Identification

In addition to the bundle label showing carrier route type and number under [23.2.3](#), each bundle of Periodicals walk-sequence mail must show that the mail is walk sequenced and the level of sequencing. A facing slip with the phrase “HIGH DENSITY WALK-SEQUENCED CARRIER ROUTE MAIL” or “SATURATION WALK-SEQUENCED CARRIER ROUTE MAIL” (as applicable) may be placed on the top of each bundle of walk-sequence mail. It may be an address label with the required information placed on a sample mailpiece that is the top piece in the bundle, or a slip of paper affixed to the top of the bundle. If bundles are prepared without facing slips, an optional endorsement line or carrier route information line must be placed on each piece in the bundle to provide the equivalent information.

### 23.2.3 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

- a. Firm (optional); two-piece minimum; blue Label F or optional endorsement line (OEL).
- b. Carrier route (optional, but required for price eligibility); six-piece minimum (fewer pieces permitted under [23.6](#)); labeling required (facing slip, OEL, or carrier route information line) except for bundles placed in a carrier route tray or sack.

## 23.3 Preparation—Letter-Size Pieces

### 23.3.1 Basic Preparation

Preparation sequence, tray size, and labeling:

- a. *Carrier route*: required at 24 pieces, optional with one six-piece bundle.
  1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [21.1.2](#) for overseas military mail).



2. Line 2: “PER” or “NEWS” as applicable; followed by “LTRS;” followed by “WSS” for saturation price mail, or “WSH” for high density price mail, or “CR” for basic price mail; followed by the route type and number.
- b. *5-digit carrier routes*: required if full tray, optional with one six-piece bundle.
  1. Line 1: use city, state, and 5-digit ZIP Code destination of bundles, preceded for military mail by the prefixes under [21.1.2](#).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “LTRS CR-RTS.”
- c. *3-digit carrier routes*, optional with one six-piece bundle for each of two or more 5-digit areas.
  1. Line 1: use the city, state, and ZIP shown in [L002](#), Column A that corresponds to the 3-digit ZIP Code prefix of bundles.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “LTRS 3D CR-RTS.”

### 23.3.2 Tray Line 2 for Simplified Address

For trays that contain letter-size pieces with a simplified address prepared under [602.3.0, Use of Alternative Addressing](#), use “MAN” on Line 2 in place of “BC.”

## 23.4 Preparation—Flat-Size Pieces and Irregular Parcels

### 23.4.1 Sacking and Labeling

[\[1-27-13\]](#) Preparation sequence, sack size, and labeling:

- a. *Carrier route*, required at 72 pieces, optional at 24 pieces, fewer pieces not permitted.
  1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [21.1.2](#) for overseas military mail).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “WSS” for saturation price mail, or “WSH” for high density price mail, or “CR” for basic price mail; followed by the route type and number.
- b. *5-digit scheme carrier routes*, required at 72 pieces, optional at 24 pieces, fewer pieces not permitted.
  1. Line 1: use [L001](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR-RTS SCH.”
- c. *5-digit carrier routes*, required at 72 pieces, optional at 24 pieces, fewer pieces not permitted.
  1. Line 1: use city, state, and 5-digit ZIP Code destination of bundles, preceded for military mail by the prefixes under [21.1.2](#).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR-RTS.”
- d. *3-digit carrier routes*, required with one six-piece bundle. As an option to preparing carrier route bundles in 3-digit carrier routes sacks, mailers may place those bundles in flats trays (see [20.4](#)).



1. Line 1: use the city, state, and ZIP Code shown in [L002](#), Column A, that corresponds to the 3-digit ZIP Code prefix of bundles.
2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS 3D” or “IRREG 3D” as applicable, followed by “CR-RTS.”

#### 23.4.2 Exception to Sacking

**[7-28-13]** Flat-size pieces in carrier route bundles may be placed in flat trays instead of sacks when the mail is sorted under standards in [23.4.1a](#) through [23.4.1d](#). Sacking or traying is not required for carrier route or 5-digit bundles entered at a DDU when the mailer unloads bundles under [29.5.5](#). Mail presented under the latter exception is not subject to the container charge (but is subject to the bundle charge). Mailers must prepare unsacked, untrayed bundles as follows:

- a. The maximum weight for a single bundle is 40 pounds; the maximum number of bundles per carrier route is one bundle for each 10 pounds (or increment) of mail for that route, as follows:
  1. Mailers must make the fewest number of bundles possible, up to the 40-pound maximum, while maintaining bundle integrity. To determine the maximum number of bundles allowable for a route, divide the total weight of mail for that route by 10 and round up to the next whole number. For example, if there are 34 pounds of mail for a carrier route, the maximum number of bundles for that route is four ( $34 \div 10 = 3.4 = 4$  bundles).
  2. Mailers may balance the weight of the bundles across the maximum number of allowable bundles for a route. For example, if there are 36 pounds of mail for a carrier route, the maximum number of bundles for that route is four ( $36 \div 10 = 3.6 = 4$  bundles), which may be in four 9-pound bundles.
- b. Mailers must clearly label carrier route bundles using optional endorsement lines under [708.7.0](#) or facing slips under [601.2.15](#).

#### 23.5 Firm Bundles

A *firm bundle* is two or more copies for the same address placed in one bundle. If each copy has a delivery address, each may be claimed as a separate piece for presort and on the postage statement or the firm bundle may be claimed as one piece. The USPS considers a firm bundle that is sorted and claimed as one piece to be one addressed piece for price eligibility purposes, regardless of the number of copies in the bundle. Mailers must clearly label firm bundles using facing slips or barcoded pressure-sensitive labels under [19.0](#), or optional endorsement lines under [708.7.0](#).

#### 23.6 Bundles With Fewer Than Six Pieces

Nonletter-size Periodicals may be prepared in carrier route bundles containing fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC price (Outside-County) or basic price (In-County). Low-volume carrier route bundles are permitted only when they are sacked or prepared on pallets as follows:



- a. Place bundles in only 5-digit scheme carrier routes and 5-digit carrier routes sacks that contain at least 24 pieces, or 3-digit carrier routes or merged 3-digit sacks that contain at least one six-piece carrier route bundle.
- b. Place bundles on only merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, 5-digit carrier routes, 3-digit, and SCF pallets.

### 23.7 Multi-Box Section Bundles—Optional Preparation

A mailer may combine individual copies of Periodicals for Post Office box sections into a multi-box section bundle or bundles of copies to the same 5-digit ZIP Code under these conditions:

- a. Each multi-box section bundle must contain at least six copies.
- b. Fewer than six copies to each Post Office box section are included in the bundle or bundles.
- c. Copies must be prepared in order from the lowest to the highest Post Office box section and if more than one piece exists for a specific Post Office box section, existing sequencing requirements as specified in 23.0 must be met.
- d. Each multi-box section bundle must be secured with at least two bands, one around the length and one around the girth; or with shrinkwrap; or with shrinkwrap plus one or more bands.
- e. Each multi-box section bundle must be labeled with an optional endorsement line (OEL). The top bundle must contain the box section information for the individual bundle preceded by the endorsement “Multi” and two asterisks (e.g., \*\*\*\*\*Multi\*\*B-001).
- f. Bundles must be placed in existing carrier-route, 5-Digit scheme, or 5-Digit carrier routes sacks.
- g. Copies prepared in multi-box section bundles qualify for 5-digit prices.
- h. Copies prepared in multi-box section bundles may qualify for DDU container discounts.

### 23.8 Delivery Sequence Information

#### 23.8.1 General

Mailpieces for which a walk-sequence discount is claimed must be organized in the delivery sequence determined by the USPS and prepared as a carrier route mailing under 23.0 and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards.

#### 23.8.2 Missing Addresses

Some mailpieces cannot be sequenced because an exact match for a name or address cannot be obtained. These pieces may be included in a sequenced mailing only if they are placed behind or after the sequenced mail. Arrange these pieces:

- a. Alphabetically by complete street name, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.
- b. Numerically for numbered streets, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

**23.8.3 Pieces With Simplified Address**

Walk-sequence price pieces prepared with a simplified address must be based on delivery stop information obtained within 90 days before the mailing date, either from the Delivery Statistics File or from the postmaster of the destination office.

**23.8.4 Pieces Without Simplified Address**

Walk-sequence price pieces prepared with other than a simplified address format under [23.8.3](#) must be sequenced using USPS data from one of the following sources, issued within 90 days before the mailing date:

- a. The Computerized Delivery Sequence (CDS) file.
- b. The Delivery Sequence File, Second Generation (DSF<sup>2</sup>).
- c. Delivery sequence information from USPS address sequencing services, as requested by the customer.

**23.8.5 Out-of-Date Sequencing Information**

Mailings prepared with out-of-date walk-sequencing information are not eligible for walk-sequence prices.

**23.8.6 Line-of-Travel Sequence**

Unless the mail is prepared in carrier walk sequence, line-of-travel (LOT) sequence is required for mailings at Standard Mail Enhanced Carrier Route basic prices and Periodicals carrier route basic prices. LOT sequence is not an exact walk sequence but a sequence of ZIP+4 codes arranged in the order that the route is served by a carrier. (First the ZIP+4 groups are sequenced, then the addresses within each are identified as being in ascending or descending order.) The USPS eLOT product provides a list of the ZIP+4 codes each carrier route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses that share the same ZIP+4 code must be sorted in ascending or descending order. When a range of ZIP+4 codes on the same carrier route are assigned the same sequence number, the addresses bearing those ZIP+4 codes must be arranged in ascending ZIP+4 code order before the sequence number is assigned. LOT information must be updated within 90 days before the date of mailing.

**23.9 Delivery Sequence Documentation****23.9.1 General**

The postage statement must be annotated in the “Carrier Route Sequencing Date” block on page 1. The mailer must annotate the postage statement to show the earliest (oldest) date of the method used to obtain sequencing information for the mailing. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The mailer must maintain documentation to substantiate compliance with the standards for carrier route sequencing. Unless submitted with each corresponding mailing, the mailer must be able to provide the USPS with documentation (if requested) of accurate sequencing or delivery statistics for each carrier route to which pieces are mailed. Acceptable forms of documentation are:

- a. The invoice showing that the addresses came from CDS.
- b. DSF<sup>2</sup> invoice or documentation.



- c. Copies of the delivery unit summaries that served as the mailer's bills for address sequencing service charges.
- d. Evidence of receipt of information from postmasters for simplified address mailings (see [509.1.0, Address Information System Services](#)).
- e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software.

### **23.9.2 High Density Price Mail**

The following documentation must be submitted for high density price mail:

- a. Periodicals Other Than In-County Mail. For each carrier route to which high density price mail is addressed, the mailer must document the total number of addressed pieces to the route. If there are fewer than 125 addressed pieces for a given route, the documentation also must show the number of possible deliveries on the route.
- b. Periodicals In-County Mail. For each carrier route for which Periodicals In-County high density prices are claimed under the minimum 25% of the total active possible deliveries per carrier route, the documentation must show for each carrier route for which the prices are claimed the total number of active possible deliveries and the number and percentage of deliveries to which mailpieces are addressed. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

### **23.9.3 Saturation Density Price Mail—Simplified Address**

For each carrier route to which mail with a simplified address is sent at the saturation price, the mailer must be able to document that the mailing meets the applicable density standard. This documentation must show the total number of active possible deliveries and the total number to which mailpieces in the mailing are being addressed, by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

### **23.9.4 Saturation Density Price Mail—Other**

For each carrier route to which mail without a simplified address is sent at the saturation price, the mailer must be able to document that the mailing meets the applicable density standards. This documentation must show either the total number of active possible *residential* deliveries and the number and percentage to which mailpieces are addressed, or the total number of *all* active possible deliveries and the number and percentage to which mailpieces are addressed, depending on whether qualification is based on the 90% or 75% criterion, respectively. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

### **23.9.5 High Density and Saturation Density Price Mail**

If a mailing contains pieces qualifying for both walk-sequence prices, the documentation may be combined. Entries for pieces at the high density price must be so annotated on the documentation. For the entire mailing, a summary of the total number of pieces at each price must be provided. This documentation must be submitted with each applicable mailing.



**23.9.6 Carrier Route Price Mail**

If a mailing includes high density and saturation price and basic carrier route price pieces, in addition to the applicable information required by [23.9.2](#) through [23.9.5](#), the documentation for the basic carrier route price mail must show, by 5-digit ZIP Code and, within each, by carrier route, the total number of addressed pieces at each price for each carrier route to which pieces are addressed. Pieces qualifying for the basic carrier route price must be so annotated. For the entire mailing, a summary by 5-digit ZIP Code of the total number of pieces at each price must be provided. This documentation must be submitted with each applicable mailing to meet the documentation standard for the carrier route price.

**24.0 Preparing Letter-Size Barcoded (Automation) Periodicals****24.1 Basic Standards****24.1.1 General**

Letter-size barcoded price Periodicals must be prepared under [24.0](#). Bundle and tray preparation are subject to [19.0](#) through [21.0](#). Trays must bear barcoded tray labels under [708.6.0](#).

**24.1.2 Mailings**

All pieces in a mailing must meet the standards in [201.3.0](#) and must be sorted together to the finest extent required for the price claimed. A single barcoded price Periodicals mailing may include pieces prepared at 5-digit, 3-digit, ADC and mixed ADC (Outside-County), and basic (In-County) prices.

**24.1.3 Documentation**

A complete postage statement must accompany each mailing. Each mailing also must be accompanied by presort and price documentation produced by PAVE-certified or MAC-certified software or by standardized documentation under [708.1.0](#). *Exception:* For mailings of fewer than 10,000 pieces, presort and price documentation is not required if postage at the correct price is affixed to each piece or if each piece is of identical weight and the pieces are separated by price when presented for acceptance. Mailers may use a single postage statement and a single documentation report for all price levels in a single mailing. Combined mailings of more than one Periodicals publication also must be documented under [22.0](#) and [23.0](#).

**24.1.4 Marking**

Only pieces claimed at an automation price may bear "AUTO."

**24.1.5 General Preparation**

Grouping, bundling, and labeling are not generally required or permitted, except that bundles must be prepared in any mailing consisting entirely of card-size pieces and for mail in all less-than-full trays (including overflow trays) as specified in [707.24.2](#), [Additional Standards](#). Bundles are not required to be identified with an optional endorsement line or a barcoded pressure-sensitive bundle label when placed into a correctly labeled tray.



## 24.2 Additional Standards

### 24.2.1 Preparing Barcoded Price Letters

Tray size, preparation sequence, and Line 1 labeling:

- a. 5-digit/scheme: optional, but 5-digit trays required for price eligibility (150-piece minimum); overflow allowed; for Line 1, for 5-digit trays, use city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by the prefixes under [21.1.2](#); for Line 1, for optional 5-digit scheme trays, use destination shown in the current USPS City State Product.
- b. 3-digit/scheme: required (150-piece minimum except no minimum for required origin/optional entry 3-digit(s)/scheme); overflow allowed; for Line 1, use [L002](#), Column B.
- c. AADC: required (150-piece minimum); overflow allowed; group pieces by 3-digit ZIP Code prefix (or 3-digit/scheme if applicable); for Line 1, use [L801](#), Column B.
- d. Mixed AADC: required (no minimum); group pieces by AADC; for Line 1, use [L011](#), Column B.

### 24.2.2 Tray Line 2

Line 2: "PER LTRS" or "NEWS LTRS" (except "NEWS LTR" for 5-digit scheme trays), as applicable, and:

- a. 5-digit scheme: "BC 5D SCHEME."
- b. 5-digit: "5D BC."
- c. 3-digit scheme: "BC SCHEME" and, if applicable, as shown in [L002](#), Column B, followed by the letter "A," "B," or "C."
- d. 3-digit: "3D BC."
- e. AADC: "AADC BC."
- f. Mixed AADC: "BC WKG."

## 25.0 Preparing Flat-Size Barcoded (Automation) Periodicals

### 25.1 Basic Standards

#### 25.1.1 General

Each piece must meet the physical standards in [301.3.0](#) or in [26.0](#). Bundle, sack, and tray preparation are subject to [18.0](#) through [21.0](#) and this section. Trays and sacks must bear the appropriate barcoded container labels under [708.6.0](#). Pieces may be prepared in bundles that are not placed in sacks or pallets only as provided in [23.4.2](#).

#### 25.1.2 Documentation

A complete postage statement must accompany each mailing, supported by documentation produced by PAVE-certified software or standardized documentation under [708.1.0](#). Mailers may use a single postage statement and a single documentation report for all price levels in a single mailing. Documentation of



postage is not required if the correct price is affixed to each piece or if each piece is of identical weight and the pieces are separated by price when presented for acceptance. Combined mailings of Periodicals publications must also be documented under [22.0](#) and [23.0](#).

### 25.1.3 Marking

Only pieces claimed at a barcoded price may bear "AUTO."

### 25.1.4 Bundle Preparation

All pieces must be prepared in bundles (except under [25.5](#)) and meet the following requirements:

- a. Pieces that meet the standards in [301.3.0](#) must be prepared in separate bundles from pieces that meet the standards in [26.0](#).
- b. Firm bundles must not be included in Periodicals mailings prepared under [25.0](#).
- c. Each bundle of pieces prepared under [301.3.0](#) and each bundle of pieces prepared under [26.0](#) must separately meet the bundle minimums in [25.4](#).
- d. Bundles may contain fewer than six pieces when the mailpieces are too thick or too heavy to create a six-piece bundle. Piece price eligibility is not affected if the total number of pieces bundled for a presort destination meets or exceeds the minimum for price eligibility under [14.0](#).

### 25.1.5 Scheme Bundle Preparation

Pieces must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). These bundles must meet the additional standards in [18.4i](#) or [18.4q](#).

### 25.1.6 Sack Preparation

Mailers may combine bundles of pieces prepared under [301.3.0](#) and bundles of pieces prepared under [26.0](#) in the same sack, with the exception of 5-digit scheme sacks, which may contain only pieces prepared under [301.3.0](#).

### 25.1.7 Exception—Barcoded and Nonbarcoded Flats on Pallets

When the physical dimensions of the mailpieces in a Periodicals mailing meet the definition of both a letter-size piece and a machinable barcoded flat-size piece, the entire job may be prepared, merged, and palletized under [705.9.0](#) through [705.13.0](#). The following standards apply:

- a. The nonbarcoded portion is paid at the nonbarcoded prices.
- b. Mailing jobs prepared entirely in sacks and claiming this exception must be cobundled under [705.11.0](#).
- c. As an alternative to [705.9.0](#) through [705.13.0](#), if a portion of the job is prepared as palletized barcoded flats, the nonbarcoded portion may be prepared as palletized flats and paid at nonbarcoded machinable and carrier route prices. The nonbarcoded price pieces that cannot be placed on ADC or finer pallets may be prepared as flats in sacks and paid at the nonbarcoded prices.



### 25.1.8 Bundles With Fewer Than Six Pieces

5-digit scheme, 5-digit, 3-digit scheme, and 3-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC price (Outside-County) or basic price (In-County). These low-volume bundles are permitted only when they are sacked or prepared on pallets under these conditions:

- a. Place 5-digit and 3-digit bundles in only 5-digit scheme, 5-digit, 3-digit, and SCF sacks, as appropriate, that contain at least 24 pieces, or in merged 3-digit sacks that contain at least one six-piece carrier route bundle, or in origin/entry SCF sacks.
- b. Place 5-digit and 3-digit bundles on only merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 3-digit, and SCF pallets, as appropriate.
- c. Place 5-digit scheme and 3-digit scheme bundles in only 5-digit scheme, 3-digit, and SCF sacks, as appropriate, that contain at least 24 pieces, or in merged 3-digit sacks that contain at least one six-piece carrier route bundle, or in origin/entry SCF sacks.
- d. Place 5-digit scheme and 3-digit scheme bundles on only 3-digit and SCF pallets, as appropriate.

### 25.1.9 Cotraying, Cosacking, and Cobundling With Nonbarcoded and Carrier Route Price Mail

The following standards apply (except as provided in [25.1.7](#)):

- a. If the mailing job contains a carrier route mailing and a machinable barcoded and nonbarcoded price mailing, then it must be prepared under one of the following options:
  1. The carrier route mailing must be prepared under [13.0](#) and [23.0](#) and the machinable barcoded and nonbarcoded mailings must be prepared under [705.9.0](#).
  2. All three mailings in the mailing job must be prepared under [705.10.0](#).
- b. If the mailing job contains an a machinable barcoded and nonbarcoded price mailing, then it must be prepared under the cosacking standards in [705.9.0](#). Machinable barcoded and nonbarcoded price pieces may be cobundled under the standards in [705.11.0](#), *Combining Automation Price and Nonautomation Price Flats in Bundles*.
- c. If the mailing job contains a carrier route mailing and a machinable barcoded price mailing, then it must be separately sacked under [23.0](#) and [25.0](#) or prepared using the merged sack option under [705.10.0](#).

### 25.1.10 Merged Containerization With Nonbarcoded and Carrier Route Flats

When the standards in [705.10.0](#), [705.12.0](#), or [705.13.0](#) are met, 5-digit bundles of machinable barcoded, machinable nonbarcoded, and carrier route price mail that are part of the same mailing job may be combined on merged 5-digit scheme sacks or pallets and merged 5-digit sacks or pallets. Bundles that are cosacked or



copalletized must be part of the same mailing job and mail class. Machinable barcoded price pieces may be cobundled with machinable nonbarcoded price pieces under [705.11.0](#).

## 25.2 Physical Standards

Each flat-size piece must meet the standards in [301.3.0](#) or, for barcoded pieces in 5-digit bundles, the standards in [26.0](#).

## 25.3 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

- a. 5-digit scheme (required for pieces meeting the criteria in [301.3.0](#)); six-piece minimum (fewer pieces permitted under [25.1.4](#)); red Label 5 SCH or OEL.
- b. 5-digit (required); six-piece minimum (fewer permitted under [25.1.8](#)); red Label 5 or OEL.
- c. 3-digit scheme (required for pieces meeting the criteria in [301.3.0](#)); six-piece minimum (fewer pieces permitted under [25.1.4](#)); green Label 3 SCH or OEL.
- d. 3-digit (required); six-piece minimum (fewer permitted under [25.1.8](#)); green Label 3 or OEL.
- e. ADC (required); six-piece minimum (fewer permitted under [25.1.8](#)); pink Label A or OEL.
- f. Origin mixed ADC (required); no minimum; for any remaining pieces for destinations in [L201](#), Column B, corresponding to the origin ZIP Code in Column A; tan label X or OEL.
- g. Mixed ADC (required); no minimum; tan Label X or OEL.

## 25.4 Sacking and Labeling

**[1-27-13]** For mailing jobs that also contain a machinable nonbarcoded price mailing, see [25.1.9](#) and [705.9.0](#). Other mailing jobs are prepared, sacked, and labeled as follows:

- a. 5-digit scheme, required at 72 pieces, optional at 24 pieces; fewer pieces not permitted, may contain 5-digit scheme bundles only; labeling:
  1. Line 1: [L007](#), Column B.
  2. Line 2: "PER FLTS 5D SCH BC" or "NEWS FLTS 5D SCH BC," as applicable.
- b. *5-digit*, required at 72 pieces, optional at 24 pieces; fewer pieces not permitted; labeling:
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see [708.6.2.2](#) for overseas military mail).
  2. Line 2: "PER FLTS 5D BC" or "NEWS FLTS 5D BC," as applicable.
- c. *3-digit*, required at 72 pieces, optional at 24 pieces; fewer pieces not permitted; labeling:
  1. Line 1: [L002](#), Column A.
  2. Line 2: "PER FLTS 3D BC" or "NEWS FLTS 3D BC," as applicable.



- d. *SCF*, required at 72 pieces, optional at 24 pieces; fewer pieces not permitted; labeling:
  - 1. Line 1: [L002](#), Column C.
  - 2. Line 2: “PER FLTS SCF BC” or “NEWS FLTS SCF BC,” as applicable.
- e. *Origin SCF* (required) and *entry SCF(s)* (optional), no minimum; labeling:
  - 1. Line 1: [L002](#), Column C.
  - 2. Line 2: “PER FLTS SCF BC” or “NEWS FLTS SCF BC,” as applicable.
- f. *ADC*, required at 72 pieces, optional at 24 pieces; fewer pieces not permitted; labeling:
  - 1. Line 1: [L004](#), Column B.
  - 2. Line 2: “PER FLTS ADC BC” or “NEWS FLTS ADC BC,” as applicable.
- g. *Origin mixed ADC*, required, no minimum; for any remaining pieces for destinations in [L201](#), Column B, corresponding to the origin ZIP Code in Column A; labeling:
  - 1. Line 1: Use [L201](#), Column C.
  - 2. Line 2: “PER FLTS WKG W FCM” or “NEWS FLTS WKG W FCM,” as applicable.
- h. *Mixed ADC* (required), no minimum; labeling:
  - 1. Line 1: Use [L009](#), Column B.
  - 2. Line 2: “PER FLTS BC WKG” or “NEWS FLTS BC WKG,” as applicable.

### 25.5 Optional Tray Preparation — Flat-Size Barcoded Pieces

**[1-27-13]** As an option, mailers may place in flats trays (see 20.4) machinable pieces prepared under [301.3.0](#) that would normally be placed in sacks. Mailers must either bundle or group together all pieces for each 5-digit scheme, 5-digit, 3-digit scheme, 3-digit, SCF, and ADC destination. Bundling is not permitted unless it achieves a finer presort than the presort destination of the tray. The trays are subject to a container charge, and any bundles are subject to a bundle charge. Tray preparation, sequence, and labeling:

- a. *5-digit scheme* (required), 72-piece minimum, optional at 24 pieces, fewer pieces not permitted; labeling:
  - 1. Line 1: [L007](#), Column B.
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “5D SCH BC.”
- b. *5-digit* (required), 72-piece minimum, optional at 24 pieces, fewer pieces not permitted; labeling:
  - 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [708.6.2.2](#) for overseas military mail).
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “5D BC.”



- c. *3-digit* (required), 72-piece minimum, optional at 24 pieces, fewer pieces not permitted; labeling:
  - 1. Line 1: [L002](#), Column A.
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “3D BC.”
- d. *SCF* (required), 72-piece minimum, optional at 24 pieces, fewer pieces not permitted; labeling:
  - 1. Line 1: [L002](#), Column C.
  - 2. Line 2: “PER” “NEWS” as applicable; followed by “FLTS”; followed by “SCF BC.”
- e. *Origin SCF* (required) and *entry SCF(s)* (optional), no minimum, labeling:
  - 1. Line 1: [L002](#), Column C.
  - 2. Line 2: “PER” “NEWS” as applicable; followed by “FLTS”; followed by “SCF BC.”
- f. *ADC* (required), 72-piece minimum, optional at 24 pieces, fewer pieces not permitted, no overflow tray allowed; labeling:
  - 1. Line 1: use [L004](#), Column B.
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “ADC”; followed by “BC.”
- g. *Origin mixed ADC* (required), no minimum, for any remaining pieces for destinations in [L201](#), Column B, of the origin ZIP Code in Column A, labeling:
  - 1. Line 1: Use [L201](#), Column C.
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “WKG W FCM.”
- h. *Mixed ADC* (required), no minimum, labeling:
  - 1. Line 1: Use [L009](#).
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “BC WKG.”

## 26.0 Physical Criteria for Nonmachinable Flat-Size Periodicals

### 26.1 General

Prepare barcoded flat-size pieces according to [25.0](#) above. Pieces may meet the physical criteria in [26.0](#) or in [301.3.0](#), but mailers cannot combine these two types of flat-size pieces in the same bundle.

### 26.2 Weight and Size

The maximum weight for each piece is 4.4 pounds. The following minimum and maximum dimensions apply (determine length and height according to [301.1.2](#)):

- a. Minimum height is 5 inches. Maximum height is 12 inches.



707.26.3

- b. Minimum length is 6 inches. Maximum length is 15 inches.
- c. Minimum thickness is 0.009 inch. Maximum thickness is 1.25 inches.

### **26.3 Flexibility and Deflection**

Pieces prepared under [26.0](#) are not subject to the standards for flexibility in [301.1.3](#) or the standards for deflection in [301.1.6](#), except pieces claiming machinable 5-digit prices under 2.1. Nonmachinable flats in 5-digit bundles claiming 5-digit machinable flats prices must meet the deflection standards in [301.1.0](#).

### **26.4 Additional Criteria**

Pieces must meet the standards for polywrap coverings in [301.1.5](#); protrusions and staples in [301.3.3](#); tabs, wafer seals, tape, and glue in [301.3.4](#); and uniform thickness and exterior format in [301.3.5](#).

## **27.0 Combining Multiple Editions or Publications**

### **27.1 Description**

Mailers may prepare Periodicals publications as a combined mailing by merging copies or bundles of copies to achieve the finest presort level possible or to reduce the total Outside-County postage. Each publication in a combined mailing must be authorized (or pending authorization) to mail at Periodicals prices. Mailers may use the following methods:

- a. Mailers may comail individually addressed copies of different editions of a Periodicals publication (one title) or individually addressed copies of different Periodicals publications (more than one title) to obtain finer presort levels.
- b. Mailers may place two or more copies of different Periodicals publications (more than one title), and/or multiple editions of the same publication in the same mailing wrapper or firm bundle and present it as one addressed piece to a single addressee to reduce the per piece charge.
- c. Mailers may copalletize separately presorted bundles of different Periodicals titles and editions to achieve minimum pallet weights (see [705.8.7.3](#)). Mailers do not have to achieve the finest pallet presort level possible.

### **27.2 Authorization**

#### **27.2.1 Basic Standards**

Each mailer must be authorized to comail or copalletize mailings under [27.1a](#) and [27.1c](#) by Business Mailer Support (see [608.8.1](#) for address). Requests for authorization must show:

- a. The mailer's name and address.
- b. The mailing office.
- c. Procedures and quality control measures for the combined mailing.
- d. The expected date of the first mailing.
- e. A sample of the standardized documentation.



**27.2.2 Denial**

If the application is denied, the mailer or consolidator may reapply at a later date, or submit additional information needed to support the request.

**27.2.3 Termination**

An authorization will remain in effect until such time as the Business Mailer Support manager or the mailer cancels the authorization. If Postal Service periodic reviews or mailer supplied information demonstrates a need for modification, the authorization will be modified with concurrence by the Business Mailer Support manager and the mailer.

**27.3 Minimum Volume**

The following minimum volume standards apply:

- a. For comailings prepared under [27.1a](#), multiple publications or editions are combined to meet the required minimum volume per bundle, sack, or tray for the price claimed.
- b. For combined mailings prepared under [27.1b](#), the minimum volume requirements in [22.0](#), [23.0](#), or [25.0](#) apply for the price claimed.
- c. For copalletized mailings prepared under [27.1c](#), the minimum volume requirements for pallets in [705.8.5.3](#) apply for the price claimed.

**27.4 Labeling**

Mailers must label all containers in a combined mailing as either “NEWS” (see [21.1.3](#)) or “PER” as follows:

- a. If at least 51% of the total number of copies in the combined mailing can qualify for “NEWS” treatment then all containers in the mailing are labeled “NEWS,” unless the mailer chooses to use “PER.”
- b. If less than 51% of the total number of copies in a combined mailing can qualify for “NEWS” treatment then all containers in the mailing are labeled “PER.”

**27.5 Documentation**

Each mailing must be accompanied by documentation meeting the standards in [17.0](#), as well as any additional mailing information requested by the USPS to support the postage claimed (such as advertising percentage and weight per copy). The following additional standards apply:

- a. Presort documentation required under [708.1.0](#) must show the total number of addressed pieces and total number of copies for each publication and each edition in the combined mailing claimed at the carrier route, 5-digit, 3-digit, ADC, and mixed ADC prices. The mailer also must provide a list, by 3-digit ZIP Code prefix, of the number of addressed pieces for each publication and each edition claimed at any destination entry discount.
- b. Copalletized mailing documentation must consolidate and identify each title and version (or edition) in the mailing. Mailers may use codes in the summary heading to represent each title and version (or edition) presorted together on pallets. The documentation must include presort and pallet reports showing by title and version (or edition) how the bundles are presorted and where they will be entered.



707.27.6

- c. Unless excepted by Business Mailer Support (BMS), mailers combining Periodicals publications under [27.1a](#) must transmit postage statements and mailing documentation to the USPS using a BMS-approved electronic method.
- d. Mailers combining Periodicals publications under [27.1c](#) must transmit postage statements and mailing documentation to the USPS using a BMS-approved electronic method.

### **27.6 Additional Standards**

Mailers combining Periodicals publications under [27.1a](#) or [27.1c](#) must:

- a. Use Intelligent Mail tray labels on trays and sacks and Intelligent Mail container placards, under [708.6.5](#) and [708.6.6](#), on pallets or similar containers.
- b. When using a consolidator, prepare a separate postage statement for the portion of the mailing accepted at the origin site and another statement for that portion directed to a consolidator.
- c. When using a consolidator under [27.1c](#), pay postage at the consolidator's site.
- d. If consolidating multiple mailings on pallets, update the electronic data for each of the original mailings. This updated data must be reflected in the electronic data transmitted to the USPS.
- e. Meet postage payment requirements as specified by Business Mailer Support.

### **27.7 Postage Statements**

Mailers must prepare postage statements for a combined mailing as follows:

- a. Copy weight and advertising percentage determine whether separate postage statements are required for editions of the same publication:
  - 1. If the copy weight and advertising percentage for all editions of a publication are the same, mailers may report all the editions on the same postage statement or each edition on a separate postage statement.
  - 2. If the copy weight or the advertising percentage is different for each edition of a publication, mailers must report each edition on a separate postage statement.
- b. For a combined mailing prepared under [27.1a](#), mailers must prepare a separate postage statement that claims all applicable per piece, per pound, and bundle and container charges (if apportioned) for each publication or edition. The mailer must annotate on, or attach to, each postage statement, the title and issue date of each publication or edition and indicate that the pieces were prepared as part of a combined mailing under [27.1a](#).
- c. For mailings under [27.1b](#), mailers must prepare a separate postage statement claiming the applicable per pound charges for each publication or edition in the combined mailing except as provided in [27.2.5a](#). The mailer must annotate on, or attach to, each postage statement, the title and issue date of each publication or edition and indicate that the copies were prepared as part of a combined mailing under [27.1b](#). The per piece charges must be claimed as follows:



1. If *all* copies in the combined mailing are eligible for the Classroom or Nonprofit discount, or if *all* copies are not eligible for the Classroom or Nonprofit discount, mailers may claim the per piece charges only on the postage statement for the publication that contains the highest amount of advertising.
  2. If a portion of the copies in the combined mailing are eligible for the Classroom or Nonprofit discount and a portion are not eligible, mailers may claim the per piece charges only on the postage statement for the publication that contains the highest amount of advertising and is not eligible for the Classroom or Nonprofit discount. The Classroom or Nonprofit per piece discount must not be claimed.
- d. For copalletized mailings under [27.1c](#), mailers must prepare a separate postage statement for each publication in the mailing. One consolidated postage statement and a register of mailings for each publication must accompany mailings consisting of different editions or versions of the same publication.

#### **27.8 Postage Payment**

Each mailing must meet the postage payment standards in [16.0](#). For copalletized mailings under [27.1c](#), mailers must pay postage at the Post Office serving the facility where consolidation takes place, except that postage for publications authorized under the Centralized Postage Payment (CPP) system may be paid to the Pricing and Classification Service Center (see [608.8.4.1](#) for address).

#### **27.9 Deposit of Mail**

Each publication in a combined mailing must be authorized (or pending authorization) for original entry or additional entry at the Post Office where the mailing is entered. For copalletized mailings under [27.1c](#), mailers must enter each mailing at the Post Office serving the facility where consolidation takes place.

### **28.0 Enter and Deposit**

#### **28.1 Service Objectives**

The USPS does not guarantee the delivery of Periodicals within a specified time. Publications authorized or pending authorization for Periodicals entry receive, where practicable, expeditious distribution, dispatch, transit handling, and delivery. Publications labeled “NEWS” receive newspaper treatment if published weekly or more often or if authorized such treatment as of March 1, 1984.

#### **28.2 Basic Standards**

**[1-27-13]** Only a publisher or registered news agent authorized Periodicals mailing privileges may mail at the Periodicals prices. The First-Class Mail, Standard Mail, Parcel Select, Standard Post, or Package Services price must be paid on all copies mailed by the public or by a printer to a publisher. The publisher or news agent must present mailings at the Periodicals prices only:

- a. At Post Offices where original entry, additional entry, or exceptional dispatch is authorized.



- b. At the times and places designated by the postmaster of the office of mailing or by the AMC/AMF manager.

## **28.3 Exceptional Dispatch**

### **28.3.1 General**

The postmaster of an entry Post Office may authorize a publisher to deliver copies of a time-sensitive Periodicals publication, at the publisher's own expense and risk, by exceptional dispatch from the Post Office of original or additional entry to other Post Offices.

### **28.3.2 Intended Use**

The provision for exceptional dispatch is intended for short-haul local distribution (zones 1 and 2) of publications with total circulation of no more than 25,000 and is not to be used to circumvent additional entry standards. Applications for exceptional dispatch for publications with over 25,000 total circulation may be considered on a case-by-case basis for possible waiver of the 25,000-circulation limit.

### **28.3.3 Prohibited Use**

Exceptional dispatch may not be used for publications authorized to be mailed under the Centralized Postage Payment System or under the plant-verified drop shipment postage payment system.

### **28.3.4 Destination Prices**

Copies of Periodicals publications deposited under exceptional dispatch may be eligible for and claimed at the destination sectional center facility (DSCF) or destination delivery unit (DDU) prices if the applicable standards in [29.0](#) are met.

### **28.3.5 Applying for Exceptional Dispatch**

The publisher must file an application for exceptional dispatch at the office of original or additional entry where the postage is paid on the copies to be transported. The application must fully explain the proposed exceptional dispatch and include information on the mode of transportation and approximate time of arrival and the number of pieces qualifying for and mailed at the various presort level discount prices. If the number of pieces qualifying for and mailed at such prices changes more than 2%, the publisher must file an amended application with the approving office. The application may be filed jointly with applications for original entry, reentry, or special prices, or filed separately. No form is provided for this application.

### **28.3.6 Decision on Application**

The postmaster who received the application approves it if the requested exceptional dispatch improves service and does not add to USPS costs.

### **28.3.7 Appeal**

Denial of an application for exceptional dispatch may be appealed to the PCSC. The PCSC manager issues the final decision.



## **28.4 Deposit at AMC/AMF**

### **28.4.1 General**

Periodicals publications air freighted to an AMC/AMF must have either an original or additional entry authorization at the verifying office (i.e., the Post Office where those copies are presented for postal verification) and must be presented to an AMC/AMF under the PVDS program. Postage must be paid at the verifying office unless the publication is authorized under the Centralized Postage Payment program.

### **28.4.2 Applying for AMF Deposit**

Authorization to enter airfreighted copies of a Periodicals publication at an AMF is obtained by filing an additional entry application. The distribution plan on Form 3510 must show the AMF as the entry point rather than the administering office (i.e., the Post Office responsible for the AMF). A publisher using plant-verified drop shipment must submit a copy of the distribution plan for the airfreighted copies to the administering office postmaster.

### **28.4.3 Fee**

The required additional entry fee is not due if:

- a. Form 3510 is submitted with either an initial application for Periodicals mailing privileges or an application for reentry at a new original entry office, and the AMF is under the jurisdiction of that original entry office.
- b. The verifying office is already an authorized original or additional entry for the publication.

### **28.4.4 Publisher Responsibilities**

For each mailing to be presented at the AMF, the publisher or agent is required:

- a. To provide the administering office postmaster with a delivery schedule (including the publication title, volume, air carrier, flight number, and arrival schedule) before the first mailing under the authorization. A revised schedule must be provided when there are changes.
- b. To arrange for delivery of the airfreighted copies of the publication to the AMC/AMF "back dock" or other area designated by the AMC/AMF manager.
- c. To arrange for payment of postage and submission of required postage statements and documentation with the copies of the publication to the verifying Post Office.
- d. To notify the designated AMF contact person when there are deviations from established transportation and delivery schedules.
- e. To ensure that Form 8125 accompanies each shipment. The total number of airline cargo containers must be annotated on the form in the comment section. Each airline cargo container must be sequentially numbered (for example, "1 of 4," "2 of 4," and so on), and a copy of Form 8125 must be affixed to each airline cargo container.
- f. To provide a list, at least once a year, of publications entered at the AMC/AMF and a 24-hour contact number to the AMC/AMF manager.



- g. To follow procedures outlined in Network Operation Management's standard operating procedures (SOP). The procedures are available from the AMC/AMF manager.

### 28.4.5 Nonconforming Mailers

When a Periodicals mailing presented to an AMC/AMF fails to meet the procedures outlined in Network Operation Management's SOP or fails to meet either the basic mail preparation standards or the PVDS entry integrity and safety standards, the USPS will inform the mailer, or the mailer's agent, who presented the mailing. If, after the initial notification, the mailer continues to fail to meet the standards, the mailer is considered nonconforming. If a mailer is found to be nonconforming, its authorization to enter mail at an AMC/AMF may be revoked.

## 29.0 Destination Entry

### 29.1 Basic Standards

#### 29.1.1 Price Application

Mailings of Periodicals that are transported to destination facilities, or that are expedited directly to destination facilities via Priority Mail Express Open and Distribute or Priority Mail Open and Distribute (705.18.0), may qualify for specific destination entry prices under 29.2 through 29.5. The following standards apply:

- a. An individual bundle, tray, sack, or pallet may contain pieces claimed at different destination entry pound prices.
- b. In-County carrier route price addressed pieces may qualify for the DDU discount under 29.5.
- c. The advertising and nonadvertising portions may be eligible for DADC, DSCF, or DDU pound prices based on the entry facility and the address on the piece.

#### 29.1.2 Documentation

Subject to 708.1.0, the mailer must be able to show compliance with eligibility requirements (by bundle, tray, sack, or pallet), and list the number of addressed pieces by presort level for each 5-digit and 3-digit ZIP Code destination as appropriate for the prices and discounts claimed. Documentation is not required if each addressed piece in the mailing is of identical weight and pieces are separated by zone, price, and destination entry (if applicable) when presented for mailing.

### 29.2 Destination Network Distribution Center

#### 29.2.1 Definition

For this standard, destination network distribution center (DNDC) includes the facilities and ZIP Code ranges as noted in L601 and L602, or a USPS-designated facility.

#### 29.2.2 Price Eligibility

DNDC container prices apply as follows:

- a. Pieces must be prepared in bundles on ADC or more finely presorted pallets or in sacks or trays on ADC or more finely presorted pallets under 705.8.0.



- b. Mailers may claim a DNDC container price if the facility ZIP Code (as shown on Line 1 of the corresponding container label) is within the service area of the NDC or ASF at which the container is deposited, as noted in [L601](#) and [L602](#).

### 29.3 Destination Area Distribution Center

#### 29.3.1 Definition

For this standard, destination area distribution center (DADC) includes the facilities listed in [L004](#), or a USPS-designated facility.

#### 29.3.2 Price Eligibility

Determine price eligibility as follows:

- a. Pound Prices. Outside-County pieces are eligible for DADC pound prices when placed on an ADC or more finely presorted container, deposited at an ADC (or USPS-designated facility), and addressed for delivery to one of the 3-digit ZIP Codes served by the facility where deposited. Automation pieces in AADC trays placed on optional SCF pallets under [705.8.10.2](#) are eligible for DADC prices when the 3-digit ZIP Code on the tray label is within that SCF's service area according to [L005](#).
- b. Container Prices. Mailers may claim a DADC container price for ADC and more finely presorted containers that are entered at and destined within the service area of the ADC at which the container is deposited.

### 29.4 Destination Sectional Center Facility

#### 29.4.1 Definition

For this standard, destination sectional center facility (DSCF) includes the facilities listed in [L005](#), or a USPS-designated facility.

#### 29.4.2 Price Eligibility

[\[4-1-13\]](#) Determine price eligibility as follows:

- a. Pound Prices. Outside-County pieces are eligible for DSCF pound prices when placed on an SCF or more finely presorted container, deposited at the DSCF or USPS-designated facility (see also [29.4.2b](#)), and addressed for delivery within the DSCF's service area. Nonletter-size pieces are also eligible when the mailer deposits 5-digit bundles at the destination delivery unit (DDU) (the facility where the carrier cases mail for delivery to the addresses on the pieces) and the 5-digit bundles are in or on the following types of containers:
  - 1. A merged 5-digit scheme or merged 5-digit sack.
  - 2. A merged 5-digit scheme, merged 5-digit, or 5-digit scheme pallet.
- b. Container Prices. Mailers may claim the DSCF container price for SCF and more finely presorted containers that are entered at and destined within the service area of the SCF at which the container is deposited. The following also applies:
  - 1. Mailers may claim the DSCF container price for a FSS sort plan container deposited at the USPS-designated FSS processing facility responsible for processing that container.



2. Mailers may claim the DSCF container price for a sack or pallet deposited at a USPS-designated FSS processing facility labeled to a 5-digit ZIP Code processed by that facility in accordance with labeling list [L006](#). All pieces must include a full delivery address, an IMb and meet the physical standards for FSS-machinability provided in DMM [705.14.0](#).

### 29.5 Destination Delivery Unit

#### 29.5.1 Definition

For this standard, the destination delivery unit (DDU) is the facility where the carrier cases mail for delivery to the addresses on the pieces in the mailing.

#### 29.5.2 Price Eligibility

Determine price eligibility as follows:

- a. Piece Prices. In-County pieces are eligible for a per piece discount off the addressed piece price.
- b. Pound Prices. Carrier route pieces (In-County and Outside-County) are eligible for DDU pound prices when deposited at the facility where the carrier serving the delivery address on the mail is located.
- c. Container Prices. Outside-County mailers may claim a DDU container price for 5-digit scheme and more finely presorted containers that are entered at and destined within the service area of the DDU at which the container is deposited.

#### 29.5.3 Maximum Volume

The same mailer may not present for deposit more than four DDU price mailings at the same delivery unit (or another acting as its agent) in any 24-hour period. This limit may be waived if local conditions permit. A mailer may ask for such a waiver when scheduling deposit of the mailings. There is no maximum for plant-verified drop shipments made under [705.17.0](#). This standard does not apply to mailings presented to the publication's authorized original entry, or additional entry, serving the place where the pieces were prepared for mailing, if that entry Post Office is also the facility at which the DDU price pieces must be deposited.

#### 29.5.4 Deposit Schedule

The mailer may schedule deposit of DDU price mailings at least 24 hours in advance by contacting the district office in whose service area the destination facility is located. The mailer must follow the scheduled deposit time provided. The mailer may request standing appointments for renewable 6-month periods by written application to the district office in whose service area the destination facility is located. Mixed loads of Periodicals and Standard Mail or Package Services mail require advance appointments for deposit. For mail entered under exceptional dispatch, the application for exceptional dispatch required under [28.3](#) also serves as a request for standing appointments.

#### 29.5.5 Vehicle Unloading

At delivery units, drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:

- a. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.





- b. When drivers unload containerized mail, delivery unit employees may require drivers to place the containers together by 5-digit ZIP Codes or 5-digit schemes.
- c. When mail is not containerized or on pallets, drivers must place the mail into containers as delivery unit employees specify. Delivery unit employees may require drivers to place mail into containers to separate mail by 5-digit ZIP Codes or 5-digit schemes.
- d. At facilities that cannot handle pallets, drivers must unload any palletized mail from the pallets and place the mail into containers as delivery unit employees specify.
- e. For scheduled arrivals at DDUs when USPS employees are not present, drivers must place the mail in a secure location protected from the weather.

## 30.0 Additional Mailing Offices

### 30.1 Basic Standards

#### 30.1.1 Facility

[1-27-13] The additional mailing office must be a Post Office.

#### 30.1.2 Definition

[1-27-13] Except for publications authorized an alternative payment method, the verification Post Office is also the office where Periodicals postage is paid.

#### 30.1.3 Postage

[1-27-13] Postage must be prepaid or available for all copies presented for verification at an additional mailing office before the mail can be released.

### 30.2 Additional Standards

[1-27-13] Approved Periodicals publications may be mailed at any additional mailing office that is linked to PostalOne!. Publishers who wish to present Periodicals for verification at additional mailing offices without access to PostalOne! must file a PS Form 3510-M application indicating that mailings will be presented at these offices. Publishers of publications pending approval must submit PS Form 3510-M applications with their original entry application for all mailing offices where mail will be submitted during the pending period.



# 707

## **Periodicals:** Additional Entry

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707.30.2





# 707

## **Periodicals:** Additional Entry

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707.30.2





# 707

## **Periodicals:** Additional Entry

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707.30.2

# 708 Technical Specifications

## Overview

- [1.0 Standardized Documentation for First-Class Mail, Periodicals, Standard Mail, and Flat-Size Bound Printed Matter](#)
- [2.0 Presort Accuracy Validation and Evaluation \(PAVE\)](#)
- [3.0 Coding Accuracy Support System \(CASS\)](#)
- [4.0 Standards for Intelligent Mail and POSTNET Barcodes](#)
- [5.0 Standards for Package and Extra Service Barcodes](#)
- [6.0 Standards for Barcoded Tray Labels, Sack Labels, and Container Placards](#)
- [7.0 Optional Endorsement Lines \(OELs\)](#)
- [8.0 Carrier Route Information Lines](#)
- [9.0 Facing Identification Mark \(FIM\)](#)
- [10.0 Postal Zones](#)

## 1.0 Standardized Documentation for First-Class Mail, Periodicals, Standard Mail, and Flat-Size Bound Printed Matter

### 1.1 Basic Standards

For First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter, documentation to support mail volume and preparation must be produced by standardized documentation according to this section. Standardized documentation contains the elements described in [1.2](#) through [1.8](#), as applicable. Documentation produced by Presort Accuracy Validation and Evaluation (PAVE)-certified or Manifest Analysis and Certification (MAC)-certified software is considered standardized documentation.

### 1.2 Format and Content

For First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter, standardized documentation includes:

- a. A heading identifying the listing as a “USPS Qualification Report” appearing at the top of each page. The heading must contain these elements:
  1. For First-Class Mail and Standard Mail, the name of the mailer and the mailing, a mailing identification code corresponding to the postage statement, the date when the list was processed or the documentation was produced, the class of mail, and either the DMM standard under which the mail was prepared (e.g., [245.7.0](#) for Standard Mail automation letters) or the type of prices claimed.
  2. For Periodicals, each publication number and title corresponding to the postage statement and entry office, the date when the list was processed or the documentation was produced, the class of mail, and either the DMM standard under which the mail was prepared (e.g., [707.24.0](#) for letter-size barcoded Periodicals) or the type of prices claimed. For

## 708.1.2

publications that are combined or copalletized and represented on the same documentation, list all publication titles and numbers in the header on the first page.

- b. Sequential page numbers.
- c. For mail in trays or sacks, list these required elements:
  1. Tray/sack sortation level. Note with an asterisk (“\*”) all trays containing overflow mail moved into that tray under [235.6.6](#), [245.5.3](#) or [245.7.5](#).
  2. Tray/sack destination ZIP Code from top line of tray/sack label except that, for 3-digit carrier routes trays, list the individual 5-digit ZIP Codes in each tray.
  3. The number of pieces for each 5-digit ZIP Code in 5-digit/scheme bundles or trays; for each 3-digit ZIP Code in 3-digit/scheme bundles or trays; for each 3-digit/scheme in (A)ADC bundles or trays; for each (A)ADC in mixed (A)ADC bundles or trays (or, for Periodicals, origin mixed ADC trays). Exception: documentation for 3-digit/scheme letters in AADC trays or for AADC letters in mixed AADC trays is not required unless those trays contain overflow mail. For automation letter mailings, the number of pieces in the next higher level tray in lieu of overflow trays if applicable. For ECR letters prepared under [245.6.0](#), the number of pieces in carrier routes within full trays. For bundled mail, the number of pieces in each bundle level and presort destination.
  4. Separate columns with the number of pieces for each price reported in the mailing, and a continuous running total of pieces for each mailing (group information either in ZIP Code order and by sortation level or by sortation level and within each sortation level, by ZIP Code; report trays and sacks on pallets by pallet level and destination; include all information required in [1.2c](#) for mail in trays or sacks). For pieces prepared in 5-digit scheme bundles, list by 5-digit ZIP Code within each bundle. For pieces prepared in 3-digit scheme bundles, list by 3-digit ZIP Code within the bundle. Periodicals firm bundles may be listed in a separate firm bundle column or in the appropriate column based on container level.
  5. The tray identification number and size (1-foot or 2-foot) if available for letter mail in trays. The tray identification number is optional for tray-based automation flats.
  6. For all Periodicals mailings, include a separate “Zone” column. If all automation letters for a specific tray, group, or bundle destination are subject to the same zone price or entry discount, show the applicable zone or destination entry discount for those copies using the zone abbreviations in [1.6.3](#). If automation letters for a bundle or tray destination are for multiple zones, show all zones included (e.g., “3/4/6”) or show “Mixed” (or the authorized abbreviation “M”) in the “Zone” column.
  7. For Periodicals mailings that contain both In-County and Outside-County pieces, the listing may include a separate “Container Charge” and “Bundle Charge” column. Indicate which trays, sacks, and bundles are subject to the container or bundle charges and a total or a running total.



- d. For bundles on pallets, list these required elements:
  1. Pallet sortation level.
  2. Pallet destination ZIP Code.
  3. For each bundle, the sortation level and number of pieces claimed at each price. Periodicals firm bundles may be listed in a separate firm bundle column or in a column based on container level.
  4. Separate columns with the number of pieces for each price reported in the mailing, and a continuous running total of pieces (group information either in ZIP Code order and by sortation level or by sortation level and within each sortation level, by ZIP Code). Document SCF, ADC, or NDC pallets created as a result of bundle reallocation under [705.8.11](#), [705.8.12](#), or [705.8.13](#) by designating the protected pallet with an identifier of “PSCF” (for an SCF pallet), “PADC” (for an ADC pallet), or “P BMC” (for a NDC pallet). These identifiers are required to appear only on the USPS Qualification Report; they are not required on pallet labels or on any other documentation.
  5. For mailings of bundles on pallets under [705.12.0](#) and [705.13.0](#), provide a separate 5% threshold summary for each logical merged 5-digit scheme pallet and each logical merged 5-digit pallet.
  6. For all Periodicals mailings, include a separate “Zone” column. If all copies for a bundle destination are subject to the same zone price or entry discount, show the zone or entry discount for those copies using the abbreviations in [707.17.6.3](#). If copies for a bundle destination are for multiple zones, show all zones included (e.g., “3/4/6”) or show “Mixed” (or “M”) in the “Zone” column. Report foreign copies separately.
  7. For Periodicals mailings that contain both In-County and Outside-County pieces, the listing may include separate “Container Charge” and “Bundle Charge” columns. Indicate which pallets and bundles are subject to the container or bundle charges and a total or a running total.
  8. At the end, a summary report of the number of pieces claimed at each price on each pallet by postage payment method, and the number of pieces and the weight of the mail on each pallet.
- e. At the end of the documentation, a summary report of the number of pieces mailed at each price for each mailing by postage payment method (and by entry point for drop shipment mailings) and the number of pieces in each mailing. This information must match the information reported on the postage statement(s). For Periodicals mailings, documentation also must provide:
  1. A summary of the number of each type of bundle in the mailing and, optionally, the total bundle charge paid. Report only bundles subject to the Outside-County bundle prices under [707.1.1.3](#).
  2. A summary of the number of each type of container in the mailing and, optionally, the total container charge paid. Report only trays, sacks, and pallets subject to the Outside-County container prices under [707.1.1.4](#).

## 708.1.2

3. For combined mailings, a summary by mailer of the number of each type of bundle and container in the mailing and, optionally, the bundle and container price paid. Report only bundles, trays, sacks, and pallets subject to the Outside-County bundle and container prices.
4. A summary of the number of copies for each zone, including In-County, DDU, SCF, and ADC prices. A separate summary report is not required if a PAVE-certified postage statement facsimile generated by the presort software used to prepare the documentation is presented for each mailing.

**1.3 Price Level Column Headings**

[1-27-13] The actual name of the price level (or abbreviation) is used for column headings required by 1.2 and shown below:

- a. Automation First-Class Mail, Standard Mail, and barcoded Periodicals:

PRICE	ABBREVIATION
5-Digit [First-Class Mail letters and flats, Periodicals letters and flats, and Standard Mail letters and flats]	5B
3-Digit [First-Class Mail letters and flats, Periodicals letters and flats, and Standard Mail letters and flats]	3B
AADC [First-Class Mail, Periodicals, and Standard Mail letters]	AB
ADC [First-Class Mail, Periodicals, and Standard Mail Flats]	AB
Mixed AADC [First-Class Mail, Periodicals, and Standard Mail letters]	MB
Mixed ADC [First-Class Mail, Periodicals, and Standard Mail flats]	MB
Basic [In-County Periodicals]	BB
Firm [Outside-County Periodicals]	FB

- b. Presorted First-Class Mail, barcoded and nonbarcoded Periodicals flats, nonbarcoded Periodicals letters, and machinable and nonmachinable Standard Mail:

PRICE	ABBREVIATION
Presorted [First-Class Mail letters/cards, flats, and parcels]	Presort
5-Digit [First-Class Mail parcels, all Standard Mail, and Periodicals letters]	5D
3-Digit [First-Class Mail parcels, all Standard Mail and Periodicals letters]	3D
SCF [for Standard Mail parcels]	SCF
AADC [Standard Mail machinable letters]	AB
ADC [First-Class Mail parcels, First-Class Mail Package Service parcels, Standard Mail nonmachinable letters, flats, and irregular parcels and all Periodicals]	AD
Basic [In-County Periodicals]	BS
Mixed AADC [Standard Mail machinable letters]	MB
Mixed ADC [Standard Mail nonmachinable letters, flats, irregular parcels; and all Periodicals]	MD
Mixed ADC [First-Class Mail parcels]	SP
NDC [Standard Mail machinable parcels and Marketing parcels 6 ounces and over]	NDC
Mixed NDC [Standard Mail machinable parcels and Marketing parcels 6 ounces and over]	MNDC
Firm [Outside-County Periodicals]	FB

708.1.4

## c. Carrier Route Periodicals and Enhanced Carrier Route Standard Mail:

PRICE	ABBREVIATION
Saturation [letters, flats, and irregular parcels]	WS
High Density [letters, flats, and irregular parcels]	HD
High Density Plus [Standard Mail only; letters and flats]	HDP
Basic [letters, flats, and irregular parcels]	CR
Firm [Outside-County Periodicals]	FB

## 1.4

**Sortation Level**

The actual sortation level (or corresponding abbreviation) is used for the bundle, tray, sack, or pallet levels required by 1.2 and shown below:

SORTATION LEVEL	ABBREVIATION
Carrier Route	CRD
5-Digit Carrier Routes	CR5
5-Digit Scheme Carrier Routes [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail flats]	CR5S
5-Digit Scheme [barcoded and machinable letters]	5DGS
5-Digit Scheme [pallets, Periodicals flats and irregular parcels, Standard Mail flats]	5DGS
Merged 5-Digit [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail flats]	M5D
Merged 5-Digit Scheme [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail flats]	M5DS
5-Digit	5DG
3-Digit Carrier Routes	CR3
3-Digit Scheme [barcoded letters, barcoded and cobundled flats]	3DGS
Merged 3-Digit [sacks, Periodicals flats and irregular parcels]	M3D
3-Digit	3DG
ADC	ADC
ADC [pallets created from bundle reallocation]	PADC
AADC	AADC
Mixed ADC	MADC
Origin Mixed ADC	OMX
Mixed AADC	MAAD
SCF [sacks and pallets, Periodicals flats, Bound Printed Matter, Standard Mail irregular parcels less than 6 ounces]	SCF

<b>SORTATION LEVEL</b>	<b>ABBREVIATION</b>
SCF [pallets created from bundle reallocation]	PSCF
NDC	NDC
ASF	ASF
NDC [pallets created from bundle reallocation]	PNDC
Mixed NDC [working]	MNDC

### 1.5 Combined, Copalletized, and Merged Mailings

For combined or copalletized mailings of Periodicals and Standard Mail, documentation must show this additional information:

- a. For mailings that require multiple postage statements:
  1. A column that identifies the contents of all trays/bundles by product or edition code.
  2. Prices for each product or edition shown in the correct "Price" column and summarized for each tray, sack, or pallet and for the entire mailing.
- b. For Periodicals, when copies of multiple editions or publications are combined in a firm bundle: report "1" in the appropriate "Piece Price" column for one edition or publication, and report "0" in the "Piece Price" and the "Product/Edition Code" columns for the other editions or publications in the firm bundle.
- c. For large-volume mailing jobs reported on a single listing, the mailer may provide abbreviated documentation that shows full bundle detail for the first 20 pallets/sacks and every twentieth pallet/sack after that. Mailers must maintain full bundle detail (by product or edition code and price) for the entire mailing job for 90 days and provide it to the USPS on request within 3 working days. This documentation must include the price summary by product or edition for each pallet/sack, including those for which full detail bundle listings are not reported.

### 1.6 Detailed Zone Listing for Periodicals

#### 1.6.1 Definition and Retention

The publisher must be able to present documentation to support the number of copies of each edition of an issue, by entry point, mailed to each zone, and at DDU, DSCF, DADC, DNDC, and In-County prices. This listing is separate from the standardized documentation required to support presort and may be submitted with each mailing, or a publisher may keep these records for 2 months after the mailing date. A publisher must be able to submit detailed zone listings for specific mailings upon request by the USPS.

#### 1.6.2 Characteristics

Report the number of copies mailed to each 3-digit ZIP Code area using either one of the following formats:

- a. Report copies by each 3-digit ZIP Code in ascending numeric order. Include columns for: 3-digit ZIP Code, zone, and number of copies per zone. Include a summary of the number of copies at each zone price at the end of the report. A

## 708.1.6.3

3-digit ZIP Code may appear more than once if there are copies at different zone prices (e.g., In-County and Outside-County copies) for that 3-digit ZIP Code.

- b. Report copies by each zone and by 3-digit ZIP Code in ascending numeric order. For each zone, include columns for: 3-digit ZIP Code and number of copies. Include a summary of the total number of copies for each zone at the end of each zone listing. A 3-digit ZIP Code may appear under more than one zone if there are copies at different zone prices for that 3-digit ZIP Code.

**1.6.3 Zone Abbreviations**

Use the actual price name or the authorized zone abbreviation in the listings in [1.0](#) and [707.17.6.2](#):

ZONE ABBREVIATION	RATE EQUIVALENT
ICD	In-County, DDU
IC	In-County, Others
DDU	Outside-County, DDU
SCF	Outside-County, DSCF
ADC	Outside-County, DADC
1-2 or 1/2	zones 1 and 2
3, 4, 5, 6, 7, 8 (as applicable)	zones 3 through 8 (as applicable)
M	mixed zones

**1.7****Bundle and Container Reports for Outside-County Periodicals Mail**

A mailer must present documentation to support the actual number of bundles and containers of each edition of an issue as explained in [1.7.1](#) and [1.7.2](#) below.

**1.7.1 Outside-County Bundle Report**

The bundle report must contain, at a minimum, the following elements:

- a. Container identification number.
- b. Container type.
- c. Container presort level.
- d. Bundle ZIP Code.
- e. Bundle level.
- f. Price category.
- g. Number of copies by version in the bundle.
- h. An indicator showing which bundles are subject to the bundle charge.

**1.7.2 Outside-County Container Report**

The container report must contain, at a minimum, the following elements:

- a. Container identification number.
- b. Container type.
- c. Container level.

- d. Container entry level (origin, DDU, DSCF, DADC, or DNDC).
- e. An indicator showing which containers are subject to the container charge.

### **1.8 Optional Information**

Standardized documentation may include additional information about the pieces mailed (such as individual tray or sack total piece counts, optional identification codes, bundle weights) if this information does not conflict with the information required under 1.2 through 1.7.

## **2.0 Presort Accuracy Validation and Evaluation (PAVE)**

### **2.1 Presort Accuracy Validation and Evaluation (PAVE)**

#### **2.1.1 Basic Information**

The Presort Accuracy Validation and Evaluation (PAVE) program is a process to evaluate presort software and determine its accuracy in sorting address files under DMM standards. PAVE is available only to software and hardware manufacturers (i.e., companies that develop presort software or manufacture presorting equipment). PAVE certification does not guarantee acceptance of customer mail prepared with PAVE-validated hardware/software.

#### **2.1.2 Process**

PAVE evaluates the accuracy of presort products by providing test address files to vendors. Vendors process the test file(s) through their presort software or hardware and return the resulting postage statement facsimile(s) and other presort documentation to the USPS National Customer Support Center (NCSC) for evaluation of the answers. Each test file is evaluated for its accuracy of presort, compliance with current DMM standards, accuracy of sack/tray/pallet tag labels, and general acceptability of computer-generated facsimiles of postage statements and other presort documentation. If the answers are accurate, the vendor's presort product is validated for a 12-month period or until the end of the current annual period.

#### **2.1.3 Participation**

For information on participation in PAVE, presort product developers may request the *PAVE Program Technical Guide* from the NCSC by calling 1-800-238-3150. Participants may use the PAVE form included in that guide to order PAVE test files.

## **3.0 Coding Accuracy Support System (CASS)**

### **3.1 Basic Information**

#### **3.1.1 Purpose**

The Coding Accuracy Support System (CASS) improves the accuracy of 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.

## 708.3.1.2

**3.1.2 Requirement**

Any mailing claimed at an automation price must be produced from address lists properly matched and coded with CASS-certified address matching methods listed below. A mailer using multiline optical character readers (MLOCs) to print delivery point barcodes on mailpieces must also obtain CASS certification (including Multiline Accuracy Support System (MASS)) for the address matching software used on the MLOCs.

**3.1.3 Methods**

Delivery point or ZIP+4 coding may be obtained by using the CASS-certified DPC address matching software with components DPV and LACS<sup>Link</sup>; CASS-certified Z4CHANGE process; CASS-certified DirectDPV process; NCOA<sup>Link</sup>; or DSF<sup>2</sup> process.

**3.2 Software Certification****3.2.1 General**

Any user of address matching software that applies ZIP+4 codes to address lists to obtain an automation price must use address matching software that is CASS-certified. Address matching software used to ZIP+4 code address records must, as part of its process, return a standardized address to ensure that the ZIP+4 code or mailer-applied barcode represents the proper depth of code available. The original input address submitted for coding may also be returned. The CASS-certified address matching software must be used according to specific parameter settings (configurations) as described below.

**3.2.2 Software Configuration**

All address lists used to produce mailings for automation prices must be matched and ZIP+4 coded with current CASS-certified software in line with the configuration standards shown below. Summary output reports or computer-generated facsimile Forms 3553 must contain information about the configuration used when processing the address list on the CASS-certified address matching software.

**3.2.3 Permissible Configurations**

These are permissible configurations for address matching software:

- a. Vendor-Supplied Software With Vendor CASS-certified Software Configurations. The software vendor is CASS-certified for specific configurations. The user is using that software as prescribed by the vendor and with the CASS-certified configurations obtained by the vendor.
- b. Vendor-Supplied Software With User CASS-certified Software Configurations. The software user is using vendor-supplied software in a configuration not CASS-certified by the vendor but by the user.
- c. User-Developed Software for Which User Obtained CASS Certification. The software user obtained individual user CASS certification for self-developed software and is using it as certified.

**3.2.4 Use**

When used for ZIP+4 or delivery point barcoding, the address matching software and coding methods must have a valid CASS certification and use the current USPS ZIP+4 Product updated to include all applicable change transaction files.



### 3.3 Date of Address Matching and Coding

#### 3.3.1 Update Standards

Unless Z4CHANGE or DirectDPV is used, all automation and carrier route mailings bearing addresses coded by any AIS product must be coded with current CASS-certified software and the current USPS database. Coding must be done within 90 days before the mailing date for all carrier route mailings and within 180 days before the mailing date for all non-carrier route automation price mailings. All AIS products may be used immediately on release. New product releases must be included in address matching systems no later than 45 days after the release date. The overlap in dates for product use allows mailers adequate time to install the new data files and test their systems. Mailers are expected to update their systems with the latest data files as soon as practicable and need not wait until the “last permissible use” date. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The “current USPS database” product cycle is defined by the following table.

<b>FILE RELEASE</b> <i>Use of file released on...</i>	<b>REQUIRED USE</b> <i>Must begin no later than...</i>	<b>LAST PERMISSIBLE USE</b> <i>And must end no later than...</i>
February 15	April 1	May 31
April 15	June 1	July 31
June 15	August 1	September 30
August 15	October 1	November 30
October 15	December 1	January 31
December 15	February 1	March 31

#### 3.3.2 Z4CHANGE List Matching

When using Z4CHANGE to match and code address lists for automation price mailings:

- The entire address list must first be matched and ZIP+4 coded with current CASS-certified software and the current USPS ZIP+4 Product.
- Every 60 days after the first matching, the address list must be processed through Z4CHANGE using USPS-certified software to identify changed records since the last update.
- The changed records identified through the Z4CHANGE processing must then be matched and coded using current CASS-certified address matching software and the current ZIP+4 Product.
- The entire address list must be rematched and ZIP+4 coded every 3 years using current CASS-certified software and the current USPS ZIP+4 Product.

#### 3.3.3 DirectDPV List Matching

When using DirectDPV to match and code address lists for automation price mailings:

- The entire address list must first be matched and ZIP+4 coded with Cycle L (or later) CASS-certified software and the current USPS ZIP+4 product.

## 708.3.4

- b. Every 180 days after the initial matching, the address list must be processed through DirectDPV using Cycle L (or later) CASS-certified address matching software to identify changed records since the last update.
- c. If an address record was previously ZIP+4 coded and that ZIP+4 code is not in DirectDPV, it does not need to be run through CASS-certified address matching software until the annual run. Address records identified as changed through DirectDPV that have a valid converted 11-digit record require additional processing. These records can either be reconstructed using the 11-digit code provided or reprocessed through CASS-certified software. Address records identified as changed through DirectDPV that have a zero 11-digit code must then be matched and coded using Cycle L (or later) CASS-certified address matching software and the current USPS ZIP+4 product.
- d. The entire address list must be processed once a year using current CASS-certified address matching software and the current USPS ZIP+4 product.

**3.4 Definitions—Mailing and Address Lists**

For this section, *mailing list* or *address list* is the group of names and addresses to which mailpieces in the corresponding mailing are addressed. Whether the addresses used in a mailing are obtained from a single list or from two or more lists (whole lists or extracts of those lists), each list used to produce a mailing claimed at an automation price must meet the standards in [3.0](#).

**3.5 Documentation****3.5.1 Form 3553**

Unless excepted by standard, the mailer must complete a Form 3553 for each mailing claimed at all automation prices and all carrier route prices. A computer-generated facsimile may be used if it contains the required data elements in a format similar to the USPS form. The data recorded on Form 3553 must refer only to the address list used to produce the mailing with which it is presented. The postage statement must be annotated in the block(s) provided to reflect the date when address matching and coding were performed. When a mailing is produced using multiple lists, the mailer must show the earliest (oldest) date of address matching and coding (shown on Form 3553, section B2). The mailer certifies compliance with this standard when signing the corresponding postage statement.

**3.5.2 Retention Period**

Form 3553 and other documentation must be retained by the mailer or the mailer's agent for 1 year from the date of mailing and be made available to the USPS on 24-hour notice.

**3.5.3 Using Output Information**

The data recorded on Form 3553 is taken from the summary output report generated by the computer process by which address lists are matched and ZIP+4 coded using CASS-certified software. The summary output information may also be generated as a facsimile Form 3553. Form 3553 may show summary output information for a single address list or consolidate summary output information from

multiple address lists combined to produce a single mailing. Figures on Form 3553 are not required to match total mailpiece figures on the corresponding postage statement.

#### **3.5.4 Providing Required Data**

Summary output reports or computer-generated Forms 3553 must contain this information:

- a. CASS-certified company name as it appears on the CASS certificate; name and software version that received CASS certification; and the software configuration used when processing the address list.
- b. Name of the list processor using the CASS-certified software to match and code the address list, the date the address list was processed, the date of the USPS database used to code the address list, the address list name or identification number, the total number of address records on the list submitted for coding, the total number of address records successfully coded to the appropriate depth of code, and the valid dates for the records successfully coded.

#### **3.5.5 Using a Single List**

When a mailing is produced using all or part of a single address list, the mailer must retain one Form 3553 and other required documentation reflecting the summary output information for the entire list, as obtained when the list was coded. When the same address list is used for other mailings within 180 days of the date it was matched and coded, a copy of the Form 3553 must be retained with the documentation for each mailing.

#### **3.5.6 Using Multiple Lists**

When a mailing is produced using multiple address lists, the mailer must retain a consolidated Form 3553 summarizing the individual summary output and/or facsimile Forms 3553 for each list used (and other required documentation). As an alternative, the mailer may combine the addresses selected from the multiple lists into a single new list, reprocess the addresses using CASS-certified address matching software, and retain one Form 3553 for the summary output generated by that process.

#### **3.5.7 Using CASS Certificate**

If the name of the CASS-certified company entered on Form 3553 does not appear on the list published by the USPS, a copy of the CASS certificate for the software used also must be retained by the mailer with the documentation.

### **3.6 CASS Certification**

#### **3.6.1 Testing Arrangements**

To obtain information on standards and arrange for testing of carrier route, ZIP+4, or delivery point address matching software, contact the National Customer Support Center by calling 1-800-238-3150, or by writing to the CASS Certification Department, National Customer Support Center (see [608.8.0](#) for address).

**3.6.2 CASS Stage I**

The CASS certification process is a two-stage procedure. Stage I is a test file with answers supplied on request to customers wanting to certify an address matching software product. The Stage I file contains fabricated sample addresses from address ranges across the country with missing or incorrect address elements. The correct answers supplied on this Stage I test file allow self-assessment of address matching software/hardware accuracy so that software/hardware vendors or users can predetermine product readiness for the actual test.

**3.6.3 CASS Stage II**

The Stage II file is the actual test without answers. This test measures the accuracy of address matching software/hardware. Similar to the Stage I file, the Stage II file contains fabricated sample addresses from address ranges across the country with missing or incorrect address elements that the address matching software must correct. Software vendors or users process the Stage II file against their address matching products, appending the correct or missing information in each address record. After completing the test, the vendor or user returns the Stage II file to the USPS for analysis, scoring, and, if qualified, certification. For multiline optical character readers (MLOCs) and encoding stations, CASS certification is obtained by barcoding sample mailpieces in a test deck. After completing the test, the vendor or user returns the test deck to the USPS for analysis, scoring, and, if qualified, certification.

**3.6.4 Certification Standards**

To be CASS-certified:

- a. Delivery point code address matching software/hardware must correctly ZIP+4 code the addresses in the Stage II file or test deck with an accuracy rate determined by the CASS Certification Department and must correctly append the additional two digits of the delivery point code (plus a check digit) to the Stage II file or test deck with 100% accuracy.
- b. A 2-digit utility (separate or stand-alone address matching software that appends only the correct 2-digit DP9019C information) must use the standardized address information returned by DPC address matching software when determining the correct delivery point code. A 2-digit utility must assign the 2-digit delivery point code (plus a check digit) to the addresses in the Stage II file with 100% accuracy.
- c. Address matching software used to assign 5-digit ZIP Codes and carrier route codes must assign the appropriate codes to the Stage II file with an accuracy rate determined by the CASS Certification Department.

**3.6.5 Customer Notification**

The USPS sends written notice informing the customer of the results of the analysis and the product certification status. Follow-up notification is mailed to remind previously certified vendors and users of the next certification.

## 4.0 Standards for Intelligent Mail and POSTNET Barcodes

### 4.1 General

[1-27-13] Intelligent Mail barcodes and POSTNET (Postal Numeric Encoding Technique) barcodes are USPS-developed methods to encode ZIP Code information on mail that can be read for sorting by automated machines. Intelligent Mail barcodes also encode other tracking information. POSTNET barcodes do not qualify for automation pricing.

### 4.2 POSTNET Barcode

#### 4.2.1 General

POSTNET (Postal Numeric Encoding Technique) is the USPS-developed barcode method to encode ZIP Code information on mail that can be read for sorting by automated machines. A POSTNET barcode can represent a 5-digit ZIP Code (32 bars), a 9-digit ZIP+4 code (52 bars), or an 11-digit delivery point code (62 bars). The information content of the barcode is based on the combination of tall (full) bars and short (half) bars. A tall bar represents “1,” and a short bar represents “0.” When separated into groups of five, these bars sequentially represent each of the digits of the ZIP Code (or ZIP+4 code or delivery point code) for the delivery address, plus an additional digit designated as the *correction digit*. The correction digit is derived from adding the numbers in the ZIP Code (or ZIP+4 or delivery point code) and determining which single-digit number must be added to that sum to make the total a multiple of 10. The first and last bars of the barcode are *frame bars* and must always be full bars.

#### 4.2.2 5-Digit Barcode

A 5-digit barcode is a single field of 32 bars consisting of a frame bar, a series of 25 bars that represent the correct 5-digit ZIP Code for the address on the piece, 5 bars that represent the correction digit, and a final frame bar.

#### 4.2.3 ZIP+4 Barcode

A ZIP+4 barcode is a single field of 52 bars consisting of a frame bar, a series of 45 bars that represent the correct ZIP+4 code for the address on the piece, 5 bars that represent the correction digit, and a final frame bar.

#### 4.2.4 Delivery Point Barcode

A delivery point barcode (DPBC) is formed by adding 10 bars (representing two additional digits) to the ZIP+4 barcode. The correct DPBC must be derived from a CASS-certified delivery point code address matching process. To obtain information on the rules for delivery point code calculation, contact the National Customer Support Center by calling (toll-free) 1-800-642-2914, or by writing to CASS/ZIP+4 Matching, National Customer Support Center (see [608.8.0](#) for address). The following unique codes are also valid DPBCs:

- a. For a firm (unique) 5-digit ZIP Code, the correct DPBC represents the 5-digit ZIP Code: either the USPS-assigned -0001 or (if the customer assigns four-digit add-ons to internal separations) the correct four digits applicable to the point of delivery, followed by the last two digits of the primary street number, Post Office

## 708.4.2.5

box number, or rural/highway contract route box number derived from the standardized address returned by the CASS-certified ZIP+4 or delivery point code address matching process.

- b. For an individual (unique) ZIP+4 code assigned to a business customer, the correct DPBC represents the ZIP+4 code followed by the last two digits of the primary street number derived from the standardized address returned by the CASS-certified ZIP+4 or delivery point address matching process.

**4.2.5 POSTNET Barcode Dimensions and Spacing**

POSTNET barcodes are subject to these standards for bar dimensions and spacing. Extraneous ink or ink voids must not cause any bar to fail to meet these standards:

- a. A full bar must be  $0.125 \pm 0.010$  inch high.
- b. A half bar must be  $0.050 \pm 0.010$  inch high.
- c. All bars must be  $0.020 \pm 0.005$  inch wide.
- d. Measured over any  $1/2$  inch, horizontal spacing of the bars must be  $22 \pm 2$  bars per inch, and pitch (a bar and a space) must average at least 0.0416 inch but no more than 0.05 inch. The clear vertical space between bars must not be less than 0.012 inch or more than 0.04 inch.

**4.3 Intelligent Mail Barcodes****4.3.1 Definition**

An Intelligent Mail barcode is the USPS-developed barcode that mailers use to encode routing and tracking information on mail that can be read by automated mail processing equipment to sort mail and to provide tracking information to the mailers. An Intelligent Mail barcode consists of 65 vertical bars, each representing one of four possible states: full bar, ascender, tracker, and descender. These 65 bars encode a string of 31 digits, divided into two parts: a 20-digit tracking code and an 11-digit routing code (when required). The 11-digit routing code may contain a ZIP Code, a ZIP+4 code, or a delivery point code, unless required to contain a certain level of code in specific applications; no correction digit is needed within an Intelligent Mail barcode. Mailers may use Intelligent Mail barcodes as follows:

- a. When used on letters for automation-price eligibility purposes, the routing code must contain a delivery point code that accurately matches the delivery address.
- b. When used on flat-size pieces for automation-price eligibility purposes, the barcode must contain a delivery point routing code that accurately matches the delivery address. When flat-size pieces bear an Intelligent Mail barcode for automation price eligibility, the barcode on a piece that contains an optional endorsement line (OEL) must contain OEL coding that includes information in [Exhibit 7.1.1](#) corresponding to the correct sortation level of each bundle. The OEL information in the Intelligent Mail barcode is required in addition to a physical OEL. See the *Intelligent Mail Barcode Resource Guide* available at <http://ribbs.usps.gov/> for more information on incorporating OELs in Intelligent Mail barcodes.

- c. Reply mail pieces using origin Confirm Service do not require a Mailer ID to be encoded into the Mailer Identifier field. All other mailpieces, including QBRM letters and PRM pieces, bearing Intelligent Mail barcodes must include the Mailer ID in the Mailer Identifier field. Confirm subscribers approved for OneCode Confirm must incorporate their Confirm Subscriber ID (which is their MID) when using Intelligent Mail barcodes. OneCode Confirm subscribers can contact Confirm Customer Assistance at 1-800-238-3150 or refer to Publication 197 for specific instructions. Mailers printing the Intelligent Mail barcode solely for automation price eligibility can contact the PostalOne! Help Desk at 1-800-522-9085 to obtain a MID.

#### 4.3.2 Specifications

Complete specifications for Intelligent Mail barcodes are defined in USPS publication USPS-B-3200. This publication also provides details on how to encode the routing code and tracking code into an Intelligent Mail barcode, barcode dimensions and spacing, clear zone, skew and rotation tolerance, and print characteristics. The assignment of a Barcode Identifier, Service Type Identifier, and Mailer ID are described by the respective publications for each extra service. These publications are available at <http://ribbs.usps.gov/>.

### 4.4 Reflectance

#### 4.4.1 Background Reflectance

A background reflectance of at least 50% in the red portion and 45% in the green portion of the optical spectrum must be produced in the following locations when measured with a USPS or USPS-licensed envelope reflectance meter:

- a. The barcode clear zone of a card-size or a letter-size piece barcoded in the lower right corner.
- b. The area surrounding the barcode (within 1/8 inch of the leftmost and rightmost bars and 1/25 inch above and below the barcode) of a card-size, letter-size, or flat-size piece barcoded in the address block and of a flat-size, First-Class Mail parcel, or First-Class Package Service parcel barcoded elsewhere.

#### 4.4.2 Print Reflectance Difference

A print reflectance difference (PRD) of at least 30% in the red and green portions of the optical spectrum is required between the background material of the mailpiece and the barcode, when measured with a USPS or USPS-licensed envelope reflectance meter. (PRD equals the reflectance of the background minus the reflectance of the ink.)

#### 4.4.3 Opacity

The material on which the barcode appears must have enough opacity to prevent printing from “showing through” to the extent that it interferes with postal equipment that reads the barcode. The print contrast ratio (PCR) of print (other than the barcode) that shows through the barcode clear zone or the barcode area in the address block must not exceed 15% when measured in the red and green portions of the optical spectrum.

**4.4.4 Dark Fibers and Background Patterns**

Dark fibers or background patterns that produce a print contrast ratio of more than 15% when measured in the red and green portions of the optical spectrum are prohibited in these locations:

- a. The area of the address block or the barcode clear zone where the barcode appears on a card-size or a letter-size piece mailed at automation prices or at Enhanced Carrier Route saturation or high density prices.
- b. The area of the address block or the area of the mailpiece where the barcode appears on a flat-size piece in an automation mailing or on a First-Class Mail parcel or a First-Class Package Service parcel.

**4.5 Skew and Baseline Shift****4.5.1 Card-Size and Letter-Size Pieces**

For a barcode on a card-size or a letter-size piece, 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) must be limited to a maximum rotation of the bars of  $\pm 5$  degrees from a perpendicular to the bottom edge of the piece. The individual bars of a barcode must not shift (be vertically offset) more than 0.015 inch from the average baseline of the barcode. For information on barcode placement for card-size and letter-size pieces, see [202.5.0](#).

**4.5.2 Flat-Size Pieces, First-Class Mail Parcels, First-Class Package Service Parcels, and Standard Mail Irregular Parcels**

The maximum rotational skew (slant or tilt of the individual barcode bars) for barcodes is  $\pm 10$  degrees from a perpendicular to the baseline of the barcode. There is no positional skew requirement. The individual bars of a barcode must not shift (be vertically offset) more than 0.015 inch from the average baseline of the barcode. For information on barcode placement for flat-size pieces, see [302.5.0](#). For information on barcode placement on parcels weighing less than 6 ounces, see [402.4.0](#).

**4.6 Barcode Software and Hardware Certification****4.6.1 Purpose**

To help mailers evaluate the quality of their equipment producing barcodes, the USPS offers optional testing and certification to manufacturers of barcoding software and hardware. Certified barcoding equipment ensures that the equipment can produce dimensionally correct barcodes meeting postal specifications. Certification does not ensure that barcodes produced from that equipment can meet the requirements for automation prices because many other variables in barcode production (e.g., ink color and quality, paper color and contrast, equipment operation and maintenance) affect the quality of the barcodes printed on mailpieces.

**4.6.2 Testing Arrangements**

Manufacturers who want their products tested and mailers who want information on available certified products should contact the National Customer Support Center (see [608.8.0](#) for address).



## 5.0 Standards for Package and Extra Service Barcodes

### 5.1 Intelligent Mail Package Barcode

#### 5.1.1 Definition

[4-1-13] An Intelligent Mail package barcode (IMpb) is the USPS-developed barcode that can be read by automated parcel processing equipment and scanning devices, and consists of a data string that generally follows the GS1-128 specification. These barcodes include a variable length format that is determined by the elements selected by the mailer, and supplies tracking and routing data for packages and extra service applications. Intelligent Mail package barcodes may be used on all packages, and on other mailpieces requesting extra services. All mailers generating Intelligent Mail package barcodes must also submit piece-level information to the USPS via an approved electronic file format (except for mailers generating barcodes for use on return services products, such as MRS). Electronic files must include the destination delivery address (recommended) and/or ZIP + 4 for all records. The ZIP + 4 is recommended, but not required to be encoded into the barcode.

#### 5.1.2 Barcode Location

See 402.4.1 for barcode location standards.

#### 5.1.3 Barcode Data Fields

The following fields are used in conjunction with the Intelligent Mail package barcode. Not every barcode type will use every field, and some fields may be suppressed from the human-readable text. Detailed specifications are available on RIBBS at <http://ribbs.usps.gov/>.

- a. *Channel Application Identifier (AI)*: identifies the business induction channel from which the mailpiece originated and the location of the payment record.
- b. *Channel Identifier*: identifies the retail system from which the barcode originates.
- c. *Destination ZIP Code*.
- d. *Device Identifier*: used in conjunction with the AI to identify the exact printing source.
- e. *Julian Date*: used in conjunction with the AI to identify the print date.
- f. *Mailer Identifier (MID)*: identifies the 6 or 9-digit MID of the mailer or mail service provider. A 6-digit MID must begin with a "0" through an "8" and a 9-digit MID must begin with a "9."
- g. *Mod 10 Check Digit*: used as the final digit in the barcode string.
- h. *Postal Code Application Identifier*: identifies the presence of a routing code, when used.
- i. *Serial Number*: identifies the mailpiece, the length for which is determined by the induction channel for the mailer.
- j. *Service Type Code*: a 3-digit code that identifies the mail class, product and/or extra services.
- k. *Source Identifier*: a 2-digit field that identifies the type of online source or platform that generated the barcode.

**5.1.4 Physical Barcode Requirements**

Detailed physical specifications for barcodes are provided in the resource documents, available on RIBBS at <http://ribbs.usps.gov/>. Physical barcode requirements are as follows:

- a. *Barcode Symbology*: generally follows GS1-128 symbology.
- b. *X-Dimension*: defines the width of the narrowest bar or space element within the barcode and must be between 0.013 inch and 0.021 inch. X-Dimension must remain constant through the barcode.
- c. *Barcode Length*: the overall length is a function of the number of characters encoded and the X-Dimension used.
- d. *Barcode Height*: unless allowed by exception, the minimum height must be at least 0.75 inch.
- e. *Minimum Horizontal Barcode Quiet/Clear Zone*: must measure at least ten (10) times the X-Dimension to the left and right of the barcode. A clear zone of at least 0.25 inch is recommended.
- f. *Minimum Vertical Barcode Quiet/Clear Zone*: a clear zone of at least 0.125 inch must be maintained directly above and below the barcode.
- g. *Human-Readable Representation of Barcode Data and Service Banner*: text must be printed in accordance with [Exhibit 5.1.4](#) and as follows:
  1. Human-readable text cannot extend beyond the length of the identification bars.
  2. Service Banners must include the human-readable text “USPS SIGNATURE TRACKING #” (or “USPS SIGNATURE TRACKING NUMBER”) for mailpieces requiring a signature at delivery and “USPS TRACKING #” (or “USPS TRACKING NUMBER”) for all other mailpieces. Service Banner text shown in [Exhibit 5.1.4](#) is an example. See Appendix I in Publication 199 or Publication 91 (addendum appendix H) at <http://ribbs.usps.gov/> for additional information.
- h. *Identification Bars*: are horizontal black lines that extend at least the total combined width of the barcode and the minimum horizontal clearance to the left and right of the barcode, and may extend beyond this measurement to the width of the label are printed in accordance with [Exhibit 5.1.4](#)
- i. *ZIP Identifier for Concatenated Barcodes*: barcodes containing a postal routing code must include a “ZIP” marking above the barcode as shown in [Exhibit 5.1.4](#)

### Exhibit 5.1.4 Barcode Specifications



### 5.1.5 Print Quality Requirements

Detailed specifications for measuring print quality are defined in the Intelligent Mail Package Barcode Specification and Publication 91, *Addendum for Intelligent Mail Package Barcode*, available on RIBBS at <http://ribbs.usps.gov/>.

Print quality requirements are as follows:

- Reflectance*: barcodes must be printed on substrate (e.g. shipping label) of uniform color and must meet requirements for reflectance as measured on a USPS-specified reflectance meter or barcode verifier.
- Symbol Contrast*: when measured in accordance with the Intelligent Mail Package Barcode Specification, must be greater than 40 percent.
- Barcode Quality*: barcodes in each mailing must have an acceptable overall symbol grade.

### 5.1.6 Quality Assurance

Mailers must perform routine inspections and testing of labels and barcodes to ensure quality

### 5.1.7 Electronic File

All mailers generating Intelligent Mail package barcodes must transmit piece-level information to the USPS in an approved electronic file format (except for mailers generating barcodes for use on return services products, such as MRS).

Specifications for electronic files are available on RIBBS at <http://ribbs.usps.gov/>.

Electronic files must include the following elements:

- Header Record*: provides summary information regarding the entity transmitting the file and the nature of the mailing.
- Detail Record 1*: defines the class and service type of the item, fees and postage, destination ZIP Code and information related to containerization.
- Detail Record 2*: provides detail on special products (e.g. Priority Mail Express).

- d. Mailers of commercial parcels, except Standard Mail parcels and parcels bearing PC Postage, claiming presort or destination entry pricing must use version 1.6 (or subsequent versions) of the electronic shipping services manifest files including each destination ZIP + 4 code, or each destination delivery address.
- e. Mailers using a PC Postage system must use version 1.6 (or subsequent versions) of the electronic shipping services manifest files, including each destination ZIP + 4 code, or each destination delivery address.

#### **5.1.8 Alternate Approval**

Labels not meeting IMpb specifications or other label element standards, but are still able to demonstrate acceptable functionality within USPS processes, may be allowed using an alternative approval process authorized by the vice president, Product Information.

## **5.2 Other Package Barcodes**

### **5.2.1 Basic Standards for Postal Routing Barcodes**

Mailers may use a postal routing barcode on parcels that meet the applicable eligibility requirements in [433](#) for First-Class Package Service, [443](#) for Standard Mail, [453](#) for Parcel Select, [463](#) for Bound Printed Matter, or [473](#) for Media Mail or Library Mail. Each parcel must bear a properly prepared GS1-128 barcode symbology as described in [5.2.2](#) that accurately represents the correct ZIP Code or ZIP+4 code of the delivery address. For information on barcode placement for parcels, see [402.4.0](#).

### **5.2.2 Basic Elements of Postal Routing Barcodes**

GS1-Code128 postal routing barcode data elements include:

- a. *Barcode Type*. GS1-128 is the only acceptable barcode and must be printed within Subset C.
- b. *Start Code*. Postal routing barcodes must start with a Symbol Start Code, which is not shown in the human-readable text.
- c. *Function One (FNC1)*. The FNC1 numeric character for GS1-128 follows the symbol start character, is part of the symbology overhead, and is not shown in the human-readable text.
- d. *Application Identifier (AI)*. The AI for a postal routing barcode is “420” for domestic mail and is not shown in the human-readable text.
- e. *ZIP Code or ZIP+4 Code*. Postal routing barcodes must include the 5-digit ZIP Code or ZIP+4 code of the address. Only the 5-digit ZIP Code appears in the human-readable text.
- f. *Check Digit*. A check digit must be added at the end of the sequence of numbers to validate the authenticity of the number. GS1-128 postal routing barcodes must utilize a MOD 103 check digit, which is not shown in the human-readable text.
- g. *Stop Code*. The GS1-128 postal routing barcode must end with a Symbol Stop Code, which is not shown in the human-readable text.

Exhibit 5.2.2 Postal Routing GS1-128 Barcode Format

GS1-128 Format (as described in a-g)

Start	FNC1	4	2	0	2	2	0	2	1	Mod 103	Stop
-------	------	---	---	---	---	---	---	---	---	---------	------



5.2.3 Use With USPS Tracking or Signature Confirmation Service

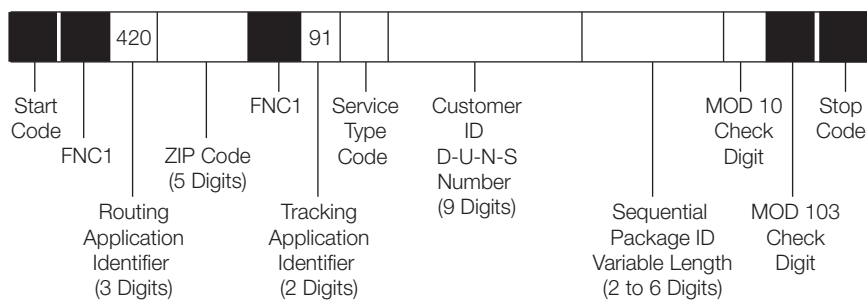
Eligible machinable parcels may qualify for the barcode discount and bear a USPS Tracking or Signature Confirmation barcode using one of the following options:

- a. The Single Concatenated Barcode (see [Exhibit 5.2.3a](#)). Mailers may place a single concatenated barcode that combines the postal routing information and USPS Tracking or Signature Confirmation information. Single concatenated barcodes must be prepared in accordance with the technical specifications and requirements in [503.10.0](#) for USPS Tracking service, [503.11.0](#) for Signature Confirmation service, and Publication 91, Confirmation Services Technical Guide. If a parcel bears a single concatenated barcode, then no other barcode that contains the postal routing barcode may be affixed to the package.

708.5.2.3

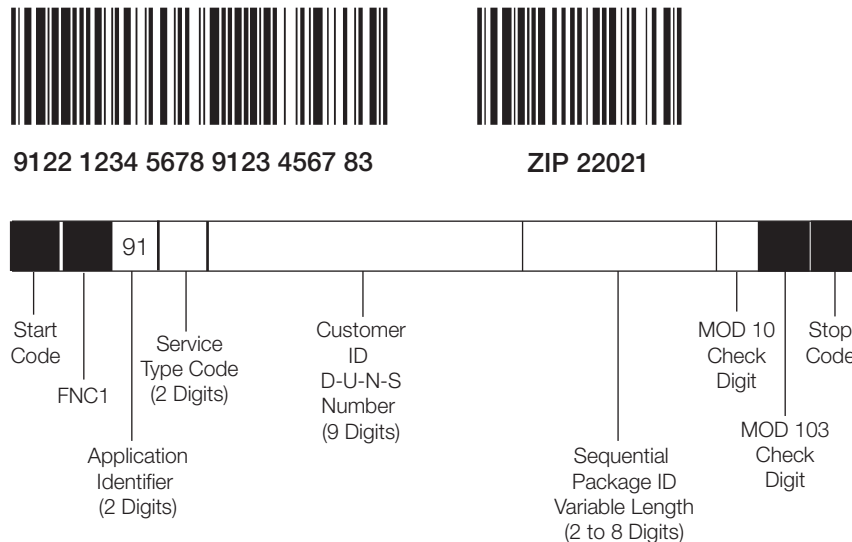
**Exhibit 5.2.3a Confirmation Services Concatenated GS1-128 Barcode Format**

420 22021 9122 1234 5678 9123 4567 83



- b. Separate Barcodes (see [Exhibit 5.2.3b](#)). Mailers may place both a postal routing barcode described in [5.2.2](#) and a USPS Tracking barcode described in [503.10.0](#) or a Signature Confirmation barcode described in [503.11.0](#) (and Publication 91) on the same parcel.

### Exhibit 5.2.3b Confirmation Services GS1-128 Barcode Format Using a Separate Postal Routing Barcode



### 5.2.4 Use With Confirmation Services and Insurance (Integrated Barcode)

To eliminate the need to place one barcode for USPS Tracking or Signature Confirmation and another barcode for insurance, eligible machinable parcels may qualify for the barcode discount by placing a single integrated barcode that combines USPS Tracking or Signature Confirmation and insurance using one of the following options:

- Single Concatenated Integrated Barcode that combines postal routing information and postal insurance ([503.3.0](#)) with USPS Tracking service or Signature Confirmation service. Single concatenated integrated barcodes must be prepared in accordance with the technical specifications and requirements in [503.10.0](#) for USPS Tracking service, [503.11.0](#) for Signature Confirmation service, and Publication 91. If a parcel bears a single concatenated integrated barcode then no other barcode that contains the postal routing barcode may be affixed to the package.
- Separate Barcodes. Mailers may place both a postal routing barcode described in [5.2.2](#) and an integrated barcode that combines insurance as described in [5.2a](#) on the same parcel with USPS Tracking in [503.10.0](#) or Signature Confirmation in [503.11.0](#). The integrated barcode option allows electronic mailers to combine multiple special services into a single barcode on their packages.

### 5.2.5 Dimensions

The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of the narrow bars or spaces must be at least 0.013 inch but no more than 0.021 inch. All bars must be at least 0.75 inch high.

### 5.2.6 Location

See [402.4.1](#) for barcode location standards.

**5.2.7 Clear Zone**

The barcode must be located as specified in [402.4.1](#). No printing may appear in an area 1/8 inch above and below the barcode. A minimum clear (quiet) zone equal to 10 times the average measured narrow element (bars or space) width must be maintained to the left and right of the barcode.

**5.2.8 Reflectance**

Barcodes must be printed on substrate (e.g. shipping label) of uniform color and must meet requirements for reflectance as measured on a USPS-specified reflectance meter or barcode verifier.

**5.2.9 Quality**

All barcodes in each mailing must measure American National Standards Institute (ANSI) grade C or above. Information concerning ANSI guidelines X3.182-1990 may be obtained from the ANSI (see [608.8.3](#)).

**5.2.10 Human-Readable Information**

The human-readable information on the barcode must conform to one of the following options:

- a. For postal routing barcodes printed under [5.2.2](#), [5.2.3b](#), and [5.2.4b](#), if the postal routing barcode is printed on a separate label, the human-readable equivalent of the ZIP Code or ZIP+4 code encoded in the barcode preceded by the word “ZIP” must be printed between 1/8 inch and 1/2 inch below the barcode in 10-point or larger bold sans-serif type. Alternatively, the word “ZIP” may be placed no less than 10 times the average narrow bar or space element width and no more than 1/2 inch to the left of the barcode, in 10-point or larger bold sans-serif type (see [Exhibit 5.2.2](#)). While not recommended, if the postal routing barcode is printed on the delivery address label and is in close proximity to the address, the human-readable equivalent of the ZIP Code (and the word “ZIP”) may be omitted.
- b. For barcodes printed under [5.2.3b](#) or [5.2.4b](#) the human-readable information for the concatenated or concatenated/integrated barcode must include as text the application identifiers (AI) 420 and 91 and the full tracking identification number. When the AI 420 and ZIP Code information is used, it must be parsed separately from the main body of text. The first group will contain the 420 AI, space, 5-digit ZIP Code, space, +4 code (if used), space, with the remaining human-readable text parsed in groups of four with the remaining digits grouped at the end (e.g., 420 22021 9122 1234 5678 9123 4567 83).

**5.2.11 Service Banner Text**

Except with Certified Mail, Registered Mail, Adult Signature, Parcel Return Service, and Priority Mail Express or Priority Mail Open and Distribute services, mailers preparing extra service barcodes under [5.2](#) may optionally use a “USPS TRACKING #” human-readable service banner text above the barcode on packages not requiring a signature at delivery, and a “USPS SIGNATURE TRACKING #” service banner text above the barcode on packages where a signature is required at delivery.



**5.2.12 Technical Specifications**

Postal routing codes must meet the technical specifications in the GS1-128 Application Identifier Standard, which can be obtained from Uniform Code Council Inc. (see [608.8.0](#)), and the barcode characteristics in [5.0](#).

**5.2.13 Substrate Material**

Barcodes must be printed on substrate material that preserves the optical specification as described in the AIM-USA Uniform Symbology Specification documents. Typically, white label stock commonly used for barcode generation is suitable, providing it is not glossy (causing mirror-like, specular reflection) or prone to smearing or smudging.

## 6.0 Standards for Barcoded Tray Labels, Sack Labels, and Container Placards

### 6.1 General

**6.1.1 Tray and Sack Labels**

Intelligent Mail tray labels (see [6.5](#)), barcoded 2-inch tray and sack labels, and barcoded 1-inch sack labels are the USPS-approved methods to encode routing, content, origin, and mailer information on trays and sacks. Intelligent Mail tray labels are designed for use with Intelligent Mail barcoded mail and have the capacity to provide unique identification throughout postal processing.

**6.1.2 Container Placards**

Mailer-generated container placards bearing Intelligent Mail container barcodes identify the mail owner or agent and uniquely identify the unit (pallet, container, or rolling stock). Intelligent Mail container placards are designed for use with Intelligent Mail barcoded mail and Intelligent Mail tray labels.

### 6.2 Specifications for Barcoded Tray and Sack Labels

**6.2.1 Use**

[Exhibit 6.2.1](#) shows the types of mail requiring barcoded tray or sack labels. Barcoded labels must meet these general standards:

- a. Mailers must use the appropriate size label for the sack or tray.
- b. Mailer-produced barcoded labels must meet the standards in [6.0](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray or sack to prevent their loss during transport and processing.

**Exhibit 6.2.1 Required Barcoded Tray and Sack Labels**

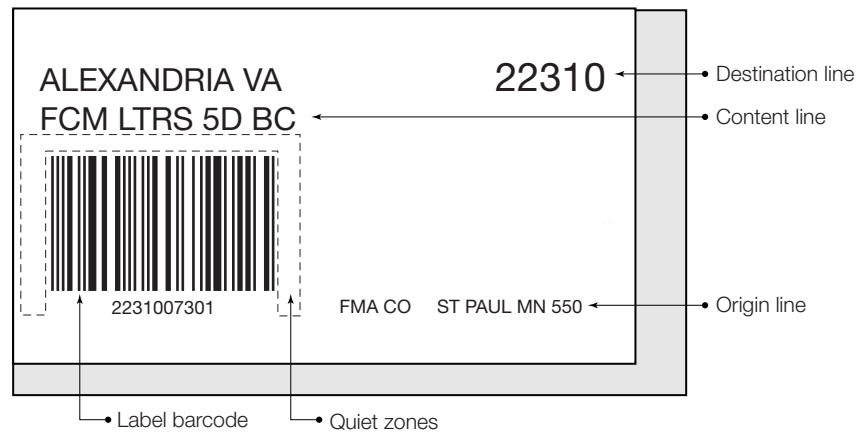
PRICE OR TYPE	PROCESSING CATEGORY
<b>First-Class Mail</b>	
Automation price	Letter-size, flat-size
Cobundled and cotrayed under 705.9.0 through 705.13.0	Flat-size
<b>Periodicals</b>	
Automation price	Letter-size, flat-size
Cobundled and cosacked under 705.9.0 through 705.13.0	Flat-size
<b>Standard Mail</b>	
Automation price	Letter-size, flat-size
Enhanced Carrier Route high-density and saturation letter prices	Letter-size (barcoded labels not required for letter-size pieces with simplified addresses or paid at nonletter prices)
Cobundled and cosacked under 705.9.0 through 705.13.0	Flat-size
Automation, Presorted, and Enhanced Carrier Route in letter trays under 345.3.0	Flat-size
Automation and Presorted in letter trays cotrayed under 705.9.0 using 345.3.0 option	Flat-size
<b>Bound Printed Matter</b>	
Barcoded	Flat-size

**6.2.2 Line 1 (Destination Line)**

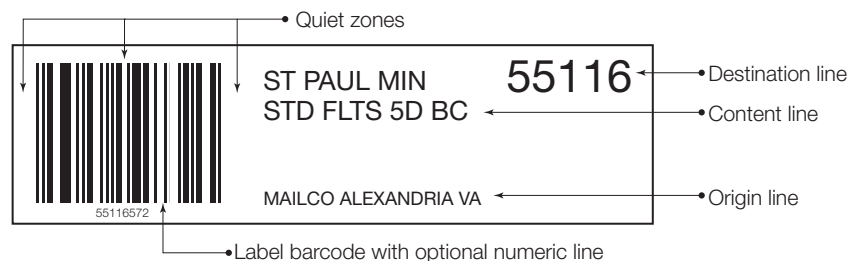
[10-7-13] The destination line must meet these standards:

- a. *Placement.* The destination line must be the top line of the label, placed in the position shown in [Exhibit 6.2.2a](#) or [Exhibit 6.2.2b](#) (above the barcode on tray labels or 2-inch sack labels and to the right of the barcode on 1-inch sack labels). An exception is that one line of extraneous information may appear above the destination line on tray and sack labels as provided in [6.3.2](#), and [6.3.2f](#). The destination line must be completely visible when placed in the label holder. This visibility is ensured if the destination line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.

**Exhibit 6.2.2a Barcoded 2-Inch Sack Labels and Barcoded Tray Labels**

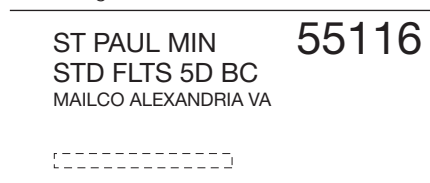


- b. *Information.* The destination line must contain only the information required by the applicable standards for the class, processing category, sortation level of the tray or sack, and the prices claimed. This information is contained in the labeling lists for all sortation and price levels except trays and sacks to carrier route, 5-digit carrier routes, merged 5-digit, and 5-digit destinations, and except for automation letter trays to 5-digit scheme destinations. For the destination line of carrier route, 5-digit carrier routes, merged 5-digit, and 5-digit trays and sacks, the city, two-letter state abbreviation, and 5-digit ZIP Code of the destination 5-digit ZIP Code area must be shown. For 5-digit scheme trays, the city, two-letter state abbreviation, and ZIP Code for the destination scheme must be obtained from the City State Product. The destination line may contain abbreviated city and state information if such abbreviations are those in the City State Product.

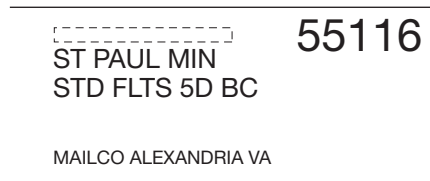
**Exhibit 6.2.2b Barcoded 1-Inch Sack Labels**

Extraneous  
Information  
Placement:

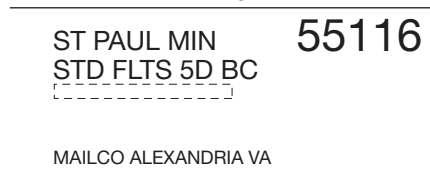
Below origin line



Above destination line



Between content and origin lines



- c. *Overseas Military Mail*. The exact content identifier number (CIN) that matches the level of tray or sack must be used in the barcode and its numeric line on barcoded tray or sack labels. The required second line of information that corresponds to the CIN must appear on the human-readable content line of the label. The human-readable content line is automatically printed when labels are obtained through the CLDS system ([clds.usps.com](https://clds.usps.com)). A footnote at the end of the content line information means that the mailer must add appropriate information when ordering and printing tray and sack labels.

**6.2.3 Line 2 (Content Line)**

The content line must meet these standards:

- a. *General*. The content line must appear directly below the destination line as shown in [Exhibit 6.2.2a](#) or [Exhibit 6.2.2b](#). This line must show the class, processing category, and the sortation level of the tray or sack as required by the applicable standards for the mailing. The appropriate content identifier number (CIN) in [6.2.4](#) that corresponds to that content line must be used in the barcode.
- b. *Periodicals*. Except as provided in [705.8.16](#) for copalletized mailings and in [707.27.2](#) for combined mailings, Periodicals publications must use one of the following for Line 2 class information:
  1. “PER.”
  2. “NEWS” if published weekly or more often or if authorized newspaper treatment as of March 1, 1984.
- c. *Additional Information*. For 3-digit scheme trays as specified by the labeling list, the content line for some destinations must be followed by the letter “A,” “B,” or “C,” which is not required to be right-justified. For carrier route trays and sacks, the content information must be followed by a one-letter carrier route type description followed by a space and a 3-digit route number for the route to which the tray is destined.

#### 6.2.4 3-Digit Content Identifier Numbers

**[10-7-13]** The exact content identifier number (CIN) that matches the level of tray or sack must be used in the barcode and its numeric line on barcoded tray or sack labels. The required second line of information that corresponds to the CIN must appear on the human-readable content line of the label. The human-readable content line is automatically printed when labels are obtained by mailers through the CLDS system ([clds.usps.com](https://clds.usps.com)). A footnote at the end of the content line information means that the mailer must add appropriate information when ordering and printing tray and sack labels. See [Exhibit 6.2.4](#).



708.6.2.4

**Exhibit 6.2.4 3-Digit Content Identifier Numbers**

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
<b>PRIORITY MAIL EXPRESS OPEN AND DISTRIBUTE</b>		
Dropship, all container levels	143	EXPRESS DROPSHIP
<b>PRIORITY MAIL OPEN AND DISTRIBUTE</b>		
Dropship, all container levels	165	PMOD
Letters, all classes	029	PMOD LTRS
Flats, all classes	030	PMOD FLTS
Parcels, all classes	025	PMOD PARCELS
<b>First-Class Package Service, Parcels</b>		
DDU parcels	026	PMOD FC PARCELS DDU
SCF parcels	027	PMOD FC PARCELS SCF
ADC parcels	028	PMOD FC PARCELS ADC
<b>All Other Classes, Parcels</b>		
DDU parcels	031	PMOD PARCELS DDU
SCF parcels	032	PMOD PARCELS SCF
ADC parcels	033	PMOD PARCELS ADC
ASF/NDC irregular parcels	034	PMOD IRREG NDC
ASF/NDC machinable parcels	035	PMOD MACH NDC
<b>FIRST-CLASS MAIL</b>		
<b>FCM Letters — Automation</b>		
5-digit scheme trays	241	FCM LTR BC 5D SCHEME
5-digit trays	242	FCM LTR 5D BC
3-digit scheme trays	243	FCM LTR BC SCHEME <sup>2</sup>
3-digit trays	244	FCM LTR 3D BC
AADC trays	245	FCM LTR AADC BC
mixed AADC trays	246	FCM LTR BC WKG
<b>FCM Letters — Nonautomation Machinable</b>		
3-digit trays	255	FCM LTR 3D MACH
AADC trays	258	FCM LTR AADC MACH
mixed AADC trays	260	FCM LTR MACH WKG

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
<b>FCM Letters — Presorted Nonmachinable</b>		
5-digit trays	267	FCM LTR 5D MANUAL
3-digit trays	269	FCM LTR 3D MANUAL
ADC trays	270	FCM LTR ADC MANUAL
mixed ADC trays	268	FCM LTR MANUAL WKG
<b>FCM Letters — Single-Piece</b>		
single-piece trays	260	FCM SNGLP LTRS WKG
<b>FCM Flats — Automation</b>		
5-digit trays	272	FCM FLTS 5D BC
3-digit trays	273	FCM FLTS 3D BC
ADC trays	274	FCM FLTS ADC BC
mixed ADC trays	275	FCM FLTS BC WKG
<b>FCM Flats — Presorted</b>		
5-digit trays	278	FCM FLTS 5D NON BC
3-digit trays	279	FCM FLTS 3D NON BC
ADC trays	280	FCM FLTS ADC NON BC
mixed ADC trays	282	FCM FLTS NON BC WKG
<b>FCM Flats — Cotrayed Automation and Presorted</b>		
5-digit trays	221	FCM FLTS 5D BC/NBC
3-digit trays	222	FCM FLTS 3D BC/NBC
ADC trays	231	FCM FLTS ADC BC/NBC
mixed ADC trays	232	FCM FLTS BC/NBC WKG
<b>FCM Flats — Single-Piece</b>		
single-piece trays	282	FCM SNGLP FLTS WKG
<b>FC Parcels — Presorted</b>		
5-digit scheme sacks	289	FC PARCELS 5D SCH
5-digit sacks	289	FC PARCELS 5D
3-digit sacks	290	FC PARCELS 3D
ADC sacks	291	FC PARCELS ADC
mixed ADC sacks	292	FC PARCELS WKG

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
<b>PERIODICALS (PER)</b>		
<b>PER Letters — Carrier Route</b>		
saturation price trays	369	PER LTRS WSS <sup>1</sup>
high density price trays	370	PER LTRS WSH <sup>1</sup>
basic price trays	366	PER LTRS CR <sup>1</sup>
5-digit carrier routes trays	367	PER LTRS CR-RTS
3-digit carrier routes trays	368	PER LTRS 3D CR-RTS
<b>PER Letters — Barcoded (Automation)</b>		
5-digit scheme trays	341	PER LTRS BC 5D SCHEME
5-digit trays	342	PER LTRS 5D BC
3-digit scheme trays	343	PER LTRS BC SCHEME <sup>2</sup>
3-digit trays	344	PER LTRS 3D BC
AADC trays	345	PER LTRS AADC BC
mixed AADC trays	346	PER LTRS BC WKG
<b>PER Letters — Nonbarcoded (Nonautomation)</b>		
5-digit trays	350	PER LTRS 5D NON BC
3-digit trays	353	PER LTRS 3D NON BC
ADC trays	356	PER LTRS ADC NON BC
mixed ADC trays	359	PER LTRS NON BC WKG
<b>PER Flats — Carrier Route</b>		
car. rt. sacks — saturation	387	PER FLTS WSS <sup>1</sup>
car. rt. sacks — high density	388	PER FLTS WSH <sup>1</sup>
car. rt. sacks — basic	385	PER FLTS CR <sup>1</sup>
5-digit carrier routes sacks	386	PER FLTS 5D CR-RTS
5-digit scheme car. rts. sacks	371	PER FLTS CR-RTS SCH
3-digit carrier routes sacks	351	PER FLTS 3D CR-RTS
<b>PER Flats — Barcoded</b>		
5-digit sacks	372	PER FLTS 5D BC
5-digit scheme sacks	372	PER FLTS 5D SCH BC
3-digit sacks	373	PER FLTS 3D BC
SCF sacks	377	PER FLTS SCF BC
ADC sacks or trays	374	PER FLTS ADC BC
mixed ADC sacks or trays	375	PER FLTS BC WKG
origin mixed ADC sacks or trays	381	PER FLTS WKG W FCM

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
<b>PER Flats — Nonbarcoded</b>		
5-digit scheme sacks	378	PER FLT 5D SCH NON BC
5-digit sacks	378	PER FLTS 5D NON BC
3-digit sacks	379	PER FLTS 3D NON BC
SCF sacks	384	PER FLTS SCF NON BC
ADC sacks or trays	380	PER FLTS ADC NON BC
mixed ADC sacks or trays	382	PER FLTS NON BC WKG
origin mixed ADC sacks or trays	381	PER FLTS WKG W FCM
<b>PER Flats — Cosacked Barcoded and Nonbarcoded</b>		
5-digit scheme sacks	321	PER FLT 5D SCH BC/NBC
5-digit sacks	321	PER FLTS 5D BC/NBC
3-digit sacks	322	PER FLTS 3D BC/NBC
SCF sacks	329	PER FLTS SCF BC/NBC
ADC sacks or trays	331	PER FLTS ADC BC/NBC
mixed ADC sacks or trays	332	PER FLTS BC/NBC WKG
origin mixed ADC sacks or trays	381	PER FLTS WKG W FCM
<b>PER Flats — Merged Carrier Route, Barcoded, and Nonbarcoded</b>		
merged 5-digit sacks	339	PER FLTS CR/5D
merged 5-digit scheme sacks	349	PER FLTS CR/5D SCH
merged 3-digit sacks	352	PER FLTS CR/5D/3D
<b>PER Irregular Parcels — Merged Carrier Route and Presorted</b>		
merged 5-digit sacks	340	PER IRREG CR/5D
merged 3-digit sacks	354	PER IRREG CR/5D/3D
merged 5-digit scheme sacks	365	PER IRREG CR/5D SCH
<b>PER Irregular Parcels — Carrier Route</b>		
saturation price sacks	397	PER IRREG WSS <sup>1</sup>
high density price sacks	398	PER IRREG WSH <sup>1</sup>
basic price sacks	395	PER IRREG CR <sup>1</sup>
5-digit carrier routes sacks	396	PER IRREG 5D CR-RTS
5-digit scheme car. rts. sacks	399	PER IRREG CR-RTS SCH
3-digit carrier routes sacks	355	PER IRREG 3D CR-RTS



## 708.6.2.4

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
<b>PER Irregular Parcels — Presorted</b>		
5-digit sacks	389	PER IRREG 5D
3-digit sacks	390	PER IRREG 3D
SCF sacks	394	PER IRREG SCF
ADC sacks or trays	391	PER IRREG ADC
mixed ADC sacks or trays	392	PER IRREG WKG
origin mixed ADC sacks or trays	363	PER IRREG WKG W FCM
<b>PERIODICALS (NEWS)</b>		

<b>NEWS Letters — Carrier Route</b>		
saturation price trays	469	NEWS LTRS WSS <sup>1</sup>
high density price trays	470	NEWS LTRS WSH <sup>1</sup>
basic price trays	466	NEWS LTRS CR <sup>1</sup>
5-digit carrier routes trays	467	NEWS LTRS CR-RTS
3-digit carrier routes trays	468	NEWS LTRS 3D CR-RTS
<b>NEWS Letters — Barcoded (Automation)</b>		
5-digit scheme trays	441	NEWS LTR BC 5D SCHEME
5-digit trays	442	NEWS LTRS 5D BC
3-digit scheme trays	443	NEWS LTRS BC SCHEME <sup>2</sup>
3-digit trays	444	NEWS LTRS 3D BC
AADC trays	445	NEWS LTRS AADC BC
mixed AADC trays	446	NEWS LTRS BC WKG
<b>NEWS Letters — Nonbarcoded (Nonautomation)</b>		
5-digit trays	450	NEWS LTRS 5D NON BC
3-digit trays	453	NEWS LTRS 3D NON BC
ADC trays	456	NEWS LTRS ADC NON BC
mixed ADC trays	459	NEWS LTRS NON BC WKG

<b>NEWS Flats — Carrier Route</b>		
car. rt. sacks — saturation	487	NEWS FLTS WSS <sup>1</sup>
car. rt. sacks — high density	488	NEWS FLTS WSH <sup>1</sup>
car. rt. sacks — basic	485	NEWS FLTS CR <sup>1</sup>
5-digit carrier routes sacks	486	NEWS FLTS 5D CR-RTS
5-digit scheme car. rts. sacks	471	NEWS FLTS CR-RTS SCH
3-digit carrier routes sacks	451	NEWS FLTS 3D CR-RTS

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
<b>NEWS Flats — Barcoded</b>		
5-digit sacks	472	NEWS FLTS 5D BC
5-digit scheme sacks	472	NEWS FLTS 5D SCH BC
3-digit sacks	473	NEWS FLTS 3D BC
SCF sacks	477	NEWS FLTS SCF BC
ADC sacks or trays	474	NEWS FLTS ADC BC
mixed ADC sacks or trays	475	NEWS FLTS BC WKG
origin mixed ADC sacks or trays	481	NEWS FLTS WKG W FCM

<b>NEWS Flats — Nonbarcoded</b>		
5-digit scheme sacks	478	NEWS FLT 5D SCH NON BC
5-digit sacks	478	NEWS FLTS 5D NON BC
3-digit sacks	479	NEWS FLTS 3D NON BC
SCF sacks	484	NEWS FLTS SCF NON BC
ADC sacks or trays	480	NEWS FLTS ADC NON BC
mixed ADC sacks or trays	482	NEWS FLTS NON BC WKG
origin mixed ADC sacks or trays	481	NEWS FLTS WKG W FCM

<b>NEWS Flats — Cosacked Barcoded and Nonbarcoded</b>		
5-digit scheme sacks	421	NEWS FLT 5D SCH BC/NBC
5-digit sacks	421	NEWS FLTS 5D BC/NBC
3-digit sacks	422	NEWS FLTS 3D BC/NBC
SCF and origin/entry SCF sacks	429	NEWS FLTS SCF BC/NBC
ADC sacks or trays	431	NEWS FLTS ADC BC/NBC
mixed ADC sacks or trays	432	NEWS FLTS BC/NBC WKG
origin mixed ADC sacks or trays	481	NEWS FLTS WKG W FCM

<b>NEWS Flats — Merged Carrier Route, Barcoded, and Nonbarcoded</b>		
merged 5-digit	439	NEWS FLTS CR/5D
merged 5-digit scheme	449	NEWS FLTS CR/5D SCH
merged 3-digit sacks	452	NEWS FLTS CR/5D/3D



CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
<b>NEWS Irregular Parcels – Merged Carrier Route and Presorted</b>		
merged 5-digit	440	NEWS IRREG CR/5D
merged 5-digit scheme	465	NEWS IRREG CR/5D SCH
merged 3-digit sacks	454	NEWS IRREG CR/5D/3D
<b>NEWS Irregular Parcels – Carrier Route</b>		
saturation price sacks	497	NEWS IRREG WSS <sup>1</sup>
high density price sacks	498	NEWS IRREG WSH <sup>1</sup>
basic price sacks	495	NEWS IRREG CR <sup>1</sup>
5-digit carrier routes sacks	496	NEWS IRREG 5D CR-RTS
5-digit scheme car. rts. sacks	499	NEWS IRREG CR-RTS SCH
3-digit carrier routes sacks	455	NEWS IRREG 3D CR-RTS
<b>NEWS Irregular Parcels – Presorted</b>		
5-digit sacks	489	NEWS IRREG 5D
3-digit sacks	490	NEWS IRREG 3D
SCF sacks	494	NEWS IRREG SCF
ADC sacks or trays	491	NEWS IRREG ADC
mixed ADC sacks or trays	492	NEWS IRREG WKG
origin mixed ADC sacks or trays	463	NEWS IRREG WKG W FCM

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
<b>STANDARD MAIL</b>		
<b>ECR Letters – Barcoded</b>		
saturation price	557	STD LTR BC WSS <sup>1</sup>
high density or high density plus price	557	STD LTR BC WSH <sup>1</sup>
basic price	557	STD LTR BC LOT <sup>1</sup>
5-digit carrier routes trays	564	STD LTR 5D CR-RT BC
3-digit carrier routes trays	565	STD LTR 3D CR-RT BC
<b>ECR Letters – Nonautomation (Machinable)</b>		
saturation price	569	STD LTR MACH WSS <sup>1</sup>
high density or high density plus price	569	STD LTR MACH WSH <sup>1</sup>
basic price	569	STD LTR MACH LOT <sup>1</sup>
5-digit carrier routes trays	567	STD LTR 5D CR-RT MACH
3-digit carrier routes trays	568	STD LTR 3D CR-RT MACH
<b>ECR Letters – Nonautomation (Nonmachinable)</b>		
saturation price	608	STD LTR MAN WSS <sup>1</sup>
high density or high density plus price	608	STD LTR MAN WSH <sup>1</sup>
basic price	608	STD LTR MAN LOT <sup>1</sup>
5-digit carrier routes trays	609	STD LTR 5D CR-RT MAN
3-digit carrier routes trays	611	STD LTR 3D CR-RT MAN
<b>STD Letters – Automation</b>		
5-digit scheme trays	541	STD LTR BC 5D SCHEME
5-digit trays	542	STD LTR 5D BC
3-digit scheme trays	543	STD LTR BC SCHEME <sup>2</sup>
3-digit trays	544	STD LTR 3D BC
AADC trays	545	STD LTR AADC BC
mixed AADC trays	546	STD LTR BC WKG
<b>STD Letters – Nonautomation Machinable</b>		
3-digit trays	555	STD LTR 3D MACH
AADC trays	558	STD LTR AADC MACH
mixed AADC trays	560	STD LTR MACH WKG



## 708.6.2.4

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE	CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
<b>STD Letters — Presorted Nonmachinable</b>			mixed ADC sacks	582	STD FLTS NON BC WKG
5-digit trays	604	STD LTR 5D MANUAL			
3-digit trays	606	STD LTR 3D MANUAL			
ADC trays	607	STD LTR ADC MANUAL			
mixed ADC trays	605	STD LTR MANUAL WKG			
<b>STD Letters — Residual Pieces Subject to FCM Single-Piece Prices</b>					
residual trays	560	STD LTRS WKG			
<b>Enhanced Carrier Route Flats — Nonautomation</b>					
saturation price sacks	587	STD FLTS ECRWSS <sup>1</sup>			
high density or high density plus price sacks	588	STD FLTS ECRWSH <sup>1</sup>			
basic price sacks	589	STD FLTS ECRLOT <sup>1</sup>			
5-digit carrier routes sacks	586	STD FLTS CR-RTS			
5-digit scheme car. rts. sacks	529	STD FLTS CR-RTS SCH			
<b>STD Flats — Cosacked Automation and Nonautomation</b>					
5-digit scheme sacks	521	STD FLT 5D SCH BC/NBC			
5-digit sacks	521	STD FLTS 5D BC/NBC			
3-digit and origin/entry 3-digit sacks	522	STD FLTS 3D BC/NBC			
ADC sacks	531	STD FLTS ADC BC/NBC			
mixed ADC sacks	532	STD FLTS BC/NBC WKG			
<b>STD Flats — Merged Carrier Route, Automation, and Presorted</b>					
merged 5-digit	539	STD FLTS CR/5D			
merged 5-digit scheme	549	STD FLTS CR/5D SCH			
<b>STD Flats — Automation</b>					
5-digit sacks	572	STD FLTS 5D BC			
5-digit scheme sacks	572	STD FLTS 5D SCH BC			
3-digit sacks	573	STD FLTS 3D BC			
ADC sacks	574	STD FLTS ADC BC			
mixed ADC sacks	575	STD FLTS BC WKG			
<b>STD Flats — Nonautomation</b>					
5-digit scheme sacks	578	STD FLT 5D SCH NON BC			
5-digit sacks	578	STD FLTS 5D NON BC			
3-digit sacks	579	STD FLTS 3D NON BC			
ADC sacks	580	STD FLTS ADC NON BC			

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
<b>STD Flats — Residual Pieces Subject to FCM Single-Piece Prices</b>		
residual sacks	582	STD FLTS WKG
<b>Customized MarketMail (CMM)</b>		
CMM letter trays	206	DEL LTR STD CMM MAN
CMM flat trays	207	DEL FLTS STD CMM MAN
CMM sacks	205	DEL STD CMM MAN
<b>ECR Marketing Parcels</b>		
saturation price sacks	599	STD MKTG WSS <sup>1</sup>
high density price sacks	600	STD MKTG WSH <sup>1</sup>
basic price sacks	601	STD MKTG LOT <sup>1</sup>
5-digit carrier routes sacks	598	STD MKTG CR-RTS
<b>STD Marketing Parcels less than 6 oz. and Irregular Parcels</b>		
5-digit scheme sacks	590	STD IRREG 5D SCH
5-digit sacks	590	STD IRREG 5D
SCF sacks	596	STD IRREG SCF
ASF sacks	571	STD IRREG ASF
NDC sacks	570	STD IRREG NDC
mixed NDC sacks	594	STD IRREG WKG
<b>STD Marketing Parcels 6 oz. or more and Machinable Parcels</b>		
5-digit sacks	670	STD MACH 5D
5-digit scheme sacks	670	STD MACH 5D SCH
ASF sacks	672	STD MACH ASF
NDC sacks	673	STD MACH NDC
mixed NDC sacks	674	STD MACH WKG
<b>STD Machinable and Irregular Parcels — Presorted</b>		
5-digit sacks	603	STD MACH-IRREG 5D
5-digit scheme sacks	603	STD MACH-IRREG 5D SCH

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
<b>PACKAGE SERVICES</b>		
<b>Carrier Route BPM — Flats</b>		
carrier route sacks	657	PSVC FLTS CR <sup>1</sup>
5-digit scheme car. rts. sacks	659	PSVC FLTS CR-RTS SCH
5-digit carrier routes sacks	658	PSVC FLTS CR-RTS
<b>Presorted BPM — Flats</b>		
5-digit scheme sacks	649	PSVC FLTS 5D SCH NON BC
5-digit sacks	649	PSVC FLTS 5D NON BC
3-digit sacks	650	PSVC FLTS 3D NON BC
SCF sacks	654	PSVC FLTS SCF NON BC
ADC sacks	651	PSVC FLTS ADC NON BC
mixed ADC sacks	653	PSVC FLTS NON BC WKG
<b>Presorted BPM — Automation Flats</b>		
5-digit sacks	635	PSVC FLTS 5D BC
5-digit scheme sacks	635	PSVC FLTS 5D SCH BC
3-digit sacks	636	PSVC FLTS 3D BC
SCF sacks	637	PSVC FLTS SCF BC
ADC sacks	638	PSVC FLTS ADC BC
mixed ADC sacks	639	PSVC FLTS BC WKG
<b>BPM Flats — Cosacked Barcoded and Presorted</b>		
5-digit scheme sacks	648	PSVC FLTS 5D SCH BC/NBC
5-digit sacks	648	PSVC FLTS 5D BC/NBC
3-digit sacks	661	PSVC FLTS 3D BC/NBC
SCF sacks	667	PSVC FLTS SCF BC/NBC
ADC sacks	668	PSVC FLTS ADC BC/NBC
mixed ADC sacks	669	PSVC FLTS BC/NBC WKG
<b>Carrier Route BPM — Irregular Parcels</b>		
carrier route sacks	697	PSVC IRREG CR <sup>1</sup>
5-digit carrier routes sacks	698	PSVC IRREG CR-RTS
5-digit scheme car. rt. sacks	698	PSVC IRREG CR-RTS SCH

708.6.2.4

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
<b><i>Presorted BPM — Irregular Parcels</i></b>		
5-digit sacks	690	PSVC IRREG 5D
5-digit scheme sacks	690	PSVC IRREG 5D SCH
3-digit sacks	691	PSVC IRREG 3D
SCF sacks	696	PSVC IRREG SCF
ADC sacks	692	PSVC IRREG ADC
mixed ADC sacks	694	PSVC IRREG WKG
<b><i>Carrier Route BPM — Machinable Parcels</i></b>		
carrier route sacks	687	PSVC MACH CR <sup>1</sup>
<b><i>Presorted BPM — Machinable Parcels</i></b>		
5-digit sacks	680	PSVC MACH 5D
5-digit scheme sacks	680	PSVC MACH 5D SCH
ASF sacks	682	PSVC MACH ASF
NDC sacks	683	PSVC MACH NDC
mixed NDC sacks	684	PSVC MACH WKG
<b><i>Media Mail and Library Mail Flats — Presorted</i></b>		
5-digit sacks	649	PSVC FLTS 5D NON BC
3-digit sacks	650	PSVC FLTS 3D NON BC
ADC sacks	651	PSVC FLTS ADC NON BC
mixed ADC sacks	653	PSVC FLTS NON BC WKG
<b><i>Media Mail and Library Mail Irregular Parcels — Presorted</i></b>		
5-digit scheme sacks	690	PSVC IRREG 5D SCH
5-digit sacks	690	PSVC IRREG 5D
3-digit sacks	691	PSVC IRREG 3D
ADC sacks	692	PSVC IRREG ADC
mixed ADC sacks	694	PSVC IRREG WKG
<b><i>Media Mail and Library Mail Machinable Parcels — Presorted</i></b>		
5-digit scheme sacks	680	PSVC MACH 5D SCH
5-digit sacks	680	PSVC MACH 5D
3-digit sacks	682	PSVC MACH ASF
ADC sacks	683	PSVC MACH NDC
mixed ADC sacks	684	PSVC MACH WKG

CLASS AND MAILING	HUMAN-READABLE	
	CIN	CONTENT LINE
<b>PARCEL SELECT</b>		
<b><i>Parcel Select Machinable Parcels</i></b>		
5-digit sacks	680	PSVC MACH 5D
5-digit scheme sacks	680	PSVC MACH 5D SCH
ASF sacks	682	PSVC MACH ASF
NDC sacks	683	PSVC MACH NDC
mixed NDC sacks	684	PSVC MACH WKG
<b><i>Parcel Select DSCF and DDU Prices</i></b>		
5-digit sacks	688	PSVC PARCELS 5D
5-digit scheme sacks	688	PSVC PARCELS 5D SCH
<b><i>Parcel Select — Irregular (Nonmachinable) Parcels</i></b>		
3-digit sacks	691	PSVC IRREG 3D
<b><i>Parcel Select Lightweight Machinable Parcels</i></b>		
5-digit sacks	670	STD MACH 5D
5-digit scheme sacks	670	STD MACH 5D SCH
ASF sacks	672	STD MACH ASF
NDC sacks	673	STD MACH NDC
mixed NDC sacks	674	STD MACH WKG
<b><i>Parcel Select Lightweight Irregular Parcels</i></b>		
5-digit sacks	590	STD IRREG 5D
5-digit scheme sacks	590	STD IRREG 5D SCH
SCF sacks	596	STD IRREG SCF
ASF sacks	571	STD IRREG ASF
NDC sacks	570	STD IRREG NDC
mixed NDC sacks	594	STD IRREG WKG
<b><i>Combined Package Services and Parcel Select Parcels</i></b>		
5-digit sacks	688	PSVC PARCELS 5D
5-digit scheme sacks	688	PSVC PARCELS 5D SCH

708.6.2.4

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
<b><i>Combined Package Services, Parcel Select, and Standard Machinable Parcels</i></b>		
5-digit sacks	660	STD/PSVC MACH 5D
5-digit scheme sacks	660	STD/PSVC MACH 5D SCH
ASF sacks	662	STD/PSVC MACH ASF
NDC sacks	663	STD/PSVC MACH NDC
mixed NDC sacks	664	STD/PSVC MACH WKG
<b><i>Combined Package Services, Parcel Select, and Standard—All Parcels</i></b>		
5-digit sacks	603	STD/PSVC PARCELS 5D
5-digit scheme sacks	603	STD/PSVC PARCELS 5D SCH
<b><i>Combined Package Services, Parcel Select, and Standard—Irregular Parcels 2 up to 6 oz (APPS-machinable)</i></b>		
3-digit sacks	501	STD/PSVC 3D
ADC sacks	502	STD/PSVC ADC
Mixed ADC sacks	506	STD/PSVC WKG
<b><i>Combined PSVC &amp; STD—Irregular Parcels less than 2 oz, and tubes and rolls (not APPS-machinable)</i></b>		
3-digit sacks	591	STD/PSVC IRREG 3D
ADC sacks	592	STD/PSVC IRREG ADC
Mixed ADC sacks	594	STD/PSVC IRREG WKG

1. This information must be followed by a one-letter carrier route type description, followed by a 3-digit route number for the route to which the tray or sack is destined. At the mailer's option, one space is permitted between the type description and route number.
2. This information must be followed by the appropriate scheme letter A, B, or C if applicable for the destination of the tray as indicated in L002, Column B.

### 6.2.5 Line 3 (Origin Line)

The origin line must appear below the content line in a location appropriate for a tray or sack as shown in [Exhibit 6.2.2a](#) or [Exhibit 6.2.2b](#), except as allowed on 24-digit Intelligent Mail tray labels under [6.5.4](#) and [6.2.5a](#) and [6.2.5b](#). The origin line must show the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location (city and state information may be abbreviated if such abbreviations are in the USPS City State Product). A mailer code assigned by the USPS or such words as "Mailer" or "From" may appear before the required information on this line. Mailers who choose to print destination entry office information on line 3 instead of the origin information must print the origin information as follows:

- a. When the origin information is not printed on line 3, it must be printed right-justified in the "MAILER AREA" shown in [exhibit 6.5.3](#).
- b. When the origin information is printed in the "MAILER AREA" instead of line 3, it must be directly preceded by "ORIGIN:" or "ORGN:" and it may contain, at a minimum, the mailer's name and ZIP Code of origin entry.

## 6.3 Additional Standards—Barcoded 2-Inch Sack Labels and Barcoded Tray Labels

### 6.3.1 Paper Stock, Size, and Color

Barcoded 2-inch sack labels and barcoded tray labels must meet these specifications:

- a. Color: white or manila for First-Class Mail and Standard Mail; pink for Periodicals.
- b. Reflectance: minimum reflectance requirements in [6.3.3i](#).
- c. Perforations: perforations are not permitted through the barcode and barcode quiet zone on labels.
- d. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).
- e. Height: 1.860 inches minimum; 2.015 inches maximum.
- f. Length: 3.250 inches minimum; 3.515 inches maximum.
- g. Thickness: 0.005 inch minimum.

### 6.3.2 Printed Human-Readable Lines

The printed human-readable text lines must meet these specifications:

- a. *General*. The human-readable lines must be printed in uppercase letters, with no run-on letters or numerals. The letters and numerals in the destination, content, and origin lines must be easy to read. The character spacing can be proportional with respect to the type font used.
- b. *Destination Line (Line 1)*. The printed destination line must have a minimum character height of 0.120 inch and a maximum character density of 17 characters per inch. The corresponding ZIP Code must have a minimum character height of 0.190 inch and a maximum character density of 10 characters per inch. The destination line must accommodate at least 21 characters for the destination city and state and any required prefixes, and

## 708.6.3.2

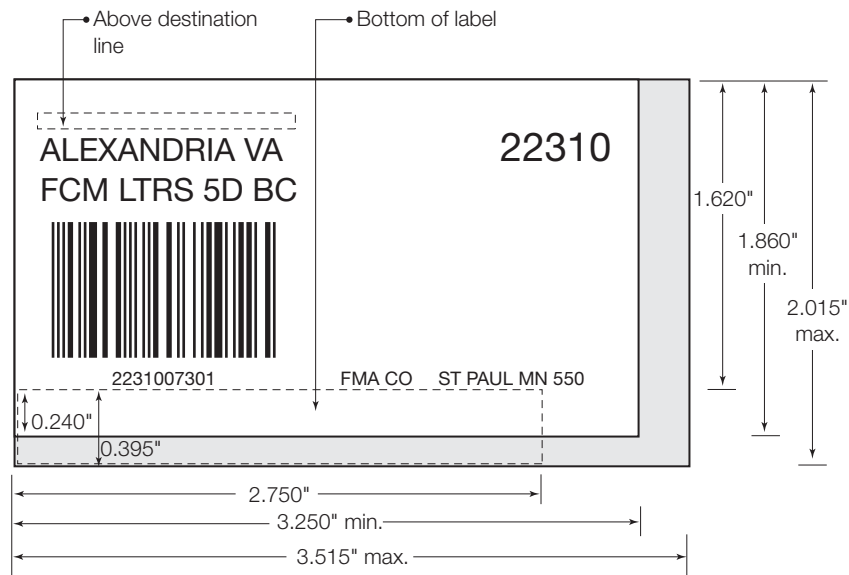
5 characters for the ZIP Code. Only the correct 3-digit ZIP Code prefix is to be printed when the required labeling for a tray includes only a 3-digit ZIP Code prefix for Line 1 (trailing zeros are not permitted).

- c. *Content Line (Line 2).* The printed content line must have a minimum character height of 0.120 inch. The content line must accommodate at least 21 characters and have an effective font density of no greater than 17 characters per inch.
- d. *Origin Line (Line 3).* The printed origin line must have a maximum character height of 0.085 inch and must accommodate at least 21 characters.
- e. *Barcode Numeric Line.* The barcode numeric line must consist of a numeric representation of the information contained in the barcode as required by [6.3.3b](#) (5-digit ZIP Code, CIN, processing code). The printed numeric barcode line must have a maximum character height of 0.085 inch, must accommodate 10 characters, and must be placed below the barcode and lower barcode quiet zone as shown in [Exhibit 6.2.2a Barcoded 2-Inch Sack Labels and Barcoded Tray Labels](#).
- f. *Extraneous Information Lines.* Extraneous information may be printed only at the top of the label and/or at the bottom of the label. The preferred location is the bottom of the label. If placed at the bottom of the label, the information must appear only in a rectangular area that begins 1.620 inches from the top of the label and extends to the bottom of the label. Within this lower area, the information may extend 2.75 inches to the right from the left edge of the label. See [Exhibit 6.3.2f](#). Extraneous information at the bottom of the label must appear below the barcode numeric and origin lines. There are no font restrictions for information printed in this area at the bottom of the label with one exception: if information in this area resembles a day of the week or a USPS air stop code it must be in 10-point or smaller type. Extraneous information printed at the top of the label must have a maximum character height of 0.083 inch. Barcodes for a mailer's internal use may not be placed in extraneous information areas or anywhere else on the label, unless approved on a case-by-case test basis by USPS Engineering (see [608.8.0](#) for address).



### Exhibit 6.3.2f Extraneous Information Area

Extraneous Information Placement:



### 6.3.3 Barcode

The label barcode must meet these specifications:

- Type of Barcode.** The barcode must be an interleaved 2-of-5 code according to the Automatic Identification Manufacturers' Uniform Symbology Specification (AIM/USS-I 2/5) with the exceptions noted below.
- Information.** The barcode must represent three numeric elements:
  - The 5-digit ZIP Code destination of the tray. For a 3-digit tray destination, the 3-digit ZIP Code prefix is followed by two zeros.
  - The applicable 3-digit content identifier number (CIN) for the tray as shown in 6.2.4.
  - A 2-digit USPS processing code on all 2-inch tray labels. A processing code is optional on 2-inch sack labels. Use code "01" for all automation price and machinable letter-size pieces, and for all automation-compatible and cotrayed flat-size pieces. Use code "07" for all other mail, including manual pieces, nonmachinable letter-size pieces, and nonautomation Carrier Route price pieces.
- Placement.** The barcode must be on the left side of the tray label, below the destination and content lines. The top of the barcode must be not less than 0.6 inch from the top of the label. The bottom of the barcode must be no more than 1.5 inches from the top of the label. The barcode must not extend more than 2.0 inches to the right from the left edge of the label.

## 708.6.4

- d. *Quiet Zones.* Two quiet zones (clear areas) must be maintained, one to the left and one to the right of the barcode, each measuring at least 10 times the X dimension (see 6.3.3f) and extending the full height of the barcode. Two additional quiet zones must be maintained, one above and one below the barcode for its full width, each measuring at least 0.070 inch. The quiet zones must meet the space reflectance specification in 6.3.3i.
- e. *Height.* The height of the barcode must be from 0.65 to 0.75 inch.
- f. *X Dimension.* The width of the narrow bar element and narrow space element is defined as the X dimension. It must be selected as a single dimension and it must be uniform within the barcode. The minimum X dimension or narrow element width is 0.012 inch and the maximum is 0.016 inch. The optimum X dimension or narrow bar/space width is 0.015 inch.
- g. *Wide-to-Narrow Bar Ratio.* The wide-to-narrow ratio for bars and spaces within the barcode must be between 3 to 1 and 2.3 to 1 and uniform within the barcode. The optimum ratio is 3 to 1.
- h. *Printing Tolerances.* The maximum irregularity in the edge straightness of any bar element is 0.3 times the X dimension. The printing tolerance for any (narrow or wide) bar or space is +0.004 inch and is not cumulative. Example 1: If an X dimension of 0.015 inch is selected, each individual narrow bar or narrow space element on the printing of the barcode must not be less than 0.011 inch or more than 0.019 inch. Example 2: If the wide bar/space dimension of 0.045 inch is selected, each individual wide bar or space must not be less than 0.041 inch or more than 0.049 inch.
- i. *Reflectance.* When measured at 633 nanometers, bar reflectance must be less than 30% and space reflectance must be more than 40%. The bar-to-space reflectance difference must be more than 40%.

**6.4 Additional Standards—Barcoded 1-Inch Sack Labels****6.4.1 Paper Stock, Size, and Color**

Barcoded 1-inch sack labels must meet these specifications: Color: white or manila for First-Class Mail and Standard Mail and Package Services; pink for Periodicals.

- a. Reflectance: minimum reflectance requirements in 6.4.3i.
- b. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).
- c. Height: 0.937 inch minimum; 0.980 inch maximum.
- d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.

**6.4.2 Printed Human-Readable Lines**

The printed human-readable text lines must meet these specifications:

- a. *General.* The human-readable lines must be printed in uppercase letters, with no run-on letters or numerals. The letters and numerals in the destination, content, and origin lines must be easy to read. The character spacing can be proportional with respect to the type font used, and should not exceed 17 characters per inch. When the information cannot be shortened by acceptable postal abbreviations, it may be printed in a compressed font. The information must appear to the right of the right barcode quiet zone.

- b. *Destination Line (Line 1).* The printed destination line must have a minimum character height of 0.083 inch. The corresponding ZIP Code must have a minimum character height of 0.111 inch. The destination line must accommodate at least 22 characters.
- c. *Content Line (Line 2).* The printed content line must have a minimum character height of 0.083 inch. The content line must accommodate at least 21 characters.
- d. *Origin Line (Line 3).* The printed origin line must have a minimum character height of 0.083 inch.
- e. *Barcode Numeric Line.* A barcode numeric line is optional. If used, the numeric line must consist of a numeric representation of the eight digits of information contained in the barcode as required by [6.4.3b](#) (5-digit ZIP Code and CIN). The printed numeric barcode line must have a maximum character height of 0.085 inch. It must be placed a minimum of 0.070 inch below the barcode (see [Exhibit 6.2.2b Barcoded 1-Inch Sack Labels](#)).
- f. *Extraneous Information Lines.* Extraneous information may be printed only to the right of the right quiet zone if it does not interfere with scanning and sorting by automated equipment. Extraneous information may be placed (1) below the origin line; (2) above the destination line; or (3) either between the content and origin lines or to the right of required information on the origin line, provided that the information does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix. It is recommended that this information be placed below the origin line. If placed above the destination line, the maximum height of the type is 0.083 inch, and it is further recommended that the information be printed in a size of type much smaller than the size used on the destination line. Extraneous information must not be placed between the destination and content lines.

### 6.4.3 Barcode

The label barcode must meet these specifications:

- a. *Type of Barcode.* The barcode must be an interleaved 2-of-5 code according to the Automatic Identification Manufacturers' Uniform Symbology Specification (AIM/USS-I 2/5) with the exceptions noted below.
- b. *Information.* The barcode must represent the following information: the 5-digit ZIP Code destination of the sack (for sacks with a 3-digit destination, this is the 3-digit ZIP Code prefix followed by two zeros); and the 3-digit content identifier number (CIN) applicable to the content of the sack in [Exhibit 6.2.4, 3-Digit Content Identifier Numbers](#).
- c. *Placement.* The barcode must be on the left side of the sack label.
- d. *Quiet Zones.* Two quiet zones (clear areas) must be maintained, one to the left and one to the right of the barcode, each measuring at least 10 times the X dimension (see [6.4.3f](#)) and extending the full height of the barcode. The quiet zones must meet the space reflectance specification in [6.4.3i](#).
- e. *Height.* The height of the barcode must be at least 0.700 inch.

## 708.6.5

- f. *X Dimension*. The width of the narrow bar element and narrow space element is defined as the X dimension. It must be selected as a single dimension and it must be uniform within the barcode. The minimum X dimension or narrow element width is 0.012 inch and the maximum is 0.016 inch. The optimum X dimension or narrow bar/space width is 0.015 inch.
- g. *Wide-to-Narrow Bar Ratio*. The wide-to-narrow ratio for bars and spaces within the barcode must be between 3 to 1 and 2.3 to 1 and be uniform within the barcode. The optimum ratio is 3 to 1.
- h. *Printing Tolerances*. The maximum irregularity in the edge straightness of any bar element is 0.3 times the X dimension. The printing tolerance for any (narrow or wide) bar or space is +0.004 inch and is not cumulative. Example 1: If an X dimension of 0.015 inch is selected, each individual narrow bar or narrow space element on the printing of the barcode must not be less than 0.011 inch or more than 0.019 inch. Example 2: If the wide bar/space dimension of 0.045 inch is selected, each individual wide bar or space must not be less than 0.041 inch or more than 0.049 inch.
- i. *Reflectance*. When measured at 633 nanometers, bar reflectance must be less than 30% and space reflectance must be more than 40%. The bar-to-space reflectance difference must be more than 40%.

## 6.5 Intelligent Mail Tray Labels

### 6.5.1 Definition

Intelligent Mail tray labels are 2-inch labels used on trays and sacks to provide unique identification within postal processing. 24-digit Intelligent Mail tray labels include only a 24 digit barcode printed in International Symbolology Specification (ISS) Code 128 subset C symbology (see [Exhibit 6.5.3](#)). To facilitate the transition from 10-digit tray and sack labels to 24-digit barcoded Intelligent Mail tray labels, an optional transitional label is also available. This label includes a 10-digit barcode using the AIM/USS-I 2/5 symbology, in addition to a 24-digit barcode using ISS Code 128 subset C symbology (see [Exhibit 6.5.1](#)). Intelligent Mail tray labels also include a human readable field designed to indicate the carrier route for carrier route mailings, display an “AUTO” indicator text for automation mailings, or remain blank for nonautomation mailings. Mailers using Intelligent Mail tray labels may print labels in the 24-digit Intelligent Mail tray label format or the transitional format. Detailed specifications for the tray label and barcode formats are at <http://ribbs.usps.gov>.

**Exhibit 6.5.1 10/24 Transitional Intelligent Mail Tray Label**



**6.5.2 Transitional Intelligent Mail Tray Label Format**

The general format for Intelligent Mail tray labels are as follows:

- a. Printer line.
- b. Tray or sack presort destination (postal destination name).
- c. Content description, as listed in [Exhibit 6.2.4](#).
- d. Office of mailing or mailer information.
- e. Destination ZIP Code.
- f. Carrier route or "AUTO" designation field.
- g. Mailer ID.
- h. 24-digit ISS code 128 subset C barcode numeric line.
- i. 10-digit AIM/USS-I 2/5 barcode numeric line.
- j. Mailer's area (for mailer-generated information).

**6.5.3 24-Digit Intelligent Mail Tray Label**

Intelligent Mail tray labels, printed in the 24-digit format, can be used on all trays and sacks to uniquely identify each tray and sack in addition to each mailer or mail preparer. 24-digit Intelligent Mail tray labels bear a single barcode and permit an expanded mailer's use area (see [Exhibit 6.5.3](#)).

**Exhibit 6.5.3 Intelligent Mail Tray Label****6.5.4 Intelligent Mail Tray Label Format**

The core data elements for the Intelligent Mail tray label are as follows:

- a. Printer Line.
- b. Tray or Sack Destination (Postal destination name).
- c. Content Identifier Number (CIN) description (tray or sack content).
- d. Office of mailing or mailer information.
- e. Destination ZIP Code (the ZIP Code of the trays' or sacks' final destination).
- f. Carrier Route information.
- g. Mailer ID (unique identifier of the mailer).
- h. 24-digit, ISS Code 128 subset C barcode numeric line.
- i. Mailer area (set aside for mailer-generated human-readable information or for origin information on 24-digit Intelligent Mail tray labels when the mailer chooses to print destination entry office information on line 3 of the tray label).

**6.5.5 Barcode Composition**

The barcode composition is dependent on the Mailer ID assigned by the USPS. Upon request by the mailer, the USPS assigns a 6-digit or 9-digit Mailer ID based on the demonstrated mail volume of the mailer. Intelligent Mail tray barcodes contain the following elements:

- a. Destination ZIP Code.
- b. Content Identifier Number (CIN), as listed in [Exhibit 6.2.4](#).
- c. Processing code, identifying the system or facility generating the label.
- d. Mailer ID.
- e. Serial number, a unique number assigned to each tray or sack.
- f. Label type, a default digit.

**6.5.6 Unique Serial Number**

The Intelligent Mail tray barcode can encode a unique identifier for each tray and sack.

**6.5.7 Quality Assurance Provisions**

Mailers printing Intelligent Mail tray labels are responsible for the inspection and testing of the labels prior to submission to USPS and for maintaining the overall quality of the labels produced. Inspection and testing of Intelligent Mail tray labels should be performed periodically. Mailers and label vendors are encouraged to submit samples to the National Customer Service Center (NCSC) in Memphis for certification (see [608.8.0](#) for address).

**6.6 Intelligent Mail Container Placards (Labels)****6.6.1 Definition**

Mailer-generated container placards bearing Intelligent Mail container barcodes identify pallets and other rolling stock, such as all-purpose containers. Intelligent Mail container barcodes uniquely identify each container and may be scanned at induction points. Detailed specifications for Intelligent Mail container barcodes and placards are available at <http://ribbs.usps.gov>.

**6.6.2 Intelligent Mail Container Placard Configurations**

Intelligent Mail container placards must be affixed on the outside of any shrinkwrap or plastic by self-adhesive or other adhesive means. Placards may be produced in two configurations:

- a. Affixed placard measuring at least 8 inches by 11 inches. See [6.6.3](#) for placard specifications and [6.6.5](#) placard placement.
- b. Optional affixed placard measuring at least 4 inches by 7 inches. See [6.6.6](#) for placard specifications and [6.6.5](#) for placard placement.

**6.6.3 Intelligent Mail Container Placard Format**

In addition to the requirements for pallet placards in [705.8.6](#), Intelligent Mail container placards (see [Exhibit 6.6.3](#)) must retain the top one-half of the placard for USPS-required elements, except as allowed under [705.8.6.6](#). The USPS banner, identification bars, and human-readable text are required elements related to the Intelligent Mail container barcode and will serve as a guide to distinguish the barcode from the other information on the container placard. Required elements include:

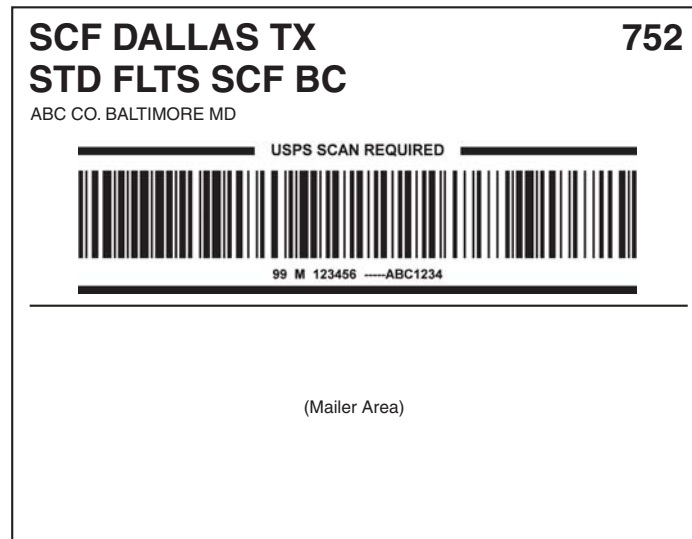
- a. USPS Banner. "USPS SCAN REQUIRED" must be printed in all uppercase letters centered above the barcode and embedded within the upper identification bar. Clear zone and font size are as follows:
  1. A clear zone of at least 0.125 inch, but no more than 0.5 inch, must be maintained between the bottom edge of the text and the top of the barcode.
  2. The banner must be printed in a boldface sans-serif font of at least 14-point type.

## 708.6.6.3

- b. Identification Bars. Horizontal black bars of at least 0.10 inch thick must be printed above and below the barcode. At a minimum, the bars must extend the length of the barcode. Clear zone and other requirements are as follows:
  - 1. The upper bar must be printed at least 0.125 inch above the top edge of the barcode.
  - 2. The upper bar must have a void in the middle sufficient to insert the USPS banner without any element being obscured.
  - 3. The lower bar must be printed at least 0.125 inch below the human-readable representation of the barcode string.
- c. Human-Readable Representation of Barcode Data. The human-readable representation of barcode data (text) must be printed in a boldface sans-serif font of at least 12-point type. The text must not exceed the length of the barcode and must be separated by data field. Two blank character spaces must be left between each field. The text must be centered at least 0.125 inch, but no more than 0.25 inch, below the barcode.
- d. Barcode Location. The barcode, along with the corresponding USPS banner and identification bars, must be printed on the front side of the pallet placard. When the identification bars extend beyond the length of the barcode, the barcode must be horizontally centered.
- e. Minimum size. The minimum size of this placard is 8 inches high by 11 inches long. See additional specifications at <http://ribbs.usps.gov>. Mailers using larger placards must ensure the barcode conforms to the published specification and the human-readable content is provided as illustrated in [Exhibit 6.6.3](#) and as published on the [RIBBS web site](#).



### Exhibit 6.6.3 Intelligent Mail Container Placard



#### 6.6.4 Barcode Format

Intelligent Mail container barcodes are 21 characters in length and contain a USPS-assigned Mailer ID. The format depends on the Mailer ID assigned. Intelligent Mail container barcodes contain the following elements:

- a. Application identifier, identifying the source of the barcode.
- b. Type indicator, identifying internal or external label generation.
- c. Mailer ID.
- d. Serial number, a unique number assigned to each container.

#### 6.6.5 Placard Requirements

**[1-27-13]** Mailers may use placards bearing Intelligent Mail container barcodes only under the following conditions:

- a. Two placards must be placed on each pallet, one on each adjacent side. Placards must be affixed by self-adhesive or other adhesive means that will not obscure any required element of the placard and remain secure throughout USPS processing.
- b. One placard must be placed in the designated area on other USPS containers.
- c. Placards affixed to pallets containing Periodicals mail must be pink, except under [6.6.5d](#) or [6.6.5e](#).
- d. Placards prepared in the optional smaller format under 6.6 may be white, but must include a vertical pink 1/2-inch wide identification bar along the left-hand side of the placard, unless prepared under [6.6.5e](#).
- e. Placards containing Periodicals may be all white when used in conjunction with a pink designator label meeting the following criteria:

## 708.6.6.6

1. Designator labels must be printed in landscape orientation and, except for the defined mailer-use area, must not include any print or graphics, other than the required markings in 6.6.5e2 and 6.6.5e3. Mailers may place extraneous information, meeting the criteria in 705.8.6.8, only in the mailer-use area of the label.
2. The mailer-use area consists of the bottom 3 inches of designator labels measuring at least 8 inches by 11 inches, and the bottom 1 inch of designator labels measuring less than 8 inches by 11 inches. Mailers must define the mailer-use area by placing a horizontal black line of at least 0.10 inch in thickness, extending the width of the label, and must include “MAILER-USE ONLY” text printed in all uppercase letters centered and embedded within the horizontal black line. This text must be printed using boldface sans-serif font and must be in at least 14-point type.
3. Designator labels must meet or exceed both the horizontal and vertical dimensions of the accompanying Intelligent Mail container placard and must bear only a “PERIODICALS” or “NEWS” marking at least 1/2-inch high (or at least 48-point type).
4. Designator labels may be affixed on the outside of, or be placed beneath, any shrinkwrap or plastic, but must be immediately adjacent to the Intelligent Mail container placard.
5. When using this option, each Intelligent Mail container placard must be accompanied by an adjacent designator label.

**6.6.6 Optional Smaller Placard Format**

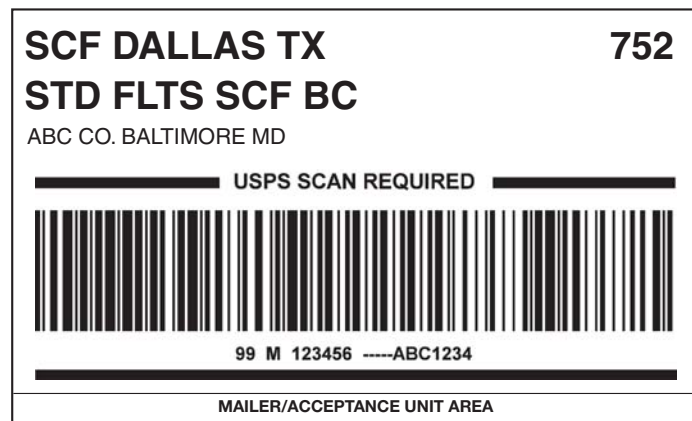
Mailers may prepare placards bearing Intelligent Mail container barcodes (see [Exhibit 6.6.6](#)) in a smaller alternate format as follows:

- a. Placards must include the required elements described in [705.8.6](#).
- b. Placards must measure no less than 4 inches high by 7 inches long.
- c. Placards prepared in the minimum size of 4 inches high by 7 inches long may include a restricted mailer/acceptance unit area that cannot exceed one line of text or contain print no larger than 12 point. Text in the restricted mailer/acceptance unit area must be restricted to the bottom line of the placard (below the lower barcode identification bar).
- d. Intelligent Mail container placards prepared in the optional smaller format, but measuring more than 4 inches high by 7 inches long in both (or either) dimensions, must preserve the top 3.75 inches of the placard, or the area including and above the lower barcode identification bar (whichever is greater), for USPS-required elements. The remainder of the placard is available for restricted mailer/acceptance unit use. Text in the restricted mailer/acceptance unit area, when used, must contain print no larger than 12 point.
- e. All text placed in the mailer/acceptance unit area must be approved by the business mail entry unit (BMEU) servicing the mailer for acceptance and verification, except as allowed under [705.8.6.6a](#) or [705.8.6.6b](#) for optional

placement of required origin office/mailler location information. Mailers wishing to include information other than that approved or allowed for use in this area must use the larger size placard specified in 6.6.3.

- f. Placards must be securely affixed on two adjacent sides on the outside of the shrinkwrap or plastic of pallets.
- g. Placards containing Intelligent Mail container barcodes must meet the specifications for placards posted at <http://ribbs.usps.gov>.

#### **Exhibit 6.6.6 Intelligent Mail Container Placard—Optional Format with Restricted Mailer Area**



#### **6.6.7 Unique Barcode Requirement**

The Intelligent Mail container barcode can encode a unique identifier for each container. Mailers must ensure that serial numbers in barcodes remain unique for 45 days.

#### **6.6.8 Quality Assurance Provisions**

Mailers printing Intelligent Mail container placards are responsible for the inspection and testing of the placards prior to submission to the USPS and for maintaining the overall quality of the placards they produce. Inspection and testing of Intelligent Mail container placards should be performed periodically. Mailers are encouraged to work with their local mailpiece design analyst to validate the accuracy and quality of their placards.

## **7.0 Optional Endorsement Lines (OELs)**

### **7.1 OEL Use**

#### **7.1.1 Basic Standards**

An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece of bundles. The OEL must show carrier route information or the type of bundle and ZIP Code information as shown in [Exhibit 7.1.1, OEL Formats](#). Use of OELs on bundles is subject to the standards for the price claimed. At the mailer's option, pieces in trays of noncarrier route automation letter-size mail may bear OEL information that

## 708.7.1.1

corresponds to the sortation level of the tray in which the pieces are placed. The ZIP Code for use on OELs must include the 3-digit ZIP Code prefix or 5-digit ZIP Code as required.

**Exhibit 7.1.1 OEL Formats**

<b>SORTATION LEVEL</b>	<b>OEL EXAMPLE</b>
Firm—BPM machinable parcels	***** FIRM 12345
Firm—Periodicals	***** FIRM 12345
Origin Mixed ADC—Periodicals (3-digit ZIP Code prefix)	***** ORIGIN MIXED ADC 117
Carrier Route—Periodicals basic	***** CAR-RT LOT**C-001 ***** CR LOT 1234A**C-001
Carrier Route—Periodicals high density	***** CAR-RT WSH**C-001
Carrier Route—Periodicals saturation	***** CAR-RT WSS**C-001
ECR—Standard Mail basic	***** ECRLOT**C-001 ***** ECRLOT 1234A**C-001
ECR—Standard Mail high density or high density plus	***** ECRWSH**C-001
ECR—Standard Mail saturation	***** ECRWSS**C-001
Carrier Route—Bound Printed Matter	***** CAR-RT SORT**C-001
5-Digit	***** 5-DIGIT 12345
5-Digit Scheme (automation-compatible flats)	***** SCH 5-DIGIT 12345
5-Digit Scheme (Optional FSS-compatible flats preparation)	***** SCH 5-DIGIT 12345 FSS
3-Digit	***** 3-DIGIT 771
3-Digit Scheme (automation-compatible flats)	***** SCH 3-DIGIT 006
ADC (3-digit ZIP Code prefix)	*****ALL FOR ADC 105
ADC (5-digit ZIP Code)	*****ALL FOR ADC 90197
Mixed ADC (3-digit ZIP Code prefix)	***** MIXED ADC 640
Mixed ADC (5-digit ZIP Code)	***** MIXED ADC 60821

## 708.7.1.2

SORTATION LEVEL	OEL EXAMPLE
<b>Optional tray level piece ID for automation letters:</b>	
AADC (3-digit ZIP Code prefix)	***** ALL FOR AADC 050
AADC (5-digit ZIP Code)	*****ALL FOR AADC 07099
Mixed AADC (3-digit ZIP Code prefix)	***** MIXED AADC 870
Mixed AADC (5-digit ZIP Code)	***** MIXED AADC 75197
<b>Additional required human-readable text for use with combined mailings of Standard Mail and Periodical flats:</b>	
5-Digit Scheme (and other sortation levels as appropriate)	***** SCH 5-DIGIT 12345 MIX COMAIL
5-Digit Scheme (FSS-compatible flats preparation)	***** SCH 5-DIGIT 12345 FSS MIX COMAIL

**7.1.2 Intelligent Mail Barcodes**

When flat-size pieces bear an Intelligent Mail barcode (under 4.3) for automation-price eligibility purposes, the barcode on a piece that contains an optional endorsement line (OEL) must contain OEL coding that includes information in Exhibit 708.7.1.1 that corresponds to the correct sortation level of each bundle. The OEL information in the Intelligent Mail barcode is required in addition to a physical OEL. See the *Intelligent Mail Barcode Resource Guide* available at <http://ribbs.usps.gov/> for more information on incorporating OELs in Intelligent Mail barcodes.

**7.1.3 Keyline**

A mailer's keyline or comparable information may not be placed on the same line as the OEL or on the line above the OEL. A keyline used on valid ACS mailpieces is subject also to 7.2.4, *No ACS Code in OEL*.

**7.1.4 Firm Bundles**

On a firm bundle of carrier route presorted Periodicals, "FIRM" may precede "CAR-RT SORT" in the carrier route information line under 6.0.

**7.1.5 Price Markings**

At the mailer's option, price markings required by the standards for the price claimed may be included in the OEL if the OEL appears on each piece in the mailing and if it remains a single line with the basic bundle label information (required by 7.1.1) at the right end (e.g., on a carrier route bundle of Enhanced Carrier Route Saturation Standard Mail: \* \* \* \* ECRWSS\*\*C-001; on an automation Standard Mail 3-digit bundle: \* \* \* \* AUTO\*\*3-DIGIT 750).

**7.1.6 Exceptional Address Format**

The exceptional address format may appear above the OEL as specified in 602.3.0, *Use of Alternative Addressing*.

**7.1.7 OEL With LOT Information**

At the mailer's option, line-of-travel (LOT) information for carrier route Periodicals and Enhanced Carrier Route Standard Mail may be included in the OEL using the applicable format in 7.1.1. All other OEL requirements apply. If there is insufficient space within the OEL to include any other information required (e.g., ACS participant code), this OEL format may not be used.

**7.1.8 Required OEL Use in Combined Mailings of Standard Mail and Periodicals Flats**

Mailers authorized to combine Standard Mail flats and Periodicals flats, under 705.15.0, must apply an OEL identifying the presort level of the bundle and other applicable information as specified in 7.1 to each mailpiece. The following additional standards also apply:

- a. Each OEL must contain the format elements described in 7.2 and must include a "MIX COMAIL" human-readable text, as its most right-justified element.
- b. Mailpieces may include LOT information, in accordance with 7.1.7, only when there is sufficient space for the human-readable text in item a and all other required information.
- c. When combined mailings of Standard Mail and Periodicals flats are prepared to FSS zones under 705.15.1.11, each mailpiece must bear a "SCH 5-Digit FSS MIX COMAIL" human-readable text, including the correct ZIP code listed in Column B of L006, as described in Exhibit 7.1.1.

**7.2 OEL Format****7.2.1 Presort Identification**

Except when an address block barcode is placed above the optional endorsement line (OEL), the appropriate presort identification must be the first line at the top of the address block or label. A mailer receiving address corrections through Address Change Service (ACS) may use the first eight positions on the left side of the OEL for an ACS human-readable participant code.

**7.2.2 Style and Size of Type**

The information in the OEL must meet the following conditions:

- a. Letters must be the same type font as those in the address block.
- b. The OEL must contain only capital letters of the alphabet, Arabic numerals, or asterisks.
- c. Font size and line spacing must be no less than the size and line spacing of the largest letters or characters in the address block or any part of the address label, except as provided under 7.2.2d.
- d. At the mailer's option, characters are a minimum of 8 point font size on mailpieces that do not bear a traditional ACS printed participant code (see 507.4.0). Under this option, characters may not overlap and must be evenly spaced.

## 708.7.2.3

**7.2.3 ACS Code in OEL**

If an ACS human-readable participant code (see [507.4.2](#)) is used in an OEL on a label or in an address block, the delimiter symbol (#) must be in the first position at the left margin of the OEL, followed by the seven-character USPS-assigned ACS participant code, then one blank space. The remaining blank spaces between the left-justified delimiter and ACS participant code and the first character of the right-justified mail sortation information of the OEL must be filled with asterisks.

**7.2.4 No ACS Code in OEL**

If an ACS human-readable participant code is not placed in the OEL as permitted by [507.4.2.4](#), the OEL must be filled with asterisks from the left margin of the label or address block up to the first character in the OEL. A keyline prepared under [7.1.3](#) is required on valid ACS mailpieces if an ACS participant wants to receive notification of nondelivery information under [507.1.4.1](#) in addition to address correction service.

**7.2.5 ZIP Code Information**

Except for carrier route bundles, the OEL must include the ZIP Code information (5-digit ZIP Code or 3-digit ZIP Code prefix) determined by the sortation level and, when applicable, by the labeling list designated in [Exhibit 7.2.5](#) for ADC, mixed ADC, AADC, or mixed AADC sortation levels. Carrier route OELs must show carrier route information as specified in [8.2](#).

**Exhibit 7.2.5 OEL Labeling Lists**

PROCESSING CATEGORY AND PRESORT TYPE	ADC/ AADC	MIXED ADC/ MIXED AADC
<b>First-Class Mail</b>		
Letters, nonmachinable	L004	L201, Column C
Letters, machinable	L801	L201, Column C
Letters, automation	L801	L201, Column C
Flats, nonautomation	L004	L201, Column C
Flats, automation	L004	L201, Column C
Parcels	L004	L201, Column C
<b>Periodicals <sup>1</sup></b>		
Letters, nonbarcoded (nonautomation)	L004	L011
Letters, barcoded (automation)	L801	L011 <sup>2</sup>
Flats, nonbarcoded	L004	L201, L009
Flats, barcoded	L004	L201, L009
Irregular parcels	L004	L201, L009
<b>Standard Mail <sup>1</sup></b>		
Letters, nonmachinable	L004	L011 <sup>2</sup>
Letters, machinable	L801	L011 <sup>2</sup>
Letters, automation	L801	L011 <sup>2</sup>
Flats, nonautomation	L004	L009



PROCESSING CATEGORY AND PRESORT TYPE	ADC/ AADC	MIXED ADC/ MIXED AADC
Flats, automation	L004	L009

708.8.1

PROCESSING CATEGORY AND PRESORT TYPE	ADC/ AADC	MIXED ADC/ MIXED AADC
<b>Bound Printed Matter</b> <sup>1</sup>		
Flats, nonbarcoded	L004	L009
Flats, barcoded	L004	L009
Irregular parcels	L004	L009
<b>Media Mail</b>		
Flats, nonautomation	L004	L009
Irregular parcels	L004	L004 <sup>2</sup>
<b>Library Mail</b>		
Flats, nonautomation	L004	L009
Irregular parcels	L004	L004 <sup>2</sup>

1. For automation-compatible flats, label according to [L007](#) for optional 5-digit scheme preparation.

2. [L010](#) if mail entered by mailer at a destination ASF or NDC or for mail placed on an ASF or NDC pallet under [705.8.0](#).

## 8.0 Carrier Route Information Lines

### 8.1 Basic Information

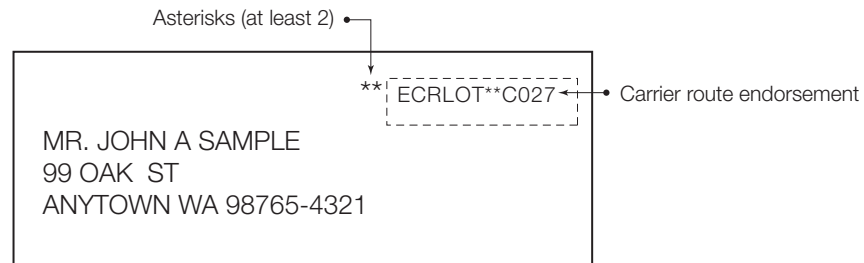
Mailers must prepare bundles of all mailpieces mailed at carrier route prices with optional endorsement lines under [7.0](#), carrier route information lines under [8.2](#), or facing slips (see [601.2.15](#)). Carrier route information lines may be on all pieces in a mailing, regardless of presort level. Mailers must use optional endorsement lines or carrier route information lines on all pieces in mailings of Standard Mail letters prepared under [245.6.7](#), except for pieces in full carrier route trays.

### 8.2 Format and Content

#### 8.2.1 Route Information

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 information (e.g., addressee, account data). Alternatively, when permitted by standard, the carrier route information may appear with the applicable carrier route endorsement on the line above or two lines above the address if the carrier route price marking is in the address area (see [Exhibit 8.2.1](#)).

### Exhibit 8.2.1 Address Format With Carrier Route Information



### 8.2.2 Descriptive Prefix

The authorized descriptive prefixes and their abbreviations are “Carrier Route” (“C”), “Rural Route” (“R”), “Highway Contract Route” (“H”), “Post Office Box Section” (“B”), and “General Delivery Unit” (“G”).

### 8.2.3 Route Code

These conditions apply to the carrier route code:

- The one-character descriptive prefix in 8.2.2 must be followed by a 3-digit route or Post Office box section number.
- On Periodicals and Standard Mail pieces bearing a simplified address that does not include a ZIP Code, the descriptive prefix in 8.2.2 must be followed by the last two digits of the 5-digit ZIP Code and the 3-digit route number or Post Office box section number.
- The route code required for simplified address mailings in 8.2.3b may also be used on mailings of any class that contain a ZIP Code in the address.

### 8.2.4 Other Elements

The following elements also are included in the carrier route information line:

- The carrier route code must be preceded by at least two asterisks (\*\*).
- At least 10 spaces must be reserved for the carrier route code if other information is included on the top line.
- The carrier route information line may also contain the basic markings required by standard for the class of mail and price claimed, prepared under 202 for letters, 302 for flats, and 402 for parcels.
- The carrier route information line may also include information to identify bundles of Periodicals matter mailed at:
  - carrier route saturation prices (“SATURATION WALK-SEQUENCED CARRIER ROUTE MAIL” or the abbreviation “CAR-RT WSS”),
  - high density walk-sequenced prices (“HIGH DENSITY WALK-SEQUENCED CARRIER ROUTE MAIL” or the abbreviation “CAR-RT WSH”), or
  - basic carrier route prices (“CARRIER ROUTE LINE-OF-TRAVEL” or the abbreviation “CAR-RT LOT”).

**8.2.5 Firm Bundle**

On a firm bundle of carrier route presorted Periodicals, “FIRM” may precede “CAR-RT LOT” or “CAR-RT WSH” or “CAR-RT WSS,” as applicable, in the carrier route information line.

**9.0 Facing Identification Mark (FIM)****9.1 Using FIMs**

The facing identification mark (FIM) serves to orient and separate certain types of First-Class Mail during the facing-canceling process. Mailers must use the appropriate FIM as follows:

- a. All letter-size business reply mail (BRM) under [505.1.0](#).
- b. All letter-size permit reply mail (PRM) under [505.2.0](#).
- c. Letter-size courtesy reply mail (CRM) and meter reply mail (MRM) provided as enclosures in automation-price mailings under [201.3.0](#).
- d. Letter-size mail with IBI printed with nonfluorescent ink directly onto the envelope by an IBI meter or a PC postage system must use FIM D.
- e. Cards and letter-size envelopes containing absentee balloting materials under [703.8.0](#).
- f. A FIM must not be used on other types of mail, except that a FIM may be used on a letter-size envelope with a permit imprint indicia when that envelope is designed for use as a reusable mailpiece under [601.6.0](#). A FIM used for this purpose must be the appropriate FIM for the postage payment method on the returned envelope (see [9.2](#)).

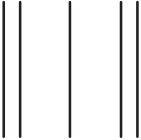
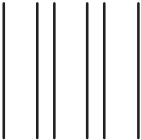
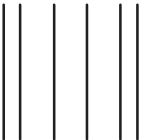
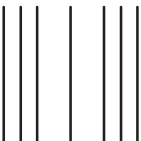
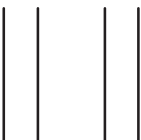
**9.2 Pattern**

The FIM pattern is a nine-bit binary code represented by vertical bars (with corresponding space element). A printed bar is considered binary 1; a nonprinted bar (placeholder), binary 0. The required FIM pattern as shown in [Exhibit 9.2](#) below depends on the type of mail and the presence of a POSTNET barcode or Intelligent Mail barcode as follows:

- a. FIM A is used for CRM and MRM with a preprinted barcode. (FIM A binary code is 110010011.)
- b. FIM B is used for BRM without a preprinted BRM ZIP+4 barcode. (FIM B binary code is 101101101.)
- c. FIM C is used for BRM with a preprinted BRM ZIP+4 barcode and for PRM with a preprinted delivery-point barcode. (FIM C binary code is 110101011.)
- d. FIM D is used for letter-size First-Class Mail with IBI printed with nonfluorescent ink directly on the envelope. (FIM D binary code is 111010111.)
- e. FIM E is used for postcard-size and letter-size First-Class Mail with customized services. (FIM E binary code is 101000101.)

### Exhibit 9.2 FIM Patterns

(Patterns not drawn to scale)

NAME	PATTERN	USE	BARCODED?
FIM A		Courtesy Reply Mail Meter reply mail	Yes
FIM B		Business Reply Mail	No
FIM C		Business Reply Mail	Yes
FIM D		IBI meters and PC Postage systems	Not required
FIM E		Customized Services	Yes Intelligent Mail barcode only

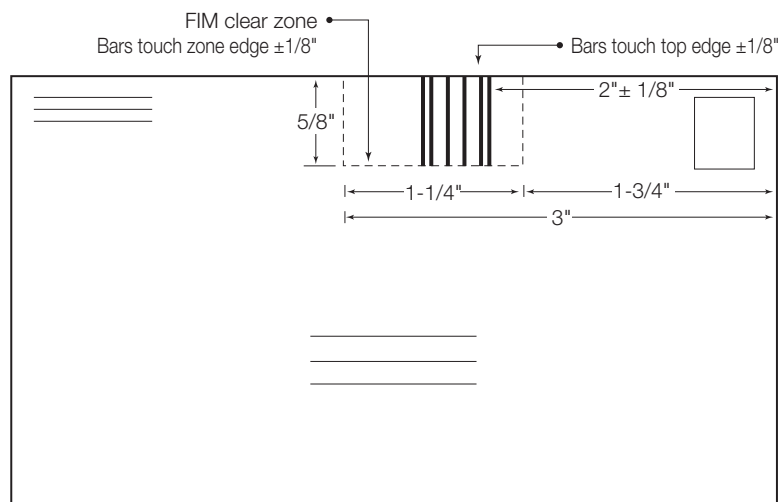
### 9.3 Specification

The FIM must meet these specifications:

- a. A FIM clear zone to the upper right of the address side of the mailpiece must be maintained and must contain no printing other than the FIM. [Exhibit 9.3](#) shows the FIM position and the FIM clear zone as defined by these boundaries:
  1. Left: 3 inches from the right edge of the piece.
  2. Right: 1-3/4 inches from the right edge of the piece.
  3. Top: top edge of the piece.
  4. Bottom: 5/8 inch from the top edge of the piece.
- b. The FIM bars must be 5/8 inch ( $\pm 1/8$  inch) high and 1/32 inch ( $\pm 0.008$  inch) wide and positioned as follows:
  1. The right edge of the rightmost bar of the FIM must be 2 inches ( $\pm 1/8$  inch) from the right edge of the piece.

2. The tops of the FIM bars must be no lower than 1/8 inch from the top edge of the piece. The tops of the bars may extend over the top edge of the piece to the back (flap) of the piece if at least a 1/2-inch bar height is maintained on the address side.
3. The bottoms of the FIM bars must touch the bottom boundary of the FIM clear zone or be no more than 1/8 inch above or below this boundary.

### Exhibit 9.3 Position of FIM



### 9.4 Dimensional Tolerances

Extraneous ink must not cause a FIM bar to exceed the specifications in 9.3. The combined effects of positional skew (slant of the entire FIM) and rotational skew (slant of the individual FIM bars) must be limited to  $\pm 5$  degrees from the perpendicular edge of the printed FIM to the top edge of the mailpiece. Mail required to bear a FIM is considered nonmailable when the FIM has insufficient ink coverage, improper measurement, or ink in the space between the bars or when the FIM is enlarged or reduced. Camera-ready positives of FIMs, which must not be enlarged or reduced, are available at no charge from the USPS.

### 9.5 Reflectance

There must be at least a 30% print reflectance difference between the ink used for printing the FIM and the background material on which the FIM is printed in the red and green portions of the optical spectrum when measured with a USPS or USPS-licensed envelope reflectance meter.

10.0 Postal Zones

10.1 Basis

Postal prices for certain subclasses of mail are based on the weight of the individual piece and the distance that the piece travels from origin to destination (i.e., the number of postal zones crossed). For the administration of these postal zones, the earth is divided into units of area 30 minutes square, identical with a quarter of the area formed by the intersecting parallels of latitude and meridians of longitude. Postal zones are based on the distance between these units of area. The distance is measured from the center of the unit of area containing the SCF serving the origin Post Office to the SCF serving the destination Post Office. The SCFs serving the origin and destination Post Offices are determined by using [L005](#), Column B.

10.2 Application

Zones are used to compute postage on zoned mail sent between USPS facilities, including military Post Offices (MPOs), as follows:

- a. For the purposes of computing postal zone information, except for items [10.2b](#) and [10.2c](#), the following table applies to MPOs not listed in [L005](#).
- | 3-DIGIT ZIP CODE PREFIX GROUP | SCF SERVING THE DESTINATION OFFICE |
|-------------------------------|------------------------------------|
| 090-098                       | SCF New York NY 100                |
| 340                           | SCF Miami FL 331                   |
| 962-966                       | SCF San Francisco CA 940           |
- b. The postage prices for zoned mail transported between the United States, the Canal Zone, Puerto Rico, or U.S. territories or possessions, including the Trust Territory of the Pacific on the one hand, and MPOs on the other, or, among the MPOs, are the applicable zone prices for mail between the place of mailing or delivery and the city of the postmaster serving the MPO concerned.
  - c. The postage price for zoned mail mailed at or addressed to an MPO and transported directly to or from MPOs at Department of Defense expense, without transiting any of the 48 contiguous states (including the District of Columbia), is the applicable local zone price. If such mail transits any area served by the USPS at USPS expense and the distance from the place of mailing to the embarkation point or from the debarkation point to the place of delivery is more than the local zone for such mail, postage is assessed by the distance from the place of mailing to the embarkation point or from the debarkation point to the place of delivery of such mail, as the case may be. The word transiting does not include en route transfers at coastal gateway cities necessary to transport military mail directly between MPOs. For example, a parcel mailed at Honolulu, HI, for direct dispatch by the Department of Defense from Honolulu to an MPO in the Pacific is subject to the local zone price. A parcel mailed at Hilo, HI, and transported at USPS expense to Honolulu, HI, for direct dispatch at Department of Defense expense from Honolulu to an MPO in Japan is subject to zone 2 prices.

### 10.3 Zone Charts

The USPS Official National Zone Chart Data Program is administered from the National Customer Support Center (NCSC) in Memphis, TN. Single-page zone charts for originating mail are available at no cost from local Post Offices or online at [pe.usps.com](https://pe.usps.com). Zone chart data for the entire nation can be purchased in print and CD-ROM formats. For more information or to purchase zone charts, call the Zone Chart program administrator at 800-238-3150 or write to the NCSC (see [608.8.0](#) for address).

### 10.4 Specific Zones

#### 10.4.1 Local Zone

The local zone applies to mail deposited at any Post Office for delivery to addresses within the delivery area of that Post Office. For various types of Post Offices, the local zone applies to all mail that both originates and destines within:

- a. The 5-digit ZIP Code area(s) assigned to the same Post Office.
- b. Any of the 5-digit ZIP Codes that are part of any unique 3-digit ZIP Code prefix(es) or other separate 5-digit ZIP Code(s), as applicable, assigned to the same Post Office.

#### 10.4.2 Nonlocal Zone

Nonlocal zones are defined as follows:

- a. The zone 1 price applies to pieces not eligible for the local zone in [10.4.1](#) that are mailed between two Post Offices with the same 3-digit ZIP Code prefix identified in [L005](#), Column A. Zone 1 includes all units of area outside the local zone lying in whole or in part within a radius of about 50 miles from the center of the area.
- b. Zone 2 includes all units of area outside zone 1 lying in whole or in part within a radius of about 150 miles from the center of a given unit of area.
- c. Zone 3 includes all units of area outside zone 2 lying in whole or in part within a radius of about 300 miles from the center of a given unit of area.
- d. Zone 4 includes all units of area outside zone 3 lying in whole or in part within a radius of about 600 miles from the center of a given unit of area.
- e. Zone 5 includes all units of area outside zone 4 lying in whole or in part within a radius of about 1,000 miles from the center of a given unit of area.
- f. Zone 6 includes all units of area outside zone 5 lying in whole or in part within a radius of about 1,400 miles from the center of a given unit of area.
- g. Zone 7 includes all units of area outside zone 6 lying in whole or in part within a radius of about 1,800 miles from the center of a given unit of area.
- h. Zone 8 includes all units of area outside zone 7.

#### 10.4.3 Delivery Unit (Office)

The delivery unit price applies to mail destinating within the delivery area of the delivery unit at which it is deposited by the mailer.





# 709 Negotiated Service Agreements and Experimental and Temporary Classifications

## Overview

- [1.0 General Requirements for Negotiated Service Agreements \(NSAs\)](#)
- [2.0 Alternate Postage Payment Method for Greeting Cards](#)
- [3.0 Promotions for First-Class Mail and Standard Mail for 2013](#)

## 1.0 General Requirements for Negotiated Service Agreements (NSAs)

### 1.1 Basic Information

#### 1.1.1 Definition and Purpose

A negotiated service agreement (NSA) is a customized and mutually beneficial contractual agreement between the USPS and a specific mailer (customer or organization). An NSA provides for customized pricing, prices, and classifications under the terms and conditions established in the NSA and may include modifications to current mailing standards and other postal requirements. Any mailer may submit an application for an NSA if the mailer meets the requirements in [1.2](#) and follows the process in [1.3](#).

#### 1.1.2 Legal Framework

Terms and conditions of an NSA affecting prices or classifications require that the USPS request a recommended decision from the Postal Regulatory Commission before the USPS may approve and implement the NSA. NSAs must be recommended and approved under 39 U.S.C. 36 and the Postal Regulatory Commission's rules of practice and procedure.

### 1.2 Candidate Factors and Requirements

#### 1.2.1 Factors

The USPS considers the following factors in evaluating any candidate's NSA proposal:

- a. Candidate's presentation of information as requested by the USPS to document the following:
  1. Current mailing systems, postage payment systems, and quality control procedures and programs.
  2. Historical data showing mail volumes and use of specific mail services or mailpiece characteristics, as applicable. The candidate, as necessary, must also provide the effect on mail volumes of any corporate mergers, acquisitions, divestitures, and similar events.



### 709.1.2.2

- b. Candidate's ability to make and present in an acceptable format accurate forecasts of future mail volumes for USPS products and services proposed for an NSA.
- c. Candidate's ability to collect necessary data in an acceptable format to support an NSA.
- d. Candidate's willingness to establish and maintain electronic systems and quality control programs as specified by the USPS for paying postage and generating records to facilitate monitoring and reconciling mail volumes, prices, and fees, including volumes and postage paid by a mail preparation agent on behalf of the candidate.
- e. Candidate's production of mail using a formal system to ensure proper mail preparation and accurate postage calculations.
- f. Candidate's use or planned implementation of a Certified Mail preparation total quality program to ensure proper mail preparation and to provide accurate documentation of mailings and postage payment.

#### **1.2.2 General Requirements**

No proposed NSA may have an overall negative financial impact on the USPS. Any proposed NSA must also contain, at a minimum, the following general candidate requirements and conditions:

- a. The candidate must permit USPS inspection of mail content to determine price eligibility.
- b. The candidate must prepare mail under current applicable mailing standards, unless they are to be modified under a proposed NSA.
- c. The candidate must meet and adhere to quality management standards for the classes of mail and prices claimed.
- d. The candidate must make available to the USPS necessary records and data related to the NSA in a form that facilitates monitoring of compliance with the terms and conditions of the NSA.
- e. The candidate must provide proper specified notice to cancel the NSA.
- f. The USPS has the right to cancel the NSA at any time with specified proper notice for any failure or, where appropriate, material failure of the mailer to:
  - 1. Use the NSA within the time period specified in the NSA.
  - 2. Provide accurate data, present properly prepared and paid mailings, or comply with any other material term or condition in the NSA.
- g. The candidate must engage counsel and file testimony as necessary in support of the NSA before the Postal Regulatory Commission.

### **1.3 Application Process**

#### **1.3.1 Initial Proposal**

A mailer seeking to enter into an NSA with the USPS must submit a written proposal, with appropriate supporting documentation, to the USPS manager of Pricing Strategy (see [608.8.0](#) for address). The proposal must contain the reasons



for requesting the NSA along with a summary of the information responding to the applicable candidate features and general requirements described in 1.2. A nondisclosure agreement must be signed before any substantive discussion of the proposal.

### 1.3.2 Negotiations and Contractual Agreement

As a result of the proposal, the candidate and the USPS may enter into negotiations to establish an NSA, with terms and conditions specific to the candidate, that is either a functionally equivalent NSA (i.e., comparable to an existing baseline NSA) or a new baseline NSA (i.e., not comparable to an existing NSA). A candidate in the negotiation process may withdraw a proposal for an NSA at any time prior to the execution of the NSA. Once the NSA is executed, the NSA is controlled by its terms and conditions.

### 1.3.3 Additional Consideration

If the USPS decides to end negotiations with the candidate before reaching an agreement to enter into an NSA under 1.1, the manager of Pricing Strategy notifies the candidate in writing and gives the reasons for the decision. Within 15 days from the receipt of the written explanation, the candidate may ask for reconsideration of the manager's decision. The candidate's request for reconsideration must include additional information and reasons why negotiations for an NSA should be resumed. The candidate submits the request for reconsideration through the manager of Pricing Strategy to the vice president of Pricing and Classification (see 608.8.0 for address).

## 1.4 Market Dominant First-Class Mail and Standard Mail Letters NSAs

### 1.4.1 Definition and Purpose

The First-Class Mail and Standard Mail NSA is based on the combined total revenue of First-Class Mail automation letters, Standard Mail automation letters, and Standard Mail carrier route automation letters, and provides an incentive to encourage the growth of First-Class Mail. A baseline is determined from the revenue generated from First-Class Mail automation letters, Standard Mail automation letters, and Standard Mail carrier route barcoded automation-compatible letters that are mailed as and eligible for full-service Intelligent Mail prices (705.24.0) during a prior specified 12-month period of time. It includes a postage threshold that is adjusted from the baseline to qualify for a rebate. If the adjusted revenue threshold is met, a rebate is generated on a percentage of the difference of an increase in postage as a result of a subsequent cumulative First-Class Mail and Standard Mail price increase related to the prices in existence at the time of the agreement. If the adjusted revenue threshold is not met, the NSA holder will pay a penalty.

### 1.4.2 Candidate Factors and Requirements

Potential participants must be IMb full-service customers with extensive, but declining First-Class Mail volumes and significant additional volumes of Standard Mail. Candidates must also meet the standards in 1.1 through 1.3 to qualify. The basic agreement comprises five components:

- a. Revenue threshold: Is based on the amount of total combined postage paid for First-Class Mail automation letters, Standard Mail automation letters, and Standard Mail carrier route barcoded automation-compatible letters. The



### 709.1.4.3

baseline for the revenue threshold is the total postage for these categories over the previous one-year period. The threshold is calculated at a negotiated percentage above the baseline for each year during the duration of the agreement.

- b. Revenue threshold adjustment: Will be adjusted upward by a negotiated amount for every dollar decline in First-Class Mail postage. To qualify for rebates under this adjustment, a pre-determined revenue amount of Standard Mail must be mailed to offset each dollar decline in postage from First-Class Mail.
- c. Postage commitment with penalty: The postage commitment is an amount equal to the adjusted revenue threshold. If the amount of total postage from eligible mail in the first year of the contract is less than the adjusted revenue threshold, a negotiated percentage penalty in the amount of the difference between the adjusted revenue threshold and the actual total postage paid for contract year one must be paid. Subsequent year penalties for failing to meet the adjusted revenue threshold are negotiated by the parties within nine months of the end of the previous contract year.
- d. Rebate on First-Class Mail: If the mailer holding the agreement exceeds the adjusted revenue thresholds in any given year of the contract, it will earn rebates on its qualifying First-Class Mail postage. The rebate will be equal to a negotiated percent of the increase in postage as a result of a subsequent cumulative price increase (relative to First-Class Mail prices in existence at the initiation of the agreement) for all qualifying pieces.
- e. Rebate on Standard Mail: If the mailer holding the agreement exceeds the adjusted revenue thresholds in any given year of the contract, it will earn rebates on its qualifying Standard Mail postage. The rebate will be equal to a negotiated percent of the increase in postage as a result of a subsequent cumulative price increase (relative to Standard Mail prices in existence at the initiation of the agreement) for all qualifying pieces.

#### **1.4.3 General Requirements**

Any proposed First-Class Mail and Standard Mail NSA under this classification must also contain, at a minimum, the following general candidate requirements and conditions:

- a. The NSA expires three years from the effective date. Either party can terminate the agreement, without penalty, for convenience prior to the last 90 days of each contract year with 90 days written notice to the other party.
- b. The NSA will contain a merger and acquisition clause, which adjusts the threshold to account for increased mailing activity (or decreased, in the case of a sale or closure).

#### **1.4.4 Initial Proposal**

The proposal must explain how the candidate meets the requirements in [1.4.2](#) and also must meet the following conditions:

- a. The candidate must submit a written proposal that includes appropriate supporting documentation to the manager of Correspondence & Transactions (see [608.8.0](#) for address).
- b. The proposal must be initiated by the mailer and include a summary of the information responding to the applicable candidate features and general requirements described in [1.4.3](#).
- c. A nondisclosure agreement must be signed before any substantive discussion of the proposal begins.

## 2.0 Alternate Postage Payment Method for Greeting Cards

### 2.1 Description and Purpose

An Alternate Postage Payment for Greeting Cards, using Intelligent Mail technology, is being tested in a 2-year program from January 2, 2011, through December 31, 2012. Participants pay for postage based on sales data reported to the Postal Service. Each mailpiece is scanned and counted as it moves through postal mail processing equipment. Reports allow a debit from the participant's Centralized Automated Processing System (CAPS) account for the postage that was not paid based on sales data. Mailpieces may be addressed to any domestic location by the sender.

### 2.2 Prices and Fees

There is no fee to participate in the market test. Participants agree to pay the market test postage price, which is higher than the First-Class Mail single-piece letter price, for each greeting card sold or mailed. Participants must have sufficient funds in their CAPS account to cover the market test postage for the mailpieces. Participants pay postage as follows:

- a. At least 50 percent of the market test postage price will be paid to the Postal Service based on the participant's reports of greeting cards sold. When a greeting card is sold to an individual customer, payment will be retained by the Postal Service, whether or not the greeting card is mailed.
- b. The remainder of the postage will be collected based on scans of Intelligent Mail barcodes on mailed pieces as specified in [2.5](#). The scans will produce a count of pieces processed, allowing appropriate postage to be deducted from the CAPS account.

### 2.3 Eligibility for Participation

Greeting card companies interested in participating in the market test must conform to the following standards:

- a. Each greeting card company must request and obtain written consent from Transactions and Correspondence (see [608.8.1](#)).
- b. Each letter-size mailpiece must be tested and approved prior to distribution (see [2.5](#)).



### 709.2.4

- c. Participants must print a unique Intelligent Mail barcode on each mailpiece using the Mailer ID (MID) assigned exclusively for the market test by the program office.
- d. Participants must establish quality control measures to ensure production of mailpieces meeting all standards in [2.0](#).

#### 2.4 Early Termination

A participant that terminates the market test prior to the end of the program period must maintain their CAPS account and will remain liable for 100 percent of the market test postage for each greeting card sold, but not scanned, at the time they terminate the agreement.

#### 2.5 Mailpiece Characteristics

Mailpieces must include the following elements:

- a. Intelligent Mail barcode.
- b. Legend: First-Class Mail, permit number, and the city and state where the permit is held. Participants must maintain a permit imprint account.
- c. Facing Identification Mark (FIM) E.
- d. Postage Imprint: "No Postage Necessary If Mailed in the United States".

#### 2.6 USPS Responsibility

The Postal Service will assign Mailer IDs to be used exclusively for the market test, approve all mailpiece designs prior to the production, distribution, and sale of greeting cards, and conduct pre-production tests of mailpieces.

## 3.0 Promotions for First-Class Mail and Standard Mail for 2013

### 3.1 Summary of Programs

**[4-1-13]** There will be six new promotional incentive programs offered during calendar year 2013 for Presorted and automation First-Class Mail cards, letters, and flats, and Standard Mail letters, flats, or parcels. EDDM-Retail mailings are not eligible for participation in any of the promotions; OMAS and official government mailings are eligible only for participation in the Earned Value Reply Mail promotion. Automation letters and flats must bear correct Intelligent Mail barcodes. Participants in each promotion also agree to participate in a survey about the promotion. See [3.2](#) for how to register. The six promotional programs, in calendar order, are:

- a. Direct Mail Mobile Coupon and Click-to-Call
  - 1. Registration: January 15 - April 30, 2013;
  - 2. Program period: March 1 - April 30, 2013.
- b. Earned Value Reply Mail
  - 1. Registration: January 15 - March 31, 2013;
  - 2. Program period: April 1 - June 30, 2013.
- c. Emerging Technologies

1. Registration: June 15 - September 30, 2013;
  2. Program period: August 1 - September 30, 2013.
- d. Picture Permit Imprint
1. Advance registration: 4 months or more before program period begins.
  2. Enrollment: June 1 - September 30, 2013;
  3. Program period: August 1 - September 30, 2013.
- e. Product Samples
1. Registration: May 1 - September 30, 2013;
  2. Program period: August 1 - September 30, 2013.
- f. Mobile Buy-It Now
1. Registration: September 15 - December 31, 2013;
  2. Program period: November 1 - December 31, 2013.

### 3.2 Registration and General Conditions for Documentation

Customers must register for each promotion on the Incentive Programs Service through the Business Customer Gateway at <https://gateway.usps.com/bcg/login.htm>, and specify which permits and CRIDs will participate in the promotion. Mailpieces must be mailed under the following conditions:

- a. Except for the Earned Value Reply Mail and Picture Permit promotions, postage must be paid by permit imprint or by affixing metered postage or a precanceled stamp to each piece of mail. Pieces with metered postage must bear an exact amount of postage as stipulated by the class and shape of mail, and according to the table published in the Federal Register notice under "postage payment methods." Provisions for additional postage are in [234.2.2a.](#) and [334.2.2a.](#) for First-Class Mail pieces over 1 ounce, and in [244.2.2](#) and [344.2.2](#) for Standard Mail pieces over 3.3 ounces.
- b. The postage statement and mailing documentation must be submitted electronically. The mail owner's identity must be indicated in the electronic documentation, which identify the mail owner and mail preparer in the by/for fields, either by Customer Registration ID (CRID) or Mailer ID (MID) assigned by the USPS. All Presorted and automation pieces declared on a postage statement must qualify for the discount.
- c. The electronic equivalent of the mailer's signature on the postage statement will certify that each mailpiece claimed on the postage statement qualifies for the applicable promotion.

### 3.3 Program Descriptions

Each of the six promotions is briefly described below. More detailed information, including updated FAQs, is available on the RIBBS website at <https://ribbs.usps.gov/index.cfm?page=mobilebarcode>.



### 3.3.1 Direct Mail Mobile Coupon and Click-to-Call

This promotion provides an upfront 2 percent postage discount for presort and automation mailings of First-Class Mail letters, postcards, or flats and Standard Mail (including Nonprofit) letters and flats that integrate mail with mobile technology. There are two separate ways to participate within the one overall program; mailers may participate in one or both, but only one discount applies per mailing. The Mobile Coupon option integrates hard-copy coupons in the mail with mobile platforms for redemption. Participation in the Click-to-Call option increases use of mail with mobile barcodes that provide click-to-call functionality. Conditions are as follows:

- a. For the Mobile Coupon program, the coupon is offered only to mailpiece recipients, the entire path to purchase must be mobile-optimized, and at least one of the following two options apply:
  1. The mailpiece must be a coupon, entitling only the recipients to a discount off a product or service.
  2. The mailpiece must contain either mobile-print technology that can be scanned by a mobile device linking to a mobile coupon or a short number to be used to initiate a text communication that triggers a text message with a one-time coupon or code.
- b. For both options in [3.3.1a](#), coupon recipients must be able to present physical coupons or coupons stored on mobile devices at retail locations or the mailpiece must contain a code to receive a discount online or via a call center.
- c. For the Click-to-Call program, the mailpiece must contain mobile technology that can be scanned by a mobile device and the scanned item must link directly to a mobile-optimized website with a "click to call" link or to a phone number on the user's phone. The mailpiece must contain text near the image to guide the consumer to scan the image.

### 3.3.2 Earned Value Reply Mail

First-Class Mail Business Reply Mail (BRM) and Courtesy Reply Mail (CRM) mailers will receive a \$0.02 postage credit for each machinable BRM or CRM card or letter bearing a qualifying Intelligent Mail barcode (IMb) that is scanned in the postal network during the program period. IMbs on reply pieces must be encoded with the correct Mailer ID, barcode ID, service type ID, and correct ZIP+4 routing code as assigned by the USPS. Rebate credits can be redeemed for postage for future mailings of First-Class Mail presort and automation letters, cards, or flats, or for Standard Mail letters or flats paid from the permit account where the credit was applied.

### 3.3.3 Emerging Technologies

If multiple emerging technologies are used on the same mailpiece, the 2% upfront discount is only applied once. To be eligible for the discount, all First-Class Mail presort and automation cards, letters, or flats, and Standard Mail letters or flats must meet at least one of the following requirements:

- a. The mailpiece must contain a Near-Field Communication (NFC) smart tag or RFID chip that allows information to be transmitted to a mobile device.



- b. The mailpiece must contain print that allows the recipient to engage in an augmented reality experience, relevant to the contents of the mailpiece, facilitated by a mobile device or computer.
- c. The mailpiece must integrate delivery of the physical mailpiece with mobile technology, allowing the user to complete authentication processes for customers and mail recipients. Mailers must obtain prior approval from the USPS program office for each proposed process.

#### **3.3.4 Picture Permit Imprint**

[5-6-13] For pre-approved mailers, the Picture Permit fee for First-Class Mail automation letters and cards will be waived, and the fee for Standard Mail automation letters will be waived. Pieces must be part of a full-service automation mail mailing under 705.24.0 and meet other conditions for picture permit imprint mailings under 604.5.4. Mailers and mail service providers must complete registration for Picture Permit at the website: [www.usps.com/picturepermit](http://www.usps.com/picturepermit). After completion of the authorization process, preapproved participants will be invited to register for the promotion. Postage must be paid by permit imprint; participants must claim the waiver of fees on the electronic postage statement at the time of submission. All mailpieces in a mailing must be eligible for the promotion. Qualified PVDS mailings that are verified and paid for by September 30, 2013 may be entered at destination entry facilities through October 15, 2013.

#### **3.3.5 Product Samples**

The Product Samples promotion will provide mailers with a 5 percent upfront postage discount on qualifying mail that contains product samples. All qualifying parcels must contain a product sample. Qualified PVDS mailings that are verified and paid for by September 30, 2013 may be entered at destination entry facilities through October 15, 2013.

#### **3.3.6 Mobile Buy-It Now**

The Mobile Buy-It-Now promotion provides mailers (of presort and automation First-Class Mail cards, letters, and flats and Standard Mail letters and flats) with an upfront 2 percent postage discount. Qualifying mailpieces must include a two-dimensional barcode or print/mobile technology that can be read or scanned by a mobile device, directly leading the recipient to a mobile-optimized web page that allows the purchase of an advertised product through a financial transaction on the mobile device. The mailpiece must also contain text near the image that guides the consumer to scan the image. These additional requirements apply:

- a. The destination web page must contain information relevant to the content of the mailpiece and some of the products advertised must be available for purchase on a mobile device.
- b. The purchase must be able to be completed through the mobile device via an electronic payment method, or by allowing an order placed on the mobile device through the internet leading to a subsequent invoice.
- c. A product, for purposes of this promotion, is defined as a tangible and physical item that can be shipped via a mailing or shipping product offered by the USPS (although delivery by the USPS is not required).

- d. Products must be offered for fulfillment via home delivery; products offered as shipments for in-store pickup only will not qualify.

### **3.4 Discounts**

For all promotion providing an upfront postage discount, mailers must claim the postage discount on the postage statement at the time the statement is electronically submitted. Mailings with postage affixed will deduct the discount amount from the additional postage due, except that mail service providers authorized to submit Value Added Refund ("VAR") mailings may include the discount in the amount to be refunded. See also [3.2](#).

### **3.5 Mobile Barcode or Image Placement**

For promotions that include printing of a mobile barcode or other scannable printed image, the image cannot be placed on a detached address label (DAL or DML) or card that is not attached to the mailpiece. The image cannot be placed in the (postage) indicia zone or the (Intelligent Mail) barcode clear zone on the outside of the mailpiece. For letters, the barcode clear zone is defined in [202.5.1](#). For flats, the barcode clear zone for this purpose is the barcode itself and an area that extends an additional 1/8 inch from any part of the barcode. The indicia zone is defined as follows:

- a. The postage "indicia zone" is 2 inches from the top edge by 4 inches from the right edge of the mailpiece;
- b. When the postage indicium is not in the area described in [3.5a](#), the mobile barcode or image must not be placed within 2 inches of the actual postage indicium.



# Index and Appendices



# **Index**

## **and Appendices**

**Index**

**Appendix 1—Forms Glossary**

**Appendix 2—Summary of  
Changes**

**Appendix 3—Price List**



## A

**absentee balloting materials, 703.8.0**

**accelerated reply mail, 508.5.8**

**additional entry for Periodicals, 707.30.0**

authorization, 707.30.2

cancellation, 707.30.2

**address correction services, 507.4.0**

**address element correction, 507.8.4, 507.8.5**

**Address Information System (AIS) products, 509.1.0**

**address labels**

detached address labels (DALs), 602.4.0

Periodicals, 707.3.2.2

**address lists**

accuracy, 708.3.0

verification of, 708.3.5

**address placement, 602.1.0**

cards, 102.1.0, 202.2.0

letters, 102.1.2, 202.2.0

parcels, 102.3.3

Periodicals, 707.3.3.3

**address quality standards, flats**

automation

First-Class Mail, 333.5.1

Standard Mail, 343.7.1

barcoded pieces, 333.5.5, 343.7.4, 363.6.4

carrier route

Bound Printed Matter, 363.5.4

carrier route code accuracy, 343.6.2, 363.5.4

enhanced carrier route, 343.6.1.2

general standards

Bound Printed Matter, 363.3.1

First-Class Mail, 333.3.3

Standard Mail, 343.3.3

Move Update, 333.3.5, 343.3.9

ZIP Code accuracy

Bound Printed Matter, 363.4.3

First-Class Mail, 333.3.6

Standard Mail, 343.3.8

**address quality standards, general**

Alternative Addressing Format, 602.3.0

Coding Accuracy Support System (CASS), 708.3.0

**address quality standards, letters and cards**

automation

First-Class Mail, 233.5.1

Standard Mail, 243.7.1

automation enhanced carrier route, 243.6.5.1

barcoded pieces

First-Class Mail, 233.5.5

Standard Mail, 243.7.5

carrier route code accuracy

First-Class Mail, 233.5.3

Standard Mail, 243.6.2

enhanced carrier route, 243.6.1.2

general standards

First-Class Mail, 233.3.0

Standard Mail, 243.5.1

Move Update, 233.3.5, 343.3.9

ZIP Code accuracy

First-Class Mail, 233.3.6

Standard Mail, 243.3.8

**address quality standards, parcels**

carrier route code accuracy

Bound Printed Matter, 463.5.2

Standard Mail, 443.6.2

enhanced carrier route, 443.6.1

general standards

Bound Printed Matter, 463.5.1

First-Class Mail, 433.3.0

Standard Mail, 443.5.1

Move Update, 433.3.5, 443.3.9

ZIP Code accuracy

Bound Printed Matter, 463.4.3

First-Class Package Service, 433.3.6

Standard Mail, 443.3.8

**address quality standards, Periodicals**

barcoded/automation, 707.14.1

carrier route, 707.13.1.2

general, 707.12.1.2

**address sequencing services, 507.9.0**

**address services**

Address Change Service (ACS), 507.4.2

address correction, 507.4.1

carrier route schemes, 505.1.4

Delivery Statistics Product, 505.1.1

*FASTforward*, 507.4.3

mailing list services, 507.8.0

sequencing for cards and electronic files, 507.9.0

**addressee, See *recipient services***

**addressing**

See also *address placement*

alternative addressing formats, [602.3.0](#)

automation mailings

letters

First-Class Mail, [233.5.5](#)

Standard Mail, [243.7.5](#)

flats

Bound Printed Matter, [363.6.4](#)

First-Class Mail, [333.5.5](#)

Standard Mail, [343.7.4](#)

Periodicals, [707.14.5](#)

commercial mail receiving agencies, [602.2.3](#)

content, [602.1.4](#), [602.1.5](#)

detached address labels (DALs), [602.4.0](#)

elements of a complete address, [602.1.4](#), [602.1.5](#)

exceptional address, [602.3.4](#)

military mail, [703.2.2](#)

Move Update, [602.5.0](#)

“occupant”-style addressing, [602.3.3.1](#)

Periodicals, [707.3.2](#)

return address, [602.1.5](#)

simplified address, [602.3.2](#)

ZIP Code, [602.1.8](#)

**Adult Signature service, [503.8.0](#)****advance deposit account, [604.6.4](#)****advertising**

nonprofit and classroom Periodicals, [707.10.1.3](#)

nonprofit Standard Mail, [703.1.6](#)

pandering, [508.9.1](#)

Periodicals, [707.4.13](#)

sexually-oriented material, [508.10.0](#)

**aerosols, [601.3.5](#)****agriculture**

Science-of-Agriculture, [707.1.2](#), [707.11.2](#)

State Departments of Agriculture, [707.6.3](#)

USDA, [703.7.3.2](#)

**air transportation prohibitions for hazardous materials, [601.10.10](#)****Alaska Bypass Service, [705.26.0](#)****Alternate Mailing System (AMS), [705.4.0](#)****ancillary service endorsements**

address service requested, [507.1.0](#)

change service requested, [507.1.0](#)

class of mail, explanation by, [507.1.0](#)

BPRS Standard Mail, [507.1.5.3i](#).

First-Class Mail and Priority Mail, [507.1.5.1](#)

Standard Mail, [507.1.5.3](#)

Package Services, [507.1.5.4](#)

Periodicals, [507.1.5.2](#)

Priority Mail Express, [507.1.5.5](#)

clear space

flats, [302.4.4](#)

letters and cards, [202.4.4](#)

parcels, [402.3.4](#)

retail, [102.4.4](#)

electronic service requested, [507.1.0](#)

forwarding service requested, [507.1.0](#)

placement on the mailpiece

flats, [302.4.0](#)

letters and cards, [202.4.0](#)

parcels, [402.3.0](#)

retail, [102.4.0](#)

return service requested, [507.1.0](#)

temp-return service requested, [507.1.0](#)

type size

ACS participant codes, [507.4.2.5](#)

flats, [302.4.4](#)

letters and cards, [202.4.4](#)

parcels, [402.3.4](#)

retail, [102.4.4](#)

with return address

flats, [302.4.0](#)

letters and cards, [202.4.0](#)

parcels, [402.3.3](#)

**animals**

adult fowl, [601.9.3.4](#)

bees, [601.9.3.7](#)

cold-blooded, [601.9.3.3](#)

container for mailing, [601.9.3.10](#)

day-old poultry, [601.9.3.2](#)

dead, [601.9.4](#)

furs or pelts, [601.9.5](#)

insects, [601.9.3.8](#)

nonmailable, [601.9.7](#)

scorpions, [601.9.3.9](#)

special permits for animals mailed to Pacific islands, [601.9.3.6](#)

warm-blooded, [601.9.3.5](#)

**APO, See [military mail](#)****appeals for decision made about mailing standards, [607.2.0](#)****appeals for Post Office box and caller service, [508.4.8.2](#), [508.5.7.3](#)****Armed Forces, mail sent by, [703.4.0](#)****aspect ratio, [201.3.7](#)**



**automation cards, 201.3.0**

enclosed in letters, 201.3.14  
labels, 201.3.13  
mail preparation  
    First-Class Mail, 235.6.0  
    Standard Mail, 245.7.0  
size, 201.1.0  
tabs and wafer seals, 201.3.10

**automation flats, general 301.3.0**

addressing  
    Bound Printed Matter, 363.6.0  
    First-Class Mail, 333.5.5  
    Standard Mail, 343.7.4,  
attachments, 301.3.5.2  
automation discount, 346.4.2  
Bound Printed Matter, 363.6.0  
First-Class Mail, 301.3.0, 333.5.0  
labels, 301.1.8  
mail preparation  
    First-Class Mail, 335.6.0  
    Standard, 345.7.0  
    Bound Printed Matter, 365.7.0  
polywrap, 301.1.5  
Periodicals, 707.14.0  
    addressing, 707.14.5  
    mail preparation, 707.25.0  
reply mail enclosed in an automation flat, 201.3.18  
size, 301.3.0  
staples, 301.3.3.2  
Standard Mail, 343.7.0  
tabs and wafer seals, 301.3.3  
uniformity, 301.3.5

**automation letters, general 201.3.0**

addressing  
    First-Class Mail, 233.5.5  
    Standard Mail, 243.7.5  
automation discount, 243.4.2  
    First-Class Mail, 233.5.0  
enhanced carrier route, 243.6.1  
heavy letters, 201.3.6, 243.6.4.1  
labels, 201.3.12  
mail preparation  
    First-Class Mail, 235.6.0  
    Standard Mail, 245.7.0  
perforated pockets, 201.3.13  
Periodicals, 707.14.0  
    addressing, 707.14.5  
    mail preparation, 707.24.0  
reply mail enclosed in an automation letter, 201.3.18  
size, 201.3.3  
Standard Mail, 243.7.0  
tabs and wafer seals, 201.3.10

**automation mailings, general**

different payment methods, 705.5.0  
reply mail enclosed in mailing, 201.3.18

**automation parcels, See *barcoded parcels*****B****ballots, 703.8.0****balloon price**

Standard Post, 101.7.1  
Priority Mail, 101.5.3

**barcoded parcels, 708.5.0****barcodes**

address block, inside  
    flats, 302.5.3  
    letters, 202.5.6  
barcode clear zone  
    letters, 202.5.1  
    machinable parcels, 402.4.2  
certification, 708.4.6  
container labels, 708.6.0  
dimensions and spacing, 708.4.2.5  
flats, 302.5.0, 708.4.0  
human-readable information, 708.5.2.10  
inserts, 202.5.7  
letters and cards, 202.5.0, 708.4.0  
parcels, 402.4.1, 708.5.0  
reflectance, 708.4.4  
sack labels, 708.6.2, 708.6.4  
second barcode on flats, 302.5.2  
skew, 708.4.5  
tray labels, 708.6.2, 708.6.3  
types of barcodes  
    5-digit barcode, 708.4.2.2  
        letters, 202.5.4  
    concatenated, 708.5.2.3  
    USPS Tracking, 503.10.4, 708.5.2.3  
    delivery point barcode (DPBC), 708.4.2.4  
        flats, 302.5.2  
        letters, 202.5.6  
    integrated, 708.5.2.3  
    Intelligent Mail barcode, 708.4.3, 708.5.1  
    PLANET Code barcode, 503.14.2  
    POSTNET barcode, 708.4.2  
    Signature Confirmation, 708.5.2.3, 503.11.4  
    GS1-128, 708.5.2.1  
    ZIP+4 barcode  
        general, 708.4.2.3  
        letters, 202.5.4  
window envelope, 202.5.8 – 202.5.10

**batteries**

battery-powered devices, 601.12.17

lithium, [601.10.20](#)  
    primary (non-rechargeable) cells, [601.10.20.5](#)  
    secondary (rechargeable) cells, [601.10.20.6](#)  
nonspillable batteries, [601.10.19.4](#)

**beer**, [601.12.7](#)

**bees**, [601.9.3.7](#)

**bills and invoices**

Priority Mail Express

    retail, [113.3.0](#)

    commercial, [413.2.0](#)

First-Class Mail

    commercial flats, [333.2.2](#)

    commercial letters, [233.2.2](#)

    commercial parcels, [433.2.2](#)

    retail mail, [133.3.2](#)

Priority Mail, [123.3.0](#)

solicitations in guise of, [601.13.1](#)

**biological products**, [601.10.17.2b](#)

**bird stamp, for hunting migratory birds**, [509.2.1](#)

**blind, free matter for**, [703.5.0](#)

**blood**, [601.10.17](#)

**book rate**, *See Media Mail*

**booklets**, [201.3.0](#)

**books**

    packaging for mailing, [601.7.2](#)

**Bound Printed Matter, commercial flats**

    annual destination entry mailing fee, [363.1.2.6](#)

    attachments, [363.3.3](#)

    barcoded flats, [301.3.2](#)

    carrier route accuracy, [363.5.4](#)

    cobundling, [705.11.4](#)

    combined with other classes of mail, [703.9.0](#)

    combined with other Package Services, [705.7.0](#)

    computing postage, [363.1.0](#)

    content standards, [363.2.0](#)

    cotraying and cosacking bundles, [705.9.4](#)

    deposit, [366.3.9](#)

        appeals, [366.3.9.11](#)

        nonpresorted pieces, [366.1.1](#)

        scheduling appointments, [366.3.9.3](#)

        verification, [366.2.1](#)

    documentation, [364.2.0](#)

        carrier route mail, [364.2.7](#)

        facsimile postage statements, [364.2.10](#)

        machinable mail, [364.2.3](#)

        multiple mailings, [364.2.9](#)

        standard format, [364.2.7](#)

    drop shipments, [366.2.6](#)

eligibility, [363](#)

    barcoded pieces, [363.6.0](#)

    basic, [363.3.0](#)

    carrier route, [363.5.0](#)

    machinable, [363.5.0](#)

enclosures, [363.3.3](#)

entry

    DNDC entry, [366.4.0](#)

    DDU entry, [366.6.0](#)

    destination entry, [366.3.0](#)

        verification, [366.2.1](#)

    DSCF entry, [366.5.0](#)

general standards, [301.2.3.1](#)

invoices, [363.3.3.1](#)

markings required on mailpiece, [302.1.0](#), [302.3.3.2](#)

postage payment options, [364.1.0](#)

preparation of mail, [365](#)

    barcoded flats, [365.7.0](#)

    carrier route flats, [365.6.0](#)

    bundling, [365.2.0](#), [465.2.0](#)

    bundles of flats on pallets, [705.8.10.4](#)

    bundling for mail on pallets, [705.8.9.5](#)

    presorted flats, [365.5.0](#)

    sacks of flats on pallets, [705.8.10.4](#)

    machinable mail, [365.7.0](#)

    optional endorsement lines, [601.2.14](#)

        carrier route info lines, [601.2.14](#)

    sacks, [365.3.0](#)

price eligibility

    barcoded flats, [363.6.1](#)

    carrier route prices, [363.4.1](#)

    DNDC prices, [366.4.0](#)

    DDU prices, [366.6.0](#)

    DSCF prices, [366.5.0](#)

    nonpresorted prices, [363.1.1](#)

    presorted prices, [363.5.0](#)

size, [301.1.0](#), [301.2.3](#)

undeliverable mail, [507.1.5.4](#)

weight standards, [301.2.3](#)

written additions, [363.3.4](#)

ZIP Code accuracy, [363.4.3](#)

**Bound Printed Matter, commercial parcels**

    annual destination entry mailing fee, [463.1.2.5](#)

    attachments, [463.3.3](#)

    barcoded parcels, [465.b.](#)

    carrier route accuracy, [463.5.2](#)

    combined with other classes of mail, [703.9.0](#)

    combined with other Package Services, [705.9.4](#)

    computing postage, [463.1.0](#)

    content standards, [463.2.0](#)

    deposit, [466.3.9](#)

        appeals, [466.3.9.11](#)

        nonpresorted pieces, [466.1.0](#)

        scheduling appointments, [466.3.9.3](#)

        verification, [466.2.1](#)

documentation, [464.2.0](#)  
     facsimile postage statements, [464.2.8](#)  
     multiple mailings, [464.2.7](#)  
 drop shipments, [466.2.6](#)  
 eligibility, [463](#)  
     carrier route, [463.5.0](#)  
     mailings, [463.3.0](#)  
 enclosures, [463.3.3](#)  
 entry  
     DNDC entry, [466.4.0](#)  
     DDU entry, [466.6.0](#)  
     destination entry, [466.3.0](#)  
         verification, [466.2.1](#)  
     DSCF entry, [466.5.0](#)  
 general standards, [401.2.6.1](#)  
 invoices, [463.3.3.1](#)  
 markings required on each mailpiece, [402.2.4](#)  
     carrier route irregular parcels, [465.6.2](#), [465.6.3](#)  
     carrier route parcels, [465.6.1.1](#)  
     presorted irregular parcels, [465.5.2](#), [465.5.3](#)  
     presorted parcels, [465.5.1.1](#)  
 nonmachinable parcels, [401.2.6](#)  
 postage payment options, [464.1.0](#)  
 preparation of mail, [465](#)  
     bundles of irregular parcels on pallets, [705.8.10.5](#)  
     bundling, [465.2.0](#)  
     bundling for mail on pallets, [705.8.9.5](#)  
     carrier route irregular parcels, [465.6.2](#), [465.6.3](#)  
     carrier route machinable parcels, [465.6.4](#)  
     combined machinable parcels, [465.6.4](#)  
     combining parcels, [465.1.4](#)  
     machinable parcels on pallets, [705.8.10](#)  
     optional endorsement lines, [601.2.14](#)  
         carrier route info lines, [601.2.14](#)  
     presorted irregular parcels, [465.5.2](#), [465.5.3](#)  
     presorted machinable parcels, [465.5.4](#), [465.5.5](#)  
     sacks of irregular parcels on pallets, [705.8.10.5](#)  
 price eligibility  
     carrier route, [463.4.1](#),  
     DNDC, [466.4.0](#)  
     DDU, [466.6.0](#)  
     DSCF, [466.5.0](#)  
     nonpresorted, [463.1.1](#)  
     presorted, [463.5.0](#)  
 size, [401.1.0](#), [401.2.6](#)  
 undeliverable mail, [507.1.5.4](#)  
 weight standards, [401.1.0](#), [401.2.6](#)  
 written additions, [463.3.4](#)  
 ZIP Code accuracy, [463.4.3](#)

## boxes

acceptable sizes and load, [601.4.2](#)  
 Post Office boxes, [508.4.0](#)

**bulk mail, See commercial mail**

**bulk mail center, See Network Distribution Center**

## bulk parcel return service (BPRS), [505.6.0](#)

annual accounting fee, [505.7.1.2](#)  
 annual permit fee, [505.7.1.1](#), [505.7.2.1](#)  
 application for a permit, [505.7.4.1](#)  
 general information, [505.7.3](#)  
 label format, [505.7.6](#)  
 label placement, [505.7.5](#)  
 label example, [505.7.6](#)  
 postage and fees, application, [505.7.2](#)

## bundles, general

pallets, [705.8.5.7](#) – [705.8.5.12](#)  
     counter-stacking, [705.8.5.8](#)  
     labeling bundles of mail, [705.8.5.10](#)  
     securing bundles of mail, [705.8.5.11](#)

## Bulk Proof of Delivery, [503.6.0](#)

## bundles of letters

facing slips for carrier route mail  
     Standard Mail, [601.2.15](#)  
 First-Class Mail, [235.2.0](#)  
 labeling bundles of mail  
     First-Class Mail, [601.2.13](#)  
     Standard Mail, [601.2.13](#)  
 securing bundles of mail  
     First-Class Mail, [601.2.5](#)  
     Standard Mail, [601.2.5](#)  
 Standard Mail, [245.2.0](#)

## bundles of flats

Bound Printed Matter, [365.2.0](#)  
 counter-stacking  
     Bound Printed Matter, [601.2.7](#)  
     Media Mail and Library Mail, [601.2.7](#)  
     Standard Mail, [601.2.7](#)  
 facing slips for carrier route mail  
     Bound Printed Matter, [601.2.15](#)  
     Standard Mail, [601.2.15](#)  
 First-Class Mail, [335.2.0](#)  
 labeling bundles of mail  
     Bound Printed Matter, [601.2.13](#)  
     First-Class Mail, [601.2.13](#)  
     Media Mail and Library Mail, [601.2.13](#)  
     Standard Mail, [601.2.13](#)  
 Media Mail and Library Mail, [375.2.0](#)  
 sacks  
     Standard Mail, [601.2.8](#)  
 securing bundles of mail  
     Bound Printed Matter, [601.2.5](#)  
     First-Class Mail, [601.2.5](#)  
     Media Mail and Library Mail, [601.2.5](#)  
     Standard Mail, [601.2.5](#)  
 Standard Mail, [345.2.0](#)

**bundles of parcels**

Bound Printed Matter, [465.2.0](#)  
counter-stacking  
    Bound Printed Matter, [601.2.7](#)  
    Media Mail and Library Mail, [475.2.4](#)  
    Standard Mail, [601.2.7](#)  
facing slips for carrier route mail  
    Bound Printed Matter, [601.2.15](#)  
    Standard Mail, [445.2.2](#)  
labeling bundles of mail  
    Bound Printed Matter, [601.2.13](#)  
    Media Mail and Library Mail, [475.2.8](#)  
    Standard Mail, [601.2.13](#)  
Media Mail and Library Mail, [475.2.0](#)  
sacks  
    First-Class Mail, [435.2.0](#)  
    Standard Mail, [445.3.0](#)  
securing bundles of mail  
    Bound Printed Matter, [601.2.5](#)  
    Media Mail and Library Mail, [475.2.5](#)  
    Standard Mail, [601.2.5](#)  
Standard Mail, [445.2.0](#)

**bundles of Periodicals, [707.19.0](#)**

counter-stacking, [601.2.7](#)  
facing slips for carrier route mail, [601.2.13](#)  
labeling bundles of mail, [601.2.13](#)  
sacks, [601.2.8](#)  
securing bundles of mail, [601.2.5](#)  
with Standard Mail flats, [707.15.0](#)

**business mail, See [commercial mail](#)****Business Reply Mail (BRM), [505.1.0](#)**

annual accounting fee, [505.1.6.4](#)  
annual permit, renewal, [505.1.5.4](#)  
application for a permit, [505.1.5.2](#)  
distributed by agents of the permit holder, [505.1.11](#)  
format, [505.1.8](#), [505.1.8](#)  
general information, [505.1.4](#)  
how annual accounting fee is applied, [505.1.6.3](#)  
how annual permit fee is applied, [505.1.5.4](#)  
how postage and fees are applied, [505.1.6](#)  
official U.S. government mail, [703.7.11](#)  
physical characteristics, [505.1.7](#)  
qualified Business Reply Mail (QBRM), [505.1.3](#),  
    [505.1.10](#)  
refunds for postage affixed to Business Reply Mail,  
    [604.9.3](#)  
sample of Business Reply Mail, [505.1.8.1](#)  
weight-averaged Business Reply Mail, [505.1.12](#)

**C****caller service, [508.5.0](#)**

accelerated reply mail, [508.5.8](#)  
appeals, [508.5.7.3](#)  
application for service, [508.5.3.1](#)

refunds, [508.5.6](#)

reserved caller service number, [508.5.2.6](#)  
reserved caller service number fee, [508.5.1](#)

**cards**

automation, See *automation cards*  
bundling,  
    First-Class Mail [601.2.0](#)  
    Standard Mail, [601.2.0](#)  
    Periodicals, [601.2.0](#)  
double cards (double postcards)  
    commercial mail, [201.1.2.8](#)  
    retail mail, [101.6.3.10](#)  
eligibility for First-Class Mail card prices  
    retail mail, [101.6.3.1](#), [133.1.0](#)  
    commercial mail, [233.6.1](#)  
reply cards  
    flats,  
        First-Class Mail, [333](#).  
    letters, [201.3.14](#)  
        First-Class Mail, [233.6.0](#)  
        Standard Mail, [243.7.6](#)  
Standard Mail, [343](#).  
    Periodicals, [707.14.2](#)  
size and weight  
    commercial mail, [201.1.2](#)  
    retail mail, [101.6.3.2](#)

**carrier route, general**

See also *Bound Printed Matter, general*; *Enhanced Carrier Route (ECR)*; *Periodicals*; *Standard Mail, general*  
carrier route information lines, [708.8.0](#)  
carrier route schemes, [509.1.4](#)  
submitting cards for sequencing, [507.9.3](#)

**carrier route, flats**

carrier route code accuracy  
    Bound Printed Matter, [363.5.4](#)  
    Standard Mail, [343.6.2](#)  
carrier route information lines  
    Bound Printed Matter, [601.2.14](#)  
    Standard Mail, [601.2.14](#)  
facing slips on bundles  
    Bound Printed Matter, [601.2.15](#)  
    Standard Mail, [601.2.15](#)  
sequencing requirements  
    Standard Mail, [345.6.9](#), [345.6.10](#)

**carrier route, letters**

carrier route code accuracy  
    Standard Mail, [243.6.2](#)  
carrier route information lines  
    Standard Mail, [601.2.14](#)  
facing slips on bundles  
    Standard Mail, [601.2.15](#)  
sequencing requirements  
    Standard Mail, [245.6.8](#)

### carrier route, parcels

carrier route code accuracy  
     Bound Printed Matter, [463.5.2](#)  
     Standard Mail, [443.6.2](#)  
 carrier route information lines,  
     Bound Printed Matter, [601.2.14](#)  
     Standard Mail, [601.2.14](#)  
 facing slips on bundles  
     Bound Printed Matter, [601.2.15](#)  
     Standard Mail, [445.2.2](#)  
 sequencing requirements  
     Standard Mail, [445.6.6](#), [445.6.7](#)

### carrier route, Periodicals

carrier route information lines, [601.2.14](#)  
 facing slips on bundles, [601.2.15](#)  
 sequencing requirements, [707.23.8](#), [707.23.9](#)

### CASS-Certified Software, [708.3.2.3](#)

### certificate of mailing, [503.4.0](#)

bulk quantities, [503.4.4](#)  
 other extra services that can be added, [503.4.2.5](#)  
 what may be mailed, [503.4.2](#)

### Certified Mail, [503.2.0](#)

filling out label, [503.2.3.5](#)  
 other extra services that can be added, [503.2.2.3](#)  
 requesting a delivery record, [503.2.3.5](#)  
 required label, [503.2.3.3](#)  
 what may be mailed, [503.2.2.2](#)

### change-of-address

submitting, [507.2.1](#)

### church, See *nonprofit*

### cigarettes and smokeless tobacco, [601.11.0](#)

cigarette lighters, [601.10.13.4](#)

### City State Product, [505.1.2](#), [509.1.0](#)

### claims, [609](#)

criteria for approval, [609.4.1](#)  
 filing, [609.1.0](#)  
 filing a duplicate claim, [609.1.7](#)  
 reasons for denial, [609.4.3](#)  
 time limit for filing, [609.1.4](#)

### clinical specimens, [601.10.17](#)

### Coding Accuracy Support System (CASS), [708.3.0](#)

certification and testing, [708.3.6](#)  
 dates for matching and coding, [708.3.3](#)  
 documentation submitted with a mailing, [708.3.5](#)  
 software certification and configuration, [708.3.2](#)

### collection box

deposit for First-Class Mail, [136.1.0](#)

deposit for Priority Mail, [126.1.0](#)  
 deposit for Priority Mail Express, [116.1.0](#)

### collect on delivery (COD), [503.12.0](#)

combined with Priority Mail Express, [503.12.2.5](#)  
 combined with registered mail, [503.12.2.4](#)  
 delivery of COD items, [503.12.5](#)  
 filing a claim, [609](#)  
 mailing instructions, [503.12.4](#)  
 other extra services that can be added, [503.12.2.3](#)  
 required forms, [503.12.3](#)  
 what may be mailed, [503.12.2.2](#)  
 where to mail, [503.12.4.6](#)

### combined mailing

First-Class Mail or Standard Mail with different  
 payment methods, [705.5.0](#)  
 Media Mail and Bound Printed Matter, [703.9.6](#)  
 multiple editions or publications of a periodical,  
[707.27.0](#)  
 Periodicals and Standard Mail flats, [707.15.0](#)

### commercial mail

letters,  
     Priority Mail Express, [210](#)  
     First-Class Mail, [230](#)  
     Standard Mail, [240](#)  
 flats,  
     Bound Printed Matter,  
     First-Class Mail, [330](#)  
     Media Mail and Library Mail, [370](#)  
     Standard Mail, [340](#)  
 parcels, 400  
     Bound Printed Matter, [460](#)  
     Priority Mail Express, [410](#)  
     First-Class Package Service, [430](#)  
     Media Mail and Library Mail, [470](#)  
     Parcel Select, [450](#)  
     Priority Mail, [420](#)  
     Standard Mail, [440](#)

### commercial mail receiving agency (CMRA)

addressing requirements, [508.1.8](#)  
 delivery to, [508.1.4](#)  
 forwarding mail to CMRA customers, [507.2.2.7](#)

### commingled mail, [455.1.7](#), [705.8.14.4](#)

### complaints, [608.6.0](#)

### computing postage

Bound Printed Matter  
     commercial flats, [363.1.1.6](#)  
     commercial parcels, [463.1.1.3](#)  
 Priority Mail Express  
     retail, 113.7  
     commercial, 413.9

## First-Class Mail

- commercial flats, 333.1.5
- commercial letters, 233.1.6
- commercial parcels, 433.1.7
- retail mail, 133.1.6

## Media Mail and Library Mail

- commercial flats, 373.1.5
- commercial parcels, 473.1.4
- retail mail, 173.1.4, 173.1.5

## Standard Post

- commercial parcels, 453.1.4
- retail mail, 153.1.3 – 153.1.3

## Periodicals, 707.2.2

## Priority Mail

- retail, 123.1.11
- commercial, 423.1.11

## Standard Mail

- commercial flats, 343.1.5
- commercial letters, 243.1.6
- commercial parcels, 443.1.5
- general, 604.7.0

**conditions of mail delivery, 508.2.0****confirmation, See *USPS Tracking* and *Signature Confirmation*****congressional frank**

- addressing, 703.6.2.1 – 703.6.2.3
- delivery, 703.6.2.4, 703.6.2.5

**contact information, 608.8.0****containers**

- boxes, 601.4.2
- envelopes, 601.4.1
- paper bags and wraps, 601.4.4
- plastic bags and film, 601.4.5 – 601.4.6

**content identifier numbers (CINs), 708.6.2.4****content markings, 601.5.2****contraceptives and abortion devices, 601.12.18****controlling mail delivery, 508.2.0****cooperative mailing, 703.1.6.3****copalletize, 705.8.7****copyrights of the USPS, 608.7.2****corporate accounts, 414.2.0****corrosives, 601.10.19****Courtesy Reply Mail (CRM), 201.3.18.2****customer mail receptacles, 508.3.0****Customized MarketMail, 705.1.0**

- bundling and labeling, 705.1.4.6
- containerization, 705.1.4.7
- documentation, 705.1.4.4
- eligibility, 705.1.1.2
- endorsements, 705.1.4.2
- mail preparation, 705.1.4
- physical standards, 705.1.1.3
- postage options, 705.1.4.3

**cushioning, 601.3.0****customs, 703.2.3.6****D****damage to mail**

- filing claims for loss or damage, 609

**dangerous materials, 601.10.0****dead mail, 507.1.9****deflection, 301.1.0****delivery, types of**

- city delivery service, 508.2.1
- highway contract delivery service, 508.2.3
- rural delivery service, 508.2.2

**delivery of mail, 508.1.0, 508.2.0**

- accountable mail, 508.1.1.7
- agent, 508.1.4
- commercial mail receiving agency, 508.1.8
- delivery to addressee only, See *restricted delivery*
- Priority Mail Express, 508.1.1.7
- hotels, institutions, and schools, 508.1.6
- individual at a business, 508.1.5
- military units, 703.2.7
- refusal by addressee, 508.1.1

**delivery point barcode (DPBC)**

- general, 602.1.8.3, 708.4.2.4
- letters, 233.5.5.3
- flats, 333.5.5.3

**delivery statistics**

- Delivery Statistics File, 509.1.1
- general, 509.1.5



**Department of State mail, 703.3.0****deposit**

## commercial flats

Bound Printed Matter, 366

First-Class Mail, 336

Media Mail and Library Mail, 376

Standard Mail, 346

## commercial letters

First-Class Mail, 236

Standard Mail, 246

## commercial parcels

Bound Printed Matter, 466

Priority Mail Express, 416

First-Class Mail, 436

Media Mail and Library Mail, 476

Parcel Select, 456

Priority Mail, 426

Standard Mail, 446

nonpresorted Bound Printed Matter, 366.1.1

Periodicals, 707.28.0

## retail mail

First-Class Mail, 136

Media Mail and Library Mail, 176

Parcel Select, 156

Priority Mail, 126

Priority Mail Express, 116

**design**

indicia design, 604.4.0

## mailpiece design

commercial flats, 301, 302

commercial letters, 201, 202

commercial parcels, 401, 402

retail mail, 101, 102

reproductions of copyrighted material, 608.7.2.3

**destination entry, See price eligibility under individual classes of mail****destination entry mailing fee, See mailing fees****detached address labels (DALs), 602.4.0****detached marketing labels (DMLs), 602.4.0****dimensions, 601.1.2, 601.1.3**

commercial flats, 301

commercial letters, 201

commercial parcels, 401

retail mail, 101

**dimensional weight**

## Priority Mail

retail, 123.1.4

commercial, 423.1.6

**direct mail, See commercial mail****documentation**

## retail mail,

Media Mail and Library Mail, 174

## commercial letters

First-Class Mail, 234.3.0

Standard Mail, 244.4.0

## commercial flats

Bound Printed Matter, 364.2.0

First-Class Mail, 334.3.0

Media Mail and Library Mail, 374.2.0

Standard Mail, 344.4.0

## commercial parcels

Bound Printed Matter, 464.2.0

First-Class Package Service, 434.3.0

Media Mail and Library Mail, 474.2.0

Parcel Select, 454.1.4

Priority Mail, 424.2.3

Standard Mail, 444.3.0

Periodicals, 707.17.0

standardized, 708.1.0

**double cards (double postcards), see cards****drop box, See collection box****drop shipment**

metered mail drop shipment, 705.20.0

plant-verified drop shipment, 705.17.0

Priority Mail Open and Distribute, 705.18.0

Priority Mail Express Open and Distribute, 705.18.0

**drug paraphernalia, 601.12.12****drugs, 601.12.11****dry ice, 601.10.20.4****duck stamp, See bird stamp, for hunting migratory birds****E****educational materials**

## qualifying for Media Mail prices

commercial flats, 373.2.0, 373.3.0

commercial parcels, 473.2.0, 473.3.0

retail mail, 173.3.0, 173.4.0

## qualifying for Library Mail prices

commercial flats, 373.2.0, 373.4.0

commercial parcels, 473.2.0, 473.4.0

retail mail, 173.3.0, 173.5.0

**election boards, mailing list services, 507.8.3.4, 507.8.7**

**Electronic Verification System (eVS), 705.2.9**

**enclosures**

incidental First-Class Mail, 703.9.5  
Package Services, 703.9.4  
Periodicals, 703.9.3  
Standard Mail, 703.9.4

**endorsements, See *ancillary service endorsements***

**enhanced carrier route (ECR)**

See also *carrier route, general* and *Standard Mail, general*

basic requirements

flats, 343.6.3,  
letters, 243.6.3,  
parcels, 443.6.3

eligibility for automation prices, 243.6.0

high density requirements

flats, 343.6.4,  
letters, 243.6.4,  
parcels, 443.6.4

price eligibility

flats, 343.6.0  
letters, 243.6.0  
parcels, 443.6.0

saturation requirements

flats, 343.6.5  
letters, 243.6.5  
parcels, 443.6.5

sequencing requirements

flats, 345.6.9, 345.6.10  
letters, 245.6.8, 245.6.9  
parcels, 445.6.6, 445.6.7

**entry**

commercial flats

Bound Printed Matter, 366  
First-Class Mail, 336  
Media Mail and Library Mail, 376  
Standard Mail, 346

commercial letters

First-Class Mail, 236  
Standard Mail, 246

commercial parcels

Bound Printed Matter, 466  
Priority Mail Express, 416  
First-Class Mail, 436  
Media Mail and Library Mail, 476  
Parcel Select, 456  
Priority Mail, 426  
Standard Mail, 446

Periodicals, 707.29.0, 707.30.0

**envelopes**

Priority Mail Express, 115.1.0, 601.6.1  
green bordered, 601.6.3  
Priority Mail, 125.1.1, 601.6.1  
reusable, 601.6.5  
window envelopes, 601.6.4  
with postage preprinted by USPS, See *stamped stationery*

**Every Door Direct Mail (EDDM), 140**

**exceptional dispatch for Periodicals, 707.28.3**

how to apply, 707.28.3.5  
prices, 707.28.3.4

**exchanges, 604.9.0**

**expedited services, 604.5.3.5, 705.18.5.8**

**experimental and temporary classifications, 709**

**explosives, 601.10.11**

inert, 601.12.4

**extra services, 503**

Certified Mail, 503.2.0  
Certificate of Mailing, 503.4.0  
Collect on Delivery (COD), 503.12.0  
USPS Tracking, 503.10.0  
Priority Mail Express, for, 503.1.0  
Insured Mail, 503.3.0  
Registered Mail, 503.1.0  
Restricted Delivery, 503.7.0  
Return Receipt, 503.5.0  
Return Receipt for Merchandise, 503.9.0  
Signature Confirmation, 503.11.0  
Special Handling, 503.13.0  
forwarding mail with extra services, 507.2.3.7, 507.4.3.2  
holding mail with extra services, 507.4.3.4  
money orders, 503.15.0  
treatment of undeliverable mail, 507.1.4.5  
with mixed classes of mail, 703.9.13

**extra services markings**

content, 601.5.0  
insured mail, 503.3.5.3, 503.3.5.6

**F**

**facing elements**

commercial flats, 302  
commercial letters, 202  
commercial parcels, 402  
retail mail, 102

**facing identification mark (FIM), 708.9.0**

**facing slip, See *carrier route, general***



**FASTforward, 507.4.3****federal government, See official mail****fees, Price List—Notice 123****filing claims, 609****firearms**

definitions, 601.12.1.1

pistols, revolvers, and other concealable firearms,  
601.12.1

rifles and shotguns, 601.12.2

who may mail, 601.12.1.3, 601.12.1.5, 601.12.1.7

**firm holdout, 508.8.0****First-Class Mail, commercial flats**

alternate payment methods, 705.5.0

annual mailing fee, 333.3.4

automation mailings, 333.5.0

address standards, 333.5.5

cobundling, 335.6.8

combined with other classes of mail, 703.9.0

computing postage, 333.1.1, 333.1.2, 333.1.6

content standards, 333.2.0

cotraying and cosacking bundles, 335.6.8

deposit of, 336

documentation for mailings, 334.3.0

facsimile postage statements, 334.3.10

multiple mailings, 334.3.9

standard format, 334.3.7, 708.9.0

eligibility standards, 333

automation, 333.5.0

nonautomation, 333.4.0

incidental enclosure with another class of mail,  
703.9.5

mail preparation, 335

automation, 335.6.0

bundles, 335.2.0

nonautomation flats, 335.5.4

combining presorted mailings, 335.6.8

combined automation and presorted flats,  
705.9.1, 705.11.1

nonautomation, 335.5.0

optional tray-based preparation, 335.6.6

trays, 335.3.0

tray labels, 335.4.0

markings required on each mailpiece

automation, 335.6.3

general, 302.3.0

mixed mail, 703.9.7

Move Update standard, 333.3.5

nonmachinable surcharge, 333.4.3

postage payment methods, 334

automation prices, 334.2.0

presorted prices, 334.2.0

postage statements, 334.3.0

presort mailing fee, 333.3.4

presort verification, 336.2.0

price eligibility

automation, 333.5.0

presorted, 333.3.0, 333.4.0

reply cards and envelopes, 333.

size, 301.1.0, 301.2.1

undeliverable mail, 507.1.5.1

verifying a mailing, 336.2.0

weight, 301.2.1

ZIP Code accuracy, 333.3.6

**First-Class Mail, commercial letters**

alternate payment methods, 705.5.0

annual mailing fee, 233.1.5, 233.3.4

automation mailings, 233.5.0

address standards, 233.5.5

combined with other classes of mail, 703.9.0

computing postage, 233.1.2, 233.1.6

content standards, 233.2.0

deposit, 236

documentation, 234.3.0

facsimile postage statements, 234.3.10

multiple mailings, 234.3.9

standard format, 234.3.7, 708.9.0

eligibility standards, 233

automation, 233.5.0

nonautomation, 233.4.0

incidental enclosure with another class of mail,  
703.9.5

mail preparation, 235

automation letters, 235.6.0

bundles, 235.2.0

nonautomation, 235.5.0

presorted machinable cards and letters, 235.5.2

presorted nonmachinable cards and letters,  
235.5.3

trays, 235.3.0

tray labels, 235.4.0

markings required on each mailpiece

for presorted prices, 235.5.1

general, 202.3.0

mixed mail, 703.9.7

Move Update standard, 233.3.5

postage payment methods, 234

automation, 234.2.0

presorted, 234.2.0

postage statements, 234.3.0

presort mailing fee, 233.3.4

presort verification, 236.2.0

price eligibility

automation, 233.5.0

presorted, 233.3.0, 233.4.0, 233.6.0

reply cards and envelopes, 233.6.0

size, 201.1.0, 201.2.0

standardized documentation, 234.3.7

undeliverable mail, 507.1.5.1

verifying a mailing, 236.2.0

weight, [201.1.1.2](#), [233.3.3](#)  
ZIP Code accuracy, [233.3.6](#)

### **First-Class Mail, retail**

See also *Priority Mail*

computing postage, [133.1.0](#)  
content standards, [133.3.0](#)  
deposit of, [136](#)  
eligibility standards, [133.2.0](#)  
keys and identification devices, [133.1.4](#), [133.1.4](#)  
mail preparation, [102.4.3](#), [135](#)  
markings required on each mailpiece, [102.4.3](#),  
[135.1.1](#)  
nonmachinable surcharge, [101.1.2](#), [101.6.4.1](#),  
[133.1.5](#)  
postage payment options, [134](#)  
price eligibility, [133.1.1](#), [133.1.6](#), [133.2.0](#)  
returns, [126.2.0](#)  
service objectives, [133.2.1](#)  
size, [101.6.0](#)  
undeliverable mail, [507.1.5.1](#)  
weight, [101.6.1](#)

### **First-Class Package Service, commercial parcels**

alternate payment methods, [705.5.0](#)  
annual mailing fee, [433.1.6](#)  
combined with other classes of mail, [703.9.0](#)  
computing postage, [433.1.1](#), [433.1.7](#)  
content standards, [433.2.0](#)  
deposit of, [436.1.0](#)  
documentation, [434.3.0](#)  
    facsimile postage statements, [434.3.7](#)  
    multiple mailings,  
    standard format, [434.3.5](#), [708.1.0](#)  
eligibility standards, [433](#)  
incidental enclosure with another class of mail,  
[703.9.5](#)  
mail preparation, [435](#)  
    nonautomation, [435.4.0](#)  
    sacks, [435.2.0](#)  
    sack labels, [435.3.0](#)  
markings required on each mailpiece  
    presorted prices, [435.4.1](#)  
    general, [402.1.0](#)  
    mixed mail, [703.9.7](#)  
Move Update standard, [433.3.5](#)  
postage payment methods, [434](#)  
postage statements, [334.2.0](#)  
presort verification, [436.2.0](#)  
price eligibility  
    presorted, [433.4.0](#)  
size, [401.2.3](#)  
surcharge, [433.1.5](#)  
undeliverable mail, [507.1.5.1](#)  
verifying a mailing, [436.2.0](#)  
weight, [401.2.3.1](#), [433.3.3](#)  
ZIP Code accuracy, [433.3.6](#)

### **flammables and combustibles**

liquids, [601.10.13](#)  
solids, [601.10.14](#)

### **Flat Rate packaging**

Priority Mail Express, [113.1.4](#), [413.1.5](#)  
Priority Mail, [123.1.5](#), [423.1.7](#)

### **flats**

automation, [301.3.0](#), [333.5.0](#), [343.7.0](#)  
barcode placement, [302.4.0](#)  
bundling  
    Bound Printed Matter, [365.2.0](#)  
    Media Mail and Library Mail, [375.2.0](#)  
definition, [301.1.0](#)  
endorsement placement, [302.4.0](#)  
physical standards, [301.1.0](#)  
    automation, [301.3.0](#)  
    machinable, [301.1.0](#), [301.2.0](#)  
marking placement, [302.3.0](#)  
size, [301.1.0](#),

**folded self-mailer, [201.3.14](#)**

**food, [601.9.0](#)**

### **forwarding mail**

See also individual classes of mail  
general information, [507.2.0](#)  
instructions by the sender, [507.4.3](#)  
postage charged for forwarding mail, [507.2.3](#)  
Premium Forwarding Service, [507.3.0](#)  
with extra services, [507.1.4.5](#), [507.4.3.2](#)

**Four-State Customer Barcode, See [Intelligent Mail barcode](#)**

**FPO, See [military mail](#)**

**fragile articles, [503.1.4.7](#), [601.3.1](#), [601.3.0](#)**

**fragrance sample, [601.12.15](#)**

**fraud, how to report, [608.6.2](#)**

**franked mail, for Members of Congress, [703.6.0](#)**

See also *official mail*

### **free mail**

blind and other handicapped persons, [703.5.0](#)  
Members of Congress, [703.6.0](#)  
U.S. armed forces, [703.4.2](#)

**fulfillment, [505.3.0](#)**

See also *Parcel Select*

**furs or pelts, [601.9.5](#)**

## **G**

**gases, 601.10.12**

**general delivery, 508.6.0**

**government mail, See *U.S. government mail***

**graphic matter, 601.13.0**

**Guam, 608.2.1**

**guns, 601.12.1 – 601.12.3**

## H

**handicapped, free matter for, 703.5.0**

what may be mailed, 703.5.2, 703.5.3

who is qualified, 703.5.1.3

### handwriting

alterations to barcodes, 708.6.2.1

Bulk Parcel Return labels, 505.7.5.1

Business Reply Mail, 505.1.8.2

COD forms, 503.12.4.3

eligibility

commercial letters

First-Class Mail, 233

Standard Mail, 243.4.0, 243.5.0, 243.6.0,  
243.7.0

commercial flats

Bound Printed Matter, 363.3.4

First-Class Mail, 333

Standard Mail, 343

commercial parcels

Bound Printed Matter, 463.3.4

Priority Mail Express, 413.2.2

First-Class Package Service, 433

Priority Mail, 423.2.2

Standard Mail, 443

retail mail

Priority Mail Express, 113.3.2

First-Class Mail, 133.3.4

Priority Mail, 123.3.2

Media Mail and Library Mail, 173.6.2

free mail

sent by blind or physically handicapped persons,  
703.5.3.2

sent by U.S. Armed Forces, 703.4.2

Merchandise Return

insurance value, 505.3.3.1

label preparation, 505.3.5.4

Official Mail (Penalty)

Business Reply Mail, 703.7.11.4

insurance value, 703.7.12.8

Periodicals, 703.7.13.4

permit imprint, 703.7.8

### hazardous materials (HAZMAT)

See also *restricted matter*

batteries

battery-powered devices, 601.12.17

nonspillable batteries, 601.10.19.4

biological products, 601.10.17

cigarette lighters, 601.10.13.4

clinical specimens, 601.3.6, 601.10.17

corrosives, 601.10.19

explosives, 601.10.11

flammable and combustible liquids, 601.10.13

flammable solids, 601.10.14

gases, 601.10.12

general, 601.10.0

infectious substances, 601.10.17

matches, 601.10.14.3

medical devices, used, 601.10.17.5

oxidizing substances and organic peroxides,  
601.10.15

packaging and markings, 601.10.8

radioactive material, 601.10.18

rulings, 601.10.6

sharps, 601.10.17.4, 601.10.17.5

shipping papers, 601.10.9

toxic substances, 601.10.16

**heavy letter mail, 201.3.6, 243.6.4.3**

### high-density carrier route sequencing requirements

commercial flats, 345.6.9, 345.6.10

commercial letters, 245.6.8, 245.6.9

commercial parcels, 445.6.6, 445.6.7

Periodicals, 707.23.8, 707.23.9

### high-density items

packaging, 601.7.1

**Hold For Pickup service, 508.7.0**

**holding mail, 507.4.3.4, 508.6.4**

**holidays, 608.3.2**

### household mail

retail mailing services, 101 – 176

recipient services, 508

## I

### ice

dry ice, 601.10.20.4

water ice, 601.9.2.3

**identification statement for Periodicals, required elements, 707.4.12.5**

**imprint, See *permit imprint***

**indicia, See *permit imprint***

**infectious substances, 601.10.17**

**information-based indicia (IBI), 604.4.0**

**insects, 601.9.3.7, 601.9.3.8**

**inspection by USPS**

commercial flats

Bound Printed Matter, 363.2.2

First-Class Mail, 333.3.0

Media Mail and Library Mail, 373.2.3

Standard Mail, 343.2.0

commercial letters

First-Class Mail, 233.2.0

Standard Mail, 243.2.0

commercial parcels

Bound Printed Matter, 463.2.2

Priority Mail Express, 413.3.0

First-Class Package Service, 433.2.0

Media Mail and Library Mail, 473.2.3

Parcel Select, 453.2.4

Priority Mail, 423.3.0

Standard Mail, 443.2.0

Periodicals, 707.3.4.2

retail mail

Priority Mail Express, 113.2.2,

First-Class Mail, 133.2.0

Media Mail and Library Mail, 173.2.2

Standard Post, 153.2.3

Priority Mail, 123.2.3

**insufficient postage**

general, 604.8.0

penalty metered mail, 703.7.7.7

rural delivery service, 508.2.2.5

**insurance, 503.3.0**

Priority Mail, 503.3.2

Priority Mail Express insurance, 503.1.0

filing a claim, 609

**Intelligent Mail**

barcode, 708.4.3

IMb Tracing, 503.14.0

package barcode, 708.5.0

**irregular parcels**

commercial mail, 401.1.6

retail mail, 101.3.7

**K**

**keyline**

manifest mailing system, 705.2.3

optional endorsement line, 708.7.1.3

**keys**

fee for additional Post Office box keys, 508.4.1

general information about mailing keys, 123.1.8,  
133.1.4

Post Office boxes, 508.4.7

prices for return through the mail, 123.1.7, 133.1.4

**knives, 601.12.5**

**known office of publication, for Periodicals,  
707.4.6**

**L**

**labels**

barcoded labels, 708.6.0

pallets, 705.8.6

sacks and trays

commercial flats

Bound Printed Matter, 365.4.0

First-Class Mail, 335.4.0

Media Mail and Library Mail, 375.3.0

Standard Mail, 345.4.0

commercial letters

First-Class Mail, 235.4.0

Standard Mail, 245.4.0

commercial parcels

Bound Printed Matter, 465.4.0

Priority Mail Express, 415.2.0

First-Class Package Service, 435.3.0

Media Mail and Library Mail, 475.4.0

Parcel Select, 455.3.0

Standard Mail, 445.4.0

Periodicals, 707.21.0

**letters**

automation, *See automation letters, general*

nonmachinable criteria

commercial mail, 201.2.1

retail mail, 101.1.2

size and weight

commercial mail, 201.1.0

retail mail, 101.1.0

**letter tray**

First-Class Mail, 235.3.0

Standard Mail, 245.3.0, 345.3.5

Periodicals, 707.20.2

**liability, 609**

**Library Mail, commercial flats**

annual mailing fee, 373.1.4

attachments, 373.5.0

bundles, 375.2.0

sacks, 375.3.0

combining with other classes of mail, 703.9.0

combining with other Package Services, 705.7.0

computing postage, 373.1.5

content standards, 375.2.0, 375.4.0

- deposit and verification, 376
- documentation, 374.2.0
- eligibility, 373
- enclosures, 373.4.4, 373.5.0
- mail preparation
  - general, 375
  - flats on pallets, 705.8.10.4
- markings required on each mailpiece, 302.3.3
- postage payment options, 374.1.0
- price eligibility, 373.6.0
- size, 301.2.5
- undeliverable mail, 507.1.5.4
- weight standards, 373.6.1
- written additions, 373.5.4

**Library Mail, commercial parcels**

- annual mailing fee, 473.1.3
- attachments, 473.5.0
- computing postage, 473.1.4
- combined machinable parcels, 705.6.0
- combining with other classes of mail, 703.9.0
- combining with other Package Services, 705.7.0
- content standards, 473.2.0, 473.4.0
- deposit and verification, 476
- documentation, 474.2.0
- eligibility, 473
- enclosures, 473.4.4, 473.5.0
- irregular parcels, 475.5.3
- irregular parcels on pallets, 705.8.10.5
- machinable parcels, 475.5.2
- machinable parcels on pallets, 705.8.17
- mail preparation, 475
  - bundles, 475.2.0
  - irregular parcels, 475.5.3
  - for combined machinable parcels, 705.6.0
  - sacks, 475.3.0
  - sack labels, 475.4.0
- markings required on each mailpiece, 402.2.5
- nonmachinable parcels, 401.1.6, 401.1.7
- postage payment options, 474.1.0
- price eligibility, 473.6.0
- size, 401.1.0
- undeliverable mail, 507.1.5.4
- weight limits, 473.6.1
- written additions, 473.5.4

**Library Mail, retail**

- attachments, 173.6.0
- computing postage, 173.1.4, 173.1.5
- content standards, 173.3.0, 173.5.0
- deposit of, 176
- eligibility, 173
- enclosures, 173.6.0
- mail preparation, 175
- markings required on each mailpiece, 102.3.3, 175.1.3
- postage payment methods, 174
- price eligibility, 173.1.0

- service objectives, 173.2.1
- size, 101.9.0
  - flats, 101.2.0
  - parcels, 101.3.0
- undeliverable mail, 507.1.5.4
- weight limits, 101.9.1
- written additions, 173.6.2

**line-of-travel (LOT)**

- optional endorsement line information for LOT, 708.7.1.7
- sequencing requirements
  - Standard Mail, 245.6.8.6, 345.6.9.6, 445.6.6.6
  - Periodicals, 707.23.8.6
- submitting cards for sequencing, 507.9.3

**liquids, nonhazardous, 601.12.9 601.3.4****liquor, 601.12.7****lists**

- availability of USPS Lists, 508.10.4
- definitions, 708.3.4
- mailing list services, 507.8.0
- occupant lists, 507.8.5
- sortation of lists, 507.8.6

**literature for the blind, 703.5.0****lithium batteries, 601.10.20**

- primary (non-rechargeable) cells, 601.10.20.5
- secondary (chargeable) cells, 601.10.20.6

**locksmithing devices, 601.12.10****LOT, See *line-of-travel (LOT)*****low-cost items, 703.1.6.11****lottery materials, 601.13.3****M****machinable letters**

- commercial mail, 201.1.0
- retail mail, 101.1.0

**machinable parcels**

- commercial mail, 401.1.0
- retail mail, 101.3.0

**magazine, 301.3.3.2, 301.3.5.3****magnetic tapes**

- packaging, 601.7.5

**magnetized materials, 601.10.21**

**mailability, 601**

**mail preparation**

commercial flats

Bound Printed Matter, 365

First-Class Mail, 335

Media Mail and Library Mail, 375

Standard Mail, 345

commercial letters

First-Class Mail, 235

Standard Mail, 245

commercial parcels

Bound Printed Matter, 465

Priority Mail Express, 415

First-Class Package Service, 435

Media Mail and Library Mail, 475

Parcel Select, 455

Priority Mail, 425

Standard Mail, 445

Periodicals, 707.18.0 – 707.25.0

retail mail

Priority Mail Express, 115

First-Class Mail, 135

Media Mail and Library Mail, 175

Standard Post, 155

Priority Mail, 125

**mail receptacles, 508.3.0**

apartments, 508.2.1.7

custom-built mail receptacles, 508.3.2.2

door slots, 508.2.1.6

location, 508.3.2.5

maintenance of, 508.2.1.3

newspaper receptacles, 508.3.2.11

manufacturer specifications, 508.3.2.1

**mail security**

Department of State mail, 703.3.3

general, 608.6.2

**mailboxes, See *mail receptacles* or *collection box***

**mailer services, 507**

**mailing fees**

commercial flats

Bound Printed Matter, 363.1.2.6

First-Class Mail, 333.1.4, 333.3.4

Media Mail and Library Mail, 373.1.4

Standard Mail, 343.1.4.1, 343.3.4

commercial letters

First-Class Mail, 233.1.5, 233.3.4

Standard Mail, 243.1.5.1, 243.3.4

commercial parcels

Bound Printed Matter, 463.1.2.5

First-Class Package Service, 433.1.7

Media Mail and Library Mail, 473.1.3

Parcel Select, 453.1.3

Standard Mail, 443.1.4.1, 443.3.4

**mailing list services, 507.8.0**

basic information, 507.8.2

election boards and voter commissions, 507.8.3.4, 507.8.7

fees, 507.8.1, 507.8.3

list correction, 507.8.4

occupant lists, 507.8.5

sortation of lists on cards by 5-digit ZIP Code, 507.8.6

**mailing permits, See *mailing fees***

**mailing systems**

alternate mailing systems, 705.4.0

eVS, 705.2.9

manifest mailing systems, 705.2.0

optional procedure mailing systems, 705.3.0

plant-verified drop shipment, 705.17.0

**mailpiece design, 101, 201, 301, 401, 601**

**manifest mailing systems, 705.2.0**

applying for authorization, 705.2.4

Priority Mail Express agreements, 705.2.6

marking, 705.2.2.6

postage statement, 705.2.2.7

service agreement, 705.2.2.1

**marking, on mailpieces, 102, 202, 302, 402**

See also individual classes of mail

imitation markings, 604.1.5

injurious or harmful items, 601.8.7

**master keys for motor vehicles, 601.12.10**

**matches, 601.10.14.3**

**measuring**

advertising, 707.17.4.5, 707.17.5.2

**Media Mail, commercial flats**

annual mailing fee, 373.1.4

attachments, 373.5.0

combining with other classes of mail, 703.9.0

combining with other Package Services, 705.7.0

computing postage, 373.1.5

content standards, 373.2.0, 373.3.0

deposit and verification, 376

documentation, 374.2.0

eligibility, 373

enclosures, 373.2.4, 373.5.0

mail preparation, 375

bundles, 375.2.0

flats on pallets, 705.8.10.4

sacks, 375.3.0



markings required on each mailpiece, [302.3.3](#)  
postage payment options, [374.1.0](#)  
price eligibility, [373.6.0](#)  
size, [301.2.4](#)  
undeliverable mail, [507.1.5.4](#)  
weight limits, [373.6.1](#)  
written additions, [373.5.4](#)

**Media Mail, commercial parcels**

annual mailing fee, [473.1.3](#)  
attachments, [473.5.0](#)  
combining with other classes of mail, [703.9.0](#)  
combining with other Package Services, [705.7.0](#)  
computing postage, [473.1.4](#)  
content standards, [473.2.0](#), [473.3.0](#)  
deposit and verification, [476](#)  
documentation, [474.2.0](#)  
eligibility, [473](#)  
enclosures, [473.2.4](#), [473.5.0](#)  
mail preparation, [475](#)  
    bundles, [475.2.0](#)  
    combined machinable parcels, [705.2.0](#)  
    combining parcels, [705.7.0](#)  
    irregular parcels, [475.5.3](#)  
    irregular parcels on pallets, [705.8.10.5](#)  
    machinable parcels, [475.5.2](#)  
    machinable parcels on pallets, [705.8.17](#)  
    sacks, [475.3.0](#)  
    sack labels, [475.4.0](#)  
markings required on each mailpiece, [402.2.5](#)  
nonmachinable parcels, [401.1.6](#), [401.1.7](#)  
postage payment options, [474.1.0](#)  
price eligibility, [473.6.0](#)  
size, [401.1.0](#)  
undeliverable mail, [507.1.5.4](#)  
weight limits, [473.6.1](#)  
written additions, [473.5.4](#)

**Media Mail, retail**

attachments, [173.5.0](#)  
computing postage, [173.1.4](#), [173.1.5](#)  
content standards, [173.3.0](#), [173.4.0](#)  
deposit of, [176.1.0](#)  
eligibility, [173](#)  
enclosures, [173.4.2](#), [173.6.0](#)  
mail preparation, [175](#)  
markings required on each mailpiece, [102.3.3](#),  
    [175.1.3](#)  
postage payment methods, [174](#)  
price eligibility, [173.1.0](#)  
service objectives, [173.2.1](#)  
size, [101.8.0](#)  
    flats, [101.2.0](#)  
    parcels, [101.3.0](#)  
undeliverable mail, [507.1.5.4](#)  
weight limits, [101.8.1](#)  
what may be mailed, [173.3.0](#), [173.4.0](#)  
written additions, [173.6.2](#)

**merchandise return service, 505.3.0**

adding extra services (by the mailer), [505.3.4](#)  
adding extra services (by the permit holder), [505.3.3](#)  
annual accounting fee, [505.3.1.2](#)  
annual permit fee, [505.3.1.1](#)  
applying for a permit, [505.3.2.6](#)  
examples of merchandise return service labels,  
    [505.3.5](#)  
format for label, [505.3.5](#)  
general information, [505.3.2](#)  
official U.S. government mail, [703.7.12](#)

**merged containerization, 705.10.0****merged bundles of flats, See *mail preparation under Periodicals and Standard Mail*****meter, See *metered mail and postage meters*****metered mail**

drop shipment of, [705.20.0](#)  
postage refunds, [604.9.3](#)  
where to mail, [604.4.6.3](#)

**metered reply mail, 604.4.5.2****methods of payment, See *postage payment*****methods of mailing**

commercial mailing services, [201-476](#)  
retail mailing services, [101-176](#)

**military mail, 703.2.0, 703.4.0**

free mail for U.S. armed forces, [703.4.2](#)  
military address, [703.4.2.4](#)  
military ordinary mail (MOM), [703.2.4](#)  
retirees, [703.2.3.4](#)

**mixed classes, 703.9.0**

combined Media Mail and Bound Printed Matter,  
    [703.9.6](#)  
enclosures  
    Bound Printed Matter, [703.9.4](#)  
    First-Class Mail, [703.9.5](#)  
    Media Mail and Library Mail, [703.9.4](#)  
    Standard Post, [703.9.4](#)  
    Periodicals, [703.9.3](#)  
    Standard Mail, [703.9.4](#)  
Priority Mail Express and Priority Mail drop shipments,  
    [705.18.0](#)  
price qualification, [703.9.2.2](#)

**money orders, 503.15.0**

how to cash, [503.15.3](#)  
payable to another party, [503.15.3.6](#)  
where to purchase, [503.15.2.1](#)

**Move Update standard**

commercial flats, [333.3.5](#), [343.3.9](#)

commercial letters, [233.3.5](#), [243.3.9](#)  
commercial parcels, [433.3.5](#), [443.3.9](#)  
methods, [602.5.0](#)

## N

### National Change of Address Linkage System (NCOA<sup>LINK</sup>)

Coding Accuracy Support Systems, [708.3.0](#)  
election boards and voter registration, [507.8.7](#)  
general  
    flats, [602.5.2](#)  
    letters, [602.5.2](#)  
    parcels, [602.5.2](#)

### National Customer Support Center (NCSC), [608.8.1](#)

### negotiated service agreements (NSAs), [709.1.0](#)

### Network Distribution Center (NDC) acceptance

retail mail  
    Standard Post, [156.1.3](#)  
commercial flats  
    Bound Printed Matter, [366.2.5](#)  
commercial parcels  
    Bound Printed Matter, [466.2.5](#)  
    Parcel Select, [456.1.4](#)

### news agent, [707.5.1.6](#), [707.6.7](#)

### newspaper

mailing issues, [707.4.9.4](#), [707.4.9.5](#)  
penalty, [703.7.13.3](#)  
service objectives, [707.28.1](#)

### newspaper receptacles, [508.3.2.11](#)

### next-day delivery, See [Priority Mail Express](#)

### nonautomation flats, [301.2.0](#)

### nonmachinable

letters, [101.1.2](#), [201.2.0](#)  
Parcel Select, [401.2.5.2](#)

### non-machinable surcharge

commercial letters, [201.2.1](#)  
retail letters and parcels, fees [133.1.5](#)  
Standard Mail parcels, [401.2.4](#)

### nonmailable matter

animals and plants, [601.8.7](#)  
due to noxious odors, [601.12.8](#)  
due to packaging, [601.8.3](#), [601.13.12](#)  
general, [601.8.0](#), [601.12.0](#)  
mailer's responsibility, [601.1.7](#)  
written, printed, and graphic materials, [601.13.0](#)

### nonpostal services, [509.2.0](#)

### nonprofit

#### Periodicals

eligibility for nonprofit Periodicals prices, [707.4.0](#)  
how to apply for nonprofit Periodicals  
    authorization, [707.10.5](#)  
    types of organizations, [707.10.2](#)

#### Standard Mail, [703.1.0](#)

applying for authorization, [703.1.7](#) – [703.1.9](#)  
discounts, [703.1.1.3](#)  
eligibility for Standard Mail prices, [703.1.0](#)  
    matter, [703.1.6](#)  
    organizations, [703.1.2](#)  
identification of authorized organization on  
    Standard Mail, [703.1.5](#)  
low-cost items, [703.1.6.11](#)  
marking, on Standard Mail, [202.1.2](#), [302.1.2](#),  
    [402.1.2](#)  
political mailings, [703.1.6.10](#)  
revenue deficiencies for nonprofit Standard Mail,  
    [604.10.2](#)  
types of organizations, [703.1.2](#)  
what may be mailed, [703.1.6](#)

### nonstandard surcharge, See [nonmachinable surcharge](#)

## O

### obscene material, [601.13.5.4](#)

### occupant lists, [507.8.5](#)

### OCR (Optical Character Reader) read area

discount, [202.2.1](#)  
retail, [102.2.1](#)

### official mail

members of Congress (franked) [703.6.0](#)  
    addressing, [703.6.2](#)  
    eligibility, [703.6.1](#)  
U.S. Government (penalty) [703.7.0](#)  
    authorized users, [703.7.4](#)  
    business reply mail, [703.7.11](#)  
    contractors, use of, [703.7.15](#)  
    eligibility, [703.7.3](#)  
    Priority Mail Express, [703.7.14](#)  
    insurance, [703.7.12.8](#), [703.7.12.9](#)  
    merchandise return service, [703.7.12](#)  
    Periodicals, [703.7.13](#)  
    postage and fees, [703.7.2](#)  
    postage payment  
        indicia, [703.7.6](#)  
        permit imprint, [703.7.8](#)  
        postage meters, [703.7.7](#)  
        stamps and stationery, [703.7.9](#)  
    preparation, [703.7.5](#)



Registered Mail, [703.7.12.10](#)  
reply mail, [703.7.10](#)

**OneCode ACS, [507.4.2](#)**

**Open and Distribute, [705.18.0](#)**

**optional endorsement lines (OELs), [708.7.0](#)**

**optional procedure mailing systems, [705.3.0](#)**

applying for authorization, [705.3.2](#)  
description, [705.3.1.1](#)  
postage statements, [705.3.3.1](#)  
record keeping, [705.3.3](#)

**overnight delivery, See [Priority Mail Express](#)**

**Overseas Military Mail, [703.2.0](#)**

Priority Mail Express Military Service, [703.2.6](#)  
First-Class Mail, [703.2.1.1](#)  
parcels, [703.2.1.3](#)  
Parcel Airlift, [703.2.5](#)  
Periodicals, [703.2.1.4](#)  
preparation standards, [703.2.1.5](#)  
restrictions, [703.2.3](#)

**oversized price eligibility**

Parcel Select, [453.3.1](#)  
Standard Post, [153.1.1](#)

## P

**Package Intercept, [507.5.0](#)**

**Package Services, See [Bound Printed Matter, Library Mail, or Media Mail](#)**

**packages, See [bundles or parcels](#)**

**packaging, for mailing, [601.3.0](#)**

acceptable containers, [601.4.0](#)  
animals, [601.9.3.10](#)  
closure and sealing, [601.3.0](#)  
cushioning, [601.3.0](#)  
high-density items, [601.7.1](#)  
liquids, [601.3.4](#)  
magnetic tapes, [601.7.5](#)  
nonmailable matter, [601.1.7](#), [601.8.3](#), [601.13.12](#)  
soft goods, [601.7.3](#)  
sound recordings, [601.7.4](#)  
special envelopes, [601.6.0](#)  
stationery, [601.3.2](#)  
USPS-provided, [115.1.1](#), [125.1.1](#)

**PACT Act, [601.11.0](#)**

**pallet box, See [pallets](#)**

**pallets**

bundles on pallets, [705.8.9](#)

combining flats on pallets, [705.15.0](#)  
flats on pallets, [705.8.7](#)  
general standards, [705.8.0](#)  
labels, [705.8.6](#)  
labeling pallets, [705.8.10](#)  
minimum and maximum loads, [705.8.5](#)  
pallet boxes, [705.8.4](#)  
Periodicals on pallets [705.8.10.2](#)  
physical characteristics, [705.8.1](#)  
preparation of pallets [705.8.0](#)  
securing bundles for pallets, [705.8.5.11](#)  
stacking pallets, [705.8.3](#)  
Standard Mail on pallets [705.8.10.3](#)  
top caps, [705.8.2](#)  
types of mail that can be put on pallets, [705.8.8](#)

**pandering advertisements, [508.9.0](#)**

**parcel airlift service (PAL), [703.2.5](#)**

other extra services that can be added, [703.2.5.5](#)  
required marking on each piece, [703.2.5.6](#)  
what may be mailed, [703.2.5.2](#)

**Parcel Return Service (PRS), [505.5.0](#)**

annual accounting fee, [505.5.2.3](#)  
annual permit fee, [505.5.2.2](#)  
application for a permit, [505.5.1.5](#)  
general information, [505.5.1](#)  
label examples, [505.5.4.5](#)  
label formats, [505.5.4](#)

**Parcel Select**

attachments, [453.2.5](#)  
balloon price, [453.3.6](#)  
computing postage, [453.1.1](#), [453.1.4](#)  
combined with other Package Services, [705.7.0](#)  
combining with other classes of mail, [703.9.0](#)  
cotraying and cosacking bundles of flats, [705.9.0](#)  
deposit of, [456.2.0](#)  
destination entry mailing fee, [453.1.3](#)  
documentation, [454.1.4](#)  
eligibility, [453](#)  
enclosures, [453.2.5](#)  
Hold For Pickup service, [455.4.1.4](#), [508.1.3](#)  
Lightweight, [453.3.0](#)  
mail preparation  
NDC Presort prices on pallets, [705.8.18](#)  
combined machinable parcels, [705.6.0](#)  
combining parcels for destination entry, [705.7.0](#)  
general, [455](#)  
irregular parcels on pallets, [705.8.10.5](#)  
machinable parcels in sacks, [455.2.0](#)  
machinable parcels on pallets, [705.8.0](#)  
nonmachinable parcels on pallets, [705.8.18.2](#), [705.8.19.2](#)  
ONDC Presort prices, [705.8.19](#), [443.3.2.4](#)  
Parcel Select DDU prices, [705.8.22](#), [453.3.1.4](#)  
Parcel Select DSCF prices, [705.8.20](#), [705.8.21](#), [453.3.1.4](#)

markings required on each mailpiece, [402.2.5](#), [455.1.8](#)

nonmachinable parcels, [401.2.5.2](#)

Parcel Return Service, [505.5.0](#)

postage payment options, [454.1.0](#)

price eligibility, [453.3.0](#)

    NDC presort prices, [453.3.2](#)

    ONDC Presort prices, [453.3.3](#)

    oversized prices, [453.3.5](#)

    destination entry prices, [453.3.1](#)

    DDU prices, [453.3.1.4](#)

    DSCF prices, [453.3.1.4](#)

size, [401.2.5](#)

undeliverable mail, [507.1.5.4](#)

weight limits, [401.2.5](#)

written additions, [453.2.6](#)

### parcels

nonmachinable criteria

    commercial mail, [401.1.6](#), [401.1.7](#)

    retail mail, [101.3.6](#), [101.3.7](#)

size and weight

    commercial mail, [401.1.0](#)

    retail mail, [101.3.0](#)

### PAVE, [708.2.0](#)

definition, [708.2.1.1](#)

request for participation, [708.2.1.3](#)

### PC Postage, See [postage meters](#)

### Penalty Mail, See [official mail](#)

### Periodicals

address correction, [507.4.2.7](#)

addressing, [707.3.2](#)

advertising

    calculating percentage, [707.2.1.5](#)

    copies, [707.7.3](#)

    definition of, [707.4.13](#)

    nonprofit and classroom publications, [707.2.1.5](#)

    marked copies, [707.16.2](#)

    public service announcement, [707.4.13.2](#)

applications, [707.5.0](#)

    additional entry, [707.30.2](#)

    appealing denied application, [707.5.3.7](#)

    nonprofit prices, [707.10.5](#)

    re-entry, [707.9.0](#)

    mailing while application is pending, [707.5.2](#)

attachments, [707.3.3.8](#)

back orders and reprints, [707.4.11](#)

bundle prices, [707.1.0](#), [707.2.1.8](#)

carrier route sequencing requirements, [707.23.8](#), [707.23.9](#)

categories of Periodicals authorization

    foreign, [707.6.5](#)

    general, [707.6.1](#)

    institutions and societies, [707.6.2](#)

    news agent, [707.6.7](#)

    requester, [707.6.4](#)

    state departments of agriculture, [707.6.3](#)

combining with flats, [705.15.0](#)

combining with other classes of mail, [703.9.0](#)

complimentary copies, [707.7.7](#)

computing postage, [707.2.2](#),

container prices, [707.1.0](#), [707.2.1.9](#)

definition and characteristics, [707.4.0](#)

    multiple issues, [707.4.9.4](#), [707.4.9.5](#)

    edition, [707.4.10](#)

    issue, [707.4.9](#)

deposit of, [707.28.0](#)

documentation, [707.17.0](#)

    standardized, [708.1.0](#)

exceptional dispatch, [707.28.3](#)

exchange copies, [707.7.5](#)

expired subscription copies, [707.7.6](#)

fees, [707.1.4](#)

firm bundles, [707.22.3](#)

frequency of publication, [707.4.7](#)

general standards, [707.4.0](#)

gift subscriptions, [707.7.4](#)

identification statement, [707.4.12.5](#)

known office of publication, [707.4.6](#)

label carrier, [707.3.3.11](#)

loose enclosures, [707.3.3.4](#)

    barcoded price flats, [707.25.0](#)

    barcoded price letters, [707.24.0](#)

    bundles on pallets, [705.8.10.2](#), [705.8.11](#)

    bundling, [707.19.0](#)

    bundling for carrier route prices, [707.23.2](#)

    bundling for nonbarcoded prices, [707.22.2](#)

    carrier route flats in sacks, [707.23.4](#)

    carrier route irregular parcels in sacks, [707.23.4](#)

    carrier route letters in trays, [707.23.3](#)

    cobundling flats, [707.25.1.9](#), [705.11.2](#)

    combined barcoded and nonbarcoded flats, [705.9.2](#), [705.11.2](#)

    combined flats on pallets, [705.8.16.2](#)

    containerization of bundles, [707.25.1.10](#)

    irregular parcels in sacks, [707.22.6](#)

    merged flats in sacks, [705.10.1.4](#)

    merged flats on pallets

        using 5% Threshold, [705.12.1.5](#)

        using City State Product, [705.10.1.5](#),

        using City State Product and 5% Threshold, [705.13.1.5](#)

    nonbarcoded flats in sacks, [707.22.6](#)

    nonbarcoded letters in trays, [707.22.5](#)

    sacks on pallets, [705.8.10.2](#)

    trays on pallets, [705.8.10.2](#)

markings for enclosures on mixed mailings, [703.9.7](#)

nonsubscriber/nonrequester copies, [707.7.9](#)

physical characteristics

    components of, [707.3.5](#)

    covers, [707.3.3.6](#)

    flats dimensions, [301.1.0](#), [707.26.2](#)

    letter dimensions, [201.1.0](#)

    mailpiece construction, [707.3.5](#)

    printed features, [707.3.6](#)

    printed sheets, [707.4.5](#)

    size and weight, [707.3.5.2](#)

    wrappers, [707.3.3.7](#)

postage payment methods, [707.16.0](#)

## price eligibility

- barcoded (automation) prices, 707.14.1, 707.14.3
- carrier route prices, 707.13.0
- copies mailed by the public, 707.11.5
- destination entry prices, 707.29.0
- In-County prices, 707.11.3
- nonbarcoded (presorted) prices, 707.12.0
- Nonprofit prices, 707.10.0
- Outside-County Classroom prices, 707.11.1.3
- Outside-County Nonprofit prices, 707.11.1.3
- Outside-County Science-of-Agriculture prices, 707.11.2

## prohibited matter, 707.3.4.2

## proof copies, for advertisers, 707.7.8

## records maintained by the publisher, 707.8.0

## return address, 707.3.2.3

## Ride-Along piece, 707.15.0

## sample copies, 707.7.0

## service objectives, 707.28.1

## standardized documentation, 708.1.0

## statement of ownership, 707.8.3

## supplements, 707.3.3.5

## undeliverable mail, 507.1.5.2

**perishables, 601.9.0****permit imprint, 604.5.0**

## application fee, 604.5.1.5

## content of the permit imprint indicia, 604.5.3.6 – 604.5.3.9

## format of the permit imprint indicia, 604.5.3.11, 604.5.3.12

## general information, 604.5.1

## minimum quantity for a mailing, 604.5.1.2

## placement on a mailpiece, 604.5.3.4

## samples of permit imprint indicia, 604.5.3.11

## standards for mailing, 604.5.1

**Permit Reply Mail, 505.2.0****pesticides, 601.12.14****philatelic services, 608.4.0****physical standards**

- commercial flats, 301
- commercial letters, 201
- commercial parcels, 401
- retail mail, 101

**Pickup on Demand service, 507.7.0****pistols, 601.12.1****plant load operations, 705.14.0**

## applying, 705.16.2

## Bound Printed Matter, 705.16.7.4

## expedited shipments, 705.16.4

## mail preparation, 705.16.5 – 705.16.7

## Media Mail and Library Mail, 705.16.7.4

## Parcel Select, 705.16.7.4

## Periodicals, 705.16.7.3

## postage payment requirements, 705.16.5.3

## Standard Mail, 705.16.7.4

## Volume requirements, 705.16.7.6, 705.16.7.7

**plant-verified drop shipment (PVDS), 705.17.0**

## Bound Printed Matter, 705.17.5

## Media Mail and Library Mail, 705.17.5

## Parcel Select, 705.17.5

## participation requirements, 705.17.2

## Periodicals, 705.17.2.4

## postage statement,

## Bound Printed Matter, 705.17.2.8

## consolidated, 705.17.5.5

## Media Mail and Library Mail, 705.17.2.8

## Standard Post, 705.17.2.8

## Periodicals, 705.17.2.6

## Standard Mail, 705.17.2.7

## purpose, 705.17.1.1

## Standard Mail, 705.17.4

**plants**

## general mailability, 601.9.6

## nonmailable plants, 601.9.7

**poisons, 601.8.5, 601.8.6, 601.10.16****polywrap**

## automation flats, 301.1.5

## certification process, 301.1.5.4

**Post Office Box service, 508.4.0**

## appeals, 508.4.8.2

## applying for service, 508.4.2.1

## fees, 508.4.1, 508.4.4

## keys, 508.4.7

## locks, 508.4.7

## refunds, 508.4.6

**Post Offices, 608.3.1, 608.3.2****postage**

## computing postage, 604.7.0

## payment for mailings of mixed classes, 703.9.8 – 703.9.12

## postage due, 604.6.0

## refunds, 604.9.0

## revenue deficiencies, 604.10.0

## stamps, 604.1.0

## unpaid mail, 604.6.0, 604.8.0

**postage meters, 604.4.0**

## approved providers, 604.4.1.3, 604.4.1.4

## date corrections, 604.4.5.1

## postage corrections, 604.4.5.1

## types of postage devices, 604.4.1.2

**postage payment**

## commercial flats

- Bound Printed Matter, [364](#)
- First-Class Mail, [334](#)
- Media Mail and Library Mail, [374](#)
- Standard Mail, [344](#)

## commercial letters

- First-Class Mail, [234](#)
- Standard Mail, [244](#)

## commercial parcels

- Bound Printed Matter, [464](#)
- Priority Mail Express, [414](#)
- First-Class Package Service, [434](#)
- Media Mail and Library Mail, [474](#)
- Parcel Select, [454](#)
- Priority Mail, [424](#)
- Standard Mail, [444](#)

nonpresorted Bound Printed Matter, [364.1.1](#)Periodicals, [707.16.0](#)

## retail mail

- Priority Mail Express, [114](#)
- First-Class Mail, [134](#)
- Media Mail and Library Mail, [174](#)
- Standard Post, [154](#)
- Priority Mail, [124](#)

scan-based payment, [705.25.0](#)**postage stamps, [604.1.0](#), [604.3.0](#)**applying for a permit to use precanceled stamps, [604.3.2](#)forever stamp, [604.1.10](#)imitation stamps, [604.1.4](#), [604.1.5](#)precanceled stamps, [604.3.0](#)semipostal stamp, [604.1.11](#)validity of stamps, [604.1.2](#), [604.1.3](#)**postage statement**

## commercial flats

- Bound Printed Matter, [364.2.0](#)
- First-Class Mail, [334.3.0](#)
- Media Mail and Library Mail, [374.2.0](#)
- Standard Mail, [344.4.0](#)

## commercial letters

- First-Class Mail, [234.3.0](#)
- Standard Mail, [244.4.0](#)

## commercial parcels

- Bound Printed Matter, [464.2.0](#)
- First-Class Package Service, [434.3.0](#)
- Media Mail and Library Mail, [474.2.0](#)
- Parcel Select, [454.1.3](#)
- Priority Mail, [424.2.3](#)
- Standard Mail, [444.3.0](#)

Periodicals, [707.17.0](#)**postal inspection**

## commercial flats

- Bound Printed Matter, [363.2.2](#)
- First-Class Mail, [333.2.0](#)
- Media Mail and Library Mail, [373.2.3](#)
- Standard Mail, [343.2.0](#)

## commercial letters

- First-Class Mail, [233.2.0](#)
- Standard Mail, [243.2.0](#)

## commercial parcels

- Bound Printed Matter, [463.2.2](#)
- First-Class Package Service, [433.2.0](#)
- Media Mail and Library Mail, [473.2.3](#)
- Parcel Select, [453.2.4](#)
- Standard Mail, [443.2.0](#)

Periodicals, [707.3.5.8](#)

## retail mail

- Priority Mail Express, [113.2.2](#)
- First-Class Mail, [133.2.0](#)
- Media Mail and Library Mail, [173.2.2](#)
- Standard Post, [153.2.3](#)
- Priority Mail, [123.2.3](#)

**postcard, See [cards](#)****POSTNET barcode, [708.4.2](#)****poultry**adult fowl and chickens, [601.9.3.4](#)day-old poultry, [601.9.3.2](#)**powders, [601.12.9](#)****precanceled stamps, See [postage stamps](#)****Premium Forwarding Service, [507.3.0](#)****prepayment of postage**Official Mail, [703.7.2.2](#)reply mail, [114.1.3](#), [703.7.10.2](#)**prescription drugs, [601.12.11](#)****presort, See [commercial mail](#)****Presort Accuracy Validation and Evaluation program, (PAVE), [708.2.0](#)****presort mailing fee, See [mailing fees](#)****presort verification**

## commercial flats

- Bound Printed Matter, [366.2.1](#), [366.3.8](#)
- First-Class Mail, [336.2.0](#)
- Media Mail and Library Mail, [376.1.0](#)
- Standard Mail, [346.2.5](#)

## commercial letters

- First-Class Mail, [236.2.0](#)
- Standard Mail, [246.2.5](#)

commercial parcels

- Bound Printed Matter, [466.2.1](#), [466.3.8](#)
- First-Class Mail, [436.2.0](#)
- Media Mail and Library Mail, [476.1.0](#)
- Parcel Select, [456.1.0](#)
- Standard Mail, [446.2.5](#)

**presorting, See *mail preparation* under individual classes of mail**

**Prevent All Tobacco Cigarettes Trafficking, see *PACT Act***

**Price List, [Notice 123](#)**

**Pricing and Classification Service Center (PCSC)**  
address and phone number, [608.8.4](#)

**print reflectance**

- barcoded letters and flats, [708.4.4.2](#)
- barcoded parcels, [708.5.2.8](#)
- Business Reply Mail, [505.1.8.2](#)

**Priority Mail**

- computing postage, [123.1.1](#), [123.1.11](#), [423.1.1](#), [423.1.11](#)
- combining with other classes of mail, [703.9.0](#)
- critical mail, [223.1.4](#), [323.1.4](#)
- cubic, [423.1.4](#)
- drop shipment, [705.18.0](#)
- eligibility for prices, [123.2.0](#), [423.2.0](#)
- Flat Rate packaging, [123.1.5](#), [423.1.7](#)
- keys and identification devices, [123.1.8](#)
- mail preparation
  - drop shipment, [705.18.5](#), [705.18.5.13](#)
  - single-piece price, [125](#), [425](#)
- marking required on each mailpiece, [102.3.1](#), [102.4.2](#), [125.2.0](#)
- Open and Distribute, [705.18.0](#)
- Pickup on Demand service, [507.7.0](#)
- Regional Rate, [423.1.2.2](#)
- returns, [126.1.0](#)
- reship service, [505.3.7](#)
- undeliverable mail, [507.1.5.1](#)
- weight, minimum and maximum, [101.5.1](#)

**Priority Mail Express**

- computing postage, [113.1.2](#), [413.1.2](#), [413.1.8](#)
- combined with COD, [503.12.2.5](#)
- combined with other classes of mail, [703.2.0](#)
- deposit, [116](#), [416](#)
- drop shipment, [705.18.0](#)
- extra services, [503.1.0](#)
- filing a claim, [609.1.0](#)
- Flat Rate packaging, [113.1.4](#), [413.1.5](#)
- insurance, [503.1.0](#)
- manifest mail agreements, [705.2.6](#)
- mail preparation
  - drop shipment, [705.18.5](#)
  - single-piece price, [115](#), [415](#)
- Open and Distribute, [705.18.0](#)
- Pickup on Demand service, [507.7.0](#)

postage payment options, [114](#), [414](#)

postage refunds, [604.9.5](#)

price eligibility

- Custom Designed, [413.4.4](#)
- Priority Mail Express Military Service, [703.2.6](#)
- Next Day Delivery, [113.4.2](#), [413.4.2](#)
- Second Day Delivery, [113.4.3](#), [413.4.3](#)

refunds, [604.9.5](#)

reship service, [507.7.6.1](#)

size, [101.1.0](#) – [101.4.0](#), [401.1.0](#)

Sunday/holiday delivery, [113.1.5](#)

undeliverable mail, [507.1.5.5](#)

**Private Express Statutes, [608.5.1](#)**

**prohibited items, See *nonmailable matter***

**publications, See *Periodicals***

**Puerto Rico, [608.2.1](#)**

**Q**

**qualified business reply mail (QBRM)**

See also *Business Reply Mail (BRM)*

authorization to participate, [505.1.3.2](#)

eligibility for prices, [505.1.3.3](#) – [505.1.3.5](#)

fees, [505.1.2](#), [505.1.3.5](#)

**quarantines, delivery of mail during, [508.2.2.4](#)**

**R**

**radioactive material, [601.10.18](#)**

**Rates and Classification Service Center (RCSC), see *Pricing and Classification Service Center (PCSC)***

**recall of mail, See *Package Intercept***

**receptacles**

customer, [508.3.0](#)

mailbox, [508.3.2](#)

**recipient options, [508.1.0](#)**

**recipient services, [508](#)**

**record-keeping for Periodicals mailers, [707.8.0](#)**

**redirection, See *forwarding mail***

**reflectance**

barcodes, [708.4.4](#), [708.5.2.8](#)

**refunds, [604.9.0](#)**

applying for a postage refund, [604.9.2.5](#), [604.9.4.16](#), [604.9.5.7](#)

metered mail, [604.9.3](#)

postage and fees, [604.9.2](#)

Priority Mail Express, [604.9.5](#)

stamps affixed to Business Reply Mail, [604.9.3](#)

stamps, [604.9.1](#)  
value-added, [604.9.4](#)

**refused mail, [604.8.1.2](#), [507.1.8.2](#)**

**Registered Mail, [503.1.0](#)**

delivery, [503.1.5](#)  
fees assessment, [503.1.5](#)  
filing a claim, [609](#), [503.1.5](#)  
other extra services that can be added, [503.1.2.5](#)  
refunds, [503.1.3.4](#)  
required label, [503.1.4.4](#)  
sealing, [503.1.4.6](#)  
what may be mailed, [503.1.2.2](#)

**reinforcement for mailpieces, [601.3.0](#)**

**religious organization, See *nonprofit***

**reply mail**

Business Reply Mail (BRM), [505.1.0](#)  
bulk parcel return service, [505.6.0](#)  
Courtesy Reply Mail, [201.3.18.2](#)  
merchandise return service, [505.3.0](#)  
metered reply mail, [604.4.5.2](#)  
Permit Reply Mail, [505.2.0](#)

**Repositionable Notes (RPNs), [705.23.0](#)**

**reship service**

See also *Premium Forwarding Service*  
Priority Mail, [505.3.7](#)  
Priority Mail Express, [507.7.6.1](#)

**residential delivery**

city routes, [508.2.1](#)

**restricted delivery, [503.7.0](#)**

after time of mailing, [503.7.3.2](#)  
at time of mailing, [503.7.3.1](#)  
delivery of items, [503.7.4](#)  
other extra services that can be added, [503.7.2.5](#)  
refunds, [503.7.1.3](#)  
what may be mailed, [503.7.2.2](#)

**restricted matter**

cigarettes, [601.11.0](#)  
controlled substances, [601.12.11](#)  
drug paraphernalia, [601.12.12](#)  
drugs, [601.12.11](#)  
noxious odors, [601.12.8](#)

**return address**

general, [602.1.0](#)  
Periodicals, [707.3.2.3](#)  
when required, [602.1.5.3](#)  
with ancillary services, [602.1.6](#)

**return receipt, [503.5.0](#)**

after time of mailing, [503.5.3.2](#)  
delivery, [503.5.4](#)  
filing a request for delivery information, [503.5.5](#)  
other extra services that can be added, [503.5.2.3](#)  
refunds, [503.5.1.3](#)  
required label, [503.5.2.5](#)  
what may be mailed, [503.5.2.2](#)

**return receipt for merchandise, [503.9.0](#)**

delivery, [503.9.4](#)  
how to mail, [503.9.3.2](#)  
other extra services that can be added, [503.9.2.3](#)  
required label, [503.9.3.4](#)  
what may be mailed, [503.9.2.2](#)

**returned mail, [507.1.8](#)**

**return services**

bulk parcel return service, [505.6.0](#)  
Business Reply Mail, [505.1.0](#)  
merchandise return service, [505.3.0](#)  
parcel return service, [505.5.0](#)  
Permit Reply Mail, [505.2.0](#)  
scan-based payment, [705.25.0](#)  
USPS return services, [505.4.0](#)

**reusable mailpieces, [601.6.5](#), [601.6.6](#)**

**revenue deficiency**

general, [604.10.1](#)  
nonprofit Standard Mail, [604.10.2](#)

**Ride-Along piece for Periodicals, [707.15.0](#)**

**rural routes, [508.2.2](#)**

## S

**sacks**

barcoded labels, [708.6.0](#)  
Bound Printed Matter, [365.3.0](#), [465.3.0](#)  
First-Class Package Service, [435.2.0](#)  
Media Mail and Library Mail, [375.3.0](#), [475.3.0](#)  
Parcel Select, [455.2.0](#)  
Periodicals, [707.20.1](#), [707.20.3](#)  
Standard Mail, [345.3.0](#), [445.3.0](#)

**saturation carrier route sequencing requirements**

commercial flats, [345.6.9](#), [345.6.10](#)  
commercial letters, [245.6.8](#), [245.6.9](#)  
commercial parcels, [445.6.6](#), [445.6.7](#)  
Periodicals, [707.23.8](#), [707.23.9](#)

**Saturday delivery, [608.3.0](#)**



**scheduling**

## Deposit

Bound Printed Matter, [366.3.9.4](#), [466.3.9.4](#)Parcel Select, [456.2.9](#)Standard Mail, [246.2.6.4](#), [346.2.6.4](#), [446.2.6.4](#)Pickup on Demand, [507.7.5](#)**scheme sort, See *mail preparation* under individual classes of mail****scorpions, [601.9.3.9](#)****sealing, [601.3.0](#)****Second-Class Mail, See *Periodicals*****Sectional Center Facility (SCF), [246.4.0](#), [346.4.0](#), [366.5.0](#), [446.4.0](#), [466.5.0](#)****sexually-oriented advertisements, [508.10.0](#)****sharps, [601.10.17.4](#)****shipper paid forwarding**annual accounting fee, [507.4.2.9](#)fee, [507.4.2.10](#)how it works, [507.2.3.5](#)how to sign up, [507.4.2.9](#)**shipping papers for hazardous materials, [601.10.9](#)****shortpaid mail, [604.6.0](#), [604.8.1](#)****Signature Confirmation, [503.11.0](#)**barcodes on privately printed labels, [503.11.4](#)electronic file transmission for electronic option, [503.11.5](#)electronic option, [503.11.2.4](#)other extra services that can be added, [503.11.2.6](#)required labels, [503.11.3](#)retail option, [503.11.2.4](#)what may be mailed, [503.11.2.2](#)where to mail, [503.11.6](#)**simplified address, [602.3.2](#)****size**automation cards and letters, [201.3.0](#)automation flats, [301.3.0](#)commercial parcels, [402.1.0](#)Priority Mail Express, [101.4.1](#), [101.5.2](#)First-Class Mail, [101.6.3](#), [201.1.2](#), [202.1.2](#)flats, [101.2.1](#), [301.1.2](#)general, maximum and minimum, [601.1.2](#) – [601.1.3](#)letters, [101.1.2](#), [201.1.0](#), [201.2.1](#)machinable parcels, [101.3.0](#), [401.1.3](#)nonmachinable letters, [101.1.0](#), [201.2.0](#)nonmachinable parcels, [101.3.7](#),nonmailable, [101.3.0](#), [401.1.3](#)Package Services, [101.7.0](#) – [101.9.0](#), [301.2.3](#) – [301.2.5](#)Periodicals, [707.3.5.2](#)Standard Mail, [301.2.2.1](#), [401.2.4.1](#)**skill contests, [601.13.7](#)****sleeves, for letter trays**flats, [345.3.5](#)letters, [235.3.4](#), [245.3.4](#)Periodicals, [707.20.1.3](#)**software specifications, [708.3.2](#)****sound recordings**packaging, [601.7.4](#)**space available mail (SAM), [703.2.1.3](#)****special handling, [503.13.0](#)**fees, [503.13.1.1](#)marking, [503.13.2.5](#)other extra services that can be added, [503.13.2.3](#)what may be mailed, [503.13.2.2](#)**special mailing containers, [601.6.0](#)****specimens, [601.10.17.3e](#).****stamp collecting, See *philatelic services*****Stamp Fulfillment Services, [604.2.4](#)****stamped stationery, [604.2.1](#)****stamps, See *postage stamps*****Standard Mail, flats**alternate payment methods, [705.5.0](#)annual mailing fee, [343.3.4](#)attachments, [343.2.5](#)automation mailings, [343.7.0](#)cobundling, [705.9.3.3](#)enclosures, [343.](#)weight, [301.3.2.2](#)barcodes, [343.7.4](#)bundling, [345.2.0](#)computing postage, [343.1.5](#),carrier route sequencing requirements, [345.6.9](#), [345.6.10](#)circulars, [343.2.0](#)combining with other classes of mail, [343.2.5](#), [703.9.0](#)combining with Periodicals flats, [705.15.0](#)content standards, [343.2.0](#)cotraying and cosacking bundles, [705.9.0](#)

deposit, [346.1.0](#), [346.2.6](#)  
    scheduling appointments for, [346.2.6.3](#)  
    vehicle unloading, [346.2.6.9](#)  
destination entry, [346.2.0](#)  
    DNDC entry, [346.3.0](#)  
    DDU entry, [346.5.0](#)  
    DSCF entry, [346.4.0](#)  
    discount, [346.2.0](#) – [346.5.0](#)  
dimensions, [301.2.2](#)  
documentation, [344.4.0](#)  
    automation, [344.4.3](#)  
    basic, [344.4.2](#)  
    facsimile postage statements, [344.4.10](#)  
    multiple mailings, [344.4.9](#)  
    standard format, [344.4.5](#), [344.4.7](#), [708.1.0](#)  
eligibility [343](#)  
    automation flats, [343.7.0](#)  
    basic, [343.4.0](#)  
    enhanced carrier route flats, [343.6.0](#)  
    machinable/nonmachinable flats, [343.5.0](#)  
enclosures, [343.2.5](#)  
envelopes, enclosed, [343](#).  
fees, [343.1.4](#)  
general standards for any Standard Mail mailing, [343.3.3](#)  
mail preparation, [345](#)  
    automation flats, [345.7.0](#)  
    bundles, [345.2.0](#)  
    bundling for enhanced carrier route prices, [345.6.3](#) – [345.6.4](#)  
    bundling for presorted flats, [345.5.0](#)  
    bundles on pallets, [705.8.9](#), [705.8.10.3](#)  
    carrier route information line, [601.2.14](#)  
    combined automation and presorted flats, [705.9.3](#), [705.11.3](#)  
    combined flats on pallets, [705.8.16.3](#)  
    containerization of bundles, [705.10.2](#)  
    Customized MarketMail, [705.1.4](#)  
    enhanced carrier route flats, [345.6.0](#)  
    general information, [345.1.0](#)  
    machinable mail, [345.7.0](#)  
    merged flats in sacks, [705.10.2.4](#)  
    merged flats on pallets, [705.10.2.5](#), [705.12.1.9](#), [705.13.2.4](#)  
    optional endorsement line, [345.2.0](#)  
    presorted flats, [345.5.0](#)  
    sack labels, [345.6.0](#)  
    sacks, [345.5.0](#)  
    sacks on pallets, [705.8.10.3](#)  
    tray labels, [345.6.0](#)  
    trays, [345.5.0](#)  
    trays on pallets, [705.8.10.3](#)  
markings, [302.3.0](#)  
    enhanced carrier route prices, [345.6.1](#)  
    mixed mail, [703.2.7](#)  
    presorted prices, [345.5.1](#)

merged pallets of bundles  
    using 5% Threshold, [705.12.1](#)  
    using 5% Threshold and City State Product, [705.13.2](#)  
Move Update, [343.3.9](#)  
nonprofit  
    applications for nonprofit prices  
        applying for authorization, [703.1.7](#)  
        applying for authorization at additional offices, [703.1.8](#)  
        mailing while application is pending, [703.1.9](#)  
        what may be mailed, [703.1.6](#)  
        who will qualify, [703.1.2](#), [703.1.3](#)  
physical standards, [301](#)  
postage payment methods, [344.2.0](#), [344.3.0](#)  
postage statements, *See documentation*  
price eligibility  
    automation, [343.7.0](#)  
    destination entry, [346.2.0](#) – [346.5.0](#)  
    enhanced carrier route, [343.6.0](#)  
    presorted, [343.5.0](#)  
reply card, enclosed,  
size, [301.2.2.1](#)  
undeliverable mail, [507.1.5.3](#)  
weight, [301.2.2.1](#), [343.2.1](#)  
written additions, [343.2.6](#)  
ZIP Code accuracy, [343.3.8](#)

### **Standard Mail, letters**

alternate payment methods, [705.5.0](#)  
annual mailing fee, [243.1.5.1](#), [243.3.4](#)  
attachments, [243.2.5](#)  
automation mailings  
    enclosures, [243.7.6](#)  
    physical standards, [201.3.0](#)  
barcodes, [243.7.5](#)  
bundling, [245.2.0](#)  
computing postage, [243.1.6](#),  
carrier route sequencing requirements, [245.6.8](#),  
[245.6.9](#)  
circulars, [243.2.0](#)  
combining with other classes of mail, [243.2.5](#),  
[703.9.0](#)  
content standards, [243.2.0](#)  
deposit of, [246.1.0](#)  
    scheduling appointments for, [246.2.6](#)  
    vehicle unloading, [246.2.6.9](#)  
destination entry, [246.2.0](#)  
    DNDC entry, [246.3.0](#)  
    DDU entry, [246.5.0](#)  
    DSCF entry, [246.4.0](#)  
discount for destination entry, [246.2.0](#) – [246.5.0](#)  
documentation, [244.4.0](#)  
    automation, [244.4.3](#)  
    basic, [244.4.2](#)  
    facsimile postage statements, [244.4.10](#)  
    multiple mailings, [244.4.9](#)  
    standard format, [244.4.5](#), [244.4.7](#), [708.1.0](#)



- eligibility [243](#)
    - automation, [243.7.0](#)
    - basic, [243.4.0](#)
    - ECR flats, [243.6.0](#)
    - machinable/nonmachinable, [243.5.0](#)
  - envelopes, enclosed, [243.7.6](#)
  - enclosures, [243.2.5](#)
  - fees, [243.1.5](#)
  - general standards for any Standard Mail mailing, [243.3.3](#)
  - mail preparation, [245](#)
    - automation letters, [245.7.0](#)
    - bundles, [245.2.0](#)
    - bundling for enhanced carrier route prices, [245.6.4](#) – [245.6.4](#)
    - bundles on pallets, [705.8.9](#), [705.8.10.3](#)
    - carrier route information line, [601.2.14](#)
    - containerization of bundles, [705.10.2](#)
    - Customized MarketMail, [705.1.4](#)
    - enhanced carrier route letters and cards mailings, [245.6.0](#)
    - enhanced carrier route letters and cards, [245.6.4](#), [245.6.6](#)
    - general information, [245.1.0](#)
    - presorted machinable letters and cards, [245.5.3](#)
    - presorted nonmachinable letters and cards, [245.5.4](#)
    - tray labels, [245.4.0](#)
    - trays, [245.3.0](#)
    - trays on pallets, [705.8.10.3](#)
  - markings required on each mailpiece, [202.2.0](#)
    - enhanced carrier route prices, [245.6.1](#)
    - mixed mail, [703.2.7](#)
    - presorted prices, [245.5.1](#)
  - Move Update, [243.3.9](#)
  - nonprofit
    - applications for nonprofit prices
      - applying for authorization, [703.1.7](#)
      - applying for authorization at additional offices, [703.1.8](#)
      - mailing while application is pending, [703.1.9](#)
    - what may be mailed, [703.1.6](#)
    - who will qualify, [703.1.2](#), [703.1.3](#)
  - physical standards, [201](#)
  - postage payment methods, [244](#)
    - automation, [244.3.0](#)
    - enhanced carrier route, [244.2.0](#)
    - presorted, [244.2.0](#)
  - postage statements, *See documentation*
  - price eligibility
    - automation prices, [243.4.0](#) – [243.7.0](#)
    - destination entry, [246.2.0](#) – [246.5.0](#)
    - enhanced carrier route, [243.6.0](#)
  - reply card, enclosed, [243.7.6](#)
  - size, [201](#)
  - undeliverable mail, [507.1.5.3](#)
  - weight, [243.2.1](#)
  - written additions, [243.2.6](#)
  - ZIP Code accuracy, [243.3.8](#)
- Standard Mail, parcels**
- alternate payment methods, [705.5.0](#)
  - annual mailing fee, [443.1.4.1](#), [443.3.4](#)
  - attachments, [443.2.5](#)
  - bundling, [601.2.0](#)
  - computing postage, [443.1.1](#), [443.1.5](#)
  - carrier route sequencing requirements, [445.6.5](#), [445.6.6](#)
  - circulars, [443.2.0](#)
  - combined mailings with Package Services parcels, [705.6.1](#)
    - documentation, [705.6.1.3](#)
    - postage payment, [705.6.1.2](#)
    - preparation, [705.6.2.3](#)
    - qualification, [705.6.1.1](#)
  - combined parcels mailings, [705.6.3](#)
    - postage payment, [705.6.1.2](#)
    - qualification, [705.6.3.1](#)
  - combining with other classes of mail, [443.2.5](#), [703.9.0](#)
  - content standards, [443.2.0](#)
  - deposit, [446](#)
    - scheduling appointments for, [446.2.6.3](#)
    - vehicle unloading, [346.2.6.9](#)
  - destination entry, [446.2.0](#)
    - DNDC entry, [446.3.0](#)
    - DDU entry, [446.5.0](#)
    - DSCF entry, [446.4.0](#)
  - documentation, [444.3.0](#)
    - basic, [444.3.2](#)
    - facsimile postage statements, [444.3.8](#)
    - multiple mailings, [444.3.7](#)
    - standard format, [444.3.3](#), [444.3.5](#), [708.1.0](#)
  - eligibility [443](#)
    - basic, [443.3.0](#), [443.4.0](#)
    - enhanced carrier route, [443.6.0](#)
    - presorted parcels, [443.5.0](#)
  - enclosures, [443.2.5](#)
  - extra services that can be added, [443.4.5](#)
  - fees, [443.1.4](#)
  - general standards for any Standard Mail mailing, [443.3.3](#)

mail preparation, 445  
bundles, 445.2.0  
bundling for enhanced carrier route prices, 445.6.4  
bundling for irregular parcels, 445.5.4, 445.6.5  
bundles on pallets, 705.8.9, 705.8.10.3  
carrier route information line, 601.2.14  
combined machinable parcels, 705.6.0  
containerization of bundles, 705.10.2  
enhanced carrier route parcels, 445.6.0  
machinable parcels on pallets, 705.8.17  
marketing parcels, 445.5.3  
presorted irregular parcels, 445.5.4  
presorted machinable parcels, 445.5.3  
sack labels, 445.4.0  
sacks, 445.3.0  
sacks on pallets, 705.8.10.3  
markings required on each mailpiece, 402.1.2  
enhanced carrier route prices, 445.6.1  
mixed mail, 703.2.7  
presorted prices, 445.5.1  
Move Update, 443.3.9  
nonprofit  
applications for nonprofit prices  
applying for authorization, 703.1.7  
applying for authorization at additional offices, 703.1.8  
mailing while application is pending, 703.1.9  
what may be mailed, 703.1.6  
who will qualify, 703.1.2, 703.1.3  
physical standards, 401  
postage payment methods, 444  
enhanced carrier route parcels, 444.2.0  
presorted parcels, 444.2.0  
postage statements, See *documentation*  
price eligibility  
destination entry, 446.2.0 – 446.5.0  
enhanced carrier route, 443.6.0  
shipper paid forwarding, 507.4.2.9  
size, 401.2.4.1  
undeliverable mail, 507.1.5.3  
weight, 401.2.4.1, 443.2.1  
written additions, 443.2.6  
ZIP Code accuracy, 443.3.8

**Standard Post**

attachments, 153.4.0  
computing postage, 153.1.2 – 153.1.3  
deposit, 156.1.0  
eligibility, 153  
enclosures, 153.4.0  
mail preparation, 155  
markings required on each mailpiece, 102.4.2, 155.1.3  
postage payment methods, 154  
price eligibility, 153.2.0  
returns, 156.  
service objectives, 153.2.1

size, 101.7.0  
undeliverable mail, 507.1.5.4  
weight limits, 101.7.1  
written additions, 153.4.2

**standardized documentation, 708.1.0****staples, 201.3.9, 301.3.3.2, 601.3.13****statement of ownership, management, and circulation for Periodicals, 707.8.3****statements of account**

Priority Mail Express, 113.3.0  
Priority Mail, 123.3.0  
First-Class Mail  
commercial flats, 333.2.2  
commercial letters, 233.2.2  
commercial parcels, 433.2.2  
retail mail, 133.3.2  
solicitations in guise of, 601.13.1

**stationery, 604.2.0**

personalized stamped envelopes sold by USPS, 604.2.2  
plain stamped envelopes sold by USPS, 604.2.1  
stamped cards, 604.2.3.1

**stickers, 201.3.13, 301.1.8****sweepstakes, 601.13.6****T****tabbing, 201.3.11, 301.3.4****tape**

sealing mailpieces, 601.3.0

**territories and possessions of the U.S., 608.2.0****tobacco, 601.11.0, 601.12.12****toxic substances, 601.10.16****tracking, 503.14.2****trademarks of the USPS, 608.7.1****trays**

flat tray  
First-Class Mail, 335.3.0  
letter tray  
First-Class Mail, 235.3.0  
Periodicals, 707.20.1, 707.20.2  
Standard Mail, 245.3.0, 345.3.0  
barcoded labels, 708.6.0

**treatment of mail, 507.1.0**

**tubs, See trays**

## U

### undeliverable mail

endorsements used by USPS, 507.1.4.1  
First-Class Mail, 507.1.5.1  
Package Services, 507.1.5.4  
Periodicals, 507.1.5.2  
Priority Mail, 507.1.5.1  
Standard Mail, 507.1.5.3  
with extra services, 507.1.4.5

**unaddressed mail, See dead mail**

**unpaid mail, 508.2.2.5, 508.2.3.3**

### U.S. Armed Forces Mail, 703.2.0, 703.4.0

eligibility, 703.4.1.1, 703.4.2.2  
matter sent free, 703.4.2  
postage, 703.4.1.2

**U.S. Census Bureau, 608.2.5**

### U.S. Department of Transportation

regulation of hazardous materials, 601.10.2

### U.S. government mail

Department of State mail, 703.3.0  
free mail for U.S. armed forces, 703.4.2  
military address, 703.4.2.4  
military mail, 703.2.0, 703.4.0  
official mail for Members of Congress, 703.6.1.1  
official mail for U.S. government, 703.6.0, 703.7.0  
prepared by contractors, 703.7.15  
voting materials, 703.8.0

### U.S. Postal Service (USPS)

address for USPS functional areas, 608.8.1 – 608.8.3  
appealing decision made about mailing standards, 607.2.0  
business mail entry offices, addresses and phone numbers, 608.8.4  
copyrights of the USPS, 608.7.2  
complaints, 608.6.1  
*Domestic Mail Manual*, general information, 608.1.0  
holidays recognized by USPS, 608.3.2  
philatelic services offered by USPS, 608.4.0  
postal publications, 608.7.2  
Post Offices, general information, 608.3.1, 608.3.2  
postal inspection of mail, See *inspection by USPS*  
Pricing and Classification Service Center (PCSC), 608.8.4  
Private Express Statutes, 608.5.1  
reporting crimes, 608.6.2  
requesting exceptions to mailing standards, 607.2.0

service to territories and possessions of the United States, 608.2.0  
trademarks of the USPS, 608.7.1

**USPS Tracking, 503.10.0**

**U.S. Virgin Islands, 608.2.1**

## V

**valuable items, 609.3.2, 503.1.3.1**

### volume requirements

commercial flats  
Bound Printed Matter, 363.4.0  
First-Class Mail, 333.3.3  
Media Mail and Library Mail, 373.6.2  
Standard Mail, 343.3.3  
commercial letters  
First-Class Mail, 233.3.3  
Standard Mail, 243.3.3  
commercial parcels  
Bound Printed Matter, 463.4.0  
First-Class Package Service, 433.3.3  
Media Mail and Library Mail, 473.6.2  
Parcel Select, 453.3.1  
Priority Mail, 424.2.2  
Standard Mail, 443.3.3  
retail mailings paid with permit imprint  
First-Class Mail, 134.2.2  
Media Mail and Library Mail, 174.2.2  
Standard Post, 154.1.0

### voting

absentee balloting materials, 703.8.0  
voter registration commissions  
mailing list services, 507.8.3.4, 507.8.7

## W

### walk sequence carrier route sequencing requirements

commercial letters, 245.6.8, 245.6.9  
commercial flats, 345.6.9, 345.6.10  
commercial parcels, 445.6.6, 445.6.7  
Periodicals, 707.23.8, 707.23.9

**window envelopes and inserts, 202.5.0, 601.6.4**

**wine, 601.12.7**

**withdrawal and disposal of a mailing, 507.6.0**

**written matter, See handwriting**

**Z****Z4CHANGE**

list matching, [708.3.3.2](#)

**ZIP Code, [602.1.8](#)**

sorting cards by 5-digit ZIP Code, [507.8.6](#)

**ZIP Code Accuracy**

commercial flats

Bound Printed Matter, [363.4.3](#)

First-Class Mail, [333.3.6](#)

Standard Mail, [343.3.8](#)

commercial letters

First-Class Mail, [233.3.6](#)

Standard Mail, [243.3.8](#)

commercial parcels

Bound Printed Matter, [463.4.3](#)

First-Class Package Service, [433.3.6](#)

Standard Mail, [443.3.8](#)

**ZIP+4 code, [602.1.8.2](#)****zone charts, [708.10.3](#)****zones, for computing postage, [708.1.6](#)**

## Forms Glossary

The Forms Glossary lists all of the forms and postage statements referenced in the DMM. These forms and many others are available on Postal Explorer at [pe.usps.com](https://pe.usps.com) (click on “Postage Statements” in the left frame). Postal Service forms may be preceded by “PS Form,” which simply stands for “Postal Service Form.” For example: “3541,” “Form 3541,” and “PS Form 3541” all refer to the Periodicals postage statement.

ID	Title	ID	Title
17-G	Penalty Mail Stamp Requisition	3575	Change of Address Order
17-J	Penalty Mail Printed Stamped Envelope Order	3579	Notice of Undeliverable Periodical
152	USPS Tracking	3600-R	Postage Statement—First-Class Mail and Priority Mail
153	Signature Confirmation	3602	See appropriate form below
1000	Domestic or International Claim	3602-C	Postage Statement—Consolidated—Supplement Standard Mail and Nonprofit Standard Mail
1093	Application for Post Office Box or Caller Service	3602-EZ	Standard Mail—Easy—Nonautomation Letters or Flats
1094	Request for Post Office Box Key or Lock Service	3602-G	Postage Statement—Penalty Permit Imprint
1357-S	Customer Request for Computer Access	3602-N	Postage Statement—Nonprofit Standard Mail
1500	Application for Listing and/or Prohibitory Order	3602-NZ	Postage Statement—Nonprofit Standard Mail—Easy—Nonautomation Letters or Flats
1508	Statement by Shipper of Firearms	3602-R	Postage Statement—Standard Mail
1509	Sender's Application for Recall of Mail	3606	Certificate of Bulk Mailing
1583	Application for Delivery of Mail Through Agent	3615	Mailing Permit Application and Customer Profile
1583-A	Application to Act as a Commercial Mail Receiving Agency	3623	Request for Confirmation of Authorization (or Pending Application) to Mail at Nonprofit Standard Mail Prices
2976	Customs Declaration CN 22—Sender's Declaration	3624	Application to Mail at Nonprofit Standard Mail Prices
2976-A	Customs Declaration and Dispatch Note—CP 72	3800	Certified Mail Receipt
3152	Confirmation Services Certification	3801	Standing Delivery Order
3152-A	Confirm Advanced Shipping Notice (ASN) Shipment ID	3801-A	Agreement by a Hotel, Apartment House, or the Like
3152-E	Priority Mail Express Manifesting Certification	3804	Return Receipt for Merchandise
3203	Personalized Stamped Envelope Order	3806	Receipt for Registered Mail
3500	Application for Periodicals Mailing Privileges	3811	Domestic Return Receipt
3510	Application for Additional Entry, Reentry, or Special Rate Request for Periodicals Publication	3811-A	Request for Delivery Information/Return Receipt After Mailing
3526	Statement of Ownership, Management, and Circulation	3813	Insured Mail Receipt Under \$200.00
3533	Application and Voucher for Refund of Postage and Fees	3813-P	Insured Mail Receipt Over \$200.00
3541	Postage Statement—Periodicals—One Issue or One Edition	3815	Plant-Load Authorization Application, Worksheet, and Agreement
3541-C	Periodicals Certification for Multiple Issues (On the Same Day)	3816	COD Mailing and Delivery Receipt
3541-E	Periodicals Certification for Multiple Issues (Not on the Same Day)	3816-AS	COD Card—Firm Mailings
3544	Post Office Receipt for Money	3817	Certificate of Mailing
3546	Forwarding Order Change Notice	3849	Delivery Notice/Reminder/Receipt
3547	Notice to Mailer of Correction in Address	3849-D	Notice to Sender of Undelivered COD Mail
3553	Coding Accuracy Support System (CASS) Summary Report	3877	Firm Mailing Book for Accountable Mail

# Forms Glossary

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ID	Title
4410	Authorization for NDC Acceptance
5541	Pickup Service Statement—Priority Mail Express, Global Express Guaranteed, Priority Mail, or Standard Post
5625	Priority Mail Express Custom Designed Service Receipt
5637	USPS Corporate Account/Custom Designed Agreement
5639	USPS Corporate Account Application and Payment Authorization Form
6387	Rural Money Order Transaction Application
6401	Money Order Inquiry
6805	Qualified Business Reply Mail (QBRM) Application and Approval
8017	Expedited Plant Load Shipment Clearance

ID	Title
8061	Application for Accelerated Reply Mail (ARM)
8096	Request to Pay Postage Refunds to Presenter of Mail
8105-A	Funds Transaction Report
8125	Plant-Verified Drop Shipment (PVDS) Verification and Clearance
8125-C	Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance
8176	Premium Forwarding Service (PFS) Application
8184	Zone Chart Data & DMM Labeling List Order Form

## Summary of Changes

### Overview

The Summary of Changes lists revisions to this edition of *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM) by effective date.

### Summary of Changes by Effective Date

#### November 4, 2013

##### Competitive Post Office Box Service Features

We revised [508.4.0](#) to incorporate standards for Competitive Post Office Box service and its available enhancements and condense the standards for Post Office Box service within this section. We published this information in the October 17, 2013, *Postal Bulletin*.

##### Correction — Modification of Letter Tray Placement on Pallets

We revised [705.8.5.6e](#) to modify the requirement for placement of letter trays on pallets. We published this information in the October 17, 2013, *Postal Bulletin*.

##### First-Class Package Service-CPP Payment Option

We revised [430](#) to align the DMM text for the acceptable payment methods for First-Class Package Service parcels paid at Commercial Plus Prices (CPP) to include PC Postage. We published this information in the October 17, 2013, *Postal Bulletin*.

##### DMM Revision: Changes to Scan Based Payment Returns Procedures

We revised [505](#), [608](#), and [705](#) to consolidate instructions provided to customers on how to use returns labels. We published this information in the October 17, 2013, *Postal Bulletin*.

##### USPS Package Intercept™-Payment Option

We revised [507.5.0](#) to expand the payment options for commercial requests for USPS Package Intercept™ service to include Centralized Account Payment System (CAPS) trust accounts. We published this information in the October 17, 2013, *Postal Bulletin*.

#### October 7, 2013

##### Consolidation of Carrier Route Accuracy Standards

We revised [243](#), [343](#), [363](#), [443](#), [463](#), and [707](#) to consolidate carrier route accuracy standards for Standard Mail, Bound Printed Matter, and Periodicals carrier route mail into a new section, DMM [602.7.0](#). We published this information in the September 19, 2013, *Postal Bulletin*.

##### Modification of Letter Tray Placement on Pallets

We revised [705.8.5.6](#) to modify the requirement for placement of letter trays on pallets. We published this information in the September 19, 2013, *Postal Bulletin*.

# Summary of Changes

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## Modification of Price Eligibility for Flats with Optical Discs

We revised [333.2.7](#) to modify the price eligibility for First-Class Mail flat-size pieces that are part of round-trip mailings containing optical discs. We published this information in the September 19, 2013, *Postal Bulletin*.

## Tray Label Distribution System Update — Customer Label Distribution System (CLDS)

We revised [708.6.0](#) to update the standards for the tray label distribution system. We published this information in the September 19, 2013, *Postal Bulletin*.

## Balloting Materials Postage

We revised [703.8.0](#) require that the balloting materials for all types of ballots, whether disseminated hardcopy or electronically, must indicate in a prominent location the proper amount of First-Class Mail postage that must be paid. We published this information in the September 5, 2013, *Postal Bulletin*.

## DMM Revision: U.S. Postal Service Registered Trademarks

We revised [608.7.0](#) to update the Postal Service registered trademarks used throughout the DMM. We published this information in the September 5, 2013, *Postal Bulletin*.

## Modification of Return Address Requirement for Periodicals Publications

We revised [602.1.5.3](#) to modify the requirement for a return address on a Periodicals publication in any wrapper to apply to publications that are in an opaque wrapper. We published this information in the September 5, 2013, *Postal Bulletin*.

## **September 3, 2013**

### Customs Declaration Forms — Authorized Editions

We revised [608.2.5.6](#) and [608.2.5.8](#) to codify the authorized USPS®-produced customs declarations forms that may be used when an export license or other electronic filing notice is required through the U.S. Census Bureau's Automated Export System when sending certain goods to, from, and between U.S. territories, possessions, and Freely Associated States. We published this information in the July 25, 2013, *Postal Bulletin*.

### Expansion of the Mailability of Live Adult Birds

We revised [601.9.3.4](#) to expand the mailability of adult birds to include any disease-free live adult bird, weighing no more than 25 pounds, if the mailer and the mailing is compliant with all applicable governmental laws and regulations. We published this information in the July 25, 2013, *Postal Bulletin*.

### Additional Consolidation of ZIP Code Accuracy Standards for Periodicals

We revised [602](#) and [707](#) to consolidate ZIP Code™ accuracy standards for non-barcoded, presorted Periodicals pieces into existing DMM 602.6.0, which details the ZIP Code accuracy standards for other classes of mail. We published this information in the August 8, 2013, *Postal Bulletin*.



# Summary of Changes

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## Collect on Delivery (COD) - Privately Printed Forms

We revised [503.13.0](#) to clarify and simplify standards relating to the approval process for privately printed PS Form 3816-AS, Collect on Delivery (COD), and for the use of PS Form 3877, Firm Mailing Book for Accountable Mail, (firm sheets) when used in conjunction with PS Form 3816-AS. We published this information in the August 8, 2013, *Postal Bulletin*.

## Updated Internet Address for the AESDirect Web Site

We revised [608.2.5.3](#) to update the Internet address to the AESDirect Web site as requested by the U.S. Census Bureau, Foreign Trade Division. We published this information in the August 8, 2013, *Postal Bulletin*.

## New Label 139 for Cremated Remains

We revised [601.12.9.3](#) to include language describing a new label being made available for use in marking shipments containing cremated remains. We published this information in the August 22, 2013, *Postal Bulletin*.

## **July 28, 2013**

### Collect on Delivery (COD)--Service Features

We revised [503.12.0](#), [507.4.0](#) and [508.1.0](#) to provide new standards for the automatic holding period for Collect on Delivery (COD) articles, expand the acceptable payment methods for COD articles, and provide current options for the redirecting of COD articles. We published this information in the July 11, 2013, *Postal Bulletin*.

### New Ancillary Service Endorsement Options

We revised [507.1.5](#) to provide mailers with new ancillary service endorsement options. We published this information in the July 11, 2013, *Postal Bulletin*.

### Clarification of Official Mail Standards

We revised [703](#) to clarify the standards for using Official Mail, such as the use of postage statements and the sale of Penalty Mail stamps and stationery. We published this information in the June 27, 2013, *Postal Bulletin*.

### More Leeway for Barcodes on Flats

We revised [302.5.0](#) to remove obsolete language that prohibits 5-digit or 9-digit routing barcodes on automation flats. We published this information in the June 27, 2013, *Postal Bulletin*.

### Package Simplification & Priority Mail Insurance Enhancement

We revised various related sections to reflect the renaming of Priority Mail Express® as Priority Mail Express™ and new standards to include insurance coverage in the price of barcoded domestic Priority Mail. We published this information in the June 27, 2013, *Postal Bulletin*.

### Refunds and Exchanges

We revised [604.9.0](#) and other DMM sections to remove obsolete standards pertaining to postage refunds and stamp exchanges, and to standardize processes for requesting refunds for PC Postage® labels and extra service refunds.. We published this information in the June 27, 2013, *Postal Bulletin*.

# Summary of Changes

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## Expansion of Optional Use of Flat Trays for Periodicals Flats

We revised 705 and 707 to allow Periodicals nonmachinable flats and Periodicals flats sorted to carrier routes to be prepared in flat trays instead of sacks, whenever the current standards allow such mail in sacks. We published this information in the May 30, 2013, *Postal Bulletin*.

## **June 3, 2013**

### Clarification of Eligibility Standards for Merchandise Return Service

We revised 505.3.2.1 to remove a discrepancy regarding the mail products eligible for Merchandise Return Service (MRS). We published this information in the May 16, 2013, *Postal Bulletin*.

### Priority Mail Express and Priority Mail Open and Distribute eVS Tags and Labels

We revised 705.18.0 to include new tags and labels for Priority Mail Express Open and Distribute™ and Priority Mail Open and Distribute™ mailings prepared under an authorized Electronic Verification System (eVS®) manifest mailing system. We published this information in the May 16, 2013, *Postal Bulletin*.

## **May 6, 2013**

### Clarification of Picture Permit Imprint Promotion Eligibility

We revised 709.3.3.4 to clarify the eligibility of residual pieces for the promotional discount for Picture Permit imprint mailings. We published this information in the May 2, 2013, *Postal Bulletin*.

### Folded Self-Mailer Clarifications

We revised 201.3.0 to clarify standards for folded self-mailers. We published this information in the April 18, 2013, *Postal Bulletin*.

## **April 1, 2013**

### 5-Digit/Scheme and 3-Digit/Scheme Sortation

We revised 235 and 245 to clarify the preparation of 5-digit/scheme and 3-digit/scheme trays. This notice similarly revises DMM 345, 365, and 375 regarding 5-digit/scheme sacking of Standard Mail®, Bound Printed Matter, Media Mail®, and Library Mail flats. We published this information in the March 7, 2013, *Postal Bulletin*.

### Clarification of Standards Relating to IMpb Use

We revised 708.5.1.1 to clarify standards relating to the data requirements of the electronic file that mailers submit along with mailings bearing Intelligent Mail® package barcodes (IMpb). We published this information in the March 7, 2013, *Postal Bulletin*.

### New Price Eligibility for 5-Digit Containers Deposited at FSS Facilities

We revised 346.4.0, 366.5.0 and 707.29.0 to provide Destination Sectional Center Facility (DSCF) eligibility for 5-digit containers of bundles of addressed machinable Periodicals, Standard Mail® or Bound Printed Matter flats deposited at Flats Sequencing System (FSS) processing facilities. We published this information in the March 7, 2013, *Postal Bulletin*.

# Summary of Changes

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## Promotions and Incentive Programs for First-Class Mail and Standard Mail

We revised 709.3.0 to include new promotions and incentive programs that will be offered at various time periods during calendar year 2013 for Presorted and automation First-Class Mail® cards, letters, and flats, and Standard Mail® letters, flats, or parcels. We published this information in the March 7, 2013, *Postal Bulletin*.

## **March 4, 2013**

### Usage of Franked Envelopes and Labels

We revised 703.6.2.1 to clarify the use of franked envelopes and labels. We published this information in the February 21, 2013, *Postal Bulletin*.

### USPS Tracking Label Usage

We revised 503.10.0 to clarify the use and application of integrated retail systems labels and other unique, USPS-provided tracking labels for USPS Tracking service. We published this information in the February 21, 2013, *Postal Bulletin*.

### Intelligent Mail Barcode on Periodicals, Flats and Letters

We revised 707.12.0, 13.0 and 14.0 to correct the omission of standards limiting automation discounts for Periodicals letters and flats to Intelligent Mail® barcodes only. We published this information in the February 7, 2013, *Postal Bulletin*.

### New Minimum Value for Treatment as Dead Mail

We revised 507.1.9 to update the minimum value for treating undeliverable articles as dead mail. We published this information in the January 10, 2013, *Postal Bulletin*.

## **January 27, 2013**

### New Standards for Domestic Mailing Services

We revised various sections to reflect price adjustments and mailing requirements changes associated with the October 2012 filing with the Postal Regulatory Commission (PRC). We published this information in the December 27, 2012, *Postal Bulletin*.

### Every Door Direct Mail

We revised various sections to add new standards for saturation mailings of Standard Mail® mailpieces known as Every Door Direct Mail-Retail® (EDDM-R or EDDM-Retail). We published this information in the December 27, 2012, *Postal Bulletin*.

### Domestic Shipping Services Pricing and Mailing Standards Changes

We revised various sections, to reflect changes to prices and mailing standards for the following Shipping Services: Priority Mail Express, Priority Mail, First-Class Package Service, Parcel Select, Parcel Return Service, Mailer Services, and Recipient Services. We published this information in the December 13, 2012, *Postal Bulletin*.

#### Customs Declaration Requirements for Mailpieces Sent To or From APO, FPO, and DPO Locations

We revised [703.2.3.7](#) to stipulate that mailers may use either PS Form 2976, Customs Declaration CN 22 or PS Form 2976-A, Customs Declaration and Dispatch Note – CP 72 for items sent to or from any Army Post Office™ (APO), Fleet Post Office (FPO), or Diplomatic Post Office (DPO) location. We published this information in the December 27, 2012, *Postal Bulletin*.

#### New Eligibility Standards for Parcel Select Nonpresort Mailpieces

We revised [453.3.3](#) and [604.5.1.2](#) to provide new minimum volume eligibility criteria for Parcel Select® Nonpresort mailpieces, either entered within a single mailing or as part of a combined mailing of mixed class parcels. We published this information in the December 27, 2012, *Postal Bulletin*.

#### Retirement of FASTforward Technology

We revised [602.5.0](#) to terminate the use of FASTforward® technology as a Move Update option for commercial First-Class Mail®, First-Class Package Service™, Standard Mail®, and Parcel Select Lightweight® mailings. We published this information in the December 27, 2012, *Postal Bulletin*.

#### Products Mailable at Nonprofit Standard Mail Prices

We revised [703.1.6.11](#) to reflect that, for 2013, the value of a low-cost item is \$10.20 or less. We published this information in the November 29, 2012, *Postal Bulletin*.

#### New Marking Standards for Parcel Containing Hazardous Materials

We revised [601.10.0](#) to adopt new marking standards for parcels containing mailable hazardous materials which will be required for parcel intended for air transportation. We published this information in the December 13, 2012, *Postal Bulletin*.

#### POSTNET Barcode Discontinuation

We revised various sections to discontinue price eligibility based on the use of POSTNET™ barcodes on all types of mail. We published this information in the December 27, 2012, *Postal Bulletin*.

# Price List

Notice 123 • Effective July 28, 2013

## DOMESTIC

### Retail Prices

Priority Mail Express®	2
Priority Mail®	3
First-Class Mail®	1
Standard Post®	4
Media Mail®	5
Library Mail	5

### Commercial Prices

Priority Mail Express	6-7
Priority Mail	8-10
First-Class Mail	11
First-Class Package Service®	12
Standard Mail®	13-17
Parcel Select®	18-22
Media Mail	23
Library Mail	23
Bound Printed Matter	24-25
Parcel Return Service	26
PRS - Full Network	27
Periodicals	28

## INTERNATIONAL

### Retail Prices

Global Express Guaranteed®	29
Priority Mail Express International®	32-33
Priority Mail International™	38-39
First-Class Mail International™	44
Airmail M-Bags	44
First-Class Package International Service™	44

### Commercial Prices

Global Express Guaranteed	30-31
Priority Mail Express International	34-37
Priority Mail International	40-43
First-Class Package International Service	45
IPA®	46
ISAL®	47
Country Price Groups	48-51

## SERVICES AND FEES

Domestic	Page
Extra Services	52-53
Other Services	54
PO Boxes	55
Business Mailing Fees	56
Stationery	56
Address Management Systems	57-58
International	
Extra Services	59
Quick References	
Flat Rate Pricing	61
International	62
Domestic	63

Postal Explorer® [pe.usps.com](http://pe.usps.com)

## RETAIL

### First-Class Mail—Single Piece

Weight Not Over (ounces)	LETTERS <sup>1</sup>	LARGE ENVELOPES (FLATS) <sup>2</sup>	PARCELS <sup>3</sup>
1	\$0.46	\$0.92	\$2.07
2	0.66	1.12	2.07
3	0.86	1.32	2.07
3.5 <sup>4</sup>	1.06	-	-
4		1.52	2.24
5		1.72	2.41
6		1.92	2.58
7		2.12	2.75
8		2.32	2.92
9		2.52	3.09
10		2.72	3.26
11		2.92	3.43
12		3.12	3.60
13		3.32	3.77
Postcard <sup>5</sup>			\$0.33

### EDDM - Retail<sup>6</sup>

Flats up to 3.3 oz.	0.16
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- Letters that meet one or more of the nonmachinable characteristics in DMM 101.1.2 are subject to the \$0.20 nonmachinable surcharge.
- Large envelope-sized pieces that are rigid, nonrectangular, or not uniformly thick pay parcel prices.
- For keys and identification devices, add \$0.79. If more than 13 ounces, see Priority Mail (footnote #4) on page 3.
- For weights over 3.5 ounces, see Large Envelopes (Flats) prices.
- The card price applies to each single or double postcard-sized mailpiece when originally mailed; reply half of double postcard must be designed for reply mail purposes only.
- EDDM-Retail: Standard Mail Saturation Flats accepted at retail.

See page 63 for postcard, letter, large envelope, and parcel dimensions.

# Priority Mail Express—Retail

## Priority Mail Express

RETAIL—LETTERS, LARGE ENVELOPES, & PARCELS

**Flat Rate Envelope: \$19.95**

**Padded Flat Rate Envelope: \$19.95<sup>1</sup>**

Weight Not Over (pounds)	Zone <sup>2</sup>						
	Local, 1 & 2	3	4	5	6	7	8
0.5	\$14.10	\$20.85	\$23.25	\$25.25	\$27.05	\$28.70	\$30.60
1	16.05	23.50	28.30	31.70	32.85	34.85	35.90
2	18.10	25.05	30.85	34.55	35.95	38.10	39.40
3	21.55	26.25	34.70	39.75	41.45	43.90	45.15
4	22.95	27.95	37.00	44.95	46.70	49.45	50.80
5	24.85	31.40	39.45	48.10	52.50	55.00	56.50
6	26.40	35.95	45.75	54.65	57.50	60.45	62.30
7	28.60	39.40	52.40	59.75	62.45	66.05	68.40
8	30.85	43.25	56.75	64.30	67.80	71.70	73.65
9	33.05	44.95	58.90	68.75	73.05	77.25	79.30
10	35.50	46.85	61.15	71.85	76.85	81.20	83.25
11	37.50	52.40	68.30	76.80	80.55	85.10	87.25
12	39.50	56.10	72.55	80.85	84.20	88.95	91.10
13	41.80	59.70	75.90	84.55	87.75	92.65	96.40
14	43.70	63.40	78.90	87.85	91.40	96.50	100.40
15	45.15	66.95	82.25	91.55	95.15	100.40	104.40
16	47.10	70.75	85.50	95.10	99.25	104.70	107.90
17	48.90	74.45	88.70	98.60	102.60	108.15	110.95
18	50.90	77.95	91.85	102.05	106.20	111.95	114.90
19	52.70	81.65	95.00	105.50	109.85	115.75	118.75
20	54.95	85.35	99.70	110.65	114.15	120.25	124.05
21	56.20	90.70	102.85	114.15	119.20	125.50	128.70
22	58.30	94.45	107.35	119.10	122.95	129.40	133.65
23	60.00	98.10	110.50	122.55	126.75	133.35	137.55
24	62.20	101.85	114.10	126.45	130.55	137.35	140.60
25	64.70	105.65	116.85	129.40	134.10	141.00	145.00
26	66.15	109.40	120.20	133.10	137.90	144.95	149.10
27	68.05	113.00	123.35	136.50	141.50	148.70	153.05
28	69.45	116.80	127.30	140.80	145.20	152.55	157.05
29	71.60	120.45	131.45	145.35	148.95	156.40	160.90
30	73.60	124.20	135.60	149.85	153.25	160.90	166.00
31	75.40	127.90	139.70	154.35	158.10	165.90	171.25
32	77.45	131.80	143.90	158.85	162.70	170.70	176.35
33	79.85	135.45	148.05	163.35	167.45	175.60	181.40
34	82.15	139.05	152.30	168.00	172.10	180.40	186.45
35	84.25	142.85	156.30	172.30	176.70	185.20	191.55
36	86.40	146.60	160.55	176.90	181.55	190.20	196.70
37	88.25	150.25	164.65	181.35	186.35	195.15	201.85
38	90.35	154.05	168.85	185.90	190.95	199.95	206.85
39	92.60	157.80	173.05	190.40	195.45	204.55	212.00
40	94.55	161.40	177.30	195.00	200.20	209.45	217.15

**Legal Flat Rate Envelope: \$19.95**

**Flat Rate Boxes: \$39.95<sup>1</sup>**

Weight Not Over (pounds)	Zone <sup>2</sup>						
	Local, 1 & 2	3	4	5	6	7	8
41	\$96.40	\$165.20	\$181.40	\$199.40	\$205.05	\$214.50	\$222.25
42	98.15	169.00	185.55	203.90	209.85	219.45	227.30
43	100.40	172.60	189.65	208.30	214.50	224.20	232.45
44	102.20	176.40	193.85	212.80	219.15	229.00	237.50
45	104.15	180.20	197.90	217.15	223.85	233.85	242.70
46	106.25	183.75	202.30	221.85	228.50	238.60	247.75
47	108.45	187.55	206.40	226.25	233.20	243.45	252.85
48	110.30	191.35	210.45	230.55	237.95	248.30	257.95
49	112.25	194.95	214.65	235.05	242.80	253.30	263.10
50	114.65	198.75	218.90	239.65	247.30	257.90	268.15
51	116.70	202.55	223.00	244.00	251.95	262.65	272.55
52	118.70	206.10	227.10	248.40	256.80	267.60	278.45
53	120.60	209.90	231.35	252.85	261.55	272.45	283.55
54	122.75	213.70	235.45	257.20	266.25	277.30	288.60
55	125.20	218.60	239.75	261.80	270.90	282.00	293.65
56	127.80	222.40	243.80	266.10	275.55	286.80	298.80
57	130.05	226.15	248.00	270.55	280.25	291.60	303.90
58	132.25	229.75	252.10	274.90	285.00	296.40	309.00
59	134.05	233.45	256.25	279.30	289.80	301.30	314.10
60	135.85	237.20	260.40	283.70	294.45	306.05	319.20
61	137.80	241.00	264.75	288.30	299.15	310.80	324.30
62	139.95	244.65	268.80	292.55	303.80	315.50	329.50
63	142.25	248.35	272.95	296.95	308.55	320.40	334.65
64	144.15	252.05	277.10	301.30	313.30	325.20	339.75
65	146.60	255.80	281.20	305.65	317.95	329.90	344.75
66	149.35	259.60	285.50	310.15	322.65	334.70	349.80
67	151.10	263.25	289.70	314.55	327.25	339.30	354.95
68	153.10	267.00	293.80	318.85	332.15	344.30	360.20
69	155.50	270.75	297.95	323.20	336.70	348.90	365.05
70	158.35	274.50	302.15	327.60	341.45	353.70	370.20

1. Packaging only available online at *USPS.com*. Some post offices may have Priority Mail Express Flat Rate Boxes available.

2. For Sunday/holiday delivery, add \$12.50.

## Priority Mail

RETAIL—LETTERS, LARGE ENVELOPES, & PARCELS

**Flat Rate Envelopes** (12-1/2" x 9-1/2" or smaller): \$5.60

**Padded Flat Rate Envelope:** \$5.95<sup>1</sup>

**Legal Flat Rate Envelope:** \$5.75<sup>1</sup>

**Small Flat Rate Box:** \$5.80

**Medium Flat Rate Boxes:** \$12.35

**Large Flat Rate Boxes:**

Domestic addresses: \$16.85

APO/FPO/DPO destination addresses: \$14.85

Weight Not Over (pounds)	Zone 2,3,4						
	Local, 1 & 2	3	4	5	6	7	8
1	\$5.60	\$5.70	\$5.85	\$6.00	\$6.20	\$6.45	\$6.95
2	5.80	6.15	6.85	8.75	9.50	10.25	11.25
3	6.60	7.60	8.75	10.60	12.00	12.90	15.25
4	7.45	8.90	10.05	14.05	15.40	16.45	18.35
5	8.85	10.20	11.50	15.95	17.55	18.90	21.20
6	9.75	11.25	12.90	17.75	19.70	21.20	23.95
7	10.35	12.20	13.90	19.75	21.80	23.85	26.90
8	11.10	13.30	15.55	21.45	23.95	26.30	30.15
9	11.85	14.35	16.85	23.25	26.05	28.45	33.55
10	12.65	15.40	18.35	25.20	28.15	31.30	36.50
11	13.50	16.45	19.80	27.15	30.20	34.55	40.10
12	14.45	17.65	21.20	29.15	32.85	37.35	43.05
13	15.35	18.75	22.40	30.80	35.25	38.85	44.60
14	16.25	19.90	23.75	32.75	37.20	41.05	46.80
15	16.95	21.00	25.05	34.65	38.80	41.95	48.15
16	17.45	22.15	26.45	36.55	41.00	44.30	50.80
17	18.15	23.20	27.85	38.50	43.10	46.60	53.50
18	18.50	24.05	29.20	40.35	45.35	48.90	56.20
19	19.00	24.55	29.75	41.45	47.40	51.20	58.85
20	19.80	24.85	30.30	42.15	48.60	53.10	61.55
21	20.45	25.20	30.75	42.80	49.40	53.95	63.00
22	20.95	25.80	31.30	43.80	50.50	55.25	64.50
23	21.40	26.25	32.15	44.55	51.40	56.30	65.65
24	21.90	26.80	33.20	45.50	52.45	57.75	67.25
25	22.40	27.25	34.15	46.25	53.20	59.20	68.40
26	22.85	27.50	35.30	47.20	54.50	60.65	70.55
27	23.50	27.95	36.35	48.15	55.25	62.05	73.20
28	24.25	28.35	37.40	49.35	56.00	63.50	75.95
29	24.95	28.60	38.40	50.05	56.95	64.95	78.00
30	25.70	29.00	39.30	50.75	58.55	66.40	79.70
31	26.45	29.30	39.90	51.40	59.40	67.85	81.30
32	26.75	29.90	40.60	52.00	60.15	69.30	82.95
33	27.15	30.75	41.60	52.70	61.30	70.75	84.50
34	27.40	31.55	42.65	53.80	62.75	72.20	86.10
35	27.75	32.30	43.25	54.95	64.45	73.65	87.55
36	28.05	33.25	43.80	56.15	66.10	74.65	89.05
37	28.35	33.85	44.45	57.15	67.80	75.60	90.50
38	28.60	34.70	45.00	58.30	69.70	76.50	91.95
39	28.90	35.45	45.55	59.50	71.35	78.50	93.35
40	29.25	36.20	46.15	60.75	72.50	80.25	94.65

Weight Not Over (pounds)	Zone 2,3,4						
	Local, 1 & 2	3	4	5	6	7	8
41	\$29.55	\$36.90	\$46.65	\$61.30	\$73.70	\$81.95	\$96.00
42	29.75	37.60	47.20	62.65	75.00	83.05	97.30
43	30.10	38.20	47.65	64.05	76.80	84.10	98.55
44	30.30	38.80	48.25	65.35	78.05	85.10	99.70
45	30.50	39.25	48.60	66.85	78.90	86.05	100.95
46	30.75	39.55	49.10	68.10	79.75	86.95	102.15
47	31.00	39.85	49.55	69.65	80.60	87.95	103.30
48	31.25	40.20	50.00	71.00	81.65	88.80	104.40
49	31.45	40.50	50.40	72.30	82.75	89.70	105.45
50	31.60	40.75	50.75	73.75	83.90	90.85	106.55
51	31.75	41.10	51.20	74.95	85.05	92.15	107.55
52	32.15	41.35	51.55	75.55	85.90	93.55	108.80
53	32.70	41.65	51.90	76.15	86.60	95.05	110.20
54	33.15	41.85	52.25	76.75	87.25	96.45	111.75
55	33.70	42.15	52.55	77.30	87.95	97.95	113.25
56	34.15	42.35	52.85	77.85	88.55	99.35	114.30
57	34.65	42.55	53.20	78.30	89.20	100.85	115.15
58	35.20	42.75	53.50	78.85	89.70	102.20	116.00
59	35.75	42.95	53.75	79.30	90.25	102.90	116.90
60	36.20	43.15	54.30	79.70	90.70	103.50	117.70
61	36.75	43.35	55.25	80.10	91.20	104.10	119.30
62	37.15	43.45	55.95	80.50	91.65	104.55	121.20
63	37.90	43.65	56.85	80.90	92.15	105.05	123.15
64	38.25	43.75	57.70	81.25	92.55	105.55	125.00
65	38.75	43.85	58.50	81.50	92.85	106.05	126.95
66	39.25	44.05	59.40	81.90	93.30	106.40	128.80
67	39.85	44.15	60.40	82.20	93.60	106.80	130.50
68	40.35	44.25	61.20	82.40	94.75	107.20	131.90
69	40.90	44.30	61.90	82.65	95.90	107.55	133.30
70	41.30	44.40	62.95	82.90	97.05	107.95	134.75
Balloon	19.80	24.85	30.30	-	-	-	-

1. Packaging only available online at [USPS.com](http://USPS.com).

2. Parcels addressed for delivery to zones 1-4 (including local) that weigh less than 20 pounds but measure more than 84 inches in combined length and girth (but not more than 108 inches) are charged for a 20-pound parcel (balloon price) based on the applicable zone.

3. Parcels addressed for delivery to zones 5-8 that exceed one cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight, whichever is greater (as calculated in DMM 123.1.4).

4. For keys and ID devices that weigh:

Up to 13 ounces, refer to retail First-Class Mail parcel prices.

More than 13 ounces but not more than 1 pound, \$6.64.

More than 1 pound but not more than 2 pounds, \$7.64.

# Standard Post—Retail

## Standard Post

### RETAIL—PARCELS

Weight Not Over (pounds)	Zone <sup>1</sup>						
	1 & 2	3	4	5	6	7	8
1	\$5.60	\$5.70	\$5.85	\$5.95	\$6.15	\$6.35	\$6.85
2	5.80	6.15	6.85	7.53	8.16	8.92	9.79
3	6.60	7.60	8.75	8.91	10.01	10.81	12.77
4	7.45	8.90	10.05	10.40	10.75	12.07	13.58
5	8.85	10.20	11.50	11.64	11.76	12.66	14.20
6	9.75	11.25	12.90	13.12	13.20	14.20	16.05
7	10.35	12.20	13.90	14.39	14.61	15.98	18.02
8	11.10	13.30	15.55	15.66	16.05	17.62	20.20
9	11.85	14.35	16.85	16.97	17.45	19.06	22.48
10	12.65	15.40	18.35	18.45	18.86	20.97	24.46
11	13.50	16.45	19.80	19.94	20.23	23.15	26.87
12	14.45	17.65	21.20	21.31	22.01	25.02	28.84
13	15.35	18.75	22.40	22.49	23.62	26.03	29.88
14	16.25	19.90	23.75	23.91	24.92	27.50	31.36
15	16.95	21.00	25.05	25.29	26.00	28.11	32.26
16	17.01	21.60	25.79	26.68	27.47	29.68	34.04
17	17.11	21.70	25.89	26.80	27.59	29.81	34.17
18	17.20	21.80	25.99	26.92	27.71	29.94	34.31
19	17.30	21.91	26.08	27.04	27.83	30.07	34.45
20	17.39	22.01	26.18	27.15	27.96	30.21	34.58
21	17.49	22.11	26.28	27.27	28.08	30.34	34.72
22	17.58	22.22	26.38	27.39	28.20	30.47	34.86
23	17.68	22.32	26.48	27.51	28.33	30.61	35.00
24	17.78	22.43	26.58	27.64	28.45	30.74	35.14
25	17.87	22.54	26.68	27.76	28.58	30.88	35.28
26	17.97	22.64	26.79	27.88	28.70	31.01	35.42
27	18.07	22.75	26.89	28.00	28.83	31.15	35.56
28	18.17	22.86	26.99	28.12	28.96	31.29	35.71
29	18.27	22.97	27.09	28.25	29.08	31.42	35.85
30	18.37	23.08	27.20	28.37	29.21	31.56	35.99
31	18.47	23.19	27.30	28.50	29.34	31.70	36.14
32	18.57	23.30	27.40	28.62	29.47	32.10	37.06
33	18.68	23.41	27.51	28.75	29.60	32.87	37.96
34	18.78	23.52	27.61	28.88	29.73	33.60	38.87
35	18.88	23.63	27.72	29.00	29.86	34.37	39.77
36	18.99	23.74	27.82	29.13	30.36	35.12	40.67
37	19.09	23.86	27.93	29.26	30.99	35.86	41.56
38	19.20	23.97	28.03	29.39	31.59	36.61	42.49
39	19.30	24.08	28.14	29.52	32.19	37.36	43.39
40	19.41	24.20	28.25	29.65	32.81	38.10	44.29

Weight Not Over (pounds)	Zone <sup>1</sup>						
	1 & 2	3	4	5	6	7	8
41	\$19.51	\$24.31	\$28.35	\$29.78	\$33.43	\$38.84	\$45.20
42	19.62	24.43	28.46	29.91	34.04	39.60	46.09
43	19.73	24.54	28.57	30.04	34.64	40.35	46.99
44	19.84	24.66	28.68	30.17	35.26	41.11	47.91
45	19.95	24.78	28.79	30.30	35.86	41.88	48.81
46	20.06	24.90	28.90	30.44	36.49	42.62	49.72
47	20.17	25.01	29.01	30.57	37.11	43.38	50.62
48	20.28	25.13	29.12	30.71	37.71	44.14	51.53
49	20.39	25.25	29.23	31.18	38.33	44.91	52.44
50	20.50	25.37	29.34	31.65	38.95	45.63	53.35
51	20.61	25.49	29.45	32.12	39.57	46.44	54.26
52	20.73	25.61	29.56	32.62	40.17	47.29	55.17
53	20.84	25.74	29.67	33.10	40.80	48.18	56.06
54	20.96	25.86	29.79	33.58	41.40	48.36	56.98
55	21.07	25.98	29.90	34.08	42.04	49.26	57.88
56	21.19	26.10	30.01	34.56	42.64	49.94	58.79
57	21.30	26.23	30.13	35.04	43.28	50.68	59.71
58	21.42	26.35	30.24	35.55	43.89	51.58	60.60
59	21.54	26.48	30.36	36.03	44.49	52.37	61.51
60	21.66	26.60	30.47	36.51	45.13	53.15	62.44
61	21.78	26.73	30.59	37.00	45.74	53.93	63.32
62	21.90	26.86	30.70	37.50	46.35	54.72	64.23
63	22.02	26.98	30.93	37.99	46.99	55.47	65.15
64	22.14	27.11	31.30	38.46	47.60	56.26	66.03
65	22.26	27.24	31.64	38.95	48.22	56.81	66.94
66	22.48	27.37	32.02	39.47	48.86	57.59	67.85
67	22.71	27.50	32.36	39.95	49.47	58.38	68.74
68	22.93	27.63	32.74	40.44	50.56	59.18	69.64
69	23.34	27.76	33.51	41.36	51.32	60.26	70.74
70	24.04	27.89	34.28	42.29	52.09	61.35	71.84
Balloon	17.39	22.01	26.18	27.15	27.96	30.21	34.58
Oversized	62.42	65.30	66.60	68.57	91.83	97.79	108.23

1. For parcels that measure in combined length and girth:
- More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use the 20-pound price (balloon price) based on the applicable zone.
  - More than 108 inches but not more than 130 inches, use the oversized price, regardless of weight.

To compute Standard Post prices, go to Postal Explorer at [pe.usps.com](http://pe.usps.com) and click on "Domestic" under Price Calculators. For zone charts, click on "Zone Charts."



# Media/Library Mail—Retail

## Media Mail

### RETAIL—LARGE ENVELOPES & PARCELS

Weight Not Over (pounds)	Single-Piece
1	\$2.53
2	2.98
3	3.43
4	3.88
5	4.33
6	4.78
7	5.23
8	5.66
9	6.09
10	6.52
11	6.95
12	7.38
13	7.81
14	8.24
15	8.67
16	9.10
17	9.53
18	9.96
19	10.39
20	10.82
21	11.25
22	11.68
23	12.11
24	12.54
25	12.97
26	13.40
27	13.83
28	14.26
29	14.69
30	15.12
31	15.55
32	15.98
33	16.41
34	16.84
35	17.27
36	17.70
37	18.13
38	18.56
39	18.99
40	19.42
41	19.85
42	20.28
43	20.71
44	21.14
45	21.57
46	22.00
47	22.43
48	22.86
49	23.29
50	23.72
51	24.15
52	24.58
53	25.01
54	25.44
55	25.87
56	26.30
57	26.73
58	27.16
59	27.59
60	28.02
61	28.45
62	28.88
63	29.31
64	29.74
65	30.17
66	30.60
67	31.03
68	31.46
69	31.89
70	32.32

## Library Mail

### RETAIL—LARGE ENVELOPES & PARCELS

Weight Not Over (pounds)	Single-Piece
1	\$2.40
2	2.83
3	3.26
4	3.69
5	4.12
6	4.55
7	4.98
8	5.39
9	5.80
10	6.21
11	6.62
12	7.03
13	7.44
14	7.85
15	8.26
16	8.67
17	9.08
18	9.49
19	9.90
20	10.31
21	10.72
22	11.13
23	11.54
24	11.95
25	12.36
26	12.77
27	13.18
28	13.59
29	14.00
30	14.41
31	14.82
32	15.23
33	15.64
34	16.05
35	16.46
36	16.87
37	17.28
38	17.69
39	18.10
40	18.51
41	18.92
42	19.33
43	19.74
44	20.15
45	20.56
46	20.97
47	21.38
48	21.79
49	22.20
50	22.61
51	23.02
52	23.43
53	23.84
54	24.25
55	24.66
56	25.07
57	25.48
58	25.89
59	26.30
60	26.71
61	27.12
62	27.53
63	27.94
64	28.35
65	28.76
66	29.17
67	29.58
68	29.99
69	30.40
70	30.81

# Priority Mail Express—ComBase

## Priority Mail Express

COMMERCIAL BASE™—LETTERS, LARGE ENVELOPES, & PARCELS

**Flat Rate Envelope: \$18.11**

**Padded Flat Rate Envelope: \$18.11<sup>1</sup>**

Weight Not Over (pounds)	Zone <sup>2,3</sup>						
	Local, 1 & 2	3	4	5	6	7	8
0.5	\$13.09	\$16.99	\$20.42	\$23.23	\$25.22	\$26.95	\$27.68
1	15.13	16.99	20.42	23.23	25.22	26.95	27.68
2	15.58	17.25	22.98	25.71	28.51	29.93	31.36
3	15.94	18.47	25.44	28.48	31.59	32.64	33.81
4	16.30	19.36	27.58	31.16	34.48	35.54	36.94
5	16.65	20.16	30.17	34.08	37.40	38.49	39.87
6	16.93	21.84	33.47	37.65	41.52	42.49	44.29
7	17.51	22.93	35.78	40.46	44.45	45.48	47.05
8	18.02	24.06	38.09	43.04	47.41	48.67	50.07
9	18.66	24.94	40.26	45.82	50.39	51.85	53.29
10	19.32	24.97	42.12	48.23	53.05	54.52	57.32
11	20.00	27.38	44.34	50.82	56.32	58.13	59.49
12	20.83	28.51	46.72	53.19	59.10	61.28	62.68
13	21.37	29.57	48.94	55.62	61.46	64.53	65.71
14	21.99	30.70	51.47	57.97	63.86	67.34	68.93
15	22.62	31.52	53.21	60.31	66.35	71.96	73.98
16	23.40	32.89	55.77	62.56	68.40	72.92	74.91
17	24.14	34.83	58.78	64.53	69.95	73.75	75.78
18	25.02	35.97	60.56	65.90	71.51	74.55	76.92
19	25.81	36.93	61.97	67.31	73.14	76.20	78.95
20	26.67	37.40	63.56	68.93	74.73	77.98	80.76
21	28.52	41.60	69.49	75.64	81.62	85.12	88.80
22	29.34	42.52	71.16	77.34	83.32	87.10	90.70
23	30.31	43.40	72.87	79.24	85.26	88.97	92.84
24	31.12	44.16	74.80	81.25	87.53	90.91	94.75
25	31.85	44.40	76.71	82.92	89.10	93.02	96.60
26	32.59	46.10	78.82	84.96	92.24	95.66	98.90
27	33.40	46.98	80.75	87.39	94.78	97.56	100.59
28	34.15	48.00	82.89	89.90	96.72	99.49	102.73
29	34.92	48.81	84.99	91.80	98.79	101.66	104.90
30	35.56	48.84	86.70	93.91	101.05	104.02	106.03
31	36.41	50.64	88.56	96.05	102.80	105.71	109.18
32	37.45	51.81	90.51	98.19	104.90	107.84	111.25
33	38.32	53.12	92.24	100.30	107.04	110.25	113.79
34	39.15	53.92	94.35	102.43	109.34	112.62	116.17
35	39.99	54.92	96.45	104.56	111.45	114.99	118.44
36	40.70	55.80	98.52	106.67	113.62	117.53	120.74
37	41.36	57.40	100.46	108.84	115.89	120.14	123.28
38	42.03	58.30	102.23	110.75	118.10	122.94	125.62
39	42.75	59.30	104.14	112.83	120.34	125.49	128.12
40	43.43	60.30	106.04	114.95	122.47	127.89	130.69

**Legal Flat Rate Envelope: \$18.11**

**Flat Rate Boxes: \$39.95<sup>1</sup>**

Weight Not Over (pounds)	Zone <sup>2,3</sup>						
	Local, 1 & 2	3	4	5	6	7	8
41	\$44.61	\$61.54	\$107.95	\$117.13	\$124.81	\$129.96	\$133.17
42	45.50	62.77	110.04	119.23	127.35	133.00	135.87
43	46.70	63.94	112.22	121.34	129.72	135.14	138.68
44	47.74	65.22	114.12	123.48	131.99	137.50	141.62
45	48.75	66.58	116.17	125.59	134.57	139.88	143.89
46	49.72	68.02	118.20	128.26	137.11	142.29	146.43
47	50.55	69.46	120.27	129.66	139.64	144.36	148.74
48	50.88	70.83	121.97	131.80	142.19	146.97	151.51
49	51.25	72.43	123.71	132.20	142.22	149.30	154.21
50	52.22	72.46	123.74	132.83	142.25	149.34	154.25
51	54.05	75.47	127.66	138.15	150.00	154.48	160.13
52	54.89	77.07	129.62	140.24	152.54	157.02	163.26
53	55.96	78.35	131.60	142.59	155.28	159.91	166.31
54	56.87	79.92	133.77	144.70	157.62	162.66	169.15
55	57.70	81.38	136.14	146.66	159.99	165.37	171.66
56	58.77	82.92	138.61	148.36	162.50	168.45	174.43
57	59.90	84.36	141.12	151.01	164.84	171.19	177.40
58	61.20	85.76	143.69	153.08	167.38	174.25	180.54
59	62.07	87.20	146.19	154.95	169.92	176.99	183.72
60	62.71	87.80	148.57	157.59	172.65	180.01	185.95
61	64.41	90.23	151.10	159.60	175.39	182.78	185.99
62	65.95	91.84	153.41	162.63	178.13	185.78	192.93
63	67.05	93.65	156.02	164.98	181.08	188.99	196.14
64	68.32	95.48	158.56	167.75	184.08	192.26	199.28
65	69.18	97.32	160.89	170.45	187.02	195.67	201.99
66	70.35	99.08	163.47	173.23	189.96	198.88	205.59
67	71.10	100.96	165.81	176.23	193.17	202.33	209.17
68	73.30	102.73	168.35	179.17	196.14	202.36	212.54
69	74.41	104.56	170.85	182.15	199.73	208.87	221.63
70	75.18	105.37	170.88	184.95	202.91	211.69	224.85

1. Packaging only available online at [USPS.com](http://USPS.com). Some post offices may have Priority Mail Express Flat Rate Boxes available.
2. For Priority Mail Express Commercial Base eligibility, please see DMM [413.1.3](#).
3. For Sunday/holiday delivery add \$12.50.

# Priority Mail Express—ComPlus

## Priority Mail Express

COMMERCIAL PLUS™—LETTERS, LARGE ENVELOPES, & PARCELS

**Flat Rate Envelope: \$12.85**

**Padded Flat Rate Envelope: \$12.85<sup>1</sup>**

Weight Not Over (pounds)	Zone <sup>2,3</sup>						
	Local, 1 & 2	3	4	5	6	7	8
0.5	\$11.16	\$13.00	\$15.82	\$16.93	\$17.19	\$17.87	\$18.13
1	11.82	15.62	18.63	20.69	21.12	21.41	24.93
2	12.53	16.87	21.91	24.43	26.91	28.67	29.79
3	13.30	18.26	25.16	28.16	30.06	32.28	33.29
4	14.19	19.15	27.27	30.81	34.09	35.14	36.31
5	15.07	19.93	29.83	33.70	36.98	38.06	39.33
6	15.74	21.59	33.10	37.22	41.05	41.77	43.55
7	16.43	22.67	35.38	40.00	43.95	44.97	46.52
8	17.15	23.79	37.67	42.56	46.88	48.12	49.51
9	17.89	24.67	39.81	45.31	49.82	51.27	52.69
10	18.58	24.70	41.65	47.69	52.46	53.91	56.68
11	19.48	27.07	43.84	50.25	55.69	57.48	58.83
12	20.31	28.19	46.20	52.59	58.44	60.59	61.98
13	21.00	29.24	48.39	55.00	60.77	63.80	64.97
14	21.74	30.36	50.89	57.32	63.15	66.58	68.15
15	22.18	31.17	52.61	59.63	65.44	68.68	70.68
16	22.85	32.52	55.14	61.86	67.63	70.53	72.51
17	23.58	34.44	58.12	63.80	69.17	72.10	74.11
18	24.57	35.56	59.89	65.16	70.71	73.71	76.06
19	25.20	36.52	61.28	66.55	72.32	75.35	78.06
20	26.13	36.98	62.85	68.15	73.89	77.11	79.86
21	27.85	41.13	68.71	74.79	80.70	84.17	87.80
22	28.89	42.05	70.36	76.47	82.39	86.12	89.69
23	29.78	42.91	72.05	78.36	84.31	87.97	91.80
24	30.50	43.67	73.97	80.34	86.55	89.89	93.69
25	31.41	43.90	75.85	81.99	87.44	90.06	95.93
26	32.03	45.58	77.93	84.01	91.21	94.41	97.61
27	32.83	46.45	79.85	86.41	93.72	96.47	99.47
28	33.48	47.47	81.96	88.89	95.64	98.38	101.58
29	34.22	48.26	84.04	90.77	97.68	100.52	103.73
30	34.88	48.29	85.73	92.86	97.71	102.44	104.42
31	35.75	50.08	87.57	94.97	101.65	104.52	107.96
32	37.03	51.23	89.50	97.09	103.73	106.64	110.00
33	37.89	52.52	91.21	99.17	105.84	109.01	112.52
34	38.71	53.32	93.29	101.28	108.12	111.36	114.87
35	39.54	54.31	95.37	103.39	110.20	113.71	117.11
36	40.14	55.17	97.42	105.48	112.35	116.22	119.39
37	40.90	56.75	99.34	107.62	114.59	118.79	121.90
38	41.56	57.65	101.09	109.51	116.78	121.56	124.21
39	42.10	58.64	102.97	111.56	119.00	124.08	126.69
40	42.95	59.62	104.85	113.67	121.10	126.46	129.23

**Legal Flat Rate Envelope: \$12.85**

**Flat Rate Boxes: \$39.95<sup>1</sup>**

Weight Not Over (pounds)	Zone <sup>2,3</sup>						
	Local, 1 & 2	3	4	5	6	7	8
41	\$43.91	\$60.85	\$106.74	\$115.82	\$123.42	\$128.50	\$131.68
42	44.99	62.07	108.81	117.90	125.92	131.51	134.35
43	46.18	63.23	110.97	119.98	128.27	133.63	137.12
44	47.21	64.49	112.84	122.10	130.52	135.97	140.03
45	48.20	65.84	114.87	124.18	133.07	138.31	142.28
46	49.16	67.26	116.88	126.82	135.57	140.70	144.79
47	49.99	68.68	118.92	128.21	138.08	142.74	147.07
48	50.31	70.04	120.61	130.33	140.60	145.32	149.81
49	50.68	71.62	122.33	130.72	140.63	147.63	152.48
50	51.37	71.65	122.36	131.34	140.66	147.67	152.52
51	53.45	74.63	126.23	136.60	148.32	152.76	158.33
52	54.28	76.21	128.17	138.68	150.83	155.26	161.44
53	55.33	77.47	130.12	140.99	153.54	157.81	164.15
54	56.23	79.02	132.27	143.08	155.86	160.84	167.26
55	57.06	80.47	134.62	145.02	158.20	163.52	169.74
56	58.11	81.99	137.06	146.70	160.68	166.56	172.48
57	59.23	83.41	139.54	149.32	163.00	169.27	175.42
58	60.52	84.80	142.08	151.37	165.51	172.30	178.52
59	61.38	86.22	144.56	153.22	168.01	175.01	181.66
60	62.01	86.82	146.90	155.83	170.72	177.99	183.87
61	63.69	89.22	149.41	157.81	173.43	180.73	183.91
62	65.21	90.82	151.70	160.81	176.14	183.70	190.78
63	66.30	92.60	154.28	163.13	179.05	186.88	193.95
64	67.56	94.41	156.78	165.87	182.02	190.11	197.05
65	67.98	96.23	159.09	168.55	184.92	193.48	199.73
66	68.96	97.98	161.64	171.29	187.83	196.66	203.29
67	70.01	99.83	163.95	174.26	191.01	200.06	206.83
68	72.47	101.58	166.46	177.17	193.95	200.09	210.16
69	73.57	103.39	168.94	180.11	193.98	201.08	213.70
70	73.80	104.19	168.97	182.88	196.89	203.60	216.61

1. Packaging only available online at [USPS.com](http://USPS.com). Some post offices may have Priority Mail Express Flat Rate Boxes available.
2. For Priority Mail Express Commercial Plus eligibility, please see DMM [413.1.4](#).
3. For Sunday/holiday delivery add \$12.50.

# Priority Mail—Commercial Base

## Priority Mail

COMMERCIAL BASE—LETTERS, LARGE ENVELOPES, & PARCELS

**Flat Rate Envelopes** (12-1/2" x 9-1/2" or smaller): \$5.05

**Padded Flat Rate Envelope:** \$5.70<sup>1</sup>

**Legal Flat Rate Envelope:** \$5.25<sup>1</sup>

**Small Flat Rate Box:** \$5.15

**Medium Flat Rate Boxes:** \$11.30

**Large Flat Rate Boxes**

Domestic addresses: \$15.30

APO/FPO/DPO destination addresses: \$13.30

Weight Not Over (pounds)	Zone <sup>2,3,4</sup>						
	Local, 1 & 2	3	4	5	6	7	8
1	\$5.05	\$5.23	\$5.35	\$5.54	\$5.75	\$6.02	\$6.51
2	5.32	5.44	5.84	7.48	8.19	8.90	9.88
3	5.49	6.39	7.36	9.03	10.62	11.49	13.40
4	6.16	7.36	8.47	11.16	13.25	14.29	16.13
5	7.24	8.53	9.63	12.97	15.08	16.43	18.70
6	8.09	9.54	10.85	14.76	16.93	18.73	21.42
7	8.63	10.38	11.72	16.73	18.74	21.12	24.05
8	9.26	11.29	13.32	18.41	20.60	23.25	27.01
9	9.68	12.18	14.18	19.82	22.41	25.18	30.03
10	10.41	13.06	15.41	21.51	24.21	27.68	32.66
11	11.26	13.98	16.68	23.17	25.98	30.13	35.38
12	12.06	14.97	17.87	24.90	28.33	32.58	37.94
13	12.78	15.92	18.83	26.20	30.42	33.89	39.29
14	13.55	16.89	19.97	27.86	32.12	35.80	41.24
15	14.15	17.84	21.08	29.47	33.36	36.47	42.33
16	14.57	18.80	22.26	31.08	35.25	38.51	44.66
17	15.11	19.71	23.41	32.74	37.05	40.53	47.01
18	15.42	20.39	24.53	34.33	39.00	42.52	49.38
19	15.83	20.83	25.03	35.25	40.75	44.51	51.72
20	16.53	21.08	25.49	35.85	41.79	46.16	54.11
21	17.08	21.40	25.88	36.13	42.13	46.60	54.81
22	17.24	21.60	26.32	36.42	42.43	46.97	55.44
23	17.40	21.73	26.40	36.58	42.67	47.29	55.77
24	17.83	22.21	27.25	37.39	43.56	48.51	57.13
25	18.23	22.58	28.07	37.99	44.19	49.72	58.12
26	18.60	22.79	28.98	38.80	45.27	50.94	59.93
27	19.14	23.13	29.87	39.56	45.89	52.13	62.20
28	19.72	23.45	30.70	40.59	46.50	53.35	64.53
29	20.32	23.68	31.54	41.13	47.29	54.57	66.26
30	20.94	24.03	32.28	41.71	48.62	55.77	67.69
31	21.52	24.27	32.78	42.23	49.33	57.01	69.07
32	21.76	24.78	33.33	42.74	49.97	58.23	70.48
33	22.10	25.46	34.17	43.29	50.93	59.42	71.78
34	22.30	26.13	35.02	44.22	52.13	60.65	73.14
35	22.57	26.76	35.52	45.15	53.53	61.86	74.38
36	22.84	27.53	36.00	46.13	54.89	62.71	75.65
37	23.08	28.03	36.51	46.97	56.32	63.51	76.89
38	23.29	28.71	36.98	47.90	57.90	64.25	78.12
39	23.54	29.38	37.41	48.89	59.27	65.95	79.33
40	23.78	30.00	37.88	49.90	60.22	67.41	80.41

Weight Not Over (pounds)	Zone <sup>2,3,4</sup>						
	Local, 1 & 2	3	4	5	6	7	8
41	\$24.03	\$30.52	\$38.29	\$50.36	\$61.23	\$68.84	\$81.56
42	24.21	31.14	38.77	51.45	62.29	69.78	82.67
43	24.49	31.64	39.16	52.61	63.79	70.64	83.73
44	24.65	32.16	39.62	53.71	64.81	71.49	84.69
45	24.82	32.49	39.92	54.93	65.53	72.28	85.76
46	25.02	32.74	40.33	55.95	66.24	73.04	86.78
47	25.23	32.99	40.71	57.25	66.94	73.88	87.75
48	25.43	33.29	41.05	58.33	67.81	74.59	88.70
49	25.62	33.55	41.39	59.38	68.73	75.36	89.57
50	25.73	33.76	41.67	60.57	69.69	76.31	90.53
51	26.11	34.06	42.06	61.61	70.64	77.41	91.37
52	26.51	34.22	42.31	62.04	71.34	78.59	92.44
53	26.99	34.48	42.60	62.56	71.93	79.86	93.62
54	27.38	34.63	42.91	63.09	72.45	81.02	94.94
55	27.81	34.93	43.16	63.50	73.04	82.29	96.21
56	28.20	35.09	43.43	63.97	73.53	83.46	97.20
57	28.64	35.25	43.71	64.35	74.09	84.72	98.07
58	29.07	35.42	43.92	64.76	74.51	85.85	98.87
59	29.49	35.60	44.13	65.16	74.96	86.43	99.60
60	29.87	35.76	44.71	65.50	75.33	86.95	100.30
61	30.34	35.93	45.50	65.84	75.75	87.44	101.65
62	30.71	36.01	46.11	66.13	76.11	87.84	103.27
63	31.26	36.12	46.85	66.48	76.53	88.26	104.92
64	31.55	36.21	47.55	66.76	76.87	88.66	106.54
65	32.00	36.30	48.19	66.98	77.11	89.08	108.20
66	32.43	36.47	48.93	67.28	77.48	89.36	109.77
67	32.90	36.56	49.75	67.53	77.75	89.72	111.22
68	33.29	36.64	50.40	67.71	78.71	90.18	112.41
69	33.76	36.69	51.02	67.92	79.65	90.61	113.60
70	34.10	36.77	51.83	68.12	80.61	90.94	114.82
Balloon	16.53	21.08	25.49	-	-	-	-

1. Packaging only available online at [USPS.com](http://USPS.com).
2. For Priority Mail Commercial Base eligibility, please see DMM [423.1.2](#).
3. Parcels addressed for delivery to zones 1-4 (including local) that weigh less than 20 pounds but measure more than 84 inches in combined length and girth (but not more than 108 inches) are charged for a 20-pound parcel (balloon price) based on the applicable zone. See DMM [423.1.5](#).
4. Parcels addressed for delivery to zones 5-8 that exceed one cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight, whichever is greater (as calculated in DMM [423.1.6](#)).

# Priority Mail—Commercial Plus

## Priority Mail

COMMERCIAL PLUS—LETTERS, LARGE ENVELOPES, & PARCELS

**Flat Rate Envelopes** (12-1/2" x 9-1/2" or smaller): \$4.95

**Padded Flat Rate Envelope:** \$5.35<sup>1</sup>

**Legal Flat Rate Envelope:** \$4.99<sup>1</sup>

**Small Flat Rate Box:** \$5.10

**Medium Flat Rate Boxes:** \$10.65

**Large Flat Rate Boxes:**

Domestic addresses: \$14.80

APO/FPO/DPO destination addresses: \$12.80

Weight Not Over (pounds)	Zone <sup>2,3,4</sup>						
	Local, 1 & 2	3	4	5	6	7	8
0.5	\$4.58	\$4.65	\$4.74	\$4.99	\$5.23	\$5.47	\$5.82
1	4.95	5.10	5.27	5.47	5.66	5.86	6.25
2	5.09	5.35	5.74	7.15	7.66	8.27	8.95
3	5.20	6.05	6.92	8.63	10.15	11.12	12.48
4	5.79	6.90	8.05	10.53	12.33	13.59	15.46
5	6.45	7.88	8.84	12.31	14.29	15.85	18.23
6	7.34	9.13	10.51	14.52	16.03	18.28	20.28
7	8.08	10.12	11.67	16.59	17.81	20.56	23.18
8	8.54	10.51	13.00	18.11	19.32	22.55	26.01
9	8.76	11.25	13.87	19.54	20.92	24.53	28.94
10	9.29	12.12	14.62	20.82	22.65	26.70	31.60
11	9.72	12.41	15.47	21.62	24.06	28.16	32.73
12	10.14	13.05	16.34	22.83	25.93	29.61	34.14
13	10.41	13.37	16.81	24.10	27.80	30.80	35.32
14	10.77	13.95	17.56	25.18	29.29	32.56	37.08
15	11.24	14.57	18.40	25.94	29.96	32.90	37.87
16	11.61	15.07	18.99	26.49	30.64	33.64	38.84
17	11.96	15.57	19.38	27.16	31.47	34.46	39.83
18	12.22	16.06	19.74	27.71	32.07	35.13	40.79
19	12.64	16.42	20.06	28.37	32.83	36.03	41.81
20	12.94	16.68	20.44	28.85	33.46	36.71	42.72
21	13.32	16.91	20.76	29.34	34.01	37.35	43.57
22	13.63	17.22	21.08	29.99	34.77	38.20	44.64
23	13.94	17.43	21.66	30.51	35.38	38.89	45.41
24	14.24	17.64	22.31	31.15	36.11	39.79	46.55
25	14.57	17.90	23.06	31.65	36.68	40.38	47.35
26	14.87	18.12	23.79	32.30	37.48	41.22	48.86
27	15.28	18.37	24.51	32.75	38.03	41.84	50.67
28	15.77	18.58	25.14	33.17	38.54	42.46	52.53
29	16.22	18.80	25.89	33.62	39.04	43.01	54.21
30	16.75	19.08	26.56	34.09	39.60	43.63	56.04
31	17.16	19.24	27.32	34.49	40.09	44.18	57.88
32	17.62	19.70	28.02	34.93	40.65	45.25	59.69
33	18.09	20.24	28.64	35.37	41.14	46.53	61.45
34	18.57	20.76	29.40	36.12	42.36	47.82	63.26
35	19.03	21.30	30.00	36.89	43.52	49.10	65.06
36	19.50	21.82	30.48	37.72	44.62	50.44	66.87
37	19.97	22.29	30.98	38.42	45.79	51.72	68.66
38	20.23	22.82	31.43	39.18	47.06	52.95	70.48
39	20.48	23.30	31.86	39.96	48.21	54.31	72.34
40	20.86	23.76	32.34	40.79	49.31	55.52	74.03

Weight Not Over (pounds)	Zone <sup>2,3,4</sup>						
	Local, 1 & 2	3	4	5	6	7	8
41	\$21.30	\$24.23	\$32.76	\$41.16	\$50.48	\$56.87	\$75.83
42	21.70	24.72	33.20	42.04	51.58	58.20	77.63
43	22.13	25.14	33.63	42.97	52.87	59.49	79.47
44	22.52	25.63	34.06	43.96	53.95	60.82	81.25
45	22.90	26.10	34.43	44.89	55.13	62.13	83.05
46	23.33	26.58	35.11	45.75	56.29	63.40	84.85
47	23.75	27.05	35.77	46.74	57.57	64.75	86.61
48	24.17	27.41	36.56	47.67	58.74	66.07	88.16
49	24.56	27.75	36.93	48.56	59.78	67.43	89.04
50	24.90	27.99	37.27	49.49	60.94	68.71	90.16
51	25.39	28.26	37.93	50.48	62.10	69.99	91.12
52	25.73	28.51	38.67	51.40	63.37	71.28	92.01
53	26.22	28.80	39.31	52.33	64.48	72.62	92.92
54	26.56	28.99	39.97	53.32	65.58	73.85	93.80
55	26.98	29.27	40.78	54.24	66.74	75.07	94.60
56	27.39	29.47	41.42	55.10	68.01	76.42	95.43
57	27.83	29.76	42.07	55.99	69.12	77.75	96.29
58	28.20	29.96	42.81	56.98	70.28	78.39	97.07
59	28.65	30.16	43.52	57.92	71.00	78.84	97.76
60	28.99	30.37	44.16	58.89	71.40	80.14	98.51
61	29.47	30.57	44.95	59.77	72.23	81.37	99.82
62	29.82	30.86	45.61	60.77	72.69	82.62	101.40
63	30.29	31.32	46.31	61.75	73.10	83.48	103.00
64	30.63	31.51	47.00	62.68	73.56	83.99	104.61
65	31.08	31.60	47.61	63.30	73.94	84.44	106.25
66	31.46	31.96	48.36	63.56	74.40	84.86	107.79
67	31.89	32.40	49.14	64.23	74.76	85.34	109.48
68	32.29	32.80	49.82	65.15	75.06	85.75	110.99
69	32.74	33.24	50.45	66.14	75.49	86.19	112.63
70	33.12	33.63	51.23	66.43	75.79	86.53	114.21
Balloon	12.94	16.68	20.44	-	-	-	-

1. Packaging only available online at [USPS.com](http://USPS.com).

2. For Priority Mail Commercial Plus eligibility, please see DMM [423.1.3](#).

3. Parcels addressed for delivery to zones 1-4 (including local) that weigh less than 20 pounds but measure more than 84 inches in combined length and girth (but not more than 108 inches) are charged for a 20-pound parcel (balloon price) based on the applicable zone. See DMM [423.1.5](#).

4. Parcels addressed for delivery to zones 5-8 that exceed one cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight, whichever is greater (as calculated in DMM [423.1.6](#)).

# Priority Mail —Regional, Cubic, Critical

## Priority Mail—Regional Rate Boxes

COMMERCIAL BASE - COMMERCIAL PLUS  
USPS-PRODUCED PACKAGING ONLY

Boxes	Zone <sup>1,2</sup>						
	Local, 1 & 2	3	4	5	6	7	8
A <sup>3</sup>	\$5.32	\$5.44	\$5.84	\$7.48	\$8.19	\$8.90	\$9.88
B <sup>4</sup>	6.16	7.36	8.47	11.16	13.25	14.29	16.13
C <sup>5</sup>	15.11	19.71	23.41	32.74	37.05	40.53	47.01

1. Packaging only available online at *USPS.com*.

2. Additional \$0.75 if paid at retail.

3. Maximum weight 15 lbs.

4. Maximum weight 20 lbs.

5. Maximum weight 25 lbs.

## Priority Mail Commercial Plus—Cubic

LARGE ENVELOPES (FLATS) & PARCELS

Cubic Ft. Range Up To	Zone <sup>1</sup>						
	Local, 1 & 2	3	4	5	6	7	8
0.10	\$4.58	\$4.65	\$4.74	\$4.99	\$5.23	\$5.47	\$5.82
0.20	5.01	5.16	5.32	5.53	5.73	5.94	6.33
0.30	5.23	5.69	6.24	7.78	8.63	9.38	10.29
0.40	5.45	6.38	7.34	9.28	10.90	11.96	13.48
0.50	6.20	7.48	8.57	11.54	13.46	14.88	17.02

1. Maximum weight 20 lbs.

## Priority Mail Open & Distribute (PMOD)

COMMERCIAL PLUS

DDU Entry	Zone						
	Local, 1 & 2	3	4	5	6	7	8
Half Tray Box	\$7.49	\$9.17	\$11.08	\$17.83	\$18.06	\$19.64	\$21.80
Full Tray Box	10.18	12.74	14.83	25.95	29.83	31.69	35.36
EMM Tray Box	11.67	12.91	17.18	24.69	29.01	30.52	38.48
Flat Tub Tray Box	16.68	20.91	25.85	43.73	52.78	57.06	63.51
All Other Entry	Zone						
	Local, 1 & 2	3	4	5	6	7	8
Half Tray Box	\$5.94	\$7.52	\$9.24	\$16.10	\$16.45	\$18.00	\$19.32
Full Tray Box	7.68	9.90	12.33	22.49	26.58	28.45	31.80
EMM Tray Box	9.16	10.62	14.46	22.47	26.70	28.27	35.88
Flat Tub Tray Box	13.11	17.33	21.95	40.09	48.96	53.30	58.63

## Critical Mail—Commercial Plus

USPS-PRODUCED PACKAGING ONLY

	Zone						
	Local, 1 & 2	3	4	5	6	7	8
Letter <sup>1</sup>	\$3.50	\$3.50	\$3.50	\$3.50	\$3.50	\$3.50	\$3.50
Letter with signature <sup>1</sup>	4.60	4.60	4.60	4.60	4.60	4.60	4.60
Flat <sup>2</sup>	4.50	4.50	4.50	4.50	4.50	4.50	4.50
Flat with signature <sup>2</sup>	5.35	5.35	5.35	5.35	5.35	5.35	5.35

1. Maximum weight—letters 3 ounces.

2. Maximum weight—flats 13 ounces.

# Commercial—First-Class Mail

## First-Class Mail

### COMMERCIAL LETTERS & CARDS

Weight Not Over (ounces)	Automation <sup>1</sup>				Machinable	Nonmachinable	Residual
	5-Digit	3-Digit	AADC	Mixed AADC	Presorted <sup>2</sup>	Presorted	From Auto or Presort Mailings
1	\$0.360	\$0.384	\$0.384	\$0.405	\$0.433	\$0.633	\$0.48
2	0.360	0.384	0.384	0.405	0.433	0.633	0.48
3	0.610	0.634	0.634	0.655	0.683	0.883	-
3.5	0.735	0.759	0.759	0.780	0.808 <sup>3</sup>	1.008	-
Postcard <sup>4</sup>	0.234	0.246	0.246	0.258	0.281	-	-

1. Subtract \$0.003 for each automation letter/card that complies with the full-service Intelligent Mail option requirements.
2. Letters that meet one or more of the nonmachinable characteristics in DMM 201.2.1 are subject to the nonmachinable prices.
3. The maximum weight for machinable letter preparation is 3.3 ounces.
4. The card price applies to each single or double postcard when originally mailed; reply half of double postcard-sized mailpiece must be designed for reply mail purposes only.

## First-Class Mail

### COMMERCIAL FLATS (LARGE ENVELOPES)<sup>1</sup>

Weight Not Over (ounces)	Automation <sup>2</sup>				Machinable
	5-Digit	3-Digit	ADC	Mixed ADC	Presorted
1	\$0.406	\$0.594	\$0.640	\$0.740	\$0.772
2	0.606	0.794	0.840	0.940	0.972
3	0.806	0.994	1.040	1.140	1.172
4	1.006	1.194	1.240	1.340	1.372
5	1.206	1.394	1.440	1.540	1.572
6	1.406	1.594	1.640	1.740	1.772
7	1.606	1.794	1.840	1.940	1.972
8	1.806	1.994	2.040	2.140	2.172
9	2.006	2.194	2.240	2.340	2.372
10	2.206	2.394	2.440	2.540	2.572
11	2.406	2.594	2.640	2.740	2.772
12	2.606	2.794	2.840	2.940	2.972
13	2.806	2.994	3.040	3.140	3.172

1. Large envelopes (flats) with certain characteristics (see DMM 301.1.7) are subject to parcel prices.
2. Subtract \$0.003 for each automation flat that complies with the full-service Intelligent Mail option requirements.

# First-Class Package Service

## First-Class Package Service

### COMMERCIAL BASE – PARCELS

Weight Not Over (ounces) <sup>1</sup>	5-Digit	3-Digit	ADC	Mixed ADC/ Single Piece <sup>2,3</sup>
1	\$1.25	\$1.38	\$1.47	\$1.69
2	1.25	1.38	1.47	1.69
3	1.25	1.38	1.47	1.69
4	1.42	1.55	1.64	1.86
5	1.60	1.73	1.82	2.04
6	1.77	1.90	1.99	2.21
7	1.95	2.08	2.17	2.39
8	2.11	2.24	2.33	2.55
9	2.29	2.42	2.51	2.73
10	2.46	2.59	2.68	2.90
11	2.64	2.77	2.86	3.08
12	2.79	2.92	3.01	3.23
13	2.94	3.07	3.16	3.38

1. Unless prepared in 5-digit/scheme containers, parcels are subject to an \$0.08 surcharge if they are irregularly shaped, such as rolls, tubes, and triangles.
2. Single piece parcels are subject to an \$0.08 surcharge if they do not bear a barcode under DMM 433.
3. Also available to approved PC Postage and IBI Meter customers. (see DMM 433.1.3)

## First-Class Package Service

### COMMERCIAL PLUS – PARCELS

Weight Not Over (ounces) <sup>1,2</sup>	5-Digit	3-Digit	ADC	Mixed ADC/ Single-Piece
3.5	\$3.37	\$3.57	\$3.77	\$4.05
4	3.37	3.57	3.77	4.05
5	3.37	3.57	3.77	4.05
6	3.37	3.57	3.77	4.05
7	3.37	3.57	3.77	4.05
8	3.37	3.57	3.77	4.05
9	3.37	3.57	3.77	4.05
10	3.37	3.57	3.77	4.05
11	3.37	3.57	3.77	4.05
12	3.37	3.57	3.77	4.05
13	3.37	3.57	3.77	4.05
14	3.37	3.57	3.77	4.05
15	3.37	3.57	3.77	4.05
15.999	3.37	3.57	3.77	4.05

1. Single-piece parcels are subject to an \$0.08 surcharge if they do not bear a barcode under DMM 433.
2. Parcels must be machinable and weigh 3.5 ounces or more.



# Commercial—Standard Mail

## Standard Mail

### LETTERS—CARRIER ROUTE & AUTOMATION

	Entry Discount	Carrier Route <sup>1,2</sup>				Automation <sup>2</sup>			
		Saturation	High Density Plus	High Density	Basic	5-Digit	3-Digit	AADC	Mixed AADC
Letters weighing 3.3 oz. or less per piece price	None	\$0.189	\$0.199	\$0.202	\$0.279	\$0.247	\$0.266	\$0.266	\$0.282
	DNDC	0.156	0.166	0.169	0.246	0.214	0.233	0.233	0.249
	DSCF	0.146	0.156	0.159	0.236	0.204	0.223	0.223	-
	DDU	-	-	-	-	-	-	-	-
more than 3.3 oz. <sup>3</sup> per pound price	None	0.609	0.609	0.609	0.699	0.752	0.752	0.752	0.752
	DNDC	0.448	0.448	0.448	0.538	0.591	0.591	0.591	0.591
	DSCF	0.400	0.400	0.400	0.490	0.543	0.543	0.543	-
	DDU	-	-	-	-	-	-	-	-
+ per piece price		+ 0.063 <sup>4</sup>	+ 0.073 <sup>4</sup>	+ 0.076 <sup>4</sup>	+ 0.135 <sup>4</sup>	+ 0.092 <sup>4</sup>	+ 0.111 <sup>4</sup>	+ 0.111 <sup>4</sup>	+ 0.127 <sup>4</sup>

1. Saturation, High Density Plus, and High Density prices are for accurately barcoded letters that meet automation letter standards in DMM 201.3.0.
2. Subtract \$0.001 for each letter that complies with the full-service Intelligent Mail option requirements.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.
4. Per piece price for carrier route letters and automation letters that weigh more than 3.3 ounces but less than (or equal to) 3.5 ounces includes a discount that equals the applicable flat-size price (3.3 ounces or less) minus the applicable letter piece price (3.3 ounces or less).

## Standard Mail

### LETTERS—NONAUTOMATION

	Entry Discount	Carrier Route <sup>1</sup>				Machinable		Nonmachinable			
		Saturation	High Density Plus	High Density	Basic	AADC	Mixed AADC	5-Digit	3-Digit	ADC	Mixed ADC
Letters weighing 3.3 oz. or less per piece price	None	\$0.201	\$0.224	\$0.228	\$0.279	\$0.274	\$0.290	\$0.408	\$0.503	\$0.537	\$0.632
	DNDC	0.168	0.191	0.195	0.246	0.241	0.257	0.375	0.470	0.504	0.599
	DSCF	0.158	0.181	0.185	0.236	0.231	-	0.365	0.460	0.494	-
	DDU	-	-	-	-	-	-	-	-	-	-
more than 3.3 oz. <sup>2</sup> per pound price	None	0.609	0.609	0.609	0.699	-	-	0.752	0.752	0.752	0.752
	DNDC	0.448	0.448	0.448	0.538	-	-	0.591	0.591	0.591	0.591
	DSCF	0.400	0.400	0.400	0.490	-	-	0.543	0.543	0.543	-
	DDU	-	-	-	-	-	-	-	-	-	-
+ per piece price		+ 0.075	+ 0.098	+ 0.102	+ 0.135	-	-	+ 0.257	+ 0.335	+ 0.387	+ 0.429

1. Prices are for letters that are not barcoded or do not meet standards in DMM 201.3.0.
2. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.

# Commercial—Standard Mail

## Standard Mail Nonprofit

### LETTERS—CARRIER ROUTE & AUTOMATION

	Entry Discount	Carrier Route <sup>1,2</sup>				Automation <sup>2</sup>			
		Saturation	High Density Plus	High Density	Basic	5-Digit	3-Digit	AADC	Mixed AADC
Letters weighing 3.3 oz. or less per piece price	None	\$0.115	\$0.125	\$0.128	\$0.202	\$0.135	\$0.154	\$0.154	\$0.170
	DNDC	0.082	0.092	0.095	0.169	0.102	0.121	0.121	0.137
	DSCF	0.072	0.082	0.085	0.159	0.092	0.111	0.111	-
	DDU	-	-	-	-	-	-	-	-
more than 3.3 oz. <sup>3</sup> per pound price	None	\$0.439	\$0.439	\$0.439	\$0.529	\$0.648	\$0.648	\$0.648	\$0.648
	DNDC	0.278	0.278	0.278	0.368	0.487	0.487	0.487	0.487
	DSCF	0.230	0.230	0.230	0.320	0.439	0.439	0.439	-
	DDU	-	-	-	-	-	-	-	-
+		+	+	+	+	+	+	+	+
per piece price		0.024 <sup>4</sup>	0.034 <sup>4</sup>	0.037 <sup>4</sup>	0.093 <sup>4</sup>	0.001 <sup>4</sup>	0.020 <sup>4</sup>	0.020 <sup>4</sup>	0.036 <sup>4</sup>

1. Saturation, High Density Plus, and High Density prices are for accurately barcoded letters that meet automation letter standards in DMM 201.3.0.
2. Subtract \$0.001 for each letter that complies with the full-service Intelligent Mail option requirements.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.
4. Per piece price for carrier route letters and automation letters that weigh more than 3.3 ounces but less than (or equal to) 3.5 ounces includes a discount that equals the applicable flat-size price (3.3 ounces or less) minus the applicable letter piece price (3.3 ounces or less).

## Standard Mail Nonprofit

### LETTERS—NONAUTOMATION

	Entry Discount	Carrier Route <sup>1</sup>				Machinable		Nonmachinable			
		Saturation	High Density Plus	High Density	Basic	AADC	Mixed AADC	5-Digit	3-Digit	ADC	Mixed ADC
Letters weighing 3.3 oz. or less per piece price	None	\$0.126	\$0.149	\$0.153	\$0.202	\$0.162	\$0.178	\$0.296	\$0.391	\$0.425	\$0.520
	DNDC	0.093	0.116	0.120	0.169	0.129	0.145	0.263	0.358	0.392	0.487
	DSCF	0.083	0.106	0.110	0.159	0.119	-	0.253	0.348	0.382	-
	DDU	-	-	-	-	-	-	-	-	-	-
more than 3.3 oz. <sup>2</sup> per pound price	None	0.439	0.439	0.439	0.529	-	-	0.648	0.648	0.648	0.648
	DNDC	0.278	0.278	0.278	0.368	-	-	0.487	0.487	0.487	0.487
	DSCF	0.230	0.230	0.230	0.320	-	-	0.439	0.439	0.439	-
	DDU	-	-	-	-	-	-	-	-	-	-
+		+	+	+	+	-	-	+	+	+	+
per piece price		0.035	0.058	0.062	0.093	-	-	0.134	0.212	0.257	0.299

1. Prices are for letters that are not barcoded or do not meet standards in DMM 201.3.0.
2. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.

# Commercial—Standard Mail

## Standard Mail

### FLATS (LARGE ENVELOPES)

	Entry Discount	Carrier Route <sup>1,2</sup>				Automation <sup>1,2</sup>				Nonautomation <sup>1</sup>			
		Saturation <sup>3</sup>	High Density Plus	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC
Flats weighing 3.3 oz. or less	None	\$0.201	\$0.224	\$0.228	\$0.279	\$0.362	\$0.455	\$0.501	\$0.511	\$0.401	\$0.479	\$0.529	\$0.566
per piece price	DNDC	0.168	0.191	0.195	0.246	0.329	0.422	0.468	0.478	0.368	0.446	0.496	0.533
	DSCF	0.158	0.181	0.185	0.236	0.319	0.412	0.458	-	0.358	0.436	0.486	-
	DDU	0.149	0.172	0.176	0.227	-	-	-	-	-	-	-	-
more than 3.3 oz. <sup>4</sup>	None	0.609	0.609	0.609	0.699	0.751	0.751	0.751	0.751	0.751	0.751	0.751	0.751
per pound price	DNDC	0.448	0.448	0.448	0.538	0.590	0.590	0.590	0.590	0.590	0.590	0.590	0.590
	DSCF	0.400	0.400	0.400	0.490	0.542	0.542	0.542	-	0.542	0.542	0.542	-
	DDU	0.357	0.357	0.357	0.447	-	-	-	-	-	-	-	-
+		+	+	+	+	+	+	+	+	+	+	+	+
per piece price		0.075	0.098	0.102	0.135	0.207	0.300	0.346	0.356	0.246	0.324	0.374	0.411

1. Flat-size pieces with certain characteristics (see DMM 301.1.7) are subject to parcel prices.

2. Subtract \$0.001 for each flat that complies with the full-service Intelligent Mail option (not available for Saturation) requirements.

3. For carrier route flats with a detached address or marketing label, add \$0.031 per piece.

4. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.

## Standard Mail Nonprofit

### FLATS (LARGE ENVELOPES)

	Entry Discount	Carrier Route <sup>1,2</sup>				Automation <sup>1,2</sup>				Nonautomation <sup>1</sup>			
		Saturation <sup>3</sup>	High Density Plus	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC
Flats weighing 3.3 oz. or less	None	\$0.126	\$0.149	\$0.153	\$0.202	\$0.216	\$0.306	\$0.352	\$0.362	\$0.258	\$0.336	\$0.380	\$0.417
per piece price	DNDC	0.093	0.116	0.120	0.169	0.183	0.273	0.319	0.329	0.225	0.303	0.347	0.384
	DSCF	0.083	0.106	0.110	0.159	0.173	0.263	0.309	-	0.215	0.293	0.337	-
	DDU	0.074	0.097	0.101	0.150	-	-	-	-	-	-	-	-
more than 3.3 oz. <sup>4</sup>	None	0.439	0.439	0.439	0.529	0.648	0.648	0.648	0.648	0.648	0.648	0.648	0.648
per pound price	DNDC	0.278	0.278	0.278	0.368	0.487	0.487	0.487	0.487	0.487	0.487	0.487	0.487
	DSCF	0.230	0.230	0.230	0.320	0.439	0.439	0.439	-	0.439	0.439	0.439	-
	DDU	0.187	0.187	0.187	0.277	-	-	-	-	-	-	-	-
+		+	+	+	+	+	+	+	+	+	+	+	+
per piece price		0.035	0.058	0.062	0.093	0.082	0.172	0.218	0.228	0.124	0.202	0.246	0.283

1. Flat-size pieces with certain characteristics (see DMM 301.1.7) are subject to parcel prices.

2. Subtract \$0.001 for each flat that complies with the full-service Intelligent Mail option (not available for Saturation) requirements.

3. For carrier route flats with a detached address or marketing label, add \$0.031 per piece.

4. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.

# Commercial—Standard Mail

## Standard Mail

### MARKETING PARCELS

	Entry Point	Presorted <sup>1</sup>			
		5-Digit	SCF	NDC	Mixed NDC
Parcels weighing 3.3 oz. or less	None	-	-	\$1.063	\$1.477
per piece price	DNDC	\$0.637	\$0.705	1.017	-
	DSCF	0.588	0.656	-	-
	DDU	0.551	-	-	-
more than 3.3 oz. <sup>2</sup>	None	-	-	\$1.034	\$1.034
per pound price	DNDC	\$0.811	\$0.811	0.811	-
	DSCF	0.572	0.572	-	-
	DDU	0.393	-	-	-
+		+	+	+	+
per piece price		0.470	0.538	0.850	1.264

1. For nonbarcoded parcels, add \$0.064 per piece. The surcharge does not apply to pieces sorted to 5-digit ZIP Codes.
2. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.

## Standard Mail Nonprofit

### MARKETING PARCELS AND STANDARD MAIL PARCELS

	Entry Point	Marketing Parcels				Standard Mail Parcels							
		Presorted <sup>1</sup>				Machinable <sup>2</sup>			Irregular <sup>1</sup>				
		5-Digit	SCF	NDC	Mixed NDC	5-Digit	NDC	Mixed NDC	5-Digit	SCF	NDC	Mixed NDC	
Parcels weighing 3.3 oz. or less per piece price	None	-	-	\$0.988	\$1.402	-	-	-	-	-	\$1.128	\$1.493	
	DNDC	\$0.562	\$0.630	0.942	-	-	-	-	\$0.697	\$0.726	1.082	-	
	DSCF	0.512	0.580	-	-	-	-	-	0.648	0.677	-	-	
	DDU	0.476	-	-	-	-	-	-	0.611	-	-	-	
equal to or more than 3.3 oz. <sup>3</sup> per pound price	None	-	-	0.954	0.954	-	0.947	0.947	-	-	0.947	0.947	
	DNDC	0.731	0.731	0.731	-	0.724	0.724	-	0.724	0.724	0.724	-	
	DSCF	0.492	0.492	-	-	0.485	-	-	0.485	0.485	-	-	
	DDU	0.313	-	-	-	0.306	-	-	0.306	-	-	-	
+ per piece price		+	+	+	+	+	+	+	+	+	+	+	
		0.411	0.479	0.791	1.205	0.548	0.808	1.170	0.548	0.577	0.933	1.298	

1. For nonbarcoded parcels, add \$0.064 per piece. The surcharge does not apply to pieces sorted to 5-digit ZIP Codes.
2. Machinable parcels: Must be 3.5 oz or more.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.

# Commercial – Standard Mail

## Standard Mail - Simple Samples

### MARKETING PARCELS - SIMPLE SAMPLES

Volume	Targeted		Every Door <sup>1</sup>	
	Small <sup>2</sup>	Large <sup>3</sup>	Small <sup>2</sup>	Large <sup>3</sup>
1 - 200,000	\$0.360	\$0.400	\$0.260	\$0.300
200,001 - 400,000	0.350	0.390	0.250	0.290
400,001 - 600,000	0.340	0.380	0.240	0.280
600,001 - 800,000	0.330	0.370	0.230	0.270
800,001 - 1,000,000	0.320	0.360	0.220	0.260
Over 1 Million	0.310	0.350	0.210	0.250

1. Additional DAL/DML fees apply

2. Small = No larger than 4" x 6" x 1.5"

3. Large = Larger than 4" x 6" x 1.5" but not exceeding 9" x 12" x 2"

### HANDLING FEES FOR MAILINGS ENTERED AT DSCF AND DNDC

Entry	Small		Large	
	Pallet Fees	Carton Fees	Pallet Fees	Carton Fees
DNDC-3 Digit	\$45.614	\$6.212	\$45.614	\$6.212
DNDC-5D	74.168	-	74.168	-
DSCF-3 Digit	-	6.212	-	6.212
DSCF-5D	34.750	-	34.750	-

## Standard Mail Nonprofit

### MARKETING PARCELS - SIMPLE SAMPLES

Volume	Targeted		Every Door <sup>1</sup>	
	Small <sup>2</sup>	Large <sup>3</sup>	Small <sup>2</sup>	Large <sup>3</sup>
1 - 200,000	\$0.270	\$0.300	\$0.195	\$0.225
200,001 - 400,000	0.263	0.293	0.188	0.218
400,001 - 600,000	0.255	0.285	0.180	0.210
600,001 - 800,000	0.248	0.278	0.173	0.203
800,001 - 1,000,000	0.240	0.270	0.165	0.195
Over 1 Million	0.233	0.263	0.158	0.188

1. Additional DAL/DML fees apply

2. Small = No larger than 4" x 6" x 1.5"

3. Large = Larger than 4" x 6" x 1.5" but not exceeding 9" x 12" x 2"

### HANDLING FEES FOR MAILINGS ENTERED AT DSCF AND DNDC

Entry	Small		Large	
	Pallet Fees	Carton Fees	Pallet Fees	Carton Fees
DNDC-3 Digit	\$36.492	\$4.970	\$36.492	\$4.970
DNDC-5D	59.334	-	59.334	-
DSCF-3 Digit	-	4.970	-	4.970
DSCF-5D	27.800	-	27.800	-

# Commercial—Parcel Select

## Parcel Select Destination Entry

COMMERCIAL PARCELS—MACHINABLE & NONMACHINABLE

Weight Not Over (pounds)	Machinable <sup>1</sup>						Weight Not Over (pounds)	Nonmachinable <sup>1</sup>						
	DDU	DSCF	DNDC/ASF Zone					DDU	DSCF		DNDC/ASF Zone <sup>3</sup>			
			1 & 2	3	4	5			5-Digit	3-Digit <sup>2</sup>	1 & 2	3	4	5
1	\$2.16	\$2.97	\$3.85	\$4.82	\$5.76	\$6.69	1	\$2.16	\$2.97	\$3.97	\$6.21	\$7.18	\$8.12	\$9.05
2	2.16	2.97	3.85	4.82	5.76	6.69	2	2.16	2.97	3.97	6.21	7.18	8.12	9.05
3	2.20	3.16	4.15	5.64	6.94	7.70	3	2.20	3.16	4.16	6.51	8.00	9.30	10.06
4	2.24	3.35	4.45	6.34	7.82	8.52	4	2.24	3.35	4.35	6.81	8.70	10.18	10.88
5	2.27	3.55	4.73	6.99	8.42	9.25	5	2.27	3.55	4.55	7.09	9.35	10.78	11.61
6	2.30	3.75	5.00	7.51	9.07	9.93	6	2.30	3.75	4.75	7.36	9.87	11.43	12.29
7	2.34	3.94	5.27	8.09	9.73	10.63	7	2.34	3.94	4.94	7.63	10.45	12.09	12.99
8	2.37	4.12	5.53	8.67	10.36	11.30	8	2.37	4.12	5.12	7.89	11.03	12.72	13.66
9	2.41	4.30	5.79	9.22	10.98	11.89	9	2.41	4.30	5.30	8.15	11.58	13.34	14.25
10	2.44	4.47	6.05	9.80	11.58	12.51	10	2.44	4.47	5.47	8.41	12.16	13.94	14.87
11	2.47	4.63	6.31	10.35	11.95	12.94	11	2.47	4.63	5.63	8.67	12.71	14.31	15.30
12	2.51	4.79	6.58	10.85	12.18	13.22	12	2.51	4.79	5.79	8.94	13.21	14.54	15.58
13	2.55	4.94	6.84	11.31	12.45	13.53	13	2.55	4.94	5.94	9.20	13.67	14.81	15.89
14	2.58	5.09	7.10	11.67	12.68	13.74	14	2.58	5.09	6.09	9.46	14.03	15.04	16.10
15	2.61	5.24	7.35	12.04	12.91	13.97	15	2.61	5.24	6.24	9.71	14.40	15.27	16.33
16	2.65	5.39	7.60	12.45	13.30	14.42	16	2.65	5.39	6.39	9.96	14.81	15.66	16.78
17	2.69	5.54	7.86	12.65	13.54	14.61	17	2.69	5.54	6.54	10.22	15.01	15.90	16.97
18	2.73	5.69	8.10	12.88	13.76	14.85	18	2.73	5.69	6.69	10.46	15.24	16.12	17.21
19	2.77	5.83	8.34	13.13	13.99	15.08	19	2.77	5.83	6.83	10.70	15.49	16.35	17.44
20	2.81	5.98	8.57	13.33	14.13	15.22	20	2.81	5.98	6.98	10.93	15.69	16.49	17.58
21	2.86	6.13	8.81	13.72	14.53	15.63	21	2.86	6.13	7.13	11.17	16.08	16.89	17.99
22	2.91	6.29	9.05	13.97	14.80	15.86	22	2.91	6.29	7.29	11.41	16.33	17.16	18.22
23	2.96	6.45	9.30	14.27	15.06	16.11	23	2.96	6.45	7.45	11.66	16.63	17.42	18.47
24	3.00	6.60	9.54	14.51	15.32	16.32	24	3.00	6.60	7.60	11.90	16.87	17.68	18.68
25	3.05	6.75	9.79	14.70	15.51	16.49	25	3.05	6.75	7.75	12.15	17.06	17.87	18.85
26	3.10	6.90	10.03	14.98	15.83	16.70	26	3.10	6.90	7.90	12.39	17.34	18.19	19.06
27	3.15	7.05	10.27	15.29	16.11	16.95	27	3.15	7.05	8.05	12.63	17.65	18.47	19.31
28	3.20	7.20	10.51	15.52	16.33	17.15	28	3.20	7.20	8.20	12.87	17.88	18.69	19.51
29	3.25	7.35	10.75	15.74	16.56	17.40	29	3.25	7.35	8.35	13.11	18.10	18.92	19.76
30	3.30	7.49	10.97	16.01	16.81	17.66	30	3.30	7.49	8.49	13.33	18.37	19.17	20.02
31	3.35	7.64	11.20	16.46	17.31	18.20	31	3.35	7.64	8.64	13.56	18.82	19.67	20.56
32	3.39	7.79	11.43	16.72	17.58	18.44	32	3.39	7.79	8.79	13.79	19.08	19.94	20.80
33	3.44	7.94	11.66	16.96	17.81	18.71	33	3.44	7.94	8.94	14.02	19.32	20.17	21.07
34	3.49	8.09	11.89	17.19	18.12	19.04	34	3.49	8.09	9.09	14.25	19.55	20.48	21.40
35	3.54	8.24	12.13	17.37	18.33	19.23	35	3.54	8.24	9.24	14.49	19.73	20.69	21.59
Balloon	2.81	5.98	8.57	13.33	14.13	15.22	36	3.59	8.38	9.38	14.72	19.96	20.98	21.89
							37	3.64	8.52	9.52	14.95	20.20	21.27	22.19
							38	3.69	8.67	9.67	15.18	20.44	21.54	22.50
							39	3.74	8.82	9.82	15.41	20.69	21.82	22.78
							40	3.78	8.96	9.96	15.64	20.89	22.11	23.08
							41	3.83	9.10	10.10	15.87	21.19	22.31	23.35
							42	3.88	9.24	10.24	16.10	21.36	22.49	23.58
							43	3.93	9.38	10.38	16.33	21.57	22.66	23.86
							44	3.98	9.51	10.51	16.55	21.85	22.90	24.18
							45	4.03	9.65	10.65	16.77	22.05	23.29	24.43
							46	4.07	9.79	10.79	16.99	22.53	23.72	25.11
							47	4.12	9.93	10.93	17.21	22.74	23.89	25.75
							48	4.17	10.06	11.06	17.43	23.02	24.11	26.46
							49	4.22	10.20	11.20	17.64	23.30	24.34	27.17
							50	4.27	10.34	11.34	17.85	23.43	24.43	27.76
							51	4.32	10.48	11.48	18.06	23.66	24.67	28.51
							52	4.37	10.62	11.62	18.27	23.99	24.88	29.31
							53	4.42	10.76	11.76	18.50	24.21	25.06	30.10
							54	4.46	10.91	11.91	18.74	24.42	25.28	30.91
							55	4.51	11.06	12.06	18.99	24.63	25.51	31.35
							56	4.56	11.20	12.20	19.24	24.83	25.74	31.62
							57	4.61	11.36	12.36	19.49	24.97	25.90	31.98
							58	4.66	11.52	12.52	19.75	25.25	26.14	32.35
							59	4.71	11.68	12.68	20.00	25.43	26.36	32.66
							60	4.76	11.84	12.84	20.25	25.57	26.52	32.98
							61	4.81	11.99	12.99	20.50	25.74	26.67	33.20
							62	4.86	12.13	13.13	20.74	25.96	26.97	33.55
							63	4.91	12.28	13.28	20.98	26.13	27.23	33.84
							64	4.95	12.43	13.43	21.22	26.34	27.53	34.22
							65	5.00	12.58	13.58	21.46	26.53	27.79	34.49
							66	5.05	12.73	13.73	21.70	26.75	28.10	34.88
							67	5.10	12.88	13.88	21.94	26.89	28.37	35.14
							68	5.14	13.03	14.03	22.18	27.11	28.62	35.51
							69	5.19	13.18	14.18	22.41	27.27	28.89	35.78
							70	5.24	13.33	14.33	22.65	27.50	29.21	36.13
							Balloon	2.81	5.98	6.98	10.93	15.69	16.49	17.58
							Oversized	8.24	18.15	18.15	28.31	39.96	54.13	56.26
For parcels over 35 pounds, use nonmachinable prices.														
1. Parcels that measure in combined length and girth:														
• More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound prices (balloon price).														
• More than 108 inches but not more than 130 inches, use oversized prices (regardless of weight).														
2. Prices include the applicable nonmachinable surcharge.														
The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.														
3. Prices include the applicable nonmachinable surcharge.														
The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.														
To compute Parcel Select prices, go to Postal Explorer at <a href="https://pe.usps.com">pe.usps.com</a> and click on "Business" under Price Calculators. For zone charts, click on "Zone Charts."														

For parcels over 35 pounds, use nonmachinable prices.

- Parcels that measure in combined length and girth:
  - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound prices (balloon price).
  - More than 108 inches but not more than 130 inches, use oversized prices (regardless of weight).
- Prices include the applicable nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized prices or parcels sent with special handling.
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To compute Parcel Select prices, go to Postal Explorer at [pe.usps.com](http://pe.usps.com) and click on "Business" under Price Calculators. For zone charts, click on "Zone Charts."

# Commercial—Parcel Select

## Parcel Select NDC Presort

### COMMERCIAL PARCELS

Weight Not Over (pounds)	Zone <sup>1,2</sup>						
	1 & 2	3	4	5	6	7	8
1	\$5.18	\$5.24	\$5.34	\$5.39	\$5.44	\$5.50	\$5.55
2	5.24	5.55	6.23	7.55	8.12	8.65	9.51
3	5.93	6.82	7.85	8.75	9.61	10.14	11.46
4	6.68	7.73	8.78	10.06	11.01	11.69	12.83
5	7.53	8.88	9.83	10.84	11.72	12.67	13.61
6	8.29	9.77	10.38	11.34	12.15	13.04	14.48
7	8.80	10.56	10.90	12.20	12.85	13.45	15.34
8	9.35	10.76	11.64	12.58	13.40	14.28	16.21
9	9.93	11.39	12.30	13.20	14.10	15.01	17.07
10	10.56	12.09	13.06	14.03	15.00	15.96	17.94
11	11.02	12.69	13.76	14.82	15.90	16.96	18.81
12	11.58	13.30	14.41	15.53	16.65	17.75	19.75
13	11.75	13.62	14.85	16.08	17.37	18.54	20.69
14	11.93	13.93	15.29	16.65	18.09	19.33	21.63
15	12.11	14.26	15.73	17.20	18.77	20.13	22.58
16	12.30	14.57	16.17	17.76	19.42	20.90	23.53
17	12.84	14.89	16.60	18.32	20.08	21.69	24.47
18	13.38	15.22	17.04	18.87	20.70	22.50	25.42
19	13.58	15.53	17.48	19.43	21.35	23.28	26.35
20	13.78	15.85	17.92	19.98	21.99	24.06	27.31
21	13.99	16.17	18.36	20.55	22.67	24.88	28.27
22	14.18	16.49	18.79	21.10	23.36	25.68	29.24
23	14.38	16.80	19.23	21.66	24.06	26.49	30.19
24	14.58	17.13	19.67	22.22	24.75	27.30	31.16
25	14.78	17.45	20.11	22.78	25.44	28.11	32.12
26	15.00	17.78	20.57	23.35	26.13	28.91	33.09
27	15.22	18.13	21.03	23.93	26.83	29.73	34.05
28	15.45	18.46	21.48	24.50	27.51	30.53	35.01
29	15.67	18.79	21.93	25.07	28.20	31.34	35.98
30	15.97	19.14	22.39	25.65	28.89	32.15	36.94
31	16.30	19.47	22.84	26.22	29.59	32.96	37.91
32	16.63	19.82	23.30	26.79	30.28	33.76	38.87
33	16.94	20.15	23.76	27.36	30.97	34.58	39.84
34	17.30	20.49	24.22	27.93	31.66	35.38	40.80
35	17.62	20.83	24.67	28.51	32.34	36.19	41.77
36	17.76	21.17	25.13	29.08	33.04	37.00	42.73
37	17.96	21.51	25.58	29.65	33.73	37.80	43.70
38	18.12	21.85	26.04	30.23	34.42	38.61	44.66
39	18.27	22.18	26.49	30.80	35.11	39.41	45.63
40	18.43	22.53	26.95	31.37	35.81	40.23	46.59
41	18.61	22.86	27.41	31.95	36.49	41.03	47.56
42	18.77	23.21	27.87	32.52	37.18	41.85	48.52
43	18.93	23.54	28.32	33.09	37.87	42.65	49.49
44	19.09	23.88	28.78	33.67	38.57	43.46	50.45
45	19.24	24.22	29.24	34.24	39.26	44.26	51.42

Weight Not Over (pounds)	Zone <sup>1,2</sup>						
	1 & 2	3	4	5	6	7	8
46	\$19.44	\$24.56	\$29.69	\$34.82	\$39.95	\$45.08	\$52.38
47	19.65	24.90	30.14	35.39	40.64	45.88	53.35
48	19.87	25.24	30.60	35.96	41.33	46.70	54.31
49	20.10	25.57	31.06	36.54	42.02	47.50	55.28
50	20.32	25.92	31.51	37.11	42.71	48.31	56.24
51	20.54	26.11	31.77	37.47	43.32	49.11	57.21
52	20.76	26.29	32.02	37.84	43.91	49.93	58.17
53	20.99	26.48	32.28	38.21	44.50	50.73	59.14
54	21.20	26.67	32.53	38.56	45.11	51.55	60.10
55	21.42	26.86	32.79	38.92	45.70	52.35	61.07
56	21.64	27.04	33.04	39.29	46.31	53.16	62.03
57	21.87	27.23	33.30	39.65	46.90	53.96	63.00
58	22.09	27.43	33.55	40.01	47.51	54.78	63.96
59	22.31	27.62	33.80	40.37	48.10	55.58	64.93
60	22.53	27.81	34.06	40.74	48.71	56.40	65.89
61	22.76	27.99	34.31	41.10	49.30	57.20	66.86
62	22.98	28.18	34.58	41.46	49.91	58.01	67.82
63	23.20	28.37	34.83	41.82	50.50	58.81	68.79
64	23.42	28.56	35.09	42.19	51.11	59.63	69.75
65	23.64	28.75	35.34	42.55	51.70	60.43	70.72
66	23.86	28.93	35.59	42.92	52.31	61.24	71.67
67	24.08	29.12	35.85	43.27	52.90	62.05	72.63
68	24.30	29.32	36.10	43.64	53.51	62.85	73.60
69	24.52	29.51	36.36	44.00	54.10	63.66	74.56
70	24.75	29.69	36.61	44.37	54.71	64.47	75.53
Balloon	13.78	15.85	17.92	19.98	21.99	24.06	27.31
Oversized	68.73	77.17	78.85	81.19	102.47	110.91	119.35

1. Must be part of a mailing of 50 or more pieces and prepared as a NDC Presort mailing.

2. Parcels that measure in combined length and girth:

- More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound price (balloon price).
- More than 108 inches but not more than 130 inches, use oversized prices regardless of weight up to 70 lbs.

To compute Parcel Select prices, go to Postal Explorer at [pe.usps.com](http://pe.usps.com) and click on "Business" under Price Calculators. For zone charts, click on "Zone Charts."

# Commercial—Parcel Select

## Parcel Select ONDC Presort

### COMMERCIAL PARCELS

Weight Not Over (pounds)	Zone <sup>1,2</sup>						
	1 & 2	3	4	5	6	7	8
1	\$4.28	\$4.33	\$4.44	\$4.49	\$4.55	\$4.60	\$4.65
2	4.33	4.65	5.34	6.68	7.26	7.79	8.67
3	5.04	5.94	6.99	7.90	8.76	9.30	10.64
4	5.79	6.86	7.93	9.23	10.19	10.88	12.03
5	6.66	8.02	8.98	10.01	10.91	11.87	12.82
6	7.43	8.93	9.54	10.52	11.34	12.24	13.70
7	7.95	9.72	10.07	11.39	12.05	12.66	14.58
8	8.50	9.94	10.82	11.77	12.61	13.50	15.45
9	9.09	10.57	11.49	12.41	13.32	14.24	16.33
10	9.72	11.28	12.26	13.24	14.23	15.20	17.21
11	10.20	11.89	12.97	14.05	15.14	16.21	18.09
12	10.76	12.50	13.64	14.77	15.90	17.02	19.05
13	10.94	12.83	14.08	15.33	16.63	17.82	20.00
14	11.12	13.15	14.52	15.90	17.36	18.61	20.95
15	11.30	13.48	14.97	16.46	18.05	19.43	21.91
16	11.49	13.79	15.41	17.03	18.71	20.21	22.87
17	12.04	14.12	15.86	17.59	19.37	21.01	23.82
18	12.59	14.45	16.30	18.15	20.01	21.83	24.79
19	12.79	14.77	16.74	18.72	20.66	22.62	25.73
20	12.99	15.09	17.19	19.28	21.31	23.41	26.70
21	13.20	15.41	17.63	19.85	22.01	24.24	27.67
22	13.40	15.74	18.07	20.41	22.70	25.05	28.66
23	13.60	16.06	18.52	20.98	23.41	25.88	29.63
24	13.80	16.38	18.96	21.54	24.11	26.69	30.61
25	14.01	16.71	19.41	22.11	24.81	27.51	31.58
26	14.23	17.05	19.87	22.69	25.51	28.33	32.57
27	14.45	17.40	20.34	23.28	26.21	29.15	33.54
28	14.68	17.74	20.79	23.86	26.91	29.97	34.51
29	14.90	18.07	21.26	24.44	27.61	30.79	35.49
30	15.21	18.42	21.72	25.02	28.31	31.60	36.47
31	15.55	18.76	22.18	25.60	29.01	32.43	37.45
32	15.88	19.11	22.64	26.18	29.71	33.24	38.42
33	16.19	19.45	23.11	26.75	30.41	34.07	39.40
34	16.56	19.80	23.57	27.33	31.11	34.88	40.38
35	16.88	20.14	24.03	27.92	31.81	35.71	41.36
36	17.03	20.48	24.49	28.50	32.51	36.52	42.33
37	17.23	20.82	24.96	29.08	33.21	37.33	43.32
38	17.39	21.17	25.42	29.66	33.91	38.16	44.29
39	17.55	21.51	25.88	30.24	34.61	38.97	45.27
40	17.70	21.86	26.34	30.82	35.31	39.80	46.24
41	17.88	22.20	26.81	31.40	36.01	40.61	47.23
42	18.05	22.55	27.27	31.98	36.71	41.43	48.20
43	18.21	22.88	27.73	32.57	37.41	42.25	49.18
44	18.37	23.23	28.19	33.15	38.12	43.07	50.15
45	18.53	23.57	28.66	33.73	38.81	43.89	51.14

Weight Not Over (pounds)	Zone <sup>1,2</sup>						
	1 & 2	3	4	5	6	7	8
46	\$18.73	\$23.92	\$29.12	\$34.31	\$39.51	\$44.71	\$52.11
47	18.94	24.26	29.57	34.89	40.21	45.52	53.09
48	19.16	24.61	30.04	35.47	40.92	46.35	54.07
49	19.40	24.95	30.51	36.05	41.61	47.16	55.05
50	19.62	25.29	30.96	36.64	42.31	47.99	56.02
51	19.84	25.48	31.22	37.01	42.92	48.80	57.00
52	20.06	25.67	31.48	37.38	43.53	49.63	57.98
53	20.29	25.86	31.74	37.75	44.13	50.44	58.96
54	20.52	26.06	32.00	38.10	44.74	51.26	59.93
55	20.74	26.25	32.26	38.47	45.35	52.08	60.91
56	20.96	26.44	32.51	38.84	45.96	52.90	61.89
57	21.19	26.63	32.78	39.21	46.56	53.72	62.87
58	21.41	26.83	33.03	39.57	47.17	54.54	63.84
59	21.64	27.02	33.28	39.94	47.78	55.36	64.83
60	21.86	27.21	33.55	40.31	48.39	56.18	65.80
61	22.09	27.40	33.80	40.68	48.99	56.99	66.78
62	22.31	27.59	34.07	41.04	49.61	57.82	67.75
63	22.54	27.78	34.32	41.41	50.21	58.63	68.74
64	22.76	27.97	34.59	41.78	50.82	59.46	69.71
65	22.99	28.16	34.84	42.15	51.42	60.27	70.69
66	23.21	28.35	35.09	42.52	52.04	61.09	71.66
67	23.43	28.54	35.36	42.88	52.64	61.91	72.64
68	23.66	28.74	35.61	43.25	53.25	62.72	73.62
69	23.88	28.93	35.87	43.62	53.85	63.55	74.59
70	24.11	29.12	36.13	43.99	54.47	64.36	75.58
Balloon	12.99	15.09	17.19	19.28	21.31	23.41	26.70
Oversized	68.68	77.23	78.94	81.30	102.88	111.43	119.98

1. Must be part of a mailing of 50 or more pieces and prepared as an ONDC Presort mailing.

2. Parcels that measure in combined length and girth:

- More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound price (balloon price).
- More than 108 inches but not more than 130 inches, use oversized prices regardless of weight up to 70 lbs.

To compute Parcel Select prices, go to Postal Explorer at [pe.usps.com](https://pe.usps.com) and click on "Business" under Price Calculators in the left frame. For zone charts, click on "Zone Charts."



# Commercial—Parcel Select

## Parcel Select Nonpresort

### COMMERCIAL PARCELS

Weight Not Over (pounds)	Zone <sup>1,2</sup>						
	1 & 2	3	4	5	6	7	8
1	\$5.42	\$5.47	\$5.57	\$5.63	\$5.68	\$5.73	\$5.78
2	5.47	5.75	6.43	7.76	8.33	8.85	9.71
3	6.14	7.02	8.05	8.98	9.84	10.37	11.69
4	6.88	7.93	8.98	10.29	11.24	11.92	13.06
5	7.76	9.08	10.02	11.07	11.92	12.87	13.81
6	8.52	10.00	10.59	11.57	12.35	13.23	14.67
7	9.03	10.78	11.13	12.43	13.05	13.68	15.54
8	9.54	10.99	11.84	12.81	13.62	14.47	16.40
9	10.13	11.59	12.49	13.40	14.30	15.20	17.27
10	10.75	12.29	13.25	14.22	15.19	16.15	18.13
11	11.22	12.89	13.95	15.02	16.09	17.15	19.00
12	11.77	13.49	14.61	15.72	16.84	17.94	19.94
13	11.95	13.82	15.05	16.28	17.56	18.74	20.88
14	12.13	14.13	15.48	16.84	18.28	19.52	21.82
15	12.31	14.45	15.92	17.39	18.96	20.32	22.77
16	12.49	14.77	16.36	17.95	19.61	21.09	23.72
17	13.04	15.09	16.80	18.51	20.27	21.88	24.65
18	13.58	15.41	17.23	19.06	20.89	22.68	25.60
19	13.78	15.72	17.67	19.62	21.54	23.47	26.53
20	13.97	16.05	18.11	20.17	22.17	24.25	27.49
21	14.18	16.36	18.55	20.74	22.86	25.06	28.45
22	14.38	16.68	18.99	21.29	23.55	25.86	29.42
23	14.58	17.00	19.42	21.85	24.25	26.68	30.37
24	14.78	17.32	19.86	22.40	24.94	27.48	31.34
25	14.97	17.64	20.30	22.97	25.62	28.29	32.30
26	15.19	17.97	20.76	23.54	26.31	29.09	33.27
27	15.41	18.32	21.22	24.11	27.01	29.91	34.23
28	15.64	18.65	21.66	24.68	27.70	30.71	35.19
29	15.86	18.99	22.12	25.26	28.38	31.52	36.16
30	16.19	19.33	22.58	25.83	29.07	32.32	37.12
31	16.53	19.66	23.03	26.40	29.77	33.14	38.09
32	16.85	20.01	23.49	26.98	30.46	33.94	39.04
33	17.16	20.34	23.95	27.54	31.15	34.75	40.01
34	17.53	20.68	24.40	28.11	31.83	35.55	40.97
35	17.84	21.02	24.85	28.69	32.52	36.37	41.94
36	17.98	21.36	25.31	29.26	33.22	37.17	42.90
37	18.18	21.69	25.77	29.83	33.91	37.97	43.87
38	18.34	22.04	26.23	30.41	34.59	38.78	44.83
39	18.50	22.37	26.68	30.98	35.28	39.59	45.80
40	18.65	22.72	27.13	31.55	35.98	40.40	46.75
41	18.83	23.05	27.59	32.12	36.67	41.20	47.72
42	19.00	23.39	28.05	32.70	37.36	42.01	48.68
43	19.15	23.73	28.50	33.27	38.04	42.82	49.65
44	19.31	24.07	28.96	33.84	38.74	43.63	50.61
45	19.46	24.40	29.42	34.42	39.43	44.43	51.58
46	19.66	24.75	29.87	34.99	40.12	45.24	52.54
47	19.84	25.08	30.32	35.56	40.80	46.05	53.51
48	20.06	25.42	30.78	36.14	41.50	46.86	54.47
49	20.29	25.76	31.24	36.71	42.19	47.66	55.43
50	20.51	26.10	31.69	37.28	42.88	48.47	56.39

Weight Not Over (pounds)	Zone <sup>1,2</sup>						
	1 & 2	3	4	5	6	7	8
51	\$20.73	\$26.29	\$31.95	\$37.65	\$43.48	\$49.28	\$57.36
52	20.94	26.48	32.20	38.01	44.08	50.09	58.32
53	21.17	26.66	32.46	38.38	44.67	50.89	59.29
54	21.39	26.85	32.71	38.73	45.27	51.70	60.25
55	21.61	27.04	32.97	39.10	45.87	52.51	61.22
56	21.83	27.23	33.22	39.46	46.47	53.32	62.18
57	22.06	27.42	33.48	39.83	47.07	54.12	63.15
58	22.28	27.61	33.73	40.18	47.67	54.93	64.10
59	22.50	27.80	33.98	40.54	48.27	55.74	65.07
60	22.72	27.99	34.24	40.91	48.87	56.55	66.03
61	22.94	28.18	34.49	41.27	49.46	57.35	67.00
62	23.16	28.36	34.75	41.63	50.07	58.16	67.96
63	23.38	28.55	35.00	41.99	50.66	58.97	68.93
64	23.60	28.74	35.26	42.36	51.27	59.78	69.89
65	23.83	28.93	35.51	42.72	51.86	60.58	70.86
66	24.05	29.11	35.76	43.09	52.46	61.39	71.81
67	24.27	29.30	36.02	43.44	53.06	62.20	72.77
68	24.49	29.50	36.27	43.81	53.66	63.00	73.74
69	24.71	29.69	36.53	44.17	54.26	63.81	74.70
70	24.94	29.87	36.78	44.54	54.86	64.61	75.67
Balloon	13.97	16.05	18.11	20.17	22.17	24.25	27.49
Oversized	64.40	67.37	68.71	70.74	94.74	100.89	111.66

- Must be part of a mailing of 50 or more pieces or 50 lbs. (no minimum volume for PC Postage).
- Parcels that measure in combined length and girth:
  - More than 84 inches but not more than 108 inches, and weigh less than 20 pounds, use the 20-pound price (balloon price).
  - More than 108 inches but not more than 130 inches, use oversized prices.

# Commercial—Parcel Select

## Parcel Select Lightweight

### COMMERCIAL PARCELS - MACHINABLE

Weight Not Over (Oz)	Machinable					
	5-Digit			NDC		Mixed NDC/ Single Piece
	DDU	DSCF	DNDC	DNDC	None	None
3.5 <sup>1</sup>	\$0.92	\$0.95	\$1.01	\$1.36	\$1.40	\$1.81
4	0.92	0.95	1.01	1.36	1.40	1.81
5	0.94	0.98	1.06	1.41	1.46	1.87
6	0.97	1.02	1.11	1.45	1.52	1.93
7	1.00	1.06	1.17	1.51	1.60	2.01
8	1.02	1.09	1.21	1.55	1.65	2.06
9	1.05	1.13	1.26	1.60	1.71	2.12
10	1.08	1.17	1.31	1.65	1.78	2.19
11	1.10	1.21	1.37	1.71	1.85	2.26
12	1.13	1.25	1.42	1.77	1.92	2.32
13	1.16	1.29	1.48	1.83	1.99	2.39
14	1.18	1.33	1.53	1.88	2.06	2.46
15	1.21	1.37	1.59	1.94	2.13	2.53
15.999	1.24	1.42	1.65	2.00	2.21	2.61

1. Parcels must weigh 3.5 ounces. See DMM 401 for other eligibility criteria.

## Parcel Select Lightweight

### COMMERCIAL PARCELS - IRREGULAR

Weight Not Over (Oz)	Irregular							
	5-Digit			SCF		NDC		Mixed NDC/ Single Piece
	DDU	DSCF	DNDC	DSCF	DNDC	DNDC	None	None
1	\$0.90	\$0.92	\$0.98	\$0.96	\$1.02	\$1.44	\$1.48	\$1.93
2	0.90	0.92	0.98	0.96	1.02	1.44	1.48	1.93
3	0.90	0.92	0.98	0.96	1.02	1.44	1.48	1.93
4	0.92	0.95	1.01	0.99	1.05	1.48	1.52	1.99
5	0.94	0.98	1.06	1.02	1.10	1.53	1.58	2.05
6	0.97	1.02	1.11	1.06	1.15	1.57	1.64	2.11
7	1.00	1.06	1.17	1.10	1.21	1.63	1.72	2.19
8	1.02	1.09	1.21	1.13	1.25	1.67	1.77	2.24
9	1.05	1.13	1.26	1.17	1.30	1.72	1.83	2.30
10	1.08	1.17	1.31	1.21	1.35	1.77	1.90	2.37
11	1.10	1.21	1.37	1.25	1.41	1.83	1.97	2.44
12	1.13	1.25	1.42	1.29	1.46	1.89	2.04	2.50
13	1.16	1.29	1.48	1.33	1.52	1.95	2.11	2.57
14	1.18	1.33	1.53	1.37	1.57	2.00	2.18	2.64
15	1.21	1.37	1.59	1.41	1.63	2.06	2.25	2.71
15.999	1.24	1.42	1.65	1.46	1.69	2.12	2.33	2.79

# Commercial—Media/Library Mail

## Media Mail

COMMERCIAL—FLATS (LG ENVS) / PARCELS

Weight Not Over (pounds)	5-Digit	Basic
1	\$1.67	\$2.06
2	2.12	2.51
3	2.57	2.96
4	3.02	3.41
5	3.47	3.86
6	3.92	4.31
7	4.37	4.76
8	4.80	5.19
9	5.23	5.62
10	5.66	6.05
11	6.09	6.48
12	6.52	6.91
13	6.95	7.34
14	7.38	7.77
15	7.81	8.20
16	8.24	8.63
17	8.67	9.06
18	9.10	9.49
19	9.53	9.92
20	9.96	10.35
21	10.39	10.78
22	10.82	11.21
23	11.25	11.64
24	11.68	12.07
25	12.11	12.50
26	12.54	12.93
27	12.97	13.36
28	13.40	13.79
29	13.83	14.22
30	14.26	14.65
31	14.69	15.08
32	15.12	15.51
33	15.55	15.94
34	15.98	16.37
35	16.41	16.80
36	16.84	17.23
37	17.27	17.66
38	17.70	18.09
39	18.13	18.52
40	18.56	18.95
41	18.99	19.38
42	19.42	19.81
43	19.85	20.24
44	20.28	20.67
45	20.71	21.10
46	21.14	21.53
47	21.57	21.96
48	22.00	22.39
49	22.43	22.82
50	22.86	23.25
51	23.29	23.68
52	23.72	24.11
53	24.15	24.54
54	24.58	24.97
55	25.01	25.40
56	25.44	25.83
57	25.87	26.26
58	26.30	26.69
59	26.73	27.12
60	27.16	27.55
61	27.59	27.98
62	28.02	28.41
63	28.45	28.84
64	28.88	29.27
65	29.31	29.70
66	29.74	30.13
67	30.17	30.56
68	30.60	30.99
69	31.03	31.42
70	31.46	31.85

## Library Mail

COMMERCIAL—FLATS (LG ENVS) / PARCELS

Weight Not Over (pounds)	5-Digit	Basic
1	\$1.59	1.96
2	2.02	2.39
3	2.45	2.82
4	2.88	3.25
5	3.31	3.68
6	3.74	4.11
7	4.17	4.54
8	4.58	4.95
9	4.99	5.36
10	5.40	5.77
11	5.81	6.18
12	6.22	6.59
13	6.63	7.00
14	7.04	7.41
15	7.45	7.82
16	7.86	8.23
17	8.27	8.64
18	8.68	9.05
19	9.09	9.46
20	9.50	9.87
21	9.91	10.28
22	10.32	10.69
23	10.73	11.10
24	11.14	11.51
25	11.55	11.92
26	11.96	12.33
27	12.37	12.74
28	12.78	13.15
29	13.19	13.56
30	13.60	13.97
31	14.01	14.38
32	14.42	14.79
33	14.83	15.20
34	15.24	15.61
35	15.65	16.02
36	16.06	16.43
37	16.47	16.84
38	16.88	17.25
39	17.29	17.66
40	17.70	18.07
41	18.11	18.48
42	18.52	18.89
43	18.93	19.30
44	19.34	19.71
45	19.75	20.12
46	20.16	20.53
47	20.57	20.94
48	20.98	21.35
49	21.39	21.76
50	21.80	22.17
51	22.21	22.58
52	22.62	22.99
53	23.03	23.40
54	23.44	23.81
55	23.85	24.22
56	24.26	24.63
57	24.67	25.04
58	25.08	25.45
59	25.49	25.86
60	25.90	26.27
61	26.31	26.68
62	26.72	27.09
63	27.13	27.50
64	27.54	27.91
65	27.95	28.32
66	28.36	28.73
67	28.77	29.14
68	29.18	29.55
69	29.59	29.96
70	30.00	30.37

# Commercial—Bound Printed Matter

## Bound Printed Matter

### COMMERCIAL LARGE ENVELOPES (FLATS)—CARRIER ROUTE & PRESORTED

		Carrier Route <sup>2</sup>			Presorted <sup>2,3</sup>		
Each piece is subject to both a piece price and a pound price. <sup>1</sup>		Price per piece	+	Price per pound	Price per piece	+	Price per pound
Zone	Local, 1 & 2	\$1.147	+	\$0.139	\$1.246	+	\$0.139
	3	1.147	+	0.155	1.246	+	0.155
	4	1.147	+	0.197	1.246	+	0.197
	5	1.147	+	0.250	1.246	+	0.250
	6	1.147	+	0.318	1.246	+	0.318
	7	1.147	+	0.358	1.246	+	0.358
	8	1.147	+	0.480	1.246	+	0.480
<i>Destination Entry</i>							
DND	1 & 2	0.977	+	0.066	1.076	+	0.066
	3	0.977	+	0.081	1.076	+	0.081
	4	0.977	+	0.132	1.076	+	0.132
	5	0.977	+	0.188	1.076	+	0.188
DSCF		0.532	+	0.043	0.631	+	0.043
DDU		0.385	+	0.024	0.484 <sup>4</sup>	+	0.024

1. Multiply the number of pounds in the mailing by price per pound. Multiply the number of pieces in the mailing by price per piece. Add both totals.
2. Subtract \$0.001 for each flat that complies with the full-service Intelligent Mail option requirements.
3. For barcode discount, deduct \$0.03 per piece (automation-compatible flats only). Barcode discount not available for pieces mailed at presorted DDU prices. See DMM 301.3.0 for eligibility.
4. Each flat must weigh more than 1 pound to be eligible for presorted DDU price.

## Bound Printed Matter

### COMMERCIAL LARGE ENVELOPES (FLATS)—NONPRESORTED

Weight Not Over (pounds)	Zone <sup>1</sup>						
	1 & 2	3	4	5	6	7	8
1.0	\$1.86	\$1.91	\$1.97	\$2.06	\$2.16	\$2.22	\$2.42
1.5	1.86	1.91	1.97	2.06	2.16	2.22	2.42
2.0	1.95	2.01	2.09	2.21	2.35	2.43	2.69
2.5	2.04	2.12	2.22	2.37	2.54	2.64	2.97
3.0	2.13	2.22	2.34	2.52	2.73	2.85	3.24
3.5	2.22	2.33	2.47	2.68	2.92	3.06	3.52
4.0	2.31	2.43	2.59	2.83	3.11	3.27	3.79
4.5	2.40	2.54	2.72	2.99	3.30	3.48	4.07
5.0	2.49	2.64	2.84	3.14	3.49	3.69	4.34
6.0	2.67	2.85	3.09	3.45	3.87	4.11	4.89
7.0	2.85	3.06	3.34	3.76	4.25	4.53	5.44
8.0	3.03	3.27	3.59	4.07	4.63	4.95	5.99
9.0	3.21	3.48	3.84	4.38	5.01	5.37	6.54
10.0	3.39	3.69	4.09	4.69	5.39	5.79	7.09
11.0	3.57	3.90	4.34	5.00	5.77	6.21	7.64
12.0	3.75	4.11	4.59	5.31	6.15	6.63	8.19
13.0	3.93	4.32	4.84	5.62	6.53	7.05	8.74
14.0	4.11	4.53	5.09	5.93	6.91	7.47	9.29
15.0	4.29	4.74	5.34	6.24	7.29	7.89	9.84

1. For barcode discount, deduct \$0.03 per piece (automation-compatible flats only, 50-piece minimum). See DMM 301.3.0 for eligibility.

# Commercial—Bound Printed Matter

## Bound Printed Matter

### COMMERCIAL PARCELS—CARRIER ROUTE & PRESORTED

Each piece is subject to both a piece price and a pound price. <sup>1</sup>		Carrier Route			Presorted		
		Price per piece	+	Price per pound	Price per piece	+	Price per pound
	Local, 1&2	\$1.392	+	\$0.171	\$1.490	+	\$0.171
	3	1.392	+	0.204	1.490	+	0.204
	4	1.392	+	0.247	1.490	+	0.247
Zone	5	1.392	+	0.313	1.490	+	0.313
	6	1.392	+	0.386	1.490	+	0.386
	7	1.392	+	0.444	1.490	+	0.444
	8	1.392	+	0.584	1.490	+	0.584
<i>Destination Entry</i>							
	1&2	\$1.222	+	\$0.080	\$1.320	+	\$0.080
	3	1.222	+	0.110	1.320	+	0.110
DNDC	4	1.222	+	0.159	1.320	+	0.159
	5	1.222	+	0.221	1.320	+	0.221
DSCF		0.776	+	0.065	0.874	+	0.065
DDU		0.630	+	0.028	0.725	+	0.028

1. Multiply the number of pounds in the mailing by price per pound. Multiply the number of pieces in the mailing by price per piece. Add both totals.

## Bound Printed Matter

### COMMERCIAL PARCELS—NONPRESORTED

Weight Not Over (pounds)	Zone						
	1 & 2	3	4	5	6	7	8
1.0	\$2.48	\$2.54	\$2.60	\$2.69	\$2.81	\$2.87	\$3.08
1.5	2.48	2.54	2.60	2.69	2.81	2.87	3.08
2.0	2.59	2.67	2.75	2.87	3.03	3.11	3.39
2.5	2.71	2.81	2.91	3.06	3.26	3.36	3.71
3.0	2.82	2.94	3.06	3.24	3.48	3.60	4.02
3.5	2.94	3.08	3.22	3.43	3.71	3.85	4.34
4.0	3.05	3.21	3.37	3.61	3.93	4.09	4.65
4.5	3.17	3.35	3.53	3.80	4.16	4.34	4.97
5.0	3.28	3.48	3.68	3.98	4.38	4.58	5.28
6.0	3.51	3.75	3.99	4.35	4.83	5.07	5.91
7.0	3.74	4.02	4.30	4.72	5.28	5.56	6.54
8.0	3.97	4.29	4.61	5.09	5.73	6.05	7.17
9.0	4.20	4.56	4.92	5.46	6.18	6.54	7.80
10.0	4.43	4.83	5.23	5.83	6.63	7.03	8.43
11.0	4.66	5.10	5.54	6.20	7.08	7.52	9.06
12.0	4.89	5.37	5.85	6.57	7.53	8.01	9.69
13.0	5.12	5.64	6.16	6.94	7.98	8.50	10.32
14.0	5.35	5.91	6.47	7.31	8.43	8.99	10.95
15.0	5.58	6.18	6.78	7.68	8.88	9.48	11.58

# Commercial—Parcel Return Service

## Parcel Return Service—Machinable

Weight Not Over (pounds) <sup>1,2,3</sup>	RDU	RSCF	RNDC Zones 1-5
1	\$2.24	\$2.94	\$3.65
2	2.26	3.29	3.99
3	2.28	3.52	4.34
4	2.30	3.75	4.59
5	2.32	3.98	4.94
6	2.34	4.26	5.29
7	2.36	4.51	5.64
8	2.38	4.76	5.99
9	2.40	5.04	6.34
10	2.42	5.29	6.69
11	2.45	5.56	6.99
12	2.49	5.83	7.29
13	2.54	6.09	7.59
14	2.59	6.36	7.89
15	2.67	6.62	8.19
16	2.74	6.87	8.44
17	2.82	7.12	8.69
18	2.88	7.37	8.94
19	2.96	7.62	9.19
20	3.02	7.87	9.44
21	3.08	8.07	9.64
22	3.13	8.27	9.84
23	3.19	8.47	10.04
24	3.24	8.67	10.24
25	3.31	8.83	10.42
26	3.36	8.99	10.58
27	3.41	9.15	10.74
28	3.45	9.31	10.90
29	3.50	9.47	11.06
30	3.54	9.63	11.20
31	3.58	9.79	11.34
32	3.64	9.95	11.48
33	3.68	10.11	11.62
34	3.71	10.27	11.74
35	3.75	10.43	11.86
Balloon	-	7.87	9.44

- For parcels over 35 lbs., use nonmachinable prices.
- Pieces meeting characteristics in DMM 505.5.3.2 must pay nonmachinable prices.
- PRS labeled parcels shipped from origin ZIP Codes 006-009, 967-969, and 995-999 picked up at an RNDC are subject to single-piece Standard Post prices

Note: Parcels that measure in combined length and girth:

- Balloon Price: RNDC and RSCF pieces more than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound prices.
- More than 108 inches but not more than 130 inches, use oversized prices (regardless of weight).

## Parcel Return Service—Nonmachinable

Weight Not Over (pounds)	RDU	RSCF <sup>1</sup>	RNDC <sup>1</sup> Zones 1-5
1	\$2.24	\$5.36	\$6.07
2	2.26	5.71	6.41
3	2.28	5.94	6.76
4	2.30	6.17	7.01
5	2.32	6.40	7.36
6	2.34	6.68	7.71
7	2.36	6.93	8.06
8	2.38	7.18	8.41
9	2.40	7.46	8.76
10	2.42	7.71	9.11
11	2.45	7.98	9.41
12	2.49	8.25	9.71
13	2.54	8.51	10.01
14	2.59	8.78	10.31
15	2.67	9.04	10.61
16	2.74	9.29	10.86
17	2.82	9.54	11.11
18	2.88	9.79	11.36
19	2.96	10.04	11.61
20	3.02	10.29	11.86
21	3.08	10.49	12.06
22	3.13	10.69	12.26
23	3.19	10.89	12.46
24	3.24	11.09	12.66
25	3.31	11.25	12.84
26	3.36	11.41	13.00
27	3.41	11.57	13.16
28	3.45	11.73	13.32
29	3.50	11.89	13.48
30	3.54	12.05	13.62
31	3.58	12.21	13.76
32	3.64	12.37	13.90
33	3.68	12.53	14.04
34	3.71	12.69	14.16
35	3.75	12.85	14.28
36	3.80	13.01	14.40
37	3.83	13.17	14.52
38	3.87	13.29	14.62
39	3.90	13.41	14.72
40	3.93	13.53	14.82
41	3.97	13.65	14.90
42	4.00	13.77	14.98
43	4.03	13.89	15.06
44	4.06	13.97	15.14
45	4.09	14.05	15.22
46	4.12	14.13	15.30
47	4.14	14.21	15.38
48	4.17	14.26	15.45
49	4.20	14.31	15.52
50	4.22	14.36	15.59
51	4.24	14.41	15.66
52	4.28	14.46	15.72
53	4.31	14.51	15.78
54	4.33	14.56	15.84
55	4.35	14.61	15.89
56	4.38	14.66	15.94
57	4.40	14.71	15.99
58	4.42	14.75	16.04
59	4.44	14.79	16.08
60	4.45	14.83	16.12
61	4.47	14.87	16.16
62	4.49	14.91	16.20
63	4.51	14.95	16.24
64	4.53	14.97	16.28
65	4.54	14.99	16.31
66	4.56	15.01	16.34
67	4.57	15.03	16.37
68	4.59	15.05	16.40
69	4.61	15.07	16.42
70	4.62	15.09	16.47
Balloon	-	10.29	11.86
Oversized	7.91	24.31	34.20

- Nonmachinable prices include the applicable nonmachinable surcharge. Surcharge does not apply to RDU and oversized prices.

# Commercial—Parcel Return Service

## PRS - Full Network

Weight Not Over (pounds)	Zones						
	1&2	3	4	5	6	7	8
1	\$4.69	\$4.96	\$5.04	\$5.24	\$5.46	\$5.53	\$5.62
2	4.96	5.26	5.66	5.76	6.06	6.17	6.36
3	5.03	5.46	5.92	6.09	6.39	6.55	6.98
4	5.14	5.61	6.19	6.45	6.68	6.95	7.44
5	5.28	5.68	6.43	6.69	6.92	7.22	7.81
6	5.41	5.83	6.52	6.84	7.02	7.42	7.98
7	5.65	5.99	6.64	7.00	7.22	7.60	8.22
8	5.86	6.13	6.80	7.12	7.42	7.92	8.66
9	5.96	6.28	6.90	7.26	7.56	8.31	9.17
10	8.18	8.39	9.37	9.96	10.51	11.86	13.08
11	8.88	9.18	9.98	10.66	11.45	13.24	14.57
12	9.11	9.43	10.15	10.82	11.93	14.00	15.52
13	9.34	9.66	10.27	11.06	12.44	14.82	16.49
14	9.52	9.93	10.44	11.30	13.12	15.56	17.40
15	9.69	10.23	10.61	11.55	13.75	16.34	18.33
16	9.84	10.36	10.68	11.76	14.26	16.90	19.06
17	9.93	10.68	11.00	12.22	14.98	17.78	20.04
18	10.06	10.87	11.31	12.83	15.65	18.54	21.03
19	10.18	11.23	11.72	13.37	16.31	19.31	22.03
20	10.36	11.58	12.10	13.94	17.01	20.08	23.01
21	10.52	11.89	12.46	14.51	17.67	20.86	23.92
22	10.76	12.24	12.90	15.03	18.38	21.65	24.94
23	10.99	12.61	13.29	15.54	19.05	22.42	25.93
24	11.19	12.91	13.69	16.04	19.76	23.17	26.92
25	15.34	17.26	18.59	22.00	27.47	33.08	38.41
26	15.70	18.08	19.31	22.73	28.31	33.01	38.57
27	16.04	18.50	19.75	23.40	29.23	34.06	39.88
28	16.32	18.93	20.36	24.10	30.13	35.05	41.23
29	16.64	19.29	20.92	24.65	30.97	35.91	42.46
30	17.04	19.74	21.54	25.35	31.91	36.90	43.78
31	17.29	20.05	22.01	26.02	32.77	37.88	44.99
32	17.41	20.46	22.58	26.75	33.69	38.90	46.33
33	17.74	20.92	23.13	27.44	34.56	39.92	47.58
34	17.90	21.38	23.63	28.13	35.50	40.95	48.91
35	18.20	21.84	24.16	28.79	36.39	41.98	50.17
36	18.45	22.05	24.58	29.49	37.27	43.00	51.25
37	18.77	22.54	25.04	30.13	38.07	43.98	52.23
38	19.05	22.87	25.59	30.83	38.90	45.03	53.18
39	19.31	23.32	26.16	31.46	40.13	46.49	54.25
40	19.50	23.84	26.72	32.10	40.92	47.46	55.14
41	19.75	24.16	27.18	32.71	41.63	48.35	55.88
42	20.05	24.44	27.68	33.30	42.29	49.23	56.74
43	20.29	24.85	28.23	33.99	43.06	50.24	57.72
44	20.55	25.27	28.70	34.59	43.82	51.27	58.32
45	20.77	25.66	29.23	35.26	44.56	52.29	59.28
46	20.98	26.02	29.58	35.90	45.27	53.33	60.25
47	21.15	26.22	30.03	36.49	45.89	54.34	61.21
48	21.36	26.50	30.42	37.09	46.55	55.38	62.18
49	21.54	26.78	30.81	37.72	47.14	56.39	63.12
50	21.71	27.02	31.17	37.84	47.38	56.98	64.08
51	21.83	27.20	31.39	38.07	47.79	57.73	64.44
52	22.01	27.37	31.61	38.57	48.26	58.50	65.38
53	22.17	27.64	31.75	39.05	48.73	59.10	66.33
54	22.36	27.85	32.12	39.56	49.23	59.53	67.17
55	22.55	28.03	32.39	40.14	49.58	59.73	67.94
56	22.70	28.31	32.69	40.69	49.88	59.82	68.78
57	22.98	28.55	32.96	41.26	50.40	60.26	69.48
58	23.20	28.79	33.26	41.69	50.96	60.63	70.04
59	23.40	29.07	33.62	42.09	51.42	60.96	70.56
60	23.63	29.34	33.95	42.39	51.87	61.28	71.01
61	23.87	29.57	34.23	42.87	52.32	61.64	71.42
62	24.04	29.78	34.47	43.24	52.68	61.99	71.85
63	24.22	30.06	34.72	43.60	53.02	62.39	72.29
64	24.44	30.38	35.00	43.90	53.39	62.80	72.70
65	24.63	30.71	35.37	44.19	53.84	63.11	73.12
66	24.83	31.07	35.76	44.49	54.38	63.43	73.65
67	25.02	31.39	36.11	44.74	54.82	63.74	73.85
68	25.20	31.70	36.44	45.00	55.11	64.10	74.01
69	25.43	31.94	36.78	45.24	55.40	64.42	74.21
70	25.59	32.22	37.02	45.41	55.52	64.64	74.86
Balloon	10.36	11.58	12.10	13.94	17.01	20.08	23.01
Oversized	66.02	69.06	70.43	72.51	97.11	103.41	114.45

Note: Parcels that measure in combined length and girth:

- Balloon Price: Pieces more than 84 inches but not more than 108 inches, and weigh less than 20 pounds, use 20-pound prices.
- More than 108 inches but not more than 130 inches, use oversized prices (regardless of weight).

# Commercial—Periodicals

## Periodicals

### Outside County—Including Science-of-Agriculture

**Pound Prices**—per pound or fraction

Entry Level	REGULAR		SCIENCE OF AGRICULTURE	
	Advertising	Editorial	Advertising	Editorial
DDU	\$0.138	\$0.116	\$0.104	\$0.116
DSCF	0.211	0.175	0.158	0.175
DADC	0.225	0.187	0.169	0.187
Zones 1 & 2	0.247	0.208	0.185	0.208
Zone 3	0.271	0.208	0.271	0.208
Zone 4	0.333	0.208	0.333	0.208
Zone 5	0.426	0.208	0.426	0.208
Zone 6	0.524	0.208	0.524	0.208
Zone 7	0.645	0.208	0.645	0.208
Zone 8	0.749	0.208	0.749	0.208

#### Preferred Price:

Authorized Nonprofit and Classroom publications and publications that meet the standards for Limited Circulation publications and Limited Circulation Science-of-Agriculture publications receive 5% off the total Outside County postage excluding the postage for advertising pounds. This does not apply to commingled nonsubscriber or nonrequester copies in excess of the 10% allowance in DMM 707.7.0.

**Piece Prices**—per addressed piece

Bundle Level	LETTERS		MACHINABLE FLATS		NONMACHINABLE FLATS		PARCELS
	Barcoded	Nonbarcoded	Barcoded	Nonbarcoded	Barcoded	Nonbarcoded	
CR Saturation	\$0.139	\$0.139	\$0.139	\$0.139	\$0.139	\$0.139	\$0.139
CR High Density	0.160	0.160	0.160	0.160	0.160	0.160	0.160
CR Basic	0.193	0.193	0.193	0.193	0.193	0.193	0.193
5-Digit	0.205	0.301	0.291	0.301	0.318	0.319	0.319
3-Digit/SCF	0.269	0.404	0.381	0.404	0.430	0.442	0.442
ADC	0.290	0.421	0.397	0.421	0.494	0.520	0.520
MXD ADC	0.331	0.457	0.424	0.457	0.594	0.641	0.641

All Firm bundles: \$0.189

All Carrier Route pieces: Saturation—\$0.139; High Density—\$0.160; Basic—\$0.193

Nonadvertising adjustment factor for each 1% of nonadvertising content: \$0.00104

**Bundle Prices**—per bundle

Bundle Level	CONTAINER LEVEL			
	CR/5-Digit	3-Digit/SCF	ADC	MXD ADC
Firm	\$0.081	\$0.146	\$0.158	\$0.190
Carrier Route	0.156	0.295	0.333	-
5-Digit	0.149	0.154	0.211	0.292
3-Digit/SCF	-	0.132	0.195	0.283
ADC	-	-	0.118	0.213
MXD ADC	-	-	-	0.081

**Ride-Along Price**—Outside County and In-County per Ride-Along piece: \$0.169

**Repositionable Notes**  
(per piece)

Outside County: \$0.000  
In-County: \$0.000

**Container Prices**—per pallet, tray, or sack

Entry	PALLET				TRAY/SACK			
	5-Digit	3-Digit/SCF	ADC	Mixed ADC	CR/5-Digit	3-Digit/SCF	ADC	Mixed ADC
Destination Delivery Unit	\$1.694	-	-	-	\$0.959	-	-	-
Destination SCF	21.599	\$11.752	-	-	1.385	\$0.853	-	-
Destination ADC	31.975	21.917	\$13.129	-	1.812	1.279	\$0.853	-
Destination NDC	33.776	25.199	23.717	-	2.132	1.599	1.492	-
Origin	53.370	40.719	34.375	\$3.560	2.877	2.238	2.134	\$0.449

## In-County

**Pound prices**—  
per pound or fraction

LETTERS, FLATS, & PARCELS	
Zone	Price
DDU	\$0.149
None	0.194

**Piece Prices**—per addressed piece

Presort Level	AUTOMATION		NONAUTOMATION
	Letters	Flats	
Carrier Route			
Saturation	-	-	\$0.032
High Density	-	-	0.046
Basic	-	-	0.063
5-Digit	\$0.049	\$0.105	0.111
3-Digit	0.051	0.112	0.124
Basic	0.062	0.120	0.136

Destination Delivery Unit (DDU) discount for each addressed piece: \$0.008

Note: Subtract \$0.001 for each addressed letter or flat that complies with the requirements for the full-service Intelligent Mail option for both Outside County and In-County.



# Global Express Guaranteed—Retail

## Global Express Guaranteed

RETAIL—LETTERS, LARGE ENVELOPES, & PARCELS

Weight Not Over (pounds)	Price Groups								Notes
	1 Canada	2 Mexico	3	4	5	6	7	8	
0.5	\$49.95	\$55.00	\$64.00	\$104.50	\$70.00	\$74.00	\$55.00	\$86.00	<p>The prices for items mailed in USPS-produced Global Express Guaranteed envelopes are based on the weight and price group of the piece. The prices for items not mailed in USPS-produced GXG envelopes are based on dimensional weight or the actual weight, whichever is greater. See the International Price Calculator at <a href="http://pe.usps.com">pe.usps.com</a>.</p> <p><b>Global Express Guaranteed is NOT available to:</b></p> <p>Ascension Burma Central African Republic Comoros Cuba Equatorial Guinea Falkland Islands Guinea-Bissau Iran Kiribati Korea, Democratic Peoples Republic of (North Korea) Nauru Pitcairn Island Saint Helena Saint Pierre and Miquelon Sao Tome and Principe Sierra Leone Solomon Islands Somalia Sudan Syrian Arab Republic Tajikistan Tristan de Cunha Turkmenistan Tuvalu Western Samoa</p> <p>For a listing of countries by price group, see pages 48-51.</p>
1	58.95	60.15	72.45	118.75	81.25	84.25	65.35	96.75	
2	63.10	65.50	78.10	131.90	87.00	90.90	73.70	108.70	
3	67.25	70.85	83.75	145.05	92.75	97.55	82.05	120.65	
4	71.40	76.20	89.40	158.20	98.50	104.20	90.40	132.60	
5	75.55	81.55	95.05	171.35	104.25	110.85	98.75	144.55	
6	79.70	86.60	100.00	184.30	110.00	117.20	104.20	156.00	
7	83.85	91.65	104.95	197.25	115.75	123.55	109.65	167.45	
8	88.00	96.70	109.90	210.20	121.50	129.90	115.10	178.90	
9	92.15	101.75	114.85	223.15	127.25	136.25	120.55	190.35	
10	96.30	106.80	119.80	236.10	133.00	142.60	126.00	201.80	
11	100.45	110.05	123.95	249.05	137.25	148.45	130.35	210.65	
12	104.60	113.30	128.10	262.00	141.50	154.30	134.70	219.50	
13	108.75	116.55	132.25	274.95	145.75	160.15	139.05	228.35	
14	112.90	119.80	136.40	287.90	150.00	166.00	143.40	237.20	
15	117.05	123.05	140.55	300.85	154.25	171.85	147.75	246.05	
16	121.20	126.30	144.70	313.80	158.50	177.70	152.10	254.90	
17	125.35	129.55	148.85	326.75	162.75	183.55	156.45	263.75	
18	129.50	132.80	153.00	339.70	167.00	189.40	160.80	272.60	
19	133.65	136.05	157.15	352.65	171.25	195.25	165.15	281.45	
20	137.80	139.30	161.30	365.60	175.50	201.10	169.50	290.30	
21	141.95	141.55	165.45	378.60	179.75	206.95	173.85	299.15	
22	146.10	143.80	169.60	386.50	184.00	212.80	178.20	308.00	
23	150.25	146.05	173.75	396.95	188.25	218.65	182.55	316.85	
24	154.40	148.30	177.90	407.40	192.50	224.50	186.90	325.70	
25	158.55	150.55	182.05	417.85	196.75	230.35	191.25	334.55	
26	162.70	152.80	186.20	428.30	201.00	236.20	195.60	343.40	
27	166.85	155.05	190.35	438.75	205.25	242.05	199.95	352.25	
28	171.00	157.30	194.50	449.20	209.50	247.90	204.30	361.10	
29	175.15	159.55	198.65	459.65	213.75	253.75	208.65	369.95	
30	179.30	161.80	202.80	470.10	218.00	259.60	213.00	378.80	
31	183.45	164.05	206.95	480.55	222.25	265.45	217.35	387.65	
32	187.60	166.30	211.10	491.00	226.50	271.30	221.70	396.50	
33	191.75	168.55	215.25	501.45	230.75	277.15	226.05	405.35	
34	195.90	170.80	219.40	511.90	235.00	283.00	230.40	414.20	
35	200.05	173.05	223.55	522.35	239.25	288.85	234.75	423.05	
36	204.20	175.30	227.70	532.80	243.50	294.70	239.10	431.90	
37	208.35	177.55	231.85	543.25	247.75	300.55	243.45	440.75	
38	212.50	179.80	236.00	553.70	252.00	306.40	247.80	449.60	
39	216.65	182.05	240.15	564.15	256.25	312.25	252.15	458.45	
40	220.80	184.30	244.30	574.60	260.50	318.10	256.50	467.30	
41	224.25	186.55	248.45	585.05	264.75	323.95	260.85	476.15	
42	227.70	188.80	252.60	595.50	269.00	329.80	265.20	485.00	
43	231.15	191.05	256.75	605.95	273.25	335.65	269.55	493.85	
44	234.60	193.30	260.90	616.40	277.50	341.50	273.90	502.70	
45	238.05	195.55	265.05	626.85	281.75	347.35	278.25	511.55	
46	241.50	197.80	269.20	637.30	286.00	353.20	282.60	520.40	
47	244.95	200.05	273.35	647.75	290.25	359.05	286.95	529.25	
48	248.40	202.30	277.50	658.20	294.50	364.90	291.30	538.10	
49	251.85	204.55	281.65	668.65	298.75	370.75	295.65	546.95	
50	255.30	206.80	285.80	679.10	303.00	376.60	300.00	555.80	
51	258.75	209.05	289.95	689.55	307.25	382.45	304.35	564.65	
52	262.20	211.30	294.10	700.00	311.50	388.30	308.70	573.50	
53	265.65	213.55	298.25	710.45	315.75	394.15	313.05	582.35	
54	269.10	215.80	302.40	720.90	320.00	400.00	317.40	591.20	
55	272.55	218.05	306.55	731.35	324.25	405.85	321.75	600.05	
56	276.00	220.30	310.70	741.80	328.50	411.70	326.10	608.90	
57	279.45	222.55	314.85	752.25	332.75	417.55	330.45	617.75	
58	282.90	224.80	319.00	762.70	337.00	423.40	334.80	626.60	
59	286.35	227.05	323.15	773.15	341.25	429.25	339.15	635.45	
60	289.80	229.30	327.30	783.60	345.50	435.10	343.50	644.30	
61	293.25	231.55	331.45	794.05	349.75	440.95	347.85	653.15	
62	296.70	233.80	335.60	804.50	354.00	446.80	352.20	662.00	
63	300.15	236.05	339.75	814.95	358.25	452.65	356.55	670.85	
64	303.60	238.30	343.90	825.40	362.50	458.50	360.90	679.70	
65	307.05	240.55	348.05	835.85	366.75	464.35	365.25	688.55	
66	310.50	242.80	352.20	846.30	371.00	470.20	369.60	697.40	
67	313.95	245.05	356.35	856.75	375.25	476.05	373.95	706.25	
68	317.40	247.30	360.50	867.20	379.50	481.90	378.30	715.10	
69	320.85	249.55	364.65	877.65	383.75	487.75	382.65	723.95	
70	324.30	251.80	368.80	888.10	388.00	493.60	387.00	732.80	

# Global Express Guaranteed—ComBase

## Global Express Guaranteed

COMMERCIAL BASE—LETTERS, LARGE ENVELOPES, & PARCELS

Weight Not Over (pounds)	Price Groups								Notes
	1 Canada	2 Mexico	3	4	5	6	7	8	
0.5	\$47.45	\$52.25	\$60.80	\$99.28	\$66.50	\$70.30	\$52.25	\$81.70	The prices for items mailed in USPS-produced Global Express Guaranteed envelopes are based on the weight and price group of the piece. The prices for items not mailed in USPS-produced GXG envelopes are based on dimensional weight or the actual weight, whichever is greater. See the International Price Calculator at <a href="http://pe.usps.com">pe.usps.com</a> .
1	55.41	56.54	68.10	111.63	76.38	79.20	61.91	90.95	
2	58.43	60.23	70.29	118.71	78.30	81.81	67.95	97.83	
3	63.46	66.92	75.38	130.55	83.54	87.80	74.16	108.59	
4	67.03	70.97	81.92	142.38	90.26	93.78	81.36	119.34	
5	68.94	76.35	88.60	154.22	95.42	99.77	88.88	130.10	
6	70.37	81.38	92.48	162.18	100.64	103.14	93.80	137.28	
7	73.79	86.43	96.55	173.58	105.35	108.72	98.84	147.54	
8	77.44	91.80	100.58	184.98	110.88	114.31	103.69	159.15	
9	81.09	95.03	105.06	196.37	117.41	119.90	107.21	170.25	
10	84.74	98.42	109.58	207.77	121.94	125.49	111.29	181.53	<b>Global Express Guaranteed is NOT available to:</b> Ascension Burma Central African Republic Comoros Cuba Equatorial Guinea Falkland Islands Guinea-Bissau Iran Kiribati Korea, Democratic Peoples Republic of (North Korea) Nauru Pitcairn Island Saint Helena Saint Pierre and Miquelon Sao Tome and Principe Sierra Leone Solomon Islands Somalia Sudan Syrian Arab Republic Tajikistan Tristan de Cunha Turkmenistan Tuvalu Western Samoa
11	88.40	102.64	112.25	219.16	127.48	130.64	114.71	192.61	
12	92.05	107.19	114.94	230.56	132.03	135.78	118.54	203.34	
13	95.70	108.61	119.93	241.96	136.10	140.93	122.36	214.16	
14	99.35	111.67	124.14	253.35	140.96	147.45	129.03	223.96	
15	103.00	114.75	127.79	264.75	144.68	153.46	133.32	234.41	
16	106.66	118.47	131.64	276.14	150.22	158.72	137.57	244.06	
17	110.31	122.04	135.58	287.54	154.18	163.95	141.99	253.01	
18	113.96	124.93	139.19	298.94	157.72	168.57	146.27	261.15	
19	117.61	126.96	143.04	310.33	161.64	173.84	151.37	269.31	
20	121.26	128.82	146.95	321.73	165.93	178.47	158.81	277.63	For a listing of countries by price group, see pages 48-51.
21	124.92	130.35	151.58	330.92	170.39	183.20	162.07	286.77	
22	128.57	130.63	154.83	340.80	176.11	187.82	164.35	295.57	
23	132.22	132.70	158.44	349.32	178.21	192.96	166.32	303.40	
24	135.87	134.86	161.20	358.51	180.13	197.56	167.36	311.39	
25	139.52	137.03	163.50	367.71	182.05	202.71	168.40	318.85	
26	143.18	140.43	169.22	376.90	189.79	207.86	180.73	326.87	
27	146.83	145.13	172.08	386.10	193.15	213.00	184.19	334.85	
28	150.48	148.04	175.76	395.30	197.08	218.15	186.19	342.83	
29	154.13	149.95	178.56	404.49	201.17	223.30	188.23	349.50	
30	157.78	151.55	182.38	413.69	204.92	228.45	192.58	356.50	
31	161.44	152.96	185.57	422.88	208.64	233.60	196.94	363.01	
32	165.09	153.73	190.15	432.71	212.74	238.74	204.53	369.85	
33	168.74	155.31	193.44	441.70	216.84	243.89	208.46	376.85	
34	172.39	156.24	196.85	450.99	220.75	249.04	211.73	383.35	
35	176.04	157.66	200.41	459.97	224.68	254.19	216.17	389.86	
36	179.70	158.59	203.62	469.28	228.24	259.34	218.42	396.70	
37	183.35	160.33	207.25	478.06	232.14	264.48	222.52	403.03	
38	187.00	161.93	210.25	487.26	235.88	269.63	226.47	409.73	
39	190.65	163.68	214.13	496.45	239.79	274.78	231.05	416.73	
40	194.30	166.41	216.89	505.65	243.35	279.93	235.18	423.23	
41	197.34	168.16	220.87	514.84	247.26	285.08	239.28	429.74	
42	200.38	170.40	223.28	524.04	251.36	290.22	243.54	436.24	
43	203.41	172.16	226.77	533.24	255.46	295.37	247.47	442.91	
44	206.45	174.41	229.59	542.43	259.56	300.52	251.74	449.42	
45	209.48	176.17	233.24	551.63	263.11	305.67	255.67	456.10	
46	212.52	178.23	236.90	560.82	267.02	310.82	260.45	461.46	
47	215.56	180.80	240.55	570.02	270.96	315.96	264.37	468.31	
48	218.59	182.89	244.20	579.22	274.68	321.11	268.82	474.81	
49	221.63	185.30	247.85	588.41	278.60	326.26	270.84	481.32	
50	224.66	187.05	251.50	597.61	282.14	331.41	272.87	489.10	
51	227.70	188.86	255.16	606.80	282.45	336.56	281.53	499.58	
52	230.74	190.71	258.81	616.00	290.53	341.70	284.88	504.68	
53	233.77	192.47	262.46	625.20	290.82	346.85	289.73	513.07	
54	236.81	194.22	266.11	634.39	295.28	352.00	292.59	520.26	
55	239.84	195.96	269.76	643.59	299.38	357.15	296.26	528.04	
56	242.88	197.71	273.42	652.78	303.48	362.30	299.96	535.83	
57	245.92	199.46	277.07	661.98	307.57	367.44	303.64	543.62	
58	248.95	201.22	280.72	671.18	311.67	372.59	307.32	551.41	
59	251.99	203.04	284.37	680.37	315.95	377.74	313.23	559.20	
60	255.02	204.88	288.02	689.57	324.41	382.89	315.53	566.98	
61	258.06	206.55	291.68	698.76	324.68	388.04	320.88	574.77	
62	261.10	208.22	295.33	707.96	332.59	393.18	323.05	582.56	
63	264.13	209.97	298.98	717.16	332.89	398.33	328.54	590.35	
64	267.17	211.72	302.63	726.35	340.62	403.48	330.93	598.14	
65	270.20	213.54	306.28	735.55	340.91	408.63	336.55	605.92	
66	273.24	215.38	309.94	744.74	348.80	413.78	338.79	613.71	
67	276.28	217.13	313.59	753.94	349.10	418.92	344.40	621.50	
68	279.31	218.89	317.24	763.14	357.19	424.07	346.33	629.29	
69	282.35	220.39	320.89	772.33	357.48	429.22	352.57	637.08	
70	285.38	221.89	324.54	781.53	365.03	434.37	354.04	644.86	

# Global Express Guaranteed—ComPlus

## Global Express Guaranteed

COMMERCIAL PLUS—LETTERS, LARGE ENVELOPES, & PARCELS

Weight Not Over (pounds)	Price Groups								Notes
	1 Canada	2 Mexico	3	4	5	6	7	8	
0.5	\$43.96	\$48.40	\$56.32	\$91.96	\$61.60	\$65.12	\$48.40	\$75.68	The prices for items mailed in USPS-produced Global Express Guaranteed envelopes are based on the weight and price group of the piece. The prices for items not mailed in USPS-produced GXG envelopes are based on dimensional weight or the actual weight, whichever is greater. See the International Price Calculator at <a href="http://pe.usps.com">pe.usps.com</a> .
1	51.88	52.93	63.76	104.50	71.50	74.14	57.51	85.14	
2	54.26	55.93	66.39	112.12	73.95	77.27	63.10	92.40	
3	58.93	62.14	71.19	123.29	78.84	82.92	69.74	102.55	
4	62.24	65.90	76.07	134.47	83.81	88.57	76.84	112.71	
5	64.22	70.90	82.28	145.65	88.61	94.22	83.94	122.87	
6	66.15	75.57	85.88	152.97	93.45	97.28	87.10	129.48	
7	69.60	80.26	89.65	163.72	97.82	102.55	91.78	138.98	
8	73.04	85.24	93.39	174.47	102.96	107.82	96.29	148.49	
9	76.48	88.25	97.55	185.21	109.03	113.09	100.06	158.09	
10	79.93	91.39	101.76	195.96	113.23	118.36	104.58	168.56	
11	83.37	95.31	104.23	206.71	118.37	123.21	108.19	178.85	
12	86.82	99.53	106.73	217.46	122.59	128.07	111.80	188.81	
13	90.26	100.85	111.36	228.21	126.37	132.92	115.41	198.87	
14	93.71	103.70	115.28	238.96	130.89	137.78	119.81	207.96	
15	97.15	106.55	118.66	249.71	134.35	142.64	123.80	217.66	
16	100.60	110.01	122.24	260.45	139.49	147.49	127.74	226.63	
17	104.04	113.32	125.89	271.20	143.17	152.35	131.85	234.93	
18	107.49	116.00	129.25	281.95	146.45	157.20	135.82	242.50	
19	110.93	117.89	132.82	292.70	150.09	162.06	140.56	250.08	
20	114.37	119.62	136.46	303.45	154.08	166.91	147.47	257.80	<b>Global Express Guaranteed is NOT available to:</b> Ascension Burma Central African Republic Comoros Cuba Equatorial Guinea Falkland Islands Guinea-Bissau Iran Kiribati Korea, Democratic Peoples Republic of (North Korea) Nauru Pitcairn Island Saint Helena Saint Pierre and Miquelon Sao Tome and Principe Sierra Leone Solomon Islands Somalia Sudan Syrian Arab Republic Tajikistan Tristan de Cunha Turkmenistan Tuvalu Western Samoa
21	117.82	121.04	140.75	312.12	158.22	171.77	150.49	266.28	
22	121.26	121.29	143.77	320.80	163.53	176.62	152.61	274.46	
23	124.71	123.22	147.12	329.47	165.48	181.48	154.44	281.72	
24	128.15	125.22	149.68	338.14	167.26	186.34	155.40	289.15	
25	131.60	127.24	151.82	346.82	169.05	191.19	158.74	296.08	
26	135.04	130.40	157.13	355.49	176.24	196.05	167.82	303.52	
27	138.49	134.76	159.79	364.16	179.36	200.90	171.03	310.93	
28	141.93	137.47	163.21	372.84	183.01	205.76	172.89	318.34	
29	145.37	139.24	165.81	381.51	186.80	210.61	174.78	324.53	
30	148.82	140.72	169.36	390.18	190.28	215.47	178.82	331.04	
31	152.26	142.04	172.32	398.86	193.74	220.32	182.87	337.08	
32	155.71	142.74	176.57	407.53	197.54	225.18	189.92	343.43	
33	159.15	144.22	179.62	416.20	201.35	230.03	193.57	349.93	
34	162.60	145.08	182.79	424.88	204.98	234.89	196.61	355.97	
35	166.04	146.40	186.09	433.55	208.63	239.75	200.73	362.02	
36	169.49	147.26	189.08	442.22	211.93	244.60	202.82	368.36	
37	172.93	148.88	192.45	450.90	215.56	249.46	206.63	374.24	
38	176.38	150.36	195.88	459.57	219.03	254.31	210.29	380.46	
39	179.82	151.99	199.32	468.24	222.66	259.17	214.55	386.96	
40	183.26	154.52	202.77	476.92	225.96	264.02	218.38	393.00	For a listing of countries by price group, see pages 48-51.
41	186.13	156.15	206.21	485.59	229.60	268.88	222.19	399.05	
42	188.99	158.23	209.66	494.27	233.41	273.73	226.15	405.08	
43	191.85	159.86	213.10	502.94	237.21	278.59	229.80	411.27	
44	194.72	161.95	216.55	511.61	241.02	283.45	233.76	417.32	
45	197.58	163.58	219.99	520.29	244.32	288.30	237.41	424.59	
46	200.45	165.50	223.44	528.96	247.94	293.16	241.85	431.93	
47	203.31	167.89	226.88	537.63	251.61	298.01	245.49	439.28	
48	206.17	169.83	230.33	546.31	255.06	302.87	249.62	446.62	
49	209.04	172.06	233.77	554.98	258.70	307.72	251.49	453.97	
50	211.90	173.69	237.21	563.65	261.99	312.58	253.38	461.31	
51	214.76	175.37	240.66	572.33	262.28	317.43	261.42	468.66	
52	217.63	177.09	244.10	581.00	269.78	322.29	264.53	476.01	
53	220.49	178.72	247.55	589.67	270.05	327.14	269.03	483.35	
54	223.35	180.35	250.99	598.35	274.19	332.00	271.69	490.70	
55	226.22	181.96	254.44	607.02	277.99	336.86	275.10	498.04	
56	229.08	183.59	257.88	615.69	281.80	341.71	278.53	505.39	
57	231.94	185.22	261.33	624.37	285.60	346.57	281.95	512.73	
58	234.81	186.84	264.77	633.04	289.41	351.42	285.37	520.08	
59	237.67	188.54	268.21	641.71	293.38	356.28	290.86	527.42	
60	240.53	190.32	271.66	650.39	301.23	361.13	292.99	534.77	
61	243.40	192.19	275.10	659.06	301.49	365.99	297.96	542.11	
62	246.26	194.05	278.55	667.74	308.83	370.84	299.98	549.46	
63	249.12	195.92	281.99	676.41	309.11	375.70	305.07	556.81	
64	251.99	197.79	285.44	685.08	316.29	380.56	307.29	564.15	
65	254.85	199.66	288.88	693.76	316.56	385.41	312.51	571.50	
66	257.72	201.52	292.33	702.43	323.89	390.27	314.59	578.84	
67	260.58	203.39	295.77	711.10	324.17	395.12	319.80	586.19	
68	263.44	205.26	299.22	719.78	331.68	399.98	321.59	593.53	
69	266.31	207.13	302.66	728.45	331.95	404.83	327.38	600.88	
70	269.17	208.99	306.10	737.12	338.95	409.69	328.75	608.22	

# Priority Mail Express Int'l—Retail

## Priority Mail Express International

RETAIL—LETTERS, LARGE ENVELOPES, & PARCELS

**Flat Rate Envelope, Padded Flat Rate Envelope, and Legal Flat Rate Envelope (Max. Wt. 4 lbs.):**  
Canada: \$34.95—All other countries: \$44.95

**Flat Rate Boxes (Max. Wt. 20 lbs.):**  
Canada: \$64.95—All other countries: \$79.95

Weight Not Over (pounds)	Price Groups—Continued on next page								
	1 Canada	2 Mexico	3	4	5	6	7	8	9
0.5	\$33.95	\$43.00	\$45.00	\$52.00	\$48.00	\$48.00	\$48.00	\$46.00	\$45.00
1	37.35	44.75	48.45	53.15	49.50	50.75	52.45	50.35	48.95
2	41.40	47.90	53.10	57.40	52.95	54.80	57.80	54.70	52.90
3	45.45	51.05	57.75	61.65	56.40	58.85	63.15	59.05	56.85
4	49.50	54.20	62.40	65.90	59.85	62.90	68.50	63.40	60.80
5	53.55	57.35	67.05	70.15	63.30	66.95	73.85	67.75	64.75
6	57.85	60.00	70.50	74.50	66.75	71.10	79.20	72.10	68.70
7	62.15	62.65	73.95	78.85	70.20	75.25	84.55	76.45	72.65
8	66.45	65.30	77.40	83.20	73.65	79.40	89.90	80.80	76.60
9	70.75	67.95	80.85	87.55	77.10	83.55	95.25	85.15	80.55
10	75.05	70.60	84.30	91.90	80.55	87.70	100.60	89.50	84.50
11	79.30	73.05	87.35	96.25	84.00	91.95	105.95	93.85	88.45
12	83.55	75.50	90.40	100.60	87.45	96.20	111.30	98.20	92.40
13	87.80	77.95	93.45	104.95	90.90	100.45	116.65	102.55	96.35
14	92.05	80.40	96.50	109.30	94.35	104.70	122.00	106.90	100.30
15	96.30	82.85	99.55	113.65	97.80	108.95	127.35	111.25	104.25
16	100.55	85.30	102.60	118.00	101.25	113.20	132.70	115.60	108.20
17	104.80	87.75	105.65	122.35	104.70	117.45	138.05	119.95	112.15
18	109.05	90.20	108.70	126.70	108.15	121.70	143.40	124.30	116.10
19	113.30	92.65	111.75	131.05	111.60	125.95	148.75	128.65	120.05
20	117.55	95.10	114.80	135.40	115.05	130.20	154.10	133.00	124.00
21	121.80	97.55	117.85	139.75	118.50	134.45	159.45	137.35	127.95
22	126.05	100.00	120.90	144.10	121.95	138.70	164.80	141.70	131.90
23	130.30	102.45	123.95	148.45	125.40	142.95	170.15	146.05	135.85
24	134.55	104.90	127.00	152.80	128.85	147.20	175.50	150.40	139.80
25	138.80	107.35	130.05	157.15	132.30	151.45	180.85	154.75	143.75
26	143.05	109.80	133.10	161.50	135.75	155.70	186.20	159.10	147.70
27	147.30	112.25	136.15	165.85	139.20	159.95	191.55	163.45	151.65
28	151.55	114.70	139.20	170.20	142.65	164.20	196.90	167.80	155.60
29	155.80	117.15	142.25	174.55	146.10	168.45	202.25	172.15	159.55
30	160.05	119.60	145.30	178.90	149.55	172.70	207.60	176.50	163.50
31	163.60	122.05	148.35	183.25	153.00	176.95	212.95	180.85	167.45
32	167.15	124.50	151.40	187.60	156.45	181.20	218.30	185.20	171.40
33	170.70	126.95	154.45	191.95	159.90	185.45	223.65	189.55	175.35
34	174.25	129.40	157.50	196.30	163.35	189.70	229.00	193.90	179.30
35	177.80	131.85	160.55	200.65	166.80	193.95	234.35	198.25	183.25
36	181.35	134.30	163.60	205.00	170.25	198.20	239.70	202.60	187.20
37	184.90	136.75	166.65	209.35	173.70	202.45	245.05	206.95	191.15
38	188.45	139.20	169.70	213.70	177.15	206.70	250.40	211.30	195.10
39	192.00	141.65	172.75	218.05	180.60	210.95	255.75	215.65	199.05
40	195.55	144.10	175.80	222.40	184.05	215.20	261.10	220.00	203.00
41	199.10	146.55	178.85	226.75	187.50	219.45	266.45	224.35	206.95
42	202.65	149.00	181.90	231.10	190.95	223.70	271.80	228.70	210.90
43	206.20	151.45	184.95	235.45	194.40	227.95	277.15	233.05	214.85
44	209.75	153.90	188.00	239.80	197.85	232.20	282.50	237.40	218.80
45	213.30	-	191.05	244.15	201.30	236.45	287.85	241.75	222.75
46	216.85	-	194.10	248.50	204.75	240.70	293.20	246.10	226.70
47	220.40	-	197.15	252.85	208.20	244.95	298.55	250.45	230.65
48	223.95	-	200.20	257.20	211.65	249.20	303.90	254.80	234.60
49	227.50	-	203.25	261.55	215.10	253.45	309.25	259.15	238.55
50	231.05	-	206.30	265.90	218.55	257.70	314.60	263.50	242.50
51	234.60	-	209.35	270.25	222.00	261.95	319.95	267.85	246.45
52	238.15	-	212.40	274.60	225.45	266.20	325.30	272.20	250.40
53	241.70	-	215.45	278.95	228.90	270.45	330.65	276.55	254.35
54	245.25	-	218.50	283.30	232.35	274.70	336.00	280.90	258.30
55	248.80	-	221.55	287.65	235.80	278.95	341.35	285.25	262.25
56	252.35	-	224.60	292.00	239.25	283.20	346.70	289.60	266.20
57	255.90	-	227.65	296.35	242.70	287.45	352.05	293.95	270.15
58	259.45	-	230.70	300.70	246.15	291.70	357.40	298.30	274.10
59	263.00	-	233.75	305.05	249.60	295.95	362.75	302.65	278.05
60	266.55	-	236.80	309.40	253.05	300.20	368.10	307.00	282.00
61	270.10	-	239.85	313.75	256.50	304.45	373.45	311.35	285.95
62	273.65	-	242.90	318.10	259.95	308.70	378.80	315.70	289.90
63	277.20	-	245.95	322.45	263.40	312.95	384.15	320.05	293.85
64	280.75	-	249.00	326.80	266.85	317.20	389.50	324.40	297.80
65	284.30	-	252.05	331.15	270.30	321.45	394.85	328.75	301.75
66	287.85	-	255.10	335.50	273.75	325.70	400.20	333.10	305.70
67	-	-	258.15	339.85	277.20	329.95	405.55	337.45	309.65
68	-	-	261.20	344.20	280.65	334.20	410.90	341.80	313.60
69	-	-	264.25	348.55	284.10	338.45	416.25	346.15	317.55
70	-	-	267.30	352.90	287.55	342.70	421.60	350.50	321.50

# Priority Mail Express Int'l—Retail

## Priority Mail Express International

RETAIL—LETTERS, LARGE ENVELOPES, & PARCELS

Weight Not Over (pounds)	Price Groups—continued								Notes
	10	11 Great Britain	12 Japan	13 France	14 China	15 Brazil	16 Germany	17 Netherlands	
0.5	\$52.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	<b>Unique Maximum Weight Limits:</b> Bahamas—22 lbs. Namibia—22 lbs. Taiwan—33 lbs.
1	54.35	51.85	55.85	51.65	51.35	52.65	51.25	51.35	
2	59.50	55.60	60.50	54.50	56.40	56.20	53.90	53.70	
3	64.65	59.35	65.15	57.35	61.45	59.75	56.55	56.05	
4	69.80	63.10	69.80	60.20	66.50	63.30	59.20	58.40	<b>Priority Mail Express International Service is NOT available to:</b> Afghanistan Antigua and Barbuda Ascension British Virgin Islands Burma Comoros Cuba Falkland Islands Gambia Gibraltar Greenland Iran Kiribati Korea, Democratic Peoples Republic of (North Korea) Kosovo Lebanon Libya Montenegro Montserrat Pitcairn Island Reunion Saint Helena Saint Pierre and Miquelon Sao Tome and Principe Somalia Suriname Timor-Leste, Democratic Republic of Tristan da Cunha Tuvalu Wallis and Futuna Islands
5	74.95	66.85	74.45	63.05	71.55	66.85	61.85	60.75	
6	80.60	69.70	78.60	65.90	76.70	70.50	64.50	63.30	
7	86.25	72.55	82.75	68.75	81.85	74.15	67.15	65.85	
8	91.90	75.40	86.90	71.60	87.00	77.80	69.80	68.40	For a listing of countries by price group, see pages 48-51.
9	97.55	78.25	91.05	74.45	92.15	81.45	72.45	70.95	
10	103.20	81.10	95.20	77.30	97.30	85.10	75.10	73.50	
11	108.85	83.95	99.05	80.25	102.95	88.75	78.25	76.65	
12	114.50	86.80	102.90	83.20	108.60	92.40	81.40	79.80	
13	120.15	89.65	106.75	86.15	114.25	96.05	84.55	82.95	
14	125.80	92.50	110.60	89.10	119.90	99.70	87.70	86.10	
15	131.45	95.35	114.45	92.05	125.55	103.35	90.85	89.25	
16	137.10	98.20	118.30	95.00	131.20	107.00	94.00	92.40	
17	142.75	101.05	122.15	97.95	136.85	110.65	97.15	95.55	
18	148.40	103.90	126.00	100.90	142.50	114.30	100.30	98.70	
19	154.05	106.75	129.85	103.85	148.15	117.95	103.45	101.85	
20	159.70	109.60	133.70	106.80	153.80	121.60	106.60	105.00	
21	165.35	112.45	137.55	109.75	158.75	125.25	109.75	108.15	
22	171.00	115.30	141.40	112.70	163.70	128.90	112.90	111.30	
23	176.65	118.15	145.25	115.65	168.65	132.55	116.05	114.45	
24	182.30	121.00	149.10	118.60	173.60	136.20	119.20	117.60	
25	187.95	123.85	152.95	121.55	178.55	139.85	122.35	120.75	
26	193.60	126.70	156.80	124.50	183.50	143.50	125.50	123.90	
27	199.25	129.55	160.65	127.45	188.45	147.15	128.65	127.05	
28	204.90	132.40	164.50	130.40	193.40	150.80	131.80	130.20	
29	210.55	135.25	168.35	133.35	198.35	154.45	134.95	133.35	
30	216.20	138.10	172.20	136.30	203.30	158.10	138.10	136.50	
31	221.85	140.95	176.05	139.25	208.25	161.75	141.25	139.65	
32	227.50	143.80	179.90	142.20	213.20	165.40	144.40	142.80	
33	233.15	146.65	183.75	145.15	218.15	169.05	147.55	145.95	
34	238.80	149.50	187.60	148.10	223.10	172.70	150.70	149.10	
35	244.45	152.35	191.45	151.05	228.05	176.35	153.85	152.25	
36	250.10	155.20	195.30	154.00	233.00	180.00	157.00	155.40	
37	255.75	158.05	199.15	156.95	237.95	183.65	160.15	158.55	
38	261.40	160.90	203.00	159.90	242.90	187.30	163.30	161.70	
39	267.05	163.75	206.85	162.85	247.85	190.95	166.45	164.85	
40	272.70	166.60	210.70	165.80	252.80	194.60	169.60	168.00	
41	278.35	169.45	214.55	168.75	257.75	198.25	172.75	171.15	
42	284.00	172.30	218.40	171.70	262.70	201.90	175.90	174.30	
43	289.65	175.15	222.25	174.65	267.65	205.55	179.05	177.45	
44	295.30	178.00	226.10	177.60	272.60	209.20	182.20	180.60	
45	300.95	180.85	229.95	180.55	277.55	212.85	185.35	183.75	
46	306.60	183.70	233.80	183.50	282.50	216.50	188.50	186.90	
47	312.25	186.55	237.65	186.45	287.45	220.15	191.65	190.05	
48	317.90	189.40	241.50	189.40	292.40	223.80	194.80	193.20	
49	323.55	192.25	245.35	192.35	297.35	227.45	197.95	196.35	
50	329.20	195.10	249.20	195.30	302.30	231.10	201.10	199.50	
51	334.85	197.95	253.05	198.25	307.25	234.75	204.25	202.65	
52	340.50	200.80	256.90	201.20	312.20	238.40	207.40	205.80	
53	346.15	203.65	260.75	204.15	317.15	242.05	210.55	208.95	
54	351.80	206.50	264.60	207.10	322.10	245.70	213.70	212.10	
55	357.45	209.35	268.45	210.05	327.05	249.35	216.85	215.25	
56	363.10	212.20	272.30	213.00	332.00	253.00	220.00	218.40	
57	368.75	215.05	276.15	215.95	336.95	256.65	223.15	221.55	
58	374.40	217.90	280.00	218.90	341.90	260.30	226.30	224.70	
59	380.05	220.75	283.85	221.85	346.85	263.95	229.45	227.85	
60	385.70	223.60	287.70	224.80	351.80	267.60	232.60	231.00	
61	391.35	226.45	291.55	227.75	356.75	271.25	235.75	234.15	
62	397.00	229.30	295.40	230.70	361.70	274.90	238.90	237.30	
63	402.65	232.15	299.25	233.65	366.65	278.55	242.05	240.45	
64	408.30	235.00	303.10	236.60	371.60	282.20	245.20	243.60	
65	413.95	237.85	306.95	239.55	376.55	285.85	248.35	246.75	
66	419.60	240.70	310.80	242.50	381.50	289.50	251.50	249.90	
67	-	-	-	-	-	-	-	-	
68	-	-	-	-	-	-	-	-	
69	-	-	-	-	-	-	-	-	
70	-	-	-	-	-	-	-	-	

# Priority Mail Express Int'l—ComBase

## Priority Mail Express International

COMMERCIAL BASE—LETTERS, LARGE ENVELOPES, & PARCELS

**Flat Rate Envelope, Padded Flat Rate Envelope, and Legal Flat Rate Envelope (Max. Wt. 4 lbs.):**  
Canada: \$34.95—All other countries: \$44.95

**Flat Rate Boxes (Max. Wt. 20 lbs.):**  
Canada: \$64.95—All other countries: \$79.95

Weight Not Over (pounds)	Price Groups—Continued on next page								
	1 Canada	2 Mexico	3	4	5	6	7	8	9
0.5	\$32.59	\$41.28	\$43.20	\$49.92	\$46.08	\$46.08	\$46.08	\$44.16	\$43.20
1	35.48	42.51	46.03	50.49	47.03	48.21	49.83	47.83	46.50
2	38.50	44.55	49.38	53.38	49.24	50.96	53.75	50.87	49.20
3	42.27	47.48	53.71	57.33	52.45	54.73	58.73	54.92	52.87
4	46.04	50.41	58.03	61.29	55.66	58.50	63.71	58.96	56.54
5	49.80	53.34	62.36	65.24	58.87	62.26	68.68	63.01	60.22
6	52.64	54.60	64.16	67.80	60.74	64.70	72.07	65.61	62.52
7	56.56	57.01	67.29	71.75	63.88	68.48	76.94	69.57	66.11
8	60.47	59.42	70.43	75.71	67.02	72.25	81.81	73.53	69.71
9	64.38	61.83	73.57	79.67	70.16	76.03	86.68	77.49	73.30
10	68.30	64.25	76.71	83.63	73.30	79.81	91.55	81.45	76.90
11	72.16	66.48	79.49	87.59	76.44	83.67	96.41	85.40	80.49
12	76.03	68.71	82.26	91.55	79.58	87.54	101.28	89.36	84.08
13	79.90	70.93	85.04	95.50	82.72	91.41	106.15	93.32	87.68
14	83.77	73.16	87.82	99.46	85.86	95.28	111.02	97.28	91.27
15	87.63	75.39	90.59	103.42	89.00	99.14	115.89	101.24	94.87
16	91.50	77.62	93.37	107.38	92.14	103.01	120.76	105.20	98.46
17	95.37	79.85	96.14	111.34	95.28	106.88	125.63	109.15	102.06
18	99.24	82.08	98.92	115.30	98.42	110.75	130.49	113.11	105.65
19	103.10	84.31	101.69	119.26	101.56	114.61	135.36	117.07	109.25
20	106.97	86.54	104.47	123.21	104.70	118.48	140.23	121.03	112.84
21	109.62	87.80	106.07	125.78	106.65	121.01	143.51	123.62	115.16
22	113.45	90.00	108.81	129.69	109.76	124.83	148.32	127.53	118.71
23	117.27	92.21	111.56	133.61	112.86	128.66	153.14	131.45	122.27
24	121.10	94.41	114.30	137.52	115.97	132.48	157.95	135.36	125.82
25	124.92	96.62	117.05	141.44	119.07	136.31	162.77	139.28	129.38
26	128.75	98.82	119.79	145.35	122.18	140.13	167.58	143.19	132.93
27	132.57	101.03	122.54	149.27	125.28	143.96	172.40	147.11	136.49
28	136.40	103.23	125.28	153.18	128.39	147.78	177.21	151.02	140.04
29	140.22	105.44	128.03	157.10	131.49	151.61	182.03	154.94	143.60
30	144.05	107.64	130.77	161.01	134.60	155.43	186.84	158.85	147.15
31	147.24	109.85	133.52	164.93	137.70	159.26	191.66	162.77	150.71
32	150.44	112.05	136.26	168.84	140.81	163.08	196.47	166.68	154.26
33	153.63	114.26	139.01	172.76	143.91	166.91	201.29	170.60	157.82
34	156.83	116.46	141.75	176.67	147.02	170.73	206.10	174.51	161.37
35	160.02	118.67	144.50	180.59	150.12	174.56	210.92	178.43	164.93
36	163.22	120.87	147.24	184.50	153.23	178.38	215.73	182.34	168.48
37	166.41	123.08	149.99	188.42	156.33	182.21	220.55	186.26	172.04
38	169.61	125.28	152.73	192.33	159.44	186.03	225.36	190.17	175.59
39	172.80	127.49	155.48	196.25	162.54	189.86	230.18	194.09	179.15
40	176.00	129.69	158.22	200.16	165.65	193.68	234.99	198.00	182.70
41	179.19	131.90	160.97	204.08	168.75	197.51	239.81	201.92	186.26
42	182.39	134.10	163.71	207.99	171.86	201.33	244.62	205.83	189.81
43	185.58	136.31	166.46	211.91	174.96	205.16	249.44	209.75	193.37
44	188.78	138.51	169.20	215.82	178.07	208.98	254.25	213.66	196.92
45	191.97	-	171.95	219.74	181.17	212.81	259.07	217.58	200.48
46	195.17	-	174.69	223.65	184.28	216.63	263.88	221.49	204.03
47	198.36	-	177.44	227.57	187.38	220.46	268.70	225.41	207.59
48	201.56	-	180.18	231.48	190.49	224.28	273.51	229.32	211.14
49	204.75	-	182.93	235.40	193.59	228.11	278.33	233.24	214.70
50	207.95	-	185.67	239.31	196.70	231.93	283.14	237.15	218.25
51	211.14	-	188.42	243.23	199.80	235.76	287.96	241.07	221.81
52	214.34	-	191.16	247.14	202.91	239.58	292.77	244.98	225.36
53	217.53	-	193.91	251.06	206.01	243.41	297.59	248.90	228.92
54	220.73	-	196.65	254.97	209.12	247.23	302.40	252.81	232.47
55	223.92	-	199.40	258.89	212.22	251.06	307.22	256.73	236.03
56	227.12	-	202.14	262.80	215.33	254.88	312.03	260.64	239.58
57	230.31	-	204.89	266.72	218.43	258.71	316.85	264.56	243.14
58	233.51	-	207.63	270.63	221.54	262.53	321.66	268.47	246.69
59	236.70	-	210.38	274.55	224.64	266.36	326.48	272.39	250.25
60	239.90	-	213.12	278.46	227.75	270.18	331.29	276.30	253.80
61	243.55	-	215.87	282.38	230.85	274.01	336.11	280.22	257.36
62	247.26	-	218.61	286.29	233.96	277.83	340.92	284.13	260.91
63	250.96	-	221.36	290.21	237.06	281.66	345.74	288.05	264.47
64	254.66	-	224.10	294.12	240.17	285.48	350.55	291.96	268.02
65	258.36	-	226.85	298.04	243.27	289.31	355.37	295.88	271.58
66	262.06	-	229.59	301.95	246.38	293.13	360.18	299.79	275.13
67	-	-	232.34	305.87	249.48	296.96	365.00	303.71	278.69
68	-	-	235.08	309.78	252.59	300.78	369.81	307.62	282.24
69	-	-	237.83	313.70	255.69	304.61	374.63	311.54	285.80
70	-	-	240.57	317.61	258.80	308.43	379.44	315.45	289.35

# Priority Mail Express Int'l—ComBase

## Priority Mail Express International

COMMERCIAL BASE—LETTERS, LARGE ENVELOPES, & PARCELS

Weight Not Over (pounds)	Price Groups—continued								Notes
	10	11 Great Britain	12 Japan	13 France	14 China	15 Brazil	16 Germany	17 Netherlands	
0.5	\$49.92	\$48.00	\$48.00	\$48.00	\$48.00	\$48.00	\$48.00	\$48.00	
1	51.63	49.26	53.06	49.07	48.78	50.02	48.69	48.78	
2	55.34	51.71	56.27	50.69	52.45	52.27	50.13	49.94	
3	60.12	55.20	60.59	53.34	57.15	55.57	52.59	52.13	
4	64.91	58.68	64.91	55.99	61.85	58.87	55.06	54.31	
5	69.70	62.17	69.24	58.64	66.54	62.17	57.52	56.50	<b>Unique Maximum Weight Limits:</b>
6	73.35	63.43	71.53	59.97	69.80	64.16	58.70	57.60	Bahamas—22 lbs.
7	78.49	66.02	75.30	62.56	74.48	67.48	61.11	59.92	Namibia—22 lbs.
8	83.63	68.61	79.08	65.16	79.17	70.80	63.52	62.24	Taiwan—33 lbs.
9	88.77	71.21	82.86	67.75	83.86	74.12	65.93	64.56	
10	93.91	73.80	86.63	70.34	88.54	77.44	68.34	66.89	<b>Priority Mail Express International Service is NOT available to:</b>
11	99.20	76.39	90.14	73.03	93.68	80.76	71.21	69.75	Afghanistan
12	105.93	78.99	93.64	75.71	98.83	84.08	74.07	72.62	Antigua and Barbuda
13	112.65	81.58	97.14	78.40	103.97	87.41	76.94	75.48	Ascension
14	119.38	84.18	100.65	81.08	109.11	90.73	79.81	78.35	British Virgin Islands
15	126.10	86.77	104.15	83.77	114.25	94.05	82.67	81.22	Burma
16	132.83	89.36	107.65	86.45	119.39	97.37	85.54	84.08	Comoros
17	139.55	91.96	111.16	89.13	124.53	100.69	88.41	86.95	Cuba
18	146.28	94.55	114.66	91.82	129.68	104.01	91.27	89.82	Falkland Islands
19	153.00	97.14	118.16	94.50	134.82	107.33	94.14	92.68	Gambia
20	159.70	99.74	121.67	97.19	139.96	110.66	97.01	95.55	Gibraltar
21	161.08	101.21	123.80	98.78	142.88	112.73	98.78	97.34	Greenland
22	167.59	103.77	127.26	101.43	147.33	116.01	101.61	100.17	Iran
23	174.10	106.34	130.73	104.09	151.79	119.30	104.45	103.01	Kiribati
24	180.61	108.90	134.19	106.74	156.24	122.58	107.28	105.84	Korea, Democratic Peoples Republic of (North Korea)
25	187.11	111.47	137.66	109.40	160.70	125.87	110.12	108.68	Kosovo
26	193.60	114.03	141.12	112.05	165.15	129.15	112.95	111.51	Lebanon
27	199.25	116.60	144.59	114.71	169.61	132.44	115.79	114.35	Libya
28	204.90	119.16	148.05	117.36	174.06	135.72	118.62	117.18	Montenegro
29	210.55	121.73	151.52	120.02	178.52	139.01	121.46	120.02	Montserrat
30	216.20	124.29	154.98	122.67	182.97	142.29	124.29	122.85	Pitcairn Island
31	221.85	126.86	158.45	125.33	187.43	145.58	127.13	125.69	Reunion
32	227.50	129.42	161.91	127.98	192.37	148.86	129.96	128.52	Saint Helena
33	233.15	131.99	165.38	130.64	197.78	152.15	132.80	131.36	Saint Pierre and Miquelon
34	238.80	134.55	168.84	133.29	203.19	155.43	135.63	134.19	Sao Tome and Principe
35	244.45	137.12	172.31	135.95	208.60	158.72	138.47	137.03	Somalia
36	250.10	139.68	175.77	138.60	214.01	162.00	141.30	139.86	Suriname
37	255.75	142.25	179.24	141.26	219.42	165.29	144.14	142.70	Timor-Leste, Democratic Republic of
38	261.40	144.81	182.70	143.91	224.83	168.57	146.97	145.53	Tristan da Cunha
39	267.05	147.38	186.17	146.57	230.24	171.86	149.81	148.37	Tuvalu
40	272.70	149.94	189.63	149.22	235.65	175.14	152.64	151.20	Wallis and Futuna Islands
41	278.35	152.51	193.10	151.88	241.06	178.43	155.48	154.04	
42	284.00	155.07	196.56	154.53	246.47	181.71	158.31	156.87	
43	289.65	157.64	200.03	157.19	251.88	185.00	161.15	159.71	
44	295.30	160.20	203.49	159.84	257.29	188.28	163.98	162.54	
45	300.95	162.77	206.96	162.50	262.70	191.57	166.82	165.38	
46	306.60	165.33	210.42	165.15	268.11	194.85	169.65	168.21	
47	312.25	167.90	213.89	167.81	273.52	198.14	172.49	171.05	
48	317.90	170.46	217.35	170.46	278.93	201.42	175.32	173.88	
49	323.55	173.03	220.82	173.12	284.34	204.71	178.16	176.72	
50	329.20	175.59	224.28	175.77	289.75	207.99	180.99	179.55	
51	334.85	178.16	227.75	178.43	295.16	211.28	183.83	182.39	
52	340.50	180.72	231.21	181.08	300.57	214.56	186.66	185.22	
53	346.15	183.29	234.68	183.74	305.98	217.85	189.50	188.06	
54	351.80	185.85	238.14	186.39	311.39	221.13	192.33	190.89	
55	357.45	188.42	241.61	189.05	316.80	224.42	195.17	193.73	
56	363.10	190.98	245.07	191.70	322.21	227.70	198.00	196.56	
57	368.75	193.55	248.54	194.36	327.62	230.99	200.84	199.40	
58	374.40	196.11	252.00	197.01	333.03	234.27	203.67	202.23	
59	380.05	198.68	255.47	199.67	338.44	237.56	206.51	205.07	
60	385.70	201.24	258.93	202.32	343.85	240.84	209.34	207.90	
61	391.35	203.81	262.40	204.98	349.26	244.13	212.18	210.74	
62	397.00	206.37	265.86	207.63	354.67	247.41	215.01	213.57	
63	402.65	208.94	269.33	210.29	360.08	250.70	217.85	216.41	
64	408.30	211.50	272.79	212.94	365.49	253.98	220.68	219.24	
65	413.95	214.07	276.26	215.60	370.90	257.27	223.52	222.08	
66	419.60	216.63	279.72	218.25	376.31	260.55	226.35	224.91	
67	-	-	-	-	-	-	-	-	
68	-	-	-	-	-	-	-	-	
69	-	-	-	-	-	-	-	-	
70	-	-	-	-	-	-	-	-	

For a listing of countries by price group, see pages 48-51.



# Priority Mail Express Int'l—ComPlus

## Priority Mail Express International

COMMERCIAL PLUS—LETTERS, LARGE ENVELOPES, & PARCELS

**Flat Rate Envelope, Padded Flat Rate Envelope, and Legal Flat Rate Envelope (Max. Wt. 4 lbs.):**  
Canada: \$34.95—All other countries: \$44.95

**Flat Rate Boxes (Max. Wt. 20 lbs.):**  
Canada: \$64.95—All other countries: \$79.95

Weight Not Over (pounds)	Price Groups—Continued on next page								
	1 Canada	2 Mexico	3	4	5	6	7	8	9
0.5	\$30.56	\$38.70	\$40.50	\$46.80	\$43.20	\$43.20	\$43.20	\$41.40	\$40.50
1	33.62	40.28	43.61	47.84	44.55	45.68	47.21	45.32	44.06
2	36.02	41.67	46.20	49.94	46.07	47.68	50.29	47.59	46.02
3	39.54	44.41	50.24	53.64	49.07	51.20	54.94	51.37	49.46
4	43.07	47.15	54.29	57.33	52.07	54.72	59.60	55.16	52.90
5	46.59	49.89	58.33	61.03	55.07	58.25	64.25	58.94	56.33
6	48.59	50.40	59.22	62.58	56.07	59.72	66.53	60.56	57.71
7	52.21	52.63	62.12	66.23	58.97	63.21	71.02	64.22	61.03
8	55.82	54.85	65.02	69.89	61.87	66.70	75.52	67.87	64.34
9	59.43	57.08	67.91	73.54	64.76	70.18	80.01	71.53	67.66
10	63.04	59.30	70.81	77.20	67.66	73.67	84.50	75.18	70.98
11	66.61	61.36	73.37	80.85	70.56	77.24	89.00	78.83	74.30
12	70.18	63.42	75.94	84.50	73.46	80.81	93.49	82.49	77.62
13	73.75	65.48	78.50	88.16	76.36	84.38	97.99	86.14	80.93
14	77.32	67.54	81.06	91.81	79.25	87.95	102.48	89.80	84.25
15	80.89	69.59	83.62	95.47	82.15	91.52	106.97	93.45	87.57
16	84.46	71.65	86.18	99.12	85.05	95.09	111.47	97.10	90.89
17	88.03	73.71	88.75	102.77	87.95	98.66	115.96	100.76	94.21
18	91.60	75.77	91.31	106.43	90.85	102.23	120.46	104.41	97.52
19	95.17	77.83	93.87	110.08	93.74	105.80	124.95	108.07	100.84
20	98.74	79.88	96.43	113.74	96.64	109.37	129.44	111.72	104.16
21	102.31	81.94	98.99	117.39	99.54	112.94	133.94	115.37	107.48
22	105.88	84.00	101.56	121.04	102.44	116.51	138.43	119.03	110.80
23	109.45	86.06	104.12	124.70	105.34	120.08	142.93	122.68	114.11
24	113.02	88.12	106.68	128.35	108.23	123.65	147.42	126.34	117.43
25	116.59	90.17	109.24	132.01	111.13	127.22	151.91	129.99	120.75
26	120.16	92.23	111.80	135.66	114.03	130.79	156.41	133.64	124.07
27	123.73	94.29	114.37	139.31	116.93	134.36	160.90	137.30	127.39
28	127.30	96.35	116.93	142.97	119.83	137.93	165.40	140.95	130.70
29	130.87	98.41	119.49	146.62	122.72	141.50	169.89	144.61	134.02
30	134.44	100.46	122.05	150.28	125.62	145.07	174.38	148.26	137.34
31	137.42	102.52	124.61	153.93	128.52	148.64	178.88	151.91	140.66
32	140.41	104.58	127.18	157.58	131.42	152.21	183.37	155.57	143.98
33	143.39	106.64	129.74	161.24	134.32	155.78	187.87	159.22	147.29
34	146.37	108.70	132.30	164.89	137.21	159.35	192.36	162.88	150.61
35	149.35	110.75	134.86	168.55	140.11	162.92	196.85	166.53	153.93
36	152.33	112.81	137.42	172.20	143.01	166.49	201.35	170.18	157.25
37	155.32	114.87	139.99	175.85	145.91	170.06	205.84	173.84	160.57
38	158.30	116.93	142.55	179.51	148.81	173.63	210.34	177.49	163.88
39	161.28	118.99	145.11	183.16	151.70	177.20	214.83	181.15	167.20
40	164.26	121.04	147.67	186.82	154.60	180.77	219.32	184.80	170.52
41	167.24	123.10	150.23	190.47	157.50	184.34	223.82	188.45	173.84
42	170.33	125.16	152.80	194.12	160.40	187.91	228.31	192.11	177.16
43	173.97	127.22	155.36	197.78	163.30	191.48	232.81	195.76	180.47
44	177.61	129.28	157.92	201.43	166.19	195.05	237.30	199.42	183.79
45	181.25	-	160.48	205.09	169.09	198.62	241.79	203.07	187.11
46	184.89	-	163.04	208.74	171.99	202.19	246.29	206.72	190.43
47	188.53	-	165.61	212.39	174.89	205.76	250.78	210.38	193.75
48	192.17	-	168.17	216.05	177.79	209.33	255.28	214.03	197.06
49	195.81	-	170.73	219.70	180.68	212.90	259.77	217.69	200.38
50	199.45	-	173.29	223.36	183.58	216.47	264.26	221.34	203.70
51	203.09	-	175.85	227.01	186.48	220.04	268.76	224.99	207.02
52	206.73	-	178.42	230.66	189.38	223.61	273.25	228.65	210.34
53	210.37	-	180.98	234.32	192.28	227.18	277.75	232.30	213.65
54	214.01	-	183.54	237.97	195.17	230.75	282.24	235.96	216.97
55	217.65	-	186.10	241.63	198.07	234.32	286.73	239.61	220.29
56	221.29	-	188.66	245.28	200.97	237.89	291.23	243.26	223.61
57	224.93	-	191.23	248.93	203.87	241.46	295.72	246.92	226.93
58	228.57	-	193.79	252.59	206.77	245.03	300.22	250.57	230.24
59	232.21	-	196.35	256.24	209.66	248.60	304.71	254.23	233.56
60	235.85	-	198.91	259.90	212.56	252.17	309.20	257.88	236.88
61	239.49	-	201.47	263.55	215.46	255.74	313.70	261.53	240.20
62	243.13	-	204.04	267.20	218.36	259.31	318.19	265.19	243.52
63	246.77	-	206.60	270.86	221.26	262.88	322.69	268.84	246.83
64	250.42	-	209.16	274.51	224.15	266.45	327.18	272.50	250.15
65	254.06	-	211.72	278.17	227.05	270.02	331.67	276.15	253.47
66	257.70	-	214.28	281.82	229.95	273.59	336.17	279.80	256.79
67	-	-	216.85	285.47	232.85	277.16	340.66	283.46	260.11
68	-	-	219.41	289.13	235.75	280.73	345.16	287.11	263.42
69	-	-	221.97	292.78	238.64	284.30	349.65	290.77	266.74
70	-	-	224.53	296.44	241.54	287.87	354.14	294.42	270.06



# Priority Mail Express Int'l—Com Plus

## Priority Mail Express International

COMMERCIAL PLUS—LETTERS, LARGE ENVELOPES, & PARCELS

Weight Not Over (pounds)	Price Groups—continued								Notes
	10	11 Great Britain	12 Japan	13 France	14 China	15 Brazil	16 Germany	17 Netherlands	
0.5	\$46.80	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	<b>Unique Maximum Weight Limits:</b> Bahamas—22 lbs. Namibia—22 lbs. Taiwan—33 lbs.
1	48.92	46.67	50.27	46.49	46.22	47.39	46.13	46.22	
2	51.77	48.37	52.64	47.42	49.07	48.89	46.89	46.72	
3	56.25	51.63	56.68	49.89	53.46	51.98	49.20	48.76	
4	60.73	54.90	60.73	52.37	57.86	55.07	51.50	50.81	
5	65.21	58.16	64.77	54.85	62.25	58.16	53.81	52.85	
6	67.70	58.55	66.02	55.36	64.43	59.22	54.18	53.17	
7	72.45	60.94	69.51	57.75	68.75	62.29	56.41	55.31	
8	77.20	63.34	73.00	60.14	73.08	65.35	58.63	57.46	
9	82.99	65.73	76.48	62.54	77.41	68.42	60.86	59.60	<b>Priority Mail Express International Service is NOT available to:</b> Afghanistan Antigua and Barbuda Ascension British Virgin Islands Burma Comoros Cuba Falkland Islands Gambia Gibraltar Greenland Iran Kiribati Korea, Democratic Peoples Republic of (North Korea) Kosovo Lebanon Libya Montenegro Montserrat Pitcairn Island Reunion Saint Helena Saint Pierre and Miquelon Sao Tome and Principe Somalia Suriname Timor-Leste, Democratic Republic of Tristan da Cunha Tuvalu Wallis and Futuna Islands  For a listing of countries by price group, see pages 48-51.
10	89.50	68.12	79.97	64.93	81.73	71.48	63.08	61.74	
11	96.00	70.52	83.20	67.41	86.48	74.55	65.73	64.39	
12	102.51	72.91	86.44	69.89	91.22	77.62	68.38	67.03	
13	109.02	75.31	89.67	72.37	95.97	80.68	71.02	69.68	
14	115.53	77.70	92.90	74.84	100.72	83.75	73.67	72.32	
15	122.04	80.09	96.14	77.32	105.46	86.81	76.31	74.97	
16	128.54	82.49	99.37	79.80	110.21	89.88	78.96	77.62	
17	135.05	84.88	102.61	82.28	114.95	92.95	81.61	80.26	
18	141.56	87.28	105.84	84.76	119.70	96.01	84.25	82.91	
19	148.07	89.67	109.07	87.23	124.45	99.08	86.90	85.55	
20	154.58	92.06	112.31	89.71	129.19	102.14	89.54	88.20	
21	158.40	94.46	115.54	92.19	133.35	105.21	92.19	90.85	
22	164.80	96.85	118.78	94.67	137.51	108.28	94.84	93.49	
23	171.20	99.25	122.01	97.15	141.67	111.34	97.48	96.14	
24	177.60	101.64	125.24	99.62	146.61	114.41	100.13	98.78	
25	184.00	104.03	128.48	102.10	151.93	117.47	102.77	101.43	
26	190.40	106.43	131.71	104.58	157.25	120.54	105.42	104.08	
27	196.79	108.82	134.95	107.06	162.57	123.61	108.07	106.72	
28	203.19	111.22	138.18	109.54	167.89	126.67	110.71	109.37	
29	209.59	113.61	141.41	112.01	173.21	129.74	113.36	112.01	
30	215.99	116.00	144.65	114.49	178.53	132.80	116.00	114.66	
31	221.85	118.40	147.88	116.97	183.84	135.87	118.65	117.31	
32	227.50	120.79	151.12	119.45	189.16	138.94	121.30	119.95	
33	233.15	123.19	154.35	121.93	194.48	142.00	123.94	122.60	
34	238.80	125.58	157.58	124.40	199.80	145.07	126.59	125.24	
35	244.45	127.97	160.82	126.88	205.12	148.13	129.23	127.89	
36	250.10	130.37	164.05	129.36	210.44	151.20	131.88	130.54	
37	255.75	132.76	167.29	131.84	215.76	154.27	134.53	133.18	
38	261.40	135.16	170.52	134.32	221.08	157.33	137.17	135.83	
39	267.05	137.55	173.75	136.79	226.40	160.40	139.82	138.47	
40	272.70	139.94	176.99	139.27	231.72	163.46	142.46	141.12	
41	278.35	142.34	180.22	141.75	237.04	166.53	145.11	143.77	
42	284.00	144.73	183.46	144.23	242.36	169.60	147.76	146.41	
43	289.65	147.13	186.69	146.71	247.68	172.66	150.40	149.06	
44	295.30	149.52	189.92	149.18	253.00	175.73	153.05	151.70	
45	300.95	151.91	193.16	151.66	258.32	178.79	155.69	154.35	
46	306.60	154.31	196.39	154.14	263.64	181.86	158.34	157.00	
47	312.25	156.70	199.63	156.62	268.96	184.93	160.99	159.64	
48	317.90	159.10	202.86	159.10	274.28	187.99	163.63	162.29	
49	323.55	161.49	206.09	161.57	279.60	191.06	166.28	164.93	
50	329.20	163.88	209.33	164.05	284.92	194.12	168.92	167.58	
51	334.85	166.28	212.56	166.53	290.24	197.19	171.57	170.23	
52	340.50	168.67	215.80	169.01	295.56	200.26	174.22	172.87	
53	346.15	171.07	219.03	171.49	300.88	203.32	176.86	175.52	
54	351.80	173.46	222.26	173.96	306.20	206.39	179.51	178.16	
55	357.45	175.85	225.50	176.44	311.52	209.45	182.15	180.81	
56	363.10	178.25	228.73	178.92	316.84	212.52	184.80	183.46	
57	368.75	180.64	231.97	181.40	322.16	215.59	187.45	186.10	
58	374.40	183.04	235.20	183.88	327.48	218.65	190.09	188.75	
59	380.05	185.43	238.43	186.35	332.80	221.72	192.74	191.39	
60	385.70	187.82	241.67	188.83	338.12	224.78	195.38	194.04	
61	391.35	190.22	244.90	191.31	343.44	227.85	198.03	196.69	
62	397.00	192.61	248.14	193.79	348.76	230.92	200.68	199.33	
63	402.65	195.01	251.37	196.27	354.08	233.98	203.32	201.98	
64	408.30	197.40	254.60	198.74	359.40	237.05	205.97	204.62	
65	413.95	199.79	257.84	201.22	364.71	240.11	208.61	207.27	
66	419.60	202.19	261.07	203.70	370.03	243.18	211.26	209.92	
67	-	-	-	-	-	-	-	-	
68	-	-	-	-	-	-	-	-	
69	-	-	-	-	-	-	-	-	
70	-	-	-	-	-	-	-	-	

# Priority Mail International—Retail

## Priority Mail International

RETAIL—LETTERS, LARGE ENVELOPES, & PARCELS

**Flat Rate Envelopes, Padded Flat Rate Envelope,  
Legal Flat Rate Envelope, and Small Flat Rate Priced Boxes**  
(Max. Wt. 4 lbs.)

Canada: \$19.95—All other countries: \$23.95

**Medium Flat Rate Boxes** (Max. Wt. 20 lbs.)

Canada: \$40.95—All other countries: \$59.95

**Large Flat Rate Boxes** (Max. Wt. 20 lbs.)

Canada: \$53.95—All other countries: \$77.95

Weight Not Over (pounds)	Price Groups—Continued on next page								
	1 Canada	2 Mexico	3	4	5	6	7	8	9
1	\$28.25	\$33.25	\$35.95	\$41.00	\$38.00	\$39.25	\$39.75	\$36.75	\$36.50
2	30.60	36.30	40.40	45.45	40.55	42.80	44.50	40.70	40.35
3	32.95	39.35	44.85	49.90	43.10	46.35	49.25	44.65	44.20
4	35.30	42.40	49.30	54.35	45.65	49.90	54.00	48.60	48.05
5	37.65	45.45	53.75	58.80	48.20	53.45	58.75	52.55	51.90
6	40.00	47.80	56.60	62.85	50.75	57.00	63.60	56.10	54.85
7	42.35	50.15	59.45	66.90	53.30	60.55	68.45	59.65	57.80
8	44.70	52.50	62.30	70.95	55.85	64.10	73.30	63.20	60.75
9	47.05	54.85	65.15	75.00	58.40	67.65	78.15	66.75	63.70
10	49.40	57.20	68.00	79.05	60.95	71.20	83.00	70.30	66.65
11	51.95	59.25	70.85	83.10	63.40	74.75	88.15	73.75	69.60
12	54.50	61.30	73.70	87.15	65.85	78.30	93.30	77.20	72.55
13	57.05	63.35	76.55	91.20	68.30	81.85	98.45	80.65	75.50
14	59.60	65.40	79.40	95.25	70.75	85.40	103.60	84.10	78.45
15	62.15	67.45	82.25	99.30	73.20	88.95	108.75	87.55	81.40
16	64.70	69.50	85.10	103.35	75.65	92.50	113.90	91.00	84.35
17	67.25	71.55	87.95	107.40	78.10	96.05	119.05	94.45	87.30
18	69.80	73.60	90.80	111.45	80.55	99.60	124.20	97.90	90.25
19	72.35	75.65	93.65	115.50	83.00	103.15	129.35	101.35	93.20
20	74.90	77.70	96.50	119.55	85.45	106.70	134.50	104.80	96.15
21	77.45	79.75	99.35	123.60	87.90	110.25	139.65	108.25	99.10
22	80.00	81.80	102.20	127.65	90.35	113.80	144.80	111.70	102.05
23	82.55	83.85	105.05	131.70	92.80	117.35	149.95	115.15	105.00
24	85.10	85.90	107.90	135.75	95.25	120.90	155.10	118.60	107.95
25	87.65	87.95	110.75	139.80	97.70	124.45	160.25	122.05	110.90
26	90.20	90.00	113.60	143.85	100.15	128.00	165.40	125.50	113.85
27	92.75	92.05	116.45	147.90	102.60	131.55	170.55	128.95	116.80
28	95.30	94.10	119.30	151.95	105.05	135.10	175.70	132.40	119.75
29	97.85	96.15	122.15	156.00	107.50	138.65	180.85	135.85	122.70
30	100.40	98.20	125.00	160.05	109.95	142.20	186.00	139.30	125.65
31	102.95	100.25	127.85	164.10	112.40	145.75	191.15	142.75	128.60
32	105.50	102.30	130.70	168.15	114.85	149.30	196.30	146.20	131.55
33	108.05	104.35	133.55	172.20	117.30	152.85	201.45	149.65	134.50
34	110.60	106.40	136.40	176.25	119.75	156.40	206.60	153.10	137.45
35	113.15	108.45	139.25	180.30	122.20	159.95	211.75	156.55	140.40
36	115.70	110.50	142.10	184.35	124.65	163.50	216.90	160.00	143.35
37	118.25	112.55	144.95	188.40	127.10	167.05	222.05	163.45	146.30
38	120.80	114.60	147.80	192.45	129.55	170.60	227.20	166.90	149.25
39	123.35	116.65	150.65	196.50	132.00	174.15	232.35	170.35	152.20
40	125.90	118.70	153.50	200.55	134.45	177.70	237.50	173.80	155.15
41	128.45	120.75	156.35	204.60	136.90	181.25	242.65	177.25	158.10
42	131.00	122.80	159.20	208.65	139.35	184.80	247.80	180.70	161.05
43	133.55	124.85	162.05	212.70	141.80	188.35	252.95	184.15	164.00
44	136.10	126.90	164.90	216.75	144.25	191.90	258.10	187.60	166.95
45	138.65	-	167.75	220.80	146.70	195.45	263.25	191.05	169.90
46	141.20	-	170.60	224.85	149.15	199.00	268.40	194.50	172.85
47	143.75	-	173.45	228.90	151.60	202.55	273.55	197.95	175.80
48	146.30	-	176.30	232.95	154.05	206.10	278.70	201.40	178.75
49	148.85	-	179.15	237.00	156.50	209.65	283.85	204.85	181.70
50	151.40	-	182.00	241.05	158.95	213.20	289.00	208.30	184.65
51	153.95	-	184.85	245.10	161.40	216.75	294.15	211.75	187.60
52	156.50	-	187.70	249.15	163.85	220.30	299.30	215.20	190.55
53	159.05	-	190.55	253.20	166.30	223.85	304.45	218.65	193.50
54	161.60	-	193.40	257.25	168.75	227.40	309.60	222.10	196.45
55	164.15	-	196.25	261.30	171.20	230.95	314.75	225.55	199.40
56	166.70	-	199.10	265.35	173.65	234.50	319.90	229.00	202.35
57	169.25	-	201.95	269.40	176.10	238.05	325.05	232.45	205.30
58	171.80	-	204.80	273.45	178.55	241.60	330.20	235.90	208.25
59	174.35	-	207.65	277.50	181.00	245.15	335.35	239.35	211.20
60	176.90	-	210.50	281.55	183.45	248.70	340.50	242.80	214.15
61	179.45	-	213.35	285.60	185.90	252.25	345.65	246.25	217.10
62	182.00	-	216.20	289.65	188.35	255.80	350.80	249.70	220.05
63	184.55	-	219.05	293.70	190.80	259.35	355.95	253.15	223.00
64	187.10	-	221.90	297.75	193.25	262.90	361.10	256.60	225.95
65	189.65	-	224.75	301.80	195.70	266.45	366.25	260.05	228.90
66	192.20	-	227.60	305.85	198.15	270.00	371.40	263.50	231.85
67	-	-	230.45	309.90	200.60	273.55	376.55	266.95	234.80
68	-	-	233.30	313.95	203.05	277.10	381.70	270.40	237.75
69	-	-	236.15	318.00	205.50	280.65	386.85	273.85	240.70
70	-	-	239.00	322.05	207.95	284.20	392.00	277.30	243.65

# Priority Mail International—Retail

## Priority Mail International

RETAIL—LETTERS, LARGE ENVELOPES, & PARCELS

Weight Not Over (pounds)	Price Groups—continued								Notes
	10	11 Great Britain	12 Japan	13 France	14 China	15 Brazil	16 Germany	17 Netherlands	
1	\$39.95	\$42.00	\$42.50	\$35.50	\$40.50	\$36.75	\$35.00	\$35.00	<b>Maximum weight limit 22 pounds:</b> Anguilla Antigua and Barbuda Bahamas Burma Equatorial Guinea Jamaica Pitcairn Island Saint Vincent and the Grenadines Tristan da Cunha
2	44.10	45.85	45.35	38.55	44.55	39.90	37.95	38.15	
3	48.25	49.70	48.20	41.60	48.60	43.05	40.90	41.30	
4	52.40	53.55	51.05	44.65	52.65	46.20	43.85	44.45	
5	56.55	57.40	53.90	47.70	56.70	49.35	46.80	47.60	
6	60.90	60.35	56.65	50.35	59.65	52.40	49.55	50.25	
7	65.25	63.30	59.40	53.00	62.60	55.45	52.30	52.90	
8	69.60	66.25	62.15	55.65	65.55	58.50	55.05	55.55	
9	73.95	69.20	64.90	58.30	68.50	61.55	57.80	58.20	
10	78.30	72.15	67.65	60.95	71.45	64.60	60.55	60.85	<b>Priority Mail International service is limited or not available to:</b> Ascension (Only PMI Flat Rate Envelopes and Small Flat Rate Box, DVD, and Large Video Box allowed) Bolivia (Only PMI Flat Rate Envelopes and Small Flat Rate Box, DVD, and Large Video Box allowed) Cuba (Only PMI Flat Rate Envelopes and Small Flat Rate Box, DVD, and Large Video Box allowed) Falkland Islands (Only PMI Flat Rate Envelopes and Small Flat Rate Box, DVD, and Large Video Box allowed) Korea, Democratic Peoples Republic of (North Korea) (Only PMI Flat Rate Envelopes allowed) Somalia (PMI not available)
11	82.75	75.00	70.40	63.40	74.40	68.15	62.60	63.20	
12	87.20	77.85	73.15	65.85	77.35	71.70	64.65	65.55	
13	91.65	80.70	75.90	68.30	80.30	75.25	66.70	67.90	
14	96.10	83.55	78.65	70.75	83.25	78.80	68.75	70.25	
15	100.55	86.40	81.40	73.20	86.20	82.35	70.80	72.60	
16	105.00	89.25	84.15	75.65	89.15	85.90	72.85	74.95	
17	109.45	92.10	86.90	78.10	92.10	89.45	74.90	77.30	
18	113.90	94.95	89.65	80.55	95.05	93.00	76.95	79.65	
19	118.35	97.80	92.40	83.00	98.00	96.55	79.00	82.00	
20	122.80	100.65	95.15	85.45	100.95	100.10	81.05	84.35	For a listing of countries by price group, see pages 48-51.
21	127.25	103.50	97.90	87.90	103.90	103.65	83.10	86.70	
22	131.70	106.35	100.65	90.35	106.85	107.20	85.15	89.05	
23	136.15	109.20	103.40	92.80	109.80	110.75	87.20	91.40	
24	140.60	112.05	106.15	95.25	112.75	114.30	89.25	93.75	
25	145.05	114.90	108.90	97.70	115.70	117.85	91.30	96.10	
26	149.50	117.75	111.65	100.15	118.65	121.40	93.35	98.45	
27	153.95	120.60	114.40	102.60	121.60	124.95	95.40	100.80	
28	158.40	123.45	117.15	105.05	124.55	128.50	97.45	103.15	
29	162.85	126.30	119.90	107.50	127.50	132.05	99.50	105.50	
30	167.30	129.15	122.65	109.95	130.45	135.60	101.55	107.85	
31	171.75	132.00	125.40	112.40	133.40	139.15	103.60	110.20	
32	176.20	134.85	128.15	114.85	136.35	142.70	105.65	112.55	
33	180.65	137.70	130.90	117.30	139.30	146.25	107.70	114.90	
34	185.10	140.55	133.65	119.75	142.25	149.80	109.75	117.25	
35	189.55	143.40	136.40	122.20	145.20	153.35	111.80	119.60	
36	194.00	146.25	139.15	124.65	148.15	156.90	113.85	121.95	
37	198.45	149.10	141.90	127.10	151.10	160.45	115.90	124.30	
38	202.90	151.95	144.65	129.55	154.05	164.00	117.95	126.65	
39	207.35	154.80	147.40	132.00	157.00	167.55	120.00	129.00	
40	211.80	157.65	150.15	134.45	159.95	171.10	122.05	131.35	
41	216.25	160.40	152.90	136.90	162.90	174.65	124.10	133.70	
42	220.70	163.15	155.65	139.35	165.85	178.20	126.15	136.05	
43	225.15	165.90	158.40	141.80	168.80	181.75	128.20	138.40	
44	229.60	168.65	161.15	144.25	171.75	185.30	130.25	140.75	
45	234.05	171.40	163.90	146.70	174.70	188.85	132.30	-	
46	238.50	174.15	166.65	149.15	177.65	192.40	134.35	-	
47	242.95	176.90	169.40	151.60	180.60	195.95	136.40	-	
48	247.40	179.65	172.15	154.05	183.55	199.50	138.45	-	
49	251.85	182.40	174.90	156.50	186.50	203.05	140.50	-	
50	256.30	185.15	177.65	158.95	189.45	206.60	142.55	-	
51	260.75	187.90	180.40	161.40	192.40	210.15	144.60	-	
52	265.20	190.65	183.15	163.85	195.35	213.70	146.65	-	
53	269.65	193.40	185.90	166.30	198.30	217.25	148.70	-	
54	274.10	196.15	188.65	168.75	201.25	220.80	150.75	-	
55	278.55	198.90	191.40	171.20	204.20	224.35	152.80	-	
56	283.00	201.65	194.15	173.65	207.15	227.90	154.85	-	
57	287.45	204.40	196.90	176.10	210.10	231.45	156.90	-	
58	291.90	207.15	199.65	178.55	213.05	235.00	158.95	-	
59	296.35	209.90	202.40	181.00	216.00	238.55	161.00	-	
60	300.80	212.65	205.15	183.45	218.95	242.10	163.05	-	
61	305.25	215.40	207.90	185.90	221.90	245.65	165.10	-	
62	309.70	218.15	210.65	188.35	224.85	249.20	167.15	-	
63	314.15	220.90	213.40	190.80	227.80	252.75	169.20	-	
64	318.60	223.65	216.15	193.25	230.75	256.30	171.25	-	
65	323.05	226.40	218.90	195.70	233.70	259.85	173.30	-	
66	327.50	229.15	221.65	198.15	236.65	263.40	175.35	-	
67	-	-	-	-	-	-	177.40	-	
68	-	-	-	-	-	-	179.45	-	
69	-	-	-	-	-	-	181.50	-	
70	-	-	-	-	-	-	183.55	-	

# Priority Mail International—Com Base

## Priority Mail International

COMMERCIAL BASE—LETTERS, LARGE ENVELOPES, & PARCELS

**Flat Rate Envelopes, Padded Flat Rate Envelope,  
Legal Flat Rate Envelope, and Small Flat Rate Priced Boxes**  
(Max. Wt. 4 lbs.)  
Canada: \$19.95—All other countries: \$23.95

**Medium Flat Rate Boxes** (Max. Wt. 20 lbs.)  
Canada: \$40.95—All other countries: \$59.95

**Large Flat Rate Boxes** (Max. Wt. 20 lbs.)  
Canada: \$53.95—All other countries: \$77.95

Weight Not Over (pounds)	Price Groups—Continued on next page								
	1 Canada	2 Mexico	3	4	5	6	7	8	9
1	\$27.40	\$32.25	\$34.87	\$39.77	\$36.86	\$38.07	\$38.56	\$35.65	\$35.41
2	28.76	34.12	37.98	42.72	38.12	40.23	41.83	38.26	37.93
3	30.97	36.99	42.16	46.91	40.51	43.57	46.30	41.97	41.55
4	33.18	39.86	46.34	51.09	42.91	46.91	50.76	45.68	45.17
5	35.39	42.72	50.53	55.27	45.31	50.24	55.23	49.40	48.79
6	36.80	43.98	52.07	57.82	46.69	52.44	58.51	51.61	50.46
7	38.96	46.14	54.69	61.55	49.04	55.71	62.97	54.88	53.18
8	41.12	48.30	57.32	65.27	51.38	58.97	67.44	58.14	55.89
9	43.29	50.46	59.94	69.00	53.73	62.24	71.90	61.41	58.60
10	45.45	52.62	62.56	72.73	56.07	65.50	76.36	64.68	61.32
11	47.79	54.51	65.18	76.45	58.33	68.77	81.10	67.85	64.03
12	50.14	56.40	67.80	80.18	60.58	72.04	85.84	71.02	66.75
13	52.49	58.28	70.43	83.90	62.84	75.30	90.57	74.20	69.46
14	54.83	60.17	73.05	87.63	65.09	78.57	95.31	77.37	72.17
15	57.18	62.05	75.67	91.36	67.34	81.83	100.05	80.55	74.89
16	59.52	63.94	78.29	95.08	69.60	85.10	104.79	83.72	77.60
17	61.87	65.83	80.91	98.81	71.85	88.37	109.53	86.89	80.32
18	64.22	67.71	83.54	102.53	74.11	91.63	114.26	90.07	83.03
19	66.56	69.60	86.16	106.26	76.36	94.90	119.00	93.24	85.74
20	68.91	71.48	88.78	109.99	78.61	98.16	123.74	96.42	88.46
21	70.48	72.57	90.41	112.48	79.99	100.33	127.08	98.51	90.18
22	72.80	74.44	93.00	116.16	82.22	103.56	131.77	101.65	92.87
23	75.12	76.30	95.60	119.85	84.45	106.79	136.45	104.79	95.55
24	77.44	78.17	98.19	123.53	86.68	110.02	141.14	107.93	98.23
25	79.76	80.03	100.78	127.22	88.91	113.25	145.83	111.07	100.92
26	82.08	81.90	103.38	130.90	91.14	116.48	150.51	114.21	103.60
27	84.40	83.77	105.97	134.59	93.37	119.71	155.20	117.34	106.29
28	86.72	85.63	108.56	138.27	95.60	122.94	159.89	120.48	108.97
29	89.04	87.50	111.16	141.96	97.83	126.17	164.57	123.62	111.66
30	91.36	89.36	113.75	145.65	100.05	129.40	169.26	126.76	114.34
31	93.68	91.23	116.34	149.33	102.28	132.63	173.95	129.90	117.03
32	96.01	93.09	118.94	153.02	104.51	135.86	178.63	133.04	119.71
33	98.33	94.96	121.53	156.70	106.74	139.09	183.32	136.18	122.40
34	100.65	96.82	124.12	160.39	108.97	142.32	188.01	139.32	125.08
35	102.97	98.69	126.72	164.07	111.20	145.55	192.69	142.46	127.76
36	105.29	100.56	129.31	167.76	113.43	148.79	197.38	145.60	130.45
37	107.61	102.42	131.90	171.44	115.66	152.02	202.07	148.74	133.13
38	109.93	104.29	134.50	175.13	117.89	155.25	206.75	151.88	135.82
39	112.25	106.15	137.09	178.82	120.12	158.48	211.44	155.02	138.50
40	114.57	108.02	139.69	182.50	122.35	161.71	216.13	158.16	141.19
41	116.89	109.88	142.28	186.19	124.58	164.94	220.81	161.30	143.87
42	119.21	111.75	144.87	189.87	126.81	168.17	225.50	164.44	146.56
43	121.53	113.61	147.47	193.56	129.04	171.40	230.18	167.58	149.24
44	123.85	115.48	150.06	197.24	131.27	174.63	234.87	170.72	151.92
45	126.17	-	152.65	200.93	133.50	177.86	239.56	173.86	154.61
46	128.49	-	155.25	204.61	135.73	181.09	244.24	177.00	157.29
47	130.81	-	157.84	208.30	137.96	184.32	248.93	180.13	159.98
48	133.13	-	160.43	211.98	140.19	187.55	253.62	183.27	162.66
49	135.45	-	163.03	215.67	142.42	190.78	258.30	186.41	165.35
50	137.77	-	165.62	219.36	144.64	194.01	262.99	189.55	168.03
51	140.09	-	168.21	223.04	146.87	197.24	267.68	192.69	170.72
52	142.42	-	170.81	226.73	149.10	200.47	272.36	195.83	173.40
53	144.74	-	173.40	230.41	151.33	203.70	277.05	198.97	176.09
54	147.06	-	175.99	234.10	153.56	206.93	281.74	202.11	178.77
55	149.38	-	178.59	237.78	155.79	210.16	286.42	205.25	181.45
56	151.70	-	181.18	241.47	158.02	213.40	291.11	208.39	184.14
57	154.02	-	183.77	245.15	160.25	216.63	295.80	211.53	186.97
58	156.34	-	186.37	248.84	162.48	219.86	300.48	214.67	189.84
59	158.66	-	188.96	252.53	164.71	223.09	305.17	217.81	192.71
60	160.98	-	191.56	256.21	166.94	226.32	309.86	220.95	195.57
61	163.30	-	194.15	259.90	169.17	229.55	314.54	224.09	198.44
62	165.62	-	196.74	263.58	171.40	232.78	319.23	227.23	201.31
63	167.94	-	199.34	267.27	173.63	236.01	323.91	230.37	204.18
64	170.26	-	201.93	270.95	175.86	239.24	328.60	233.51	207.04
65	172.58	-	204.52	274.64	178.09	242.47	333.29	236.65	209.91
66	174.90	-	207.12	278.32	180.32	245.70	337.97	239.79	212.78
67	-	-	209.71	282.01	182.55	248.93	342.66	242.92	215.64
68	-	-	212.30	285.69	184.78	252.16	347.35	246.06	218.51
69	-	-	214.90	289.38	187.01	255.39	352.03	249.20	221.38
70	-	-	217.49	293.07	189.23	258.62	356.72	252.34	224.24

# Priority Mail International—Com Base

## Priority Mail International

COMMERCIAL BASE—LETTERS, LARGE ENVELOPES, & PARCELS

Weight Not Over (pounds)	Price Groups—continued								Notes
	10	11 Great Britain	12 Japan	13 France	14 China	15 Brazil	16 Germany	17 Netherlands	
1	\$38.75	\$40.74	\$41.23	\$34.44	\$39.29	\$35.65	\$33.95	\$33.95	<b>Maximum weight limit 22 pounds:</b> Anguilla Antigua and Barbuda Bahamas Burma Equatorial Guinea Jamaica Pitcairn Island Saint Vincent and the Grenadines Tristan da Cunha
2	41.45	43.10	42.63	36.24	41.88	37.51	35.67	35.86	
3	45.36	46.72	45.31	39.10	45.68	40.47	38.45	38.82	
4	49.26	50.34	47.99	41.97	49.49	43.43	41.22	41.78	
5	53.16	53.96	50.67	44.84	53.30	46.39	43.99	44.74	
6	56.03	55.52	52.12	46.32	54.88	48.21	45.59	46.23	
7	60.03	58.24	54.65	48.76	57.59	51.01	48.12	48.67	
8	64.03	60.95	57.18	51.20	60.31	53.82	50.65	51.11	
9	68.03	63.66	59.71	53.64	63.02	56.63	53.18	53.54	
10	72.04	66.38	62.24	56.07	65.73	59.43	55.71	55.98	
11	76.53	69.00	64.77	58.33	68.45	62.70	57.59	58.14	
12	81.39	71.62	67.30	60.58	71.16	65.96	59.48	60.31	
13	86.26	74.24	69.83	62.84	73.88	69.23	61.36	62.47	
14	91.13	76.87	72.36	65.09	76.59	72.50	63.25	64.63	
15	96.00	79.49	74.89	67.34	79.30	75.76	65.14	66.79	
16	100.87	82.11	77.42	69.60	82.02	79.03	67.02	68.95	<b>Priority Mail International service is limited or not available to:</b> Ascension (Only PMI Flat Rate Envelopes and Small Flat Rate Box, DVD, and Large Video Box allowed) Bolivia (Only PMI Flat Rate Envelopes and Small Flat Rate Box, DVD, and Large Video Box allowed) Cuba (Only PMI Flat Rate Envelopes and Small Flat Rate Box, DVD, and Large Video Box allowed) Falkland Islands (Only PMI Flat Rate Envelopes and Small Flat Rate Box, DVD, and Large Video Box allowed) Korea, Democratic Peoples Republic of (North Korea) (Only PMI Flat Rate Envelopes allowed) Somalia (PMI not available)  For a listing of countries by price group, see pages <a href="#">48-51</a> .
17	105.73	84.73	79.95	71.85	84.73	82.29	68.91	71.12	
18	110.60	87.35	82.48	74.11	87.45	85.56	70.79	73.28	
19	115.47	89.98	85.01	76.36	90.16	88.83	72.68	75.44	
20	120.34	92.60	87.54	78.61	92.87	92.09	74.57	77.60	
21	121.17	94.19	89.09	79.99	94.55	94.32	75.62	78.90	
22	125.88	96.78	91.59	82.22	97.23	97.55	77.49	81.04	
23	130.59	99.37	94.09	84.45	99.92	100.78	79.35	83.17	
24	135.30	101.97	96.60	86.68	102.60	104.01	81.22	85.31	
25	140.01	104.56	99.10	88.91	105.29	107.24	83.08	87.45	
26	144.72	107.15	101.60	91.14	107.97	110.47	84.95	89.59	
27	149.43	109.75	104.10	93.37	110.66	113.70	86.81	91.73	
28	154.14	112.34	106.61	95.60	113.34	116.94	88.68	93.87	
29	158.85	114.93	109.11	97.83	116.03	120.17	90.55	96.01	
30	163.56	117.53	111.61	100.05	118.71	123.40	92.41	98.14	
31	168.28	120.12	114.11	102.28	121.39	126.63	94.28	100.28	
32	172.99	122.71	116.62	104.51	124.08	129.86	96.14	102.42	
33	177.70	125.31	119.12	106.74	126.76	133.09	98.01	104.56	
34	182.41	127.90	121.62	108.97	129.45	136.32	99.87	106.70	
35	187.12	130.49	124.12	111.20	132.13	139.55	101.74	108.84	
36	191.83	133.09	126.63	113.43	134.82	142.78	103.60	110.97	
37	196.54	135.68	129.13	115.66	137.50	146.01	105.47	113.11	
38	201.25	138.27	131.63	117.89	140.19	149.24	107.33	115.25	
39	205.96	140.87	134.13	120.12	142.87	152.47	109.20	117.39	
40	210.67	143.46	136.64	122.35	145.55	155.70	111.07	119.53	
41	215.38	145.96	139.14	124.58	148.24	158.93	112.93	121.67	
42	220.10	148.47	141.64	126.81	150.92	162.16	114.80	123.81	
43	224.81	150.97	144.14	129.04	153.61	165.39	116.66	125.94	
44	229.52	153.47	146.65	131.27	156.29	168.62	118.53	128.08	
45	234.05	155.97	149.15	133.50	158.98	171.85	120.39	-	
46	238.50	158.48	151.65	135.73	161.66	175.08	122.26	-	
47	242.95	160.98	154.15	137.96	164.35	178.31	124.12	-	
48	247.40	163.67	156.66	140.19	167.03	181.55	125.99	-	
49	251.85	166.48	159.16	142.42	169.72	184.78	127.86	-	
50	256.30	169.29	161.66	144.64	172.40	188.01	129.72	-	
51	260.75	172.10	164.16	146.87	175.08	191.24	131.59	-	
52	265.20	174.91	166.67	149.10	177.77	194.47	133.45	-	
53	269.65	177.72	169.17	151.33	180.45	197.70	135.32	-	
54	274.10	180.53	171.67	153.56	183.14	200.93	137.18	-	
55	278.55	183.34	174.17	155.79	185.82	204.16	139.05	-	
56	283.00	186.14	176.68	158.02	188.51	207.39	140.91	-	
57	287.45	188.95	179.18	160.25	191.19	210.62	142.78	-	
58	291.90	191.76	181.68	162.48	193.88	213.85	144.64	-	
59	296.35	194.57	184.18	164.71	196.56	217.08	146.51	-	
60	300.80	197.38	186.69	166.94	199.24	220.31	148.38	-	
61	305.25	200.19	189.19	169.17	201.93	223.54	150.24	-	
62	309.70	203.00	191.69	171.40	204.61	226.77	152.11	-	
63	314.15	205.81	194.19	173.63	207.30	230.00	153.97	-	
64	318.60	208.62	196.70	175.86	209.98	233.23	155.84	-	
65	323.05	211.43	199.20	178.09	212.67	236.46	157.70	-	
66	327.50	214.24	201.70	180.32	215.35	239.69	159.57	-	
67	-	-	-	-	-	-	161.43	-	
68	-	-	-	-	-	-	163.30	-	
69	-	-	-	-	-	-	165.17	-	
70	-	-	-	-	-	-	167.03	-	

# Priority Mail International—Com Plus

## Priority Mail International

COMMERCIAL PLUS—LETTERS, LARGE ENVELOPES, & PARCELS

**Flat Rate Envelopes, Padded Flat Rate Envelope,  
Legal Flat Rate Envelope, and Small Flat Rate Priced Boxes**  
(Max. Wt. 4 lbs.)

Canada: \$19.95—All other countries: \$23.95

**Medium Flat Rate Boxes** (Max. Wt. 20 lbs.)

Canada: \$40.95—All other countries: \$59.95

**Large Flat Rate Boxes** (Max. Wt. 20 lbs.)

Canada: \$53.95—All other countries: \$77.95

Weight Not Over (pounds)	Price Groups—Continued on next page								
	1 Canada	2 Mexico	3	4	5	6	7	8	9
1	\$25.99	\$30.59	\$33.07	\$37.72	\$34.96	\$36.11	\$36.57	\$33.81	\$33.58
2	26.93	31.94	35.55	40.00	35.68	37.66	39.16	35.82	35.51
3	29.00	34.63	39.47	43.91	37.93	40.79	43.34	39.29	38.90
4	31.06	37.31	43.38	47.83	40.17	43.91	47.52	42.77	42.28
5	33.13	40.00	47.30	51.74	42.42	47.04	51.70	46.24	45.67
6	34.40	41.11	48.68	54.05	43.65	49.02	54.70	48.25	47.17
7	36.42	43.13	51.13	57.53	45.84	52.07	58.87	51.30	49.71
8	38.44	45.15	53.58	61.02	48.03	55.13	63.04	54.35	52.25
9	40.46	47.17	56.03	64.50	50.22	58.18	67.21	57.41	54.78
10	42.48	49.19	58.48	67.98	52.42	61.23	71.38	60.46	57.32
11	44.68	50.96	60.93	71.47	54.52	64.29	75.81	63.43	59.86
12	46.87	52.72	63.38	74.95	56.63	67.34	80.24	66.39	62.39
13	49.06	54.48	65.83	78.43	58.74	70.39	84.67	69.36	64.93
14	51.26	56.24	68.28	81.92	60.85	73.44	89.10	72.33	67.47
15	53.45	58.01	70.74	85.40	62.95	76.50	93.53	75.29	70.00
16	55.64	59.77	73.19	88.88	65.06	79.55	97.95	78.26	72.54
17	57.84	61.53	75.64	92.36	67.17	82.60	102.38	81.23	75.08
18	60.03	63.30	78.09	95.85	69.27	85.66	106.81	84.19	77.62
19	62.22	65.06	80.54	99.33	71.38	88.71	111.24	87.16	80.15
20	64.41	66.82	82.99	102.81	73.49	91.76	115.67	90.13	82.69
21	66.61	68.59	85.44	106.30	75.59	94.82	120.10	93.10	85.23
22	68.80	70.35	87.89	109.78	77.70	97.87	124.53	96.06	87.76
23	70.99	72.11	90.34	113.26	79.81	100.92	128.96	99.03	90.30
24	73.19	73.87	92.79	116.75	81.92	103.97	133.39	102.00	92.84
25	75.38	75.64	95.25	120.23	84.02	107.03	137.82	104.96	95.37
26	77.57	77.40	97.70	123.71	86.13	110.08	142.24	107.93	97.91
27	79.77	79.16	100.15	127.19	88.24	113.13	146.67	110.90	100.45
28	81.96	80.93	102.60	130.68	90.34	116.19	151.10	113.86	102.99
29	84.15	82.69	105.05	134.16	92.45	119.24	155.53	116.83	105.52
30	86.34	84.45	107.50	137.64	94.56	122.29	159.96	119.80	108.06
31	88.54	86.22	109.95	141.13	96.66	125.35	164.39	122.77	110.60
32	90.73	87.98	112.40	144.61	98.77	128.40	168.82	125.73	113.13
33	92.92	89.74	114.85	148.09	100.88	131.45	173.25	128.70	115.67
34	95.12	91.50	117.30	151.58	102.99	134.50	177.68	131.67	118.21
35	97.31	93.27	119.76	155.06	105.09	137.56	182.11	134.63	120.74
36	99.50	95.03	122.21	158.54	107.20	140.61	186.53	137.60	123.28
37	101.70	96.79	124.66	162.02	109.31	143.66	190.96	140.57	125.82
38	103.89	98.56	127.11	165.51	111.41	146.72	195.39	143.53	128.36
39	106.08	100.32	129.56	168.99	113.52	149.77	199.82	146.50	130.89
40	108.27	102.08	132.01	172.47	115.63	152.82	204.25	149.47	133.43
41	110.47	103.85	134.46	175.96	117.73	155.88	208.68	152.44	135.97
42	112.66	105.61	136.91	179.44	119.84	158.93	213.11	155.40	138.50
43	114.85	107.37	139.36	182.92	121.95	161.98	217.54	158.37	141.04
44	117.05	109.13	141.81	186.41	124.06	165.03	221.97	161.34	143.58
45	119.24	-	144.27	189.89	126.16	168.09	226.40	164.30	146.21
46	121.43	-	146.72	193.37	128.27	171.14	230.82	167.27	148.96
47	123.63	-	149.17	196.85	130.38	174.19	235.25	170.24	151.71
48	125.82	-	151.62	200.34	132.48	177.25	239.68	173.20	154.45
49	128.01	-	154.07	203.82	134.59	180.30	244.11	176.17	157.20
50	130.20	-	156.52	207.30	136.70	183.35	248.54	179.14	159.95
51	132.40	-	158.97	210.79	138.80	186.41	252.97	182.11	162.70
52	134.59	-	161.42	214.27	140.91	189.46	257.40	185.07	165.45
53	136.78	-	163.87	217.75	143.02	192.51	261.83	188.04	168.19
54	138.98	-	166.32	221.24	145.13	195.56	266.26	191.01	170.94
55	141.17	-	168.78	224.72	147.23	198.62	270.69	193.97	173.69
56	143.36	-	171.23	228.20	149.34	201.67	275.11	196.94	176.44
57	145.56	-	173.68	231.68	151.45	204.72	279.54	199.91	179.18
58	147.75	-	176.13	235.17	153.55	207.78	283.97	202.87	181.93
59	149.94	-	178.58	238.65	155.66	210.83	288.40	205.84	184.68
60	152.13	-	181.03	242.13	157.77	213.88	292.83	208.81	187.43
61	154.33	-	183.48	245.62	159.87	216.94	297.26	211.78	190.17
62	156.52	-	185.93	249.10	161.98	219.99	301.69	214.74	192.92
63	158.71	-	188.38	252.58	164.09	223.04	306.12	217.71	195.67
64	160.91	-	190.83	256.07	166.20	226.09	310.55	220.68	198.42
65	163.10	-	193.29	259.55	168.30	229.15	314.98	223.64	201.16
66	165.29	-	195.74	263.03	170.41	232.20	319.40	226.61	203.91
67	-	-	198.19	266.51	172.52	235.25	323.83	229.58	206.66
68	-	-	200.64	270.00	174.62	238.31	328.26	232.54	209.41
69	-	-	203.09	273.58	176.73	241.36	332.69	235.51	212.15
70	-	-	205.54	277.17	178.84	244.41	337.12	238.48	214.90

# Priority Mail International—Com Plus

## Priority Mail International

COMMERCIAL PLUS—LETTERS, LARGE ENVELOPES, & PARCELS

Weight Not Over (pounds)	Price Groups—continued								Notes
	10	11 Great Britain	12 Japan	13 France	14 China	15 Brazil	16 Germany	17 Netherlands	
1	\$36.75	\$38.64	\$39.10	\$32.66	\$37.26	\$33.81	\$32.20	\$32.20	
2	38.81	40.35	39.91	33.92	39.20	35.11	33.40	33.57	
3	42.46	43.74	42.42	36.61	42.77	37.88	35.99	36.34	
4	46.11	47.12	44.92	39.29	46.33	40.66	38.59	39.12	
5	49.76	50.51	47.43	41.98	49.90	43.43	41.18	41.89	<b>Maximum weight limit 22 pounds:</b>
6	52.37	51.90	48.72	43.30	51.30	45.06	42.61	43.22	Anguilla
7	56.12	54.44	51.08	45.58	53.84	47.69	44.98	45.49	Antigua and Barbuda
8	59.86	56.98	53.45	47.86	56.37	50.31	47.34	47.77	Bahamas
9	63.60	59.51	55.81	50.14	58.91	52.93	49.71	50.05	Burma
10	68.19	62.05	58.18	52.42	61.45	55.56	52.07	52.33	Equatorial Guinea
11	72.82	64.50	60.54	54.52	63.98	58.61	53.84	54.35	Jamaica
12	77.46	66.95	62.91	56.63	66.52	61.66	55.60	56.37	Pitcairn Island
13	82.09	69.40	65.27	58.74	69.06	64.72	57.36	58.39	Saint Vincent and the Grenadines
14	86.72	71.85	67.64	60.85	71.60	67.77	59.13	60.42	Tristan da Cunha
15	91.35	74.30	70.00	62.95	74.13	70.82	60.89	62.44	
16	95.98	76.76	72.37	65.06	76.67	73.87	62.65	64.46	
17	100.62	79.21	74.73	67.17	79.21	76.93	64.41	66.48	<b>Priority Mail International service is limited or not available to:</b>
18	105.25	81.66	77.10	69.27	81.74	79.98	66.18	68.50	Ascension (Only PMI Flat Rate Envelopes and Small Flat Rate Box, DVD, and Large Video Box allowed)
19	109.88	84.11	79.46	71.38	84.28	83.03	67.94	70.52	Bolivia (Only PMI Flat Rate Envelopes and Small Flat Rate Box, DVD, and Large Video Box allowed)
20	114.51	86.56	81.83	73.49	86.82	86.09	69.70	72.54	Cuba (Only PMI Flat Rate Envelopes and Small Flat Rate Box, DVD, and Large Video Box allowed)
21	116.12	89.01	84.19	75.59	89.35	89.14	71.47	74.56	Falkland Islands (Only PMI Flat Rate Envelopes and Small Flat Rate Box, DVD, and Large Video Box allowed)
22	120.63	91.46	86.56	77.70	91.89	92.19	73.23	76.58	Korea, Democratic Peoples Republic of (North Korea) (Only PMI Flat Rate Envelopes allowed)
23	125.15	93.91	88.92	79.81	94.43	95.25	74.99	78.60	Somalia (PMI not available)
24	129.66	96.36	91.29	81.92	96.97	98.30	76.76	80.62	
25	134.18	98.81	93.65	84.02	99.50	101.35	78.52	82.65	
26	138.69	101.27	96.02	86.13	102.04	104.40	80.28	84.67	
27	143.21	103.72	98.38	88.24	104.58	107.46	82.04	86.69	
28	147.72	106.17	100.75	90.34	107.11	110.51	83.81	88.71	
29	152.23	108.62	103.11	92.45	109.65	113.56	85.57	90.73	
30	156.75	111.07	105.48	94.56	112.19	116.62	87.33	92.75	
31	161.26	113.52	107.84	96.66	114.72	119.67	89.10	94.77	
32	165.78	115.97	110.21	98.77	117.26	122.72	90.86	96.79	
33	170.29	118.42	112.57	100.88	119.80	125.78	92.62	98.81	
34	174.81	120.87	114.94	102.99	122.34	128.83	94.39	100.84	
35	179.32	123.32	117.30	105.09	124.87	131.88	96.15	102.86	
36	183.84	125.78	119.67	107.20	127.41	134.93	97.91	104.88	
37	188.35	128.23	122.03	109.31	129.95	137.99	99.67	106.90	
38	192.87	130.68	124.40	111.41	132.48	141.04	101.44	108.92	
39	197.38	133.13	126.76	113.52	135.02	144.09	103.20	110.94	
40	201.90	135.58	129.13	115.63	137.56	147.15	104.96	112.96	
41	206.41	138.00	131.49	117.73	140.09	150.20	106.73	114.98	
42	210.92	140.49	133.86	119.84	142.63	153.25	108.49	117.00	
43	215.44	143.39	136.22	121.95	145.17	156.31	110.25	119.02	
44	219.95	146.08	138.59	124.06	147.71	159.36	112.02	121.05	
45	224.47	148.77	140.95	126.16	150.24	162.41	113.78	-	
46	228.98	151.46	143.32	128.27	152.78	165.46	115.54	-	
47	233.50	154.16	145.68	130.38	155.32	168.52	117.30	-	
48	238.01	156.85	148.05	132.48	157.85	171.57	119.07	-	
49	242.53	159.54	150.41	134.59	160.39	174.62	120.83	-	
50	247.04	162.23	152.78	136.70	162.93	177.68	122.59	-	
51	251.56	164.93	155.14	138.80	165.46	180.73	124.36	-	
52	256.07	167.62	157.51	140.91	168.00	183.78	126.12	-	
53	260.59	170.31	159.87	143.02	170.54	186.84	127.88	-	
54	265.10	173.00	162.24	145.13	173.08	189.89	129.65	-	
55	269.62	175.70	164.60	147.23	175.61	192.94	131.41	-	
56	274.13	178.39	166.97	149.34	178.15	195.99	133.17	-	
57	278.64	181.08	169.33	151.45	180.69	199.05	134.93	-	
58	283.16	183.77	171.70	153.55	183.22	202.10	136.70	-	
59	287.67	186.47	174.06	155.66	185.76	205.15	138.46	-	
60	292.19	189.16	176.43	157.77	188.30	208.21	140.22	-	
61	296.70	191.85	178.79	159.87	190.83	211.26	141.99	-	
62	301.22	194.54	181.16	161.98	193.37	214.31	143.75	-	
63	305.73	197.24	183.52	164.09	195.91	217.37	145.51	-	
64	310.25	199.93	185.89	166.20	198.45	220.42	147.28	-	
65	314.76	202.62	188.25	168.30	200.98	223.47	149.04	-	
66	319.28	205.31	190.62	170.41	203.52	226.52	150.80	-	
67	-	-	-	-	-	-	152.56	-	
68	-	-	-	-	-	-	154.33	-	
69	-	-	-	-	-	-	156.09	-	
70	-	-	-	-	-	-	157.85	-	

For a listing of countries by  
price group, see pages  
[48-51](#).

# First-Class Mail International—Retail

## First-Class Mail International

### POSTCARDS

Canada	\$1.10
Mexico	1.10
All other countries	1.10

## First-Class Mail International

### LETTERS

Weight Not Over (ounces)	Price Groups			
	1 Canada	2 Mexico	3-5	6-9
1	\$1.10	\$1.10	\$1.10	\$1.10
2	1.10	1.65	2.05	1.90
3	1.55	2.20	3.00	2.70
3.5	2.00	2.75	3.95	3.50

Letters that meet one or more of the nonmachinable characteristics in IMM 241.217 are subject to the \$0.20 nonmachinable surcharge.

## First-Class Mail International

### LARGE ENVELOPES (FLATS)

Weight Not Over (ounces)	Price Groups			
	1 Canada	2 Mexico	3-5	6-9
1	\$2.05	\$2.05	\$2.05	\$2.05
2	2.25	2.65	2.90	2.85
3	2.45	3.25	3.75	3.65
4	2.65	3.85	4.60	4.45
5	2.85	4.45	5.45	5.25
6	3.05	5.05	6.30	6.05
7	3.25	5.65	7.15	6.85
8	3.45	6.25	8.00	7.65
12	4.35	7.60	9.70	9.30
16	5.25	8.95	11.40	10.95
20	6.15	10.30	13.10	12.60
24	7.05	11.65	14.80	14.25
28	7.95	13.00	16.50	15.90
32	8.85	14.35	18.20	17.55
36	9.75	15.70	19.90	19.20
40	10.65	17.05	21.60	20.85
44	11.55	18.40	23.30	22.50
48	12.45	19.75	25.00	24.15
52	13.35	21.10	26.70	25.80
56	14.25	22.45	28.40	27.45
60	15.15	23.80	30.10	29.10
64	16.05	25.15	31.80	30.75

Pieces that are rigid, nonrectangular, or not uniformly thick pay package prices.

## First-Class Package International Service - Retail

### PACKAGES

Weight Not Over (ounces)	Price Groups			
	1 Canada	2 Mexico	3-5	6-9
1	\$6.55	\$6.55	\$6.55	\$6.55
2	6.55	6.55	6.55	6.55
3	7.35	8.85	9.45	9.15
4	7.35	8.85	9.45	9.15
5	8.55	11.55	12.75	12.15
6	8.55	11.55	12.75	12.15
7	8.55	11.55	12.75	12.15
8	8.55	11.55	12.75	12.15
12	9.15	13.50	14.90	14.30
16	10.55	15.05	16.75	16.25
20	11.95	16.60	18.60	18.20
24	13.35	18.15	20.45	20.15
28	14.75	19.70	22.30	22.10
32	16.15	21.25	24.15	24.05
36	17.55	22.80	26.00	26.00
40	18.95	24.35	27.85	27.95
44	20.35	25.90	29.70	29.90
48	21.75	27.45	31.55	31.85
52	23.15	29.00	33.40	33.80
56	24.55	30.55	35.25	35.75
60	25.95	32.10	37.10	37.70
64	27.35	33.65	38.95	39.65

## Airmail M-Bag Prices

DIRECT SACKS OF PRINTED MATTER TO ONE ADDRESSEE

Price Group <sup>1</sup>	Weight Not Over 11 Pounds	Additional Per Pound
1	\$36.85	\$3.35
2	34.10	3.10
3	66.00	6.00
4	53.90	4.90
5	43.45	3.95
6	63.25	5.75
7	54.45	4.95
8	52.25	4.75
9	51.15	4.65

1. To determine Price Group, refer to the First-Class Mail International Column on [pages 48-51](#).

For a listing of countries by price group, [see pages 48-51](#).  
For First-Class Mail International retail postcard, letter, large envelope, and First-Class Package International Service dimensions, [see page 62](#).



# First-Class Package International Service — Commercial

## First-Class Package International Service - Commercial Base

### PACKAGES

Weight Not Over (ounces)	Price Groups			
	1 Canada	2 Mexico	3-5	6-9
1	\$6.16	\$6.16	\$6.16	\$6.16
2	6.16	6.16	6.16	6.16
3	6.91	8.32	8.88	8.60
4	6.91	8.32	8.88	8.60
5	7.70	10.40	11.48	10.94
6	7.70	10.40	11.48	10.94
7	7.70	10.40	11.48	10.94
8	7.70	10.40	11.48	10.94
12	8.24	12.15	13.41	12.87
16	9.50	13.55	15.08	14.63
20	10.76	14.94	16.74	16.38
24	12.02	16.34	18.41	18.14
28	13.28	17.73	20.07	19.89
32	14.54	19.13	21.74	21.65
36	15.80	20.52	23.40	23.40
40	17.06	21.92	25.07	25.16
44	18.32	23.31	26.73	26.91
48	19.58	24.71	28.40	28.67
52	20.84	26.10	30.06	30.42
56	22.10	27.50	31.73	32.18
60	23.36	28.89	33.39	33.93
64	24.62	30.29	35.06	35.69

## First-Class Package International Service - Commercial Plus

### PACKAGES

Weight Not Over (ounces)	Price Groups			
	1 Canada	2 Mexico	3-5	6-9
1	\$6.03	\$6.03	\$6.03	\$6.03
2	6.03	6.03	6.03	6.03
3	6.76	8.14	8.69	8.42
4	6.76	8.14	8.69	8.42
5	7.27	9.82	10.84	10.33
6	7.27	9.82	10.84	10.33
7	7.27	9.82	10.84	10.33
8	7.27	9.82	10.84	10.33
12	7.78	11.48	12.67	12.16
16	8.97	12.79	14.24	13.81
20	10.16	14.11	15.81	15.47
24	11.35	15.43	17.38	17.13
28	12.54	16.75	18.96	18.79
32	13.73	18.06	20.53	20.44
36	14.92	19.38	22.10	22.10
40	16.11	20.70	23.67	23.76
44	17.30	22.02	25.25	25.42
48	18.49	23.33	26.82	27.07
52	19.68	24.65	28.39	28.73
56	20.87	25.97	29.96	30.39
60	22.06	27.29	31.54	32.05
64	23.25	28.60	33.11	33.70

For a listing of countries by price group, [see pages 48-51](#).  
For First-Class Package International Service dimensions, [see page 62](#).

# Commercial—IPA

## International Priority Airmail (IPA)

Price Group	Direct Country Sacks			Mixed Country Sacks		
	Per Piece	Full Service Per Lb.	ISC Drop Shipment Per Lb.	Per Piece	Full Service Per Lb.	ISC Drop Shipment Per Lb.
1	\$0.52	\$6.14	\$4.17	---	---	---
2	0.16	7.37	4.62	---	---	---
3	0.52	7.58	5.63	---	---	---
4	0.53	7.92	5.96	---	---	---
5	0.52	7.72	5.78	---	---	---
6	0.52	7.66	5.71	---	---	---
7	0.54	7.91	5.91	---	---	---
8	0.51	7.52	5.58	---	---	---
9	0.42	8.45	6.34	---	---	---
10	0.50	8.32	6.24	---	---	---
11	0.48	8.03	5.80	\$0.52	---	\$6.24
12	0.20	8.34	6.22	0.20	---	6.27
13	0.20	9.31	6.15	0.20	---	6.09
14	0.18	8.23	6.27	0.19	---	6.53
15	0.14	9.14	7.20	0.16	---	7.56
Worldwide	---	---	---	0.57	\$10.67	8.40

## INTERNATIONAL PRIORITY AIRMAIL (IPA) M-BAG—FULL SERVICE

Price Group	Full Service Per Lb.
1	\$4.74
2	5.36
3	6.28
4	6.28
5	6.28
6	6.28
7	6.28
8	6.28
9	8.34
10	7.88
11	6.28
12	7.11
13	6.90
14	7.67
15	7.57

**Note:** Full Service M-Bags are subject to the minimum price for 11 lbs.

## International Priority Airmail (IPA) M-Bag—ISC Drop Shipment

Price Group	5 lbs.	6 lbs.	7 lbs.	8 lbs.	9 lbs.	10 lbs.	11 lbs.	Each Additional Pound
1	\$19.84	\$20.31	\$20.78	\$21.25	\$21.72	\$22.19	\$22.66	\$2.06
2	25.76	26.38	27.00	27.62	28.24	28.86	29.48	2.68
3	31.77	32.80	33.83	34.86	35.89	36.92	37.95	3.45
4	31.77	32.80	33.83	34.86	35.89	36.92	37.95	3.45
5	31.77	32.80	33.83	34.86	35.89	36.92	37.95	3.45
6	31.77	32.80	33.83	34.86	35.89	36.92	37.95	3.45
7	31.77	32.80	33.83	34.86	35.89	36.92	37.95	3.45
8	31.77	32.80	33.83	34.86	35.89	36.92	37.95	3.45
9	49.15	51.06	52.97	54.88	56.79	58.70	60.61	5.51
10	45.79	47.60	49.41	51.22	53.03	54.84	56.65	5.15
11	31.77	32.80	33.83	34.86	35.89	36.92	37.95	3.45
12	39.83	41.02	42.21	43.40	44.59	45.78	46.97	4.27
13	39.79	40.62	41.45	42.28	43.11	43.94	44.77	4.07
14	46.10	47.29	48.48	49.67	50.86	52.05	53.24	4.84
15	43.80	45.19	46.58	47.97	49.36	50.75	52.14	4.74

**Note:** ISC Drop Shipment M-Bags are subject to the minimum price for 5 lbs.

## International Surface Air Lift (ISAL)

Price Group	Direct Country Sacks			Mixed Country Sacks		
	Per Piece	Full Service Per Lb.	ISC Drop Shipment Per Lb.	Per Piece	Full Service Per Lb.	ISC Drop Shipment Per Lb.
1	\$0.47	\$5.57	\$3.78	---	---	---
2	0.15	6.91	4.33	---	---	---
3	0.46	6.67	4.96	---	---	---
4	0.48	7.18	5.41	---	---	---
5	0.48	7.05	5.27	---	---	---
6	0.48	7.00	5.22	---	---	---
7	0.49	7.18	5.36	---	---	---
8	0.45	6.62	4.91	---	---	---
9	0.37	7.48	5.60	---	---	---
10	0.45	7.55	5.66	---	---	---
11	0.43	7.06	5.11	\$0.47	---	\$5.66
12	0.18	7.57	5.65	0.18	---	5.68
13	0.18	8.46	5.59	0.18	---	5.53
14	0.16	7.28	5.55	0.17	---	5.75
15	0.13	8.30	6.54	0.14	---	6.65
Worldwide	---	---	---	0.52	\$9.62	7.58

## INTERNATIONAL SURFACE AIR LIFT (ISAL) M-BAG—FULL SERVICE

Price Group	Full Service Per Lb.
1	\$1.65
2	1.75
3	2.06
4	2.06
5	2.06
6	2.06
7	2.06
8	2.06
9	3.09
10	2.88
11	2.09
12	2.42
13	2.42
14	2.68
15	3.35

**Note:** Full Service M-Bags are subject to the minimum price for 11 lbs.

## International Surface Air Lift (ISAL) M-Bag—ISC Drop Shipment

Price Group	5 lbs.	6 lbs.	7 lbs.	8 lbs.	9 lbs.	10 lbs.	11 lbs.	Each Additional Pound
1	\$16.39	\$16.50	\$16.61	\$16.72	\$16.83	\$16.94	\$17.05	\$1.55
2	14.73	15.30	15.87	16.44	17.01	17.58	18.15	1.65
3	11.76	13.10	14.44	15.78	17.12	18.46	19.80	1.80
4	11.76	13.10	14.44	15.78	17.12	18.46	19.80	1.80
5	11.76	13.10	14.44	15.78	17.12	18.46	19.80	1.80
6	11.76	13.10	14.44	15.78	17.12	18.46	19.80	1.80
7	11.76	13.10	14.44	15.78	17.12	18.46	19.80	1.80
8	11.76	13.10	14.44	15.78	17.12	18.46	19.80	1.80
9	18.77	20.83	22.89	24.95	27.01	29.07	31.13	2.83
10	16.71	18.93	21.15	23.37	25.59	27.81	30.03	2.73
11	11.96	13.34	14.72	16.10	17.48	18.86	20.24	1.84
12	13.26	15.01	16.76	18.51	20.26	22.01	23.76	2.16
13	14.76	16.26	17.76	19.26	20.76	22.26	23.76	2.16
14	12.40	14.77	17.14	19.51	21.88	24.25	26.62	2.42
15	16.65	19.54	22.43	25.32	28.21	31.10	33.99	3.09

**Note:** ISC Drop Shipment M-Bags are subject to the minimum price for 5 lbs.

# International Country Listings

Listed below are the countries and their price groups and weight limits for the five principal categories of international mail. See the Individual Country Listings (ICLs) at [pe.usps.com](http://pe.usps.com) for additional information.

Country	Global Express Guaranteed		Priority Mail Express International <sup>1</sup>		Priority Mail International <sup>2</sup>		First-Class Mail International and First-Class Package International Service		IPA <sup>3</sup>	ISAL <sup>3</sup>
	Max. Wt. (lbs.)		Max. Wt. (lbs.)		Max. Wt. (lbs.)		Max. Wt. <sup>4</sup> (ozs./lbs.)		Max. Wt. 4 lbs.	Max. Wt. 4 lbs.
	Price Group		Price Group		Price Group		Price Group		Price Group	Price Group
Afghanistan	6	70	n/a	n/a	6	66	6	3.5 / 4	15	n/a
Albania	4	70	4	66	4	44	4	3.5 / 4	12	12
Algeria	4	70	8	44	8	44	8	3.5 / 4	15	15
Andorra	5	4	5	66	5	66	5	3.5 / 4	11	n/a
Angola	4	70	7	44	7	44	7	3.5 / 4	15	15
Anguilla	7	70	9	55	9	22	9	3.5 / 4	13	n/a
Antigua and Barbuda	7	70	n/a	n/a	9	22	9	3.5 / 4	13	n/a
Argentina	8	70	9	44	9	44	9	3.5 / 4	13	13
Armenia	4	70	4	44	4	44	4	3.5 / 4	15	n/a
Aruba	7	70	9	44	9	44	9	3.5 / 4	13	13
Ascension <sup>5</sup>	n/a	n/a	n/a	n/a	7	4	7	3.5 / 4	12	n/a
Australia	6	70	10	44	10	66	3	3.5 / 4	9	9
Austria	5	70	5	66	5	66	5	3.5 / 4	11	11
Azerbaijan	4	70	4	70	4	70	4	3.5 / 4	15	n/a
Bahamas	7	70	9	22	9	22	9	3.5 / 4	13	n/a
Bahrain	6	70	8	44	8	44	8	3.5 / 4	15	15
Bangladesh	6	70	6	44	6	44	6	3.5 / 4	15	15
Barbados	7	70	9	66	9	44	9	3.5 / 4	13	n/a
Belarus	4	70	4	44	4	66	4	3.5 / 4	12	n/a
Belgium	3	70	5	66	5	66	5	3.5 / 4	11	11
Belize	8	70	9	66	9	44	9	3.5 / 4	13	13
Benin	4	70	7	66	7	66	7	3.5 / 4	15	15
Bermuda	7	70	9	44	9	44	9	3.5 / 4	13	n/a
Bhutan	6	70	6	66	6	66	6	3.5 / 4	15	n/a
Bolivia <sup>5</sup>	8	70	9	66	9	4	9	3.5 / 4	13	13
Bosnia-Herzegovina	4	70	4	66	4	44	4	3.5 / 4	12	n/a
Botswana	4	70	7	66	7	66	7	3.5 / 4	15	n/a
Brazil	8	70	15	66	15	66	9	3.5 / 4	13	13
British Virgin Islands	7	70	n/a	n/a	9	44	9	3.5 / 4	13	n/a
Brunei Darussalam	4	70	6	66	6	44	6	3.5 / 4	14	n/a
Bulgaria	4	70	4	66	4	70	4	3.5 / 4	12	12
Burkina Faso	4	70	7	70	7	66	7	3.5 / 4	15	15
Burma	n/a	n/a	n/a	n/a	6	22	6	3.5 / 4	15	n/a
Burundi	4	70	7	66	7	66	7	3.5 / 4	15	n/a
Cambodia	8	70	6	66	6	66	6	3.5 / 4	14	n/a
Cameroon	4	70	7	44	7	66	7	3.5 / 4	15	15
Canada	1	70	1	66	1	66	1	3.5 / 4	1	1
Cape Verde	4	70	7	66	7	44	7	3.5 / 4	15	n/a
Cayman Islands	7	70	9	44	9	44	9	3.5 / 4	13	n/a
Central African Republic	n/a	n/a	7	66	7	66	7	3.5 / 4	15	15
Chad	4	70	7	66	7	44	7	3.5 / 4	15	n/a
Chile	8	70	9	66	9	44	9	3.5 / 4	13	13
China	6	70	14	66	14	66	3	3.5 / 4	14	14
Colombia	8	70	9	44	9	66	9	3.5 / 4	13	13
Comoros	n/a	n/a	n/a	n/a	7	44	7	3.5 / 4	15	n/a
Congo, Democratic Republic of the	4	66	7	66	7	66	7	3.5 / 4	15	15
Congo, Republic of the	4	70	7	66	7	44	7	3.5 / 4	15	n/a
Costa Rica	8	70	9	66	9	66	9	3.5 / 4	13	13
Cote d'Ivoire	4	70	7	66	7	66	7	3.5 / 4	15	15
Croatia	4	70	4	66	4	66	4	3.5 / 4	12	n/a
Cuba <sup>6</sup>	n/a	n/a	n/a	n/a	9	4	9	3.5 / 4	13	13
Curacao	7	70	9	66	9	44	9	3.5 / 4	13	13
Cyprus	6	70	4	70	4	70	4	3.5 / 4	15	n/a
Czech Republic	4	70	4	70	4	70	4	3.5 / 4	12	12
Denmark	5	70	5	66	5	66	5	3.5 / 4	11	11
Djibouti	4	70	7	44	7	44	7	3.5 / 4	15	n/a
Dominica	7	70	9	44	9	44	9	3.5 / 4	13	n/a
Dominican Republic	7	70	9	66	9	44	9	3.5 / 4	13	13
Ecuador	8	70	9	66	9	66	9	3.5 / 4	13	13
Egypt	6	70	8	44	8	66	8	3.5 / 4	15	15

# International Country Listings

Country	Global Express Guaranteed		Priority Mail Express International <sup>1</sup>		Priority Mail International <sup>2</sup>		First-Class Mail International and First-Class Package International Service		IPA <sup>3</sup>	ISAL <sup>3</sup>
									Max. Wt. 4 lbs.	Max. Wt. 4 lbs.
	Price Group	Max. Wt. (lbs.)	Price Group	Max. Wt. (lbs.)	Price Group	Max. Wt. (lbs.)	Price Group	Max. Wt. <sup>4</sup> (ozs./lbs.)	Price Group	Price Group
El Salvador	8	70	9	66	9	44	9	3.5 / 4	13	13
Equatorial Guinea	n/a	n/a	7	44	7	22	7	3.5 / 4	15	n/a
Eritrea	4	70	7	66	7	44	7	3.5 / 4	15	n/a
Estonia	4	70	4	66	4	70	4	3.5 / 4	12	n/a
Ethiopia	4	70	8	66	8	66	8	3.5 / 4	15	15
Falkland Islands <sup>5</sup>	n/a	n/a	n/a	n/a	9	4	9	3.5 / 4	13	n/a
Faroe Islands	5	70	5	44	5	70	5	3.5 / 4	12	n/a
Fiji	8	70	6	66	6	44	6	3.5 / 4	14	14
Finland	5	70	5	66	5	70	5	3.5 / 4	11	11
France	3	70	13	66	13	66	5	3.5 / 4	5	5
French Guiana	8	70	9	66	9	66	9	3.5 / 4	13	13
French Polynesia	4	70	6	66	6	66	6	3.5 / 4	14	n/a
Gabon	4	70	7	66	7	44	7	3.5 / 4	15	15
Gambia	4	70	n/a	n/a	7	66	7	3.5 / 4	15	n/a
Georgia, Republic of	4	70	4	66	4	44	4	3.5 / 4	15	n/a
Germany	3	70	16	66	16	70	5	3.5 / 4	4	4
Ghana	4	70	7	66	7	66	7	3.5 / 4	15	15
Gibraltar	4	70	n/a	n/a	5	44	5	3.5 / 4	11	n/a
Great Britain and Northern Ireland	3	70	11	66	11	66	5	3.5 / 4	3	3
Greece	5	70	5	66	5	44	5	3.5 / 4	11	11
Greenland	5	70	n/a	n/a	5	66	5	3.5 / 4	11	n/a
Grenada	7	70	9	66	9	44	9	3.5 / 4	13	n/a
Guadeloupe	7	70	9	66	9	66	9	3.5 / 4	13	n/a
Guatemala	8	70	9	66	9	44	9	3.5 / 4	13	13
Guinea	4	70	7	44	7	66	7	3.5 / 4	15	n/a
Guinea-Bissau	n/a	n/a	7	44	7	66	7	3.5 / 4	15	n/a
Guyana	8	70	9	66	9	44	9	3.5 / 4	13	13
Haiti	7	70	9	66	9	55	9	3.5 / 4	13	13
Honduras	8	70	9	44	9	44	9	3.5 / 4	13	13
Hong Kong	3	70	3	66	3	66	3	3.5 / 4	14	14
Hungary	4	70	4	66	4	44	4	3.5 / 4	12	12
Iceland	5	70	5	66	5	70	5	3.5 / 4	11	11
India	6	70	6	70	6	44	6	3.5 / 4	15	15
Indonesia	6	70	6	66	6	44	6	3.5 / 4	14	14
Iran	n/a	n/a	n/a	n/a	8	44	8	3.5 / 4	15	15
Iraq	6	70	8	44	8	44	8	3.5 / 4	15	n/a
Ireland	3	70	5	66	5	66	5	3.5 / 4	11	11
Israel	6	70	8	44	8	44	5	3.5 / 4	11	11
Italy	3	70	5	66	5	66	5	3.5 / 4	7	7
Jamaica	7	70	9	66	9	22	9	3.5 / 4	13	13
Japan	3	70	12	66	12	66	3	3.5 / 4	10	10
Jordan	6	70	8	66	8	66	8	3.5 / 4	15	15
Kazakhstan	4	70	6	66	6	44	6	3.5 / 4	15	n/a
Kenya	4	70	7	70	7	70	7	3.5 / 4	15	15
Kiribati	n/a	n/a	n/a	n/a	6	44	6	3.5 / 4	14	n/a
Korea, Democratic People's Republic of (North Korea) <sup>7</sup>	n/a	n/a	n/a	n/a	6	4	6	3.5 / 4	14	n/a
Korea, Republic of (South Korea)	6	70	3	66	3	44	3	3.5 / 4	14	14
Kosovo, Republic of	4	70	n/a	n/a	5	70	5	3.5 / 4	12	n/a
Kuwait	6	70	8	66	8	66	8	3.5 / 4	15	15
Kyrgyzstan	4	70	6	66	6	44	6	3.5 / 4	12	n/a
Laos	8	70	6	66	6	44	6	3.5 / 4	14	n/a
Latvia	4	70	4	66	4	70	4	3.5 / 4	12	n/a
Lebanon	6	70	n/a	n/a	8	66	8	3.5 / 4	15	15
Lesotho	4	70	7	66	7	44	7	3.5 / 4	15	n/a
Liberia	4	70	7	44	7	44	7	3.5 / 4	15	n/a
Libya	4	70	n/a	n/a	8	44	8	3.5 / 4	15	n/a
Liechtenstein	5	70	5	66	5	66	5	3.5 / 4	11	11
Lithuania	4	70	4	70	4	70	4	3.5 / 4	12	n/a
Luxembourg	3	70	5	66	5	66	5	3.5 / 4	11	11
Macao	3	70	6	70	6	70	6	3.5 / 4	12	n/a
Macedonia, Republic of	4	70	4	66	4	70	4	3.5 / 4	12	n/a
Madagascar	4	70	7	66	7	44	7	3.5 / 4	15	15

# International Country Listings

Country	Global Express Guaranteed		Priority Mail Express International <sup>1</sup>		Priority Mail International <sup>2</sup>		First-Class Mail International and First-Class Package International Service		IPA <sup>3</sup>	ISAL <sup>3</sup>
									Max. Wt. 4 lbs.	Max. Wt. 4 lbs.
	Price Group	Max. Wt. (lbs.)	Price Group	Max. Wt. (lbs.)	Price Group	Max. Wt. (lbs.)	Price Group	Max. Wt. <sup>4</sup> (ozs./lbs.)	Price Group	Price Group
Malawi	4	70	7	44	7	66	7	3.5 / 4	15	n/a
Malaysia	6	70	6	66	6	66	6	3.5 / 4	14	14
Maldives	6	70	6	66	6	66	6	3.5 / 4	15	n/a
Mali	4	70	7	66	7	66	7	3.5 / 4	15	15
Malta	5	70	5	44	5	66	5	3.5 / 4	15	n/a
Martinique	7	70	9	66	9	66	9	3.5 / 4	13	n/a
Mauritania	4	70	7	66	7	44	7	3.5 / 4	15	15
Mauritius	4	70	7	66	7	44	7	3.5 / 4	15	15
Mexico	2	70	2	44	2	44	2	3.5 / 4	2	2
Moldova	4	70	4	70	4	70	4	3.5 / 4	15	n/a
Mongolia	4	70	6	66	6	66	6	3.5 / 4	14	n/a
Montenegro	4	70	n/a	n/a	5	70	5	3.5 / 4	13	n/a
Montserrat	7	70	n/a	n/a	9	44	9	3.5 / 4	13	n/a
Morocco	4	70	8	68	8	66	8	3.5 / 4	15	15
Mozambique	4	70	7	66	7	66	7	3.5 / 4	15	15
Namibia	4	70	7	22	7	44	7	3.5 / 4	15	n/a
Nauru	n/a	n/a	6	44	6	44	6	3.5 / 4	14	n/a
Nepal	6	70	6	69	6	44	6	3.5 / 4	14	n/a
Netherlands	3	70	17	66	17	44	5	3.5 / 4	8	8
New Caledonia	8	70	6	66	6	66	6	3.5 / 4	14	n/a
New Zealand	6	70	10	66	10	66	6	3.5 / 4	11	11
Nicaragua	8	70	9	55	9	66	9	3.5 / 4	13	13
Niger	4	70	7	70	7	70	7	3.5 / 4	15	15
Nigeria	4	70	7	66	7	66	7	3.5 / 4	15	15
Norway	5	70	5	66	5	66	5	3.5 / 4	11	11
Oman	6	70	8	66	8	44	8	3.5 / 4	15	15
Pakistan	6	70	6	66	6	70	6	3.5 / 4	15	15
Panama	8	70	9	66	9	70	9	3.5 / 4	13	13
Papua New Guinea	8	70	6	55	6	44	6	3.5 / 4	14	14
Paraguay	8	70	9	55	9	66	9	3.5 / 4	13	13
Peru	8	70	9	70	9	70	9	3.5 / 4	13	13
Philippines	6	70	6	44	6	44	6	3.5 / 4	14	14
Pitcairn Island	n/a	n/a	n/a	n/a	6	22	6	3.5 / 4	14	n/a
Poland	4	70	4	44	4	44	4	3.5 / 4	12	12
Portugal	5	70	5	66	5	66	5	3.5 / 4	11	11
Qatar	6	70	8	66	8	70	8	3.5 / 4	15	15
Reunion	4	70	n/a	n/a	9	66	9	3.5 / 4	15	15
Romania	4	70	4	70	4	70	4	3.5 / 4	12	12
Russia	4	70	4	70	4	44	4	3.5 / 4	12	12
Rwanda	4	70	7	66	7	66	7	3.5 / 4	15	n/a
Saint Christopher and Nevis	7	70	9	66	9	44	9	3.5 / 4	13	n/a
Saint Helena	n/a	n/a	n/a	n/a	7	44	7	3.5 / 4	15	n/a
Saint Lucia	7	70	9	44	9	44	9	3.5 / 4	13	n/a
Saint Pierre and Miquelon	n/a	n/a	n/a	n/a	4	66	4	3.5 / 4	13	n/a
Saint Vincent and the Grenadines	7	70	9	44	9	22	9	3.5 / 4	13	n/a
San Marino	3	70	5	66	5	66	5	3.5 / 4	11	n/a
Sao Tome and Principe	n/a	n/a	n/a	n/a	7	44	7	3.5 / 4	12	n/a
Saudi Arabia	4	70	8	66	8	66	8	3.5 / 4	15	15
Senegal	4	70	7	66	7	66	7	3.5 / 4	15	15
Serbia, Republic of	4	70	5	66	5	70	5	3.5 / 4	12	n/a
Seychelles	4	70	7	66	7	70	7	3.5 / 4	15	n/a
Sierra Leone	n/a	n/a	7	66	7	66	7	3.5 / 4	15	n/a
Singapore	3	70	6	66	6	66	6	3.5 / 4	14	14
Sint Maarten	7	70	9	66	9	44	9	3.5 / 4	13	13
Slovak Republic (Slovakia)	4	70	5	66	5	66	5	3.5 / 4	12	12
Slovenia	4	70	5	66	5	66	5	3.5 / 4	12	n/a
Solomon Islands	n/a	n/a	6	66	6	44	6	3.5 / 4	14	n/a
Somalia	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
South Africa	4	70	7	66	7	66	7	3.5 / 4	15	15
Spain	5	70	5	66	5	44	5	3.5 / 4	11	11
Sri Lanka	6	70	6	66	6	66	6	3.5 / 4	15	15
Sudan	n/a	n/a	7	66	7	44	7	3.5 / 4	15	15
Suriname	8	70	n/a	n/a	9	44	9	3.5 / 4	13	13

# International Country Listings

Country	Global Express Guaranteed		Priority Mail Express International <sup>1</sup>		Priority Mail International <sup>2</sup>		First-Class Mail International and First-Class Package International Service		IPA <sup>3</sup>	ISAL <sup>3</sup>
									Max. Wt. 4 lbs.	Max. Wt. 4 lbs.
	Price Group	Max. Wt. (lbs.)	Price Group	Max. Wt. (lbs.)	Price Group	Max. Wt. (lbs.)	Price Group	Max. Wt. <sup>4</sup> (ozs./lbs.)	Price Group	Price Group
Swaziland	4	70	7	66	7	44	7	3.5 / 4	15	n/a
Sweden	5	70	5	66	5	66	5	3.5 / 4	11	11
Switzerland	5	70	5	66	5	66	5	3.5 / 4	6	6
Syrian Arab Republic (Syria)	n/a	n/a	8	44	8	70	8	3.5 / 4	15	15
Taiwan	3	70	6	33	6	44	6	3.5 / 4	14	14
Tajikistan	n/a	n/a	6	66	6	66	6	3.5 / 4	15	n/a
Tanzania	4	70	7	66	7	66	7	3.5 / 4	15	15
Thailand	6	70	6	66	6	66	6	3.5 / 4	14	14
Timor-Leste, Democratic Republic of	6	70	n/a	n/a	6	44	6	3.5 / 4	14	14
Togo	4	70	7	66	7	70	7	3.5 / 4	15	15
Tonga	4	70	6	66	6	44	6	3.5 / 4	14	n/a
Trinidad and Tobago	7	70	9	66	9	44	9	3.5 / 4	13	13
Tristan da Cunha	n/a	n/a	n/a	n/a	7	22	7	3.5 / 4	15	n/a
Tunisia	4	70	8	66	8	66	8	3.5 / 4	15	15
Turkey	6	70	4	66	4	66	4	3.5 / 4	12	12
Turkmenistan	n/a	n/a	6	66	6	44	6	3.5 / 4	12	n/a
Turks and Caicos Islands	7	70	9	66	9	44	9	3.5 / 4	13	n/a
Tuvalu	n/a	n/a	n/a	n/a	6	55	6	3.5 / 4	14	n/a
Uganda	4	70	7	66	7	66	7	3.5 / 4	15	15
Ukraine	4	70	4	44	4	66	4	3.5 / 4	15	n/a
United Arab Emirates	6	70	8	70	8	70	8	3.5 / 4	15	15
Uruguay	8	70	9	44	9	66	9	3.5 / 4	13	13
Uzbekistan	4	70	6	66	6	70	6	3.5 / 4	15	n/a
Vanuatu	8	70	6	55	6	44	6	3.5 / 4	14	n/a
Vatican City	3	70	5	66	5	44	5	3.5 / 4	11	n/a
Venezuela	8	70	9	66	9	66	9	3.5 / 4	13	13
Vietnam	6	70	6	66	6	70	6	3.5 / 4	14	n/a
Wallis and Futuna Islands	4	70	n/a	n/a	6	66	6	3.5 / 4	14	n/a
Western Samoa	n/a	n/a	6	44	6	44	6	3.5 / 4	14	n/a
Yemen	6	70	8	66	8	66	8	3.5 / 4	15	15
Zambia	4	70	7	66	7	66	7	3.5 / 4	15	15
Zimbabwe	4	70	7	44	7	44	7	3.5 / 4	15	15

n/a = Service is not available.

1. Priority Mail Express International Flat Rate services maximum weights: ship up to 20 lbs. in Priority Mail Express International Flat Rate Boxes and up to 4 lbs. in Flat Rate Envelopes.
2. Priority Mail International Flat Rate services maximum weights: Ship up to 20 lbs. in Priority Mail International Medium and Large Flat Rate Boxes and up to 4 lbs. in Flat Rate Envelopes and the Small Flat Rate priced boxes.
3. See IMM 292 (for IPA), or 293 (for ISAL) for details.
4. First-Class Mail International maximum weights: Letters, 3.5 ozs.; Large Envelopes (flats), 4 lbs. First-Class Package International Service, 4 lbs. Note that the heading in the maximum weight column lists both ounces and pounds ("ozs. / lbs.") and that there are two numbers in the entry for each country ("3.5 / 4") - this indicates that the maximum weight for Letters is 3.5 ozs. and that the maximum weight for both Large Envelopes and Packages is 4 lbs.
5. Ascension, Bolivia, and Falkland Islands: Priority Mail International parcel services are not available. The Priority Mail International Flat Rate Envelopes, Small Flat Rate Box, DVD, and Large Video Box (maximum weight: 4 lbs. each) may be used.
6. Cuba: Priority Mail International parcel services to Cuba are not available. The Priority Mail International Flat Rate Envelopes, Small Flat Rate Box, DVD, and Large Video Box (maximum weight: 4 lbs. each) may be used. Articles containing goods may not be mailed to Cuba except for gift parcels and humanitarian donations, which must comply with the requirements and restrictions published in 15 CFR § 740.12, and consumer communications devices, computers, and software, which must comply with the requirements and restrictions published in 15 CFR § 740.19. Items containing goods may be confiscated upon entering Cuba or returned to sender.
7. Korea, Democratic People's Republic of (North Korea): Priority Mail International parcel services are not available, including the Small Flat Rate Box, DVD, or Large Video Box. The Priority Mail International Flat Rate Envelopes (maximum weight: 4 lbs.) may be used. Items containing goods are prohibited.

# Domestic—Extra Services

## Domestic Extra Services

ADULT SIGNATURE			
Individual Pieces			Fee
Adult Signature Required			\$4.95
Adult Signature Restricted Delivery			5.15
CERTIFICATE OF MAILING			
Individual Pieces			Fee
Individual article (Form 3817)			\$1.20
Additional copy of Form 3817 or 3877 (per page)			1.20
Firm mailing sheets (Form 3877), per piece listed (minimum 3 pieces)			0.44
Bulk Quantities (Mailings)			Fee
For first 1,000 pieces (or fraction thereof)			\$7.05
Each additional 1,000 pieces (or fraction thereof)			0.85
Additional copy of Form 3606			1.20
CERTIFIED MAIL			
			Fee
Per item, in addition to postage and other fees			\$3.10
COLLECT ON DELIVERY (COD)			
Amount to be collected or insurance coverage desired, whichever is higher <sup>1</sup>			Fee
\$0.01	to	\$50	\$6.45
50.01	to	100	7.95
100.01	to	200	9.50
200.01	to	300	11.05
300.01	to	400	12.60
400.01	to	500	14.15
500.01	to	600	15.70
600.01	to	700	17.25
700.01	to	800	18.80
800.01	to	900	20.35
900.01	to	1,000	21.90
Additional COD Services			Fee
Restricted Delivery <sup>2</sup>			\$4.75
Notice of nondelivery			4.15
Alteration of COD charges			4.15
Designation of new addressee			4.15
Registered COD <sup>3</sup>			5.35
1. For Priority Mail Express COD shipments valued at \$100 or less, the insurance automatically provides up to \$100 merchandise insurance.			
2. Not available with Priority Mail Express COD.			
3. Maximum amount collectible is \$1,000.			
USPS TRACKING			
			Fee
First-Class Mail (Parcels Only)	Customer Generated Electronic Label		\$0.00
		Retail	0.90
First-Class Package Service	Customer Generated Electronic Label		0.00
Priority Mail	Customer Generated Electronic Label		0.00
		Retail	0.00
Cont. ...next column			

USPS TRACKING (CONTINUED)			
			Fee
Continued			
Standard Mail		Electronic	\$0.20
Parcel Select (All)		Electronic	0.00
Package Services		Customer Generated	
		Electronic Label	0.20
		Retail	0.90
Standard Post		Customer Generated	
		Electronic Label	0.00
		Retail	0.00
Returns	First-Class Mail with integrated retail systems label		0.00
	Priority Mail with integrated retail systems label		0.00
	Package Services with integrated retail systems label		0.00
PRIORITY MAIL EXPRESS INSURANCE			
Amount for Merchandise Insurance Coverage Desired			Fee <sup>1</sup>
\$0.01	to	\$100.00	\$0.00
100.01	to	200.00	0.90
200.01	to	500.00	2.40
500.01	to	5,000.00	\$2.40 plus \$1.55 for each \$500 or fraction thereof over \$500
1. Priority Mail Express merchandise maximum coverage: \$5,000. Document reconstruction maximum liability: \$100.			
INSURANCE			
Amount for Merchandise Insurance Coverage Desired			Fee <sup>1, 2, 3</sup>
\$0.01	to	\$50	\$1.95
50.01	to	100	2.45
100.01	to	200	3.05
200.01	to	300	5.10
300.01	to	400	6.25
400.01	to	500	7.40
500.01	to	600	8.55
600.01	to	5,000	\$8.55 plus \$1.15 per \$100 or fraction thereof over \$600 in declared value
(maximum liability is \$5000)			
1. Bulk insurance discount \$0.80 per piece. (See DMM 503.3.6 for eligibility.)			
2. Priority Mail bearing an IMpb paid at Comm Plus Prices includes \$100 of insurance. See DMM 503.3.0.			
3. Priority Mail bearing an IMpb or retail tracking barcode and not covered in item 2. includes \$50 of insurance. See DMM 503.3.0.			
RESTRICTED DELIVERY			
			Fee
Per item, in addition to postage and other fees			\$4.75



# Domestic—Extra Services

## Domestic Extra Services

### REGISTERED MAIL

Declared Value	Fee (in addition to postage)	Declared Value	Fee (in addition to postage) <sup>1</sup>
\$0.00	\$11.20	\$25,000.01 to \$15,000,000	\$50.20 + handling charge of \$1.45 per each \$1,000 or fraction thereof over first \$25,000
0.01 to 100	12.05		
100.01 to 500	13.95		
500.01 to 1,000	15.40		
1,000.01 to 2,000	16.85	Over \$15,000,000	\$21,763.95 + amount determined by USPS based on weight, space, and value
2,000.01 to 3,000	18.30		
3,000.01 to 4,000	19.75		
4,000.01 to 5,000	21.20		
5,000.01 to 6,000	22.65	<b>Additional Services</b>	<b>Fee (in addition to postage)</b>
6,000.01 to 7,000	24.10	COD Collection Charge (maximum amount collectible is \$1,000)	\$5.35
7,000.01 to 8,000	25.55		
8,000.01 to 9,000	27.00	Restricted Delivery	4.75
9,000.01 to 10,000	28.45		
10,000.01 to 11,000	29.90		
11,000.01 to 12,000	31.35	Return Receipt, requested at time of mailing showing to whom, signature, date of delivery, and addressee's address (if different)	2.55
12,000.01 to 13,000	32.80		
13,000.01 to 14,000	34.25		
14,000.01 to 15,000	35.70		
15,000.01 to 16,000	37.15	Return Receipt, requested at time of mailing (receive electronically)	1.25
16,000.01 to 17,000	38.60		
17,000.01 to 18,000	40.05		
18,000.01 to 19,000	41.50	Return Receipt, requested after mailing showing only to whom and date delivered	4.95
19,000.01 to 20,000	42.95		
20,000.01 to 21,000	44.40		
21,000.01 to 22,000	45.85		
22,000.01 to 23,000	47.30		
23,000.01 to 24,000	48.75		
24,000.01 to 25,000	50.20		

1. Fees for articles valued over \$25,000 are for handling only. Maximum amount of insurance coverage available is \$25,000.

### RETURN RECEIPT

(In conjunction with another extra service)	Fee
Requested at time of mailing (PS Form 3811 receive by mail)	\$2.55
Requested at time of mailing (receive electronically)	1.25
Requested after mailing (PS Form 3811-A) (receive by mail or e-mail)	4.95

### RETURN RECEIPT FOR MERCHANDISE (FORM 3804)

	Fee
Requested at time of mailing	\$4.10

### SIGNATURE CONFIRMATION

	Fee
First-Class Mail including returns (Parcels Only)	Customer Generated Electronic Label 2.20 Retail 2.70
First-Class Package Service including returns	Customer Generated Electronic Label 2.20
Priority Mail including returns	Customer Generated Electronic Label 2.20 Retail 2.70

Cont. ...next column

### SIGNATURE CONFIRMATION

	Fee
Continued	
Package Services including returns	Customer Generated Electronic Label 2.20 Retail 2.70
Standard Post	Customer Generated Electronic Label 2.20 Retail 2.70
Parcel Select (Except Parcel Select Lightweight) including returns	Customer Generated Electronic Label 2.20

### SPECIAL HANDLING

Weight	Fee
Not more than 10 pounds	\$9.00
More than 10 pounds	11.95

### SUNDAY/HOLIDAY DELIVERY

Available for:	Fee
Priority Mail Express only	\$12.50

# Domestic—Other Services

## Domestic Other Services

ADDRESS CORRECTION SERVICE	Fee
Per manual notice issued	\$0.55
Per electronic notice (or manual notice for electronic option customers issued):	
First-Class Mail	0.11
Other than First-Class Mail (includes notices provided after 60 days for Periodicals full-service pieces and notices provided after 30 days for Standard Mail and BPM full-service flats)	0.29
Per automated notice issues:	
First-Class Mail letters (first two notices)	0.04
First-Class Mail letters (per additional notice)	0.11
Standard Mail letters (first two notices) (includes first two notices provided after 30 days for Standard Mail full-service letters)	0.07
Standard Mail letters (per additional notice) (includes third and subsequent additional notices after 30 days for Standard Mail full-service letters)	0.23
Pieces eligible for full-service Intelligent Mail option as described in 705.22	0.00

BUSINESS REPLY MAIL		
	High Volume	Basic
Annual permit fee	\$200.00	\$200.00
Annual account maintenance fee	635.00	none
1-ounce letter price + per piece <sup>1</sup>	0.46 + 0.091	0.46 + 0.79
1-ounce flat price + per piece <sup>1</sup>	0.92 + 0.091	0.92 + 0.79
1-ounce parcel price + per piece <sup>1</sup>	2.07 + 0.091	2.07 + 0.79
Card price + per piece	0.33 + 0.091	0.33 + 0.79
Qualified Business Reply Mail (QBRM)	High Volume	Basic
Annual permit fee	\$200.00	\$200.00
Annual account maintenance fee	635.00	635.00
Quarterly fee	2125.00	none
1-ounce letter price + per piece <sup>2</sup>	0.443 + 0.009	0.443 + 0.060
Card price + per piece	0.313 + 0.009	0.313 + 0.060
Bulk Weight Averaged Nonletter-Size BRM	Fee	
Annual permit fee	\$200.00	
Annual account maintenance fee	635.00	
Monthly maintenance fee	1065.00	
Per piece fee <sup>3</sup>	0.016	

- \$0.20 each additional ounce (\$0.17 for parcels); use Priority Mail prices for flats and parcels over 13 ounces.
- Second ounce or fraction thereof—\$0.20.
- In addition to the applicable First-Class Mail or Priority Mail postage.

CALLER SERVICE	
Fee Group—Semi Annual	Fee <sup>1</sup>
1 (30, 31, 38)	\$740.00
2 (32, 39)	700.00
3 (33, 40)	580.00
4 (34, 41)	570.00
5 (35, 42)	560.00
6 (36, 43)	520.00
7 (37, 44)	475.00
Additional Fees and Services	
For each reserved call number, per calendar year	\$45.00

1. Fee groups in parentheses are corresponding fee groups for Competitive Post Office Box service locations, identified on [usps.com/POBoxes](https://usps.com/POBoxes). For example, if it lists fee group 40 for a particular ZIP Code, then Caller Service fee group 3 applies.

CREDIT CARD AUTHENTICATION	Fee
Per Authentication (COA only)	\$1.00

MONEY ORDERS	
Service	Fee
Domestic money order	
\$0.01 to \$500	\$1.20
500.01 to 1,000	1.60
Postal military money order (issued by military facilities)	0.35
Inquiry fee (includes the issuance of a copy of a paid money order)	5.75
Maximum amount per money order—\$1,000	

PARCEL AIRLIFT (PAL)	Fee
Weight not more than 2 pounds	\$0.65
Weight not more than 3 pounds	1.25
Weight not more than 4 pounds	1.75
Weight not more than 30 pounds	2.35

PACKAGE INTERCEPT	Fee
Per Piece (Domestic Only)	\$10.95

PICKUP ON DEMAND	Fee
For Priority Mail Express, Priority Mail, and Standard Post:	
Per Pickup on Demand or Custom Designed delivery stop	\$20.00

PREMIUM FORWARDING SERVICE	Fee
Enrollment fee	\$15.00
Weekly reshipment charge	17.00

# Domestic—PO Box Service

## PO BOX SERVICE

Fee Group	Market Dominant Box Size and Fee per Semi-Annual (6-month) Period				
	1	2	3	4	5
1	\$50.00	\$74.00	\$130.00	\$270.00	\$425.00
2	39.00	62.00	105.00	205.00	365.00
3	32.00	50.00	90.00	165.00	280.00
4	27.00	39.00	65.00	125.00	225.00
5	22.00	29.00	53.00	95.00	160.00
6	16.00	23.00	40.00	68.00	120.00
7	14.00	19.00	32.00	52.00	95.00
E	0.00	0.00	0.00	0.00	0.00

Fee Group	Market Dominant Box Size and Fee per Quarterly (3-month) Period				
	1	2	3	4	5
1	\$29.00	\$43.00	\$76.00	\$158.00	\$249.00
2	23.00	36.00	61.00	120.00	214.00
3	19.00	29.00	53.00	97.00	164.00
4	16.00	23.00	38.00	73.00	132.00
5	13.00	17.00	31.00	56.00	94.00
6	10.00	13.00	23.00	40.00	70.00
7	9.00	11.00	19.00	30.00	56.00

### Additional Fees and Services—Market Dominant and Competitive

Deposit per key issued*	\$3.00
Key duplication or replacement (after first 2 keys), each	6.00
Lock replacement/late payment fee	20.00

\*No Deposit for first two keys at Competitive locations.

## PO BOX SERVICE

Fee Group	Competitive <sup>1</sup> Box Size and Fee Per Semi-Annual (6-month) Period				
	1	2	3	4	5
C30	\$75.00	\$150.00	\$250.00	\$400.00	\$625.00
C31	62.00	93.00	165.00	324.00	530.00
C32	48.00	74.00	128.00	237.00	427.00
C33	39.00	62.00	112.00	196.00	335.00
C34	30.00	44.00	70.00	134.00	252.00
C35	27.00	36.00	64.00	108.00	191.00
C36	20.00	28.00	48.00	77.00	139.00
C37	16.00	23.00	38.00	61.00	108.00
C38	59.00	85.00	152.00	299.00	489.00
C39	46.00	70.00	122.00	227.00	417.00
C40	38.00	59.00	107.00	185.00	319.00
C41	28.00	42.00	67.00	129.00	242.00
C42	26.00	34.00	61.00	103.00	180.00
C43	19.00	27.00	46.00	77.00	134.00
C44	15.00	22.00	36.00	57.00	103.00

Fee Group	Competitive <sup>1</sup> Box Size and Fee Per Quarterly (3-month) Period				
	1	2	3	4	5
C30	\$44.00	\$87.00	\$144.00	\$230.00	\$360.00
C31	36.00	54.00	97.00	190.00	310.00
C32	28.00	43.00	75.00	139.00	250.00
C33	23.00	36.00	66.00	115.00	196.00
C34	18.00	26.00	41.00	78.00	147.00
C35	16.00	21.00	37.00	63.00	112.00
C36	12.00	16.00	28.00	45.00	81.00
C37	10.00	13.00	22.00	36.00	63.00
C38	35.00	50.00	89.00	175.00	286.00
C39	27.00	41.00	71.00	133.00	244.00
C40	22.00	35.00	63.00	108.00	187.00
C41	16.00	25.00	39.00	75.00	142.00
C42	15.00	20.00	36.00	60.00	105.00
C43	11.00	16.00	27.00	45.00	78.00
C44	9.00	13.00	21.00	33.00	60.00

1. The ZIP Codes for these locations and their assigned fee groups may be found at [usps.com/POBoxes](https://usps.com/POBoxes) or your local post office.

# Domestic—Business Mailing Fees

## Domestic Business Mailing Fees

<b>ADDITIONAL SERVICE FEE</b>	<b>Fee</b>
For Forward and Return to Sender Parcel Select	
Per Piece	\$3.00
<b>ANNUAL MAILING FEES</b> (per 12-month period)	<b>Fee</b>
First-Class Mail Presort, per office of mailing	\$200.00
Standard Mail	200.00
Parcel Select (destination entry)	200.00
Presorted Media Mail	200.00
Presorted Library Mail	200.00
Bound Printed Matter (destination entry)	200.00
<b>BULK PARCEL RETURN SERVICE</b>	<b>Fee</b>
Annual permit fee	\$200.00
Annual account maintenance fee	635.00
Per piece returned, regardless of weight	2.75
<b>CUSTOMIZED MARKETMAIL</b>	<b>Fee</b>
Standard Mail Regular, per piece	\$0.460
Standard Mail Nonprofit, per piece	0.334
<b>DETACHED ADDRESS OR MARKETING LABELS</b>	<b>Fee</b>
Per Detached Address or Marketing Label:	
Standard Mail Carrier Route flats and EDDM samples	\$0.031
Targeted Samples	0.000
<b>MERCHANDISE RETURN SERVICE</b>	<b>Fee</b>
Annual permit fee	\$200.00
Annual account maintenance fee (for advance deposit account)	635.00
<b>PARCEL RETURN SERVICE</b>	<b>Fee</b>
Annual permit fee	\$200.00
Annual account maintenance fee	635.00
<b>PERIODICALS APPLICATION FEES</b>	<b>Fee</b>
Original entry	\$650.00
Additional entry	0.00
Reentry	75.00
Registration for news agents	65.00
<b>PERMIT IMPRINT</b>	<b>Fee</b>
Application fee	\$200.00
<b>PICTURE PERMIT IMPRINT</b>	<b>Fee</b>
First-Class Mail (postcards, letters, or flats) per piece	\$0.01
Standard Mail (postcards, letters, or flats) per piece	0.02
<b>REPOSITIONABLE NOTES</b>	<b>Fee</b>
All	\$0.000

<b>SHIPPER PAID FORWARDING</b>	<b>Fee</b>
For parcels sent as Standard Mail, Package Services, or Parcel Select (including Parcel Select Lightweight). (ACS required.)	
Annual account maintenance fee (optional)	\$635.00

## Stationery

### PLAIN STAMPED ENVELOPES

Fee, in addition to the postage value preprinted on the envelope:

TYPE	Fee	
	Each	500
Size 6-3/4	\$0.12	\$16.75
Size 10	0.12	19.10

### STAMPED ENVELOPES

Fee, in addition to the postage value preprinted on the envelope:

TYPE	Fee	
	50	500
Size 6-3/4 (Water Activated Gum Seal)	\$5.50	\$25.90
Size 10 (Water Activated Gum Seal)	5.50	29.30
Size 6-3/4 (Pressure Sensitive Seal)	10.75	41.65
Size 10 (Pressure Sensitive Seal)	10.75	45.05

### STAMPED ENVELOPE PREMIUM OPTIONS

Fee, in addition to the postage value preprinted on the envelope and the appropriate Stamped Envelope fee:

	Fee	
	50	500
Window	1.05	\$2.25
Font Size, Font Style, and/or Ink Color (for 1, 2, or all 3 options) on Personalized Stamped Envelopes	\$1.05	2.25

### STAMPED CARDS

Fee, in addition to the postage value preprinted on the card:

TYPE	Fee
Single Card	\$0.04
Double Card	0.08
Sheet of 40 cards (uncut)	1.60
4-up Cards (Pack of 10 Sheets)	1.70

### STAMPED CARDS PREMIUM OPTIONS

	Fee
Per order of 250 cards	
Printing of return address	\$20.00
Font size, font style, and/or ink color (for one, two, or all three)	1.00
Monogram	1.00
Per order of 1,000 cards	
Printing of return address	50.00
Font size, font style, and/or ink color (for one, two, or all three)	2.00
Monogram	2.00

# Address Management Systems (AMS)

## Address Management Systems (AMS)

<b>AEC</b>	
	<b>Fee</b>
Per Record	\$0.02
Minimum Fee	20.00
<b>ADDRESS SEQUENCING SERVICE</b>	
	<b>Fee</b>
Per Card	\$0.39
<b>AEC II (ADDRESS ELEMENT CORRECTION)</b>	
	<b>Fee</b>
1-100 records (minimum fee)	\$30.00
Each record over 100	0.30
<b>AIS (ADDRESS INFORMATION SYSTEM) VIEWER*</b>	
Per system	<b>Fee</b>
City State delivery type	\$63.00
County name retrieval	63.00
Delivery statistic retrieval	89.00
ZIP + 4 retrieval	63.00
<b>AMS API</b>	
	<b>Fee</b>
Developer's Kit, one platform	\$4,500.00
Each additional, per platform	1,625.00
Resell License, one platform	19,650.00
Each additional, per platform	9,900.00
<b>Additional Database License</b>	
1-100	\$2,400.00
101-200	4,800.00
201-300	7,200.00
301-400	9,650.00
401-500	12,050.00
501-600	14,500.00
601-700	16,900.00
701-800	19,320.00
801-900	21,750.00
901-1,000	24,150.00
1,001-10,000	31,400.00
10,001-20,000	38,650.00
20,001-30,000	45,850.00
30,001-40,000	53,150.00
<b>RDI API Developers Kit</b>	
Each, per platform	\$355.00
Resell License, one platform	1,400.00
Each additional, per platform	735.00
<b>Additional Database Discs, DVD</b>	
AMS API: DPV, LACS <sup>Link</sup> and/or eLOT	\$11.75
IBIP version of above (DVD Only)	11.75
Additional database, e.g., City-State, ZIP+4, Five-Digit	11.75
<b>Additional Database Discs, CD ROM</b>	
AMS API: DPV, LACS <sup>Link</sup> API	\$27.00
eLOT	9.00
Additional database, e.g., City-State, ZIP+4, Five-Digit	9.00

<b>CRIS (CARRIER ROUTE INFORMATION SYSTEM) ROUTE*</b>	
	<b>Fee</b>
CD-ROM per state (Annual Subscription)	\$30.00
CD-ROM all states (Annual Subscription)	925.00
<b>CASS (CODING ACCURACY SUPPORT SYSTEM) CERTIFICATION</b>	
Cycle Testing: (for next cycle)	<b>Fee</b>
August - January	\$200.00
February, March	500.00
April	600.00
May	700.00
June	800.00
July	900.00
Cycle Testing: (for current cycle)	
After July 31st	\$1,000.00
<b>CHANGE-OF-ADDRESS CUSTOMER NOTIFICATION LETTER REPRINT</b>	
	<b>Fee</b>
Per reprint	\$50.00
<b>CHANGE-OF-ADDRESS INFO (ELECTION BOARDS/REGISTRATION COMMISSIONS)</b>	
	<b>Fee</b>
Per change of address	\$0.39
<b>CITY STATE*</b>	
	<b>Fee</b>
Annual Subscription	\$385.00
<b>COMPUTERIZED DELIVERY SEQUENCE (CDS)</b>	
	<b>Fee</b>
Per Record	\$0.008
Minimum Fee	40.00
<b>CORRECTION OF ADDRESS LISTS</b>	
	<b>Fee</b>
Per Submitted Address	\$0.39
Minimum Charge per list (30 items)	11.70
<b>DELIVERY STATISTICS*</b>	
	<b>Fee</b>
Annual Subscription	\$385.00
<b>DPV (DELIVERY POINT VALIDATION)</b>	
	<b>Fee</b>
Per Year	\$11,000.00
<b>99 PERCENT ACCURATE METHOD</b>	
	<b>Fee</b>
Per 1,000 addresses per year	\$1.15
Minimum fee	115.00

\*A single issue can be purchased for 66% of the annual subscription price.

# Address Management Systems (AMS)

## Address Management Systems (AMS)

<b>DSF2 SERVICE (DELIVERY SEQUENCE FILE)</b>	
	<b>Fee</b>
Per year	\$109,000.00
Each additional location per year	55,000.00
Each additional platform per location per year	55,000.00
<b>eLOT SERVICE (ENHANCED LINE OF TRAVEL)*</b>	
	<b>Fee</b>
CD-ROM per state—Annual Subscription	\$30.00
CD-ROM all states—Annual Subscription	925.00
<b>5-Digit ZIP*</b>	
	<b>Fee</b>
All states—Annual Subscription	\$550.00
<b>LABELING LISTS</b>	
	<b>Fee</b>
Per year	\$63.00
<b>LACS<sup>LINK</sup> (LOCATABLE ADDRESS CONVERSION SYSTEM)</b>	
	<b>Fee</b>
Interface developer (first year)	\$1,100.00
Interface developer (each one-year extension)	335.00
Interface distributor (per year)	1,300.00
Data distributor (per year)	335.00
End user (per year)	335.00
<b>MASS CERTIFICATION (MULTI-LINE ACCURACY SUPPORT SYSTEM)</b>	
	<b>Fee</b>
<b>MASS Manufacturers (MLOCR)</b>	
Cycle Testing: (for next cycle) November – June	\$500.00
Cycle Testing: July	1,000.00
Cycle Testing: (for current cycle) after July 31st	1,500.00
<b>MASS End-Users (MLOCR)</b>	
Cycle Testing: (for next cycle) March – June	500.00
Cycle Testing: July	1,000.00
Cycle Testing: (current cycle) after July 31st	1,500.00
<b>MASS Manufacturers (Encoder)</b>	
Cycle Testing: (for next cycle) November – June	300.00
Cycle Testing: July	750.00
Cycle Testing: (for current cycle) after July 31st	1,000.00
<b>MASS End-Users (Encoder)</b>	
Cycle Testing: (for next cycle) March – June	300.00
Cycle Testing: July	750.00
Cycle Testing: after July 31st	1,000.00
MASS Imb Quality Testing:	300.00
<b>NCOA<sup>Link</sup> SERVICE (NATIONAL CHANGE OF ADDRESS)</b>	
	<b>Fee</b>
<b>Initial Interface Developer (first year fee)</b>	
Interface Developer (per each one year extension)	1,100.00
<b>Interface Distributor (per year)</b>	
	27,750.00
<b>Full Service Provider (per year)</b>	
Full Service Provider each additional site (per year)	94,400.00

<b>NCOA<sup>Link</sup> SERVICE (NATIONAL CHANGE OF ADDRESS)</b>	
	<b>Fee</b>
<b>Limited Service Provider (per year)</b>	
Limited Service Provider (per each one year extension)	16,500.00
One site only	16,500.00
Each additional site	8,300.00
<b>ANK<sup>Link</sup> Service Option (per year)</b>	
First site	3,900.00
Each additional site	1,750.00
<b>End User (first year)</b>	
End User (each renewal year)	8,300.00
One site	8,300.00
Each additional site	3,900.00
ANK <sup>Link</sup> Service Option (per year)	850.00
<b>Mail Processing Equipment (per year)</b>	
One site	8,300.00
Each additional site	8,300.00
ANK <sup>Link</sup> Service Option (per year)	850.00
<b>NCOA<sup>Link</sup> Test Audit</b>	
	1,100.00
NCOA <sup>Link</sup> fees (excluding Interface Developer) prorated for first year based on month Postal Service certifies system. No proration for fees for additional sites.	
<b>OFFICIAL NATIONAL ZONE CHARTS (PER YEAR)</b>	
	<b>Fee</b>
Matrix	\$60.00
<b>POSTAL EXPLORER CD-ROM</b>	
	<b>Fee</b>
Per CD-ROM	\$20.00
<b>RDI SERVICE*</b>	
	<b>Fee</b>
Annual Subscription	\$335.00
<b>TIGER/ZIP + 4</b>	
	<b>Fee</b>
CD-ROM (per state)	\$65.00
CD-ROM (all states)	850.00
<b>Z4 CHANGE (LARGE MAILING LIST UPDATES)</b>	
	<b>Fee</b>
Annual Subscription	\$3,350.00
<b>ZIP + 4 SERVICE*</b>	
	<b>Fee</b>
CD-ROM (per state) Annual Subscription	\$30.00
CD-ROM (all states) Annual Subscription	925.00
<b>ZIP MOVE*</b>	
	<b>Fee</b>
Annual Subscription	\$115.00
<b>ZIP Code Sortation (Mailing List)</b>	
	<b>Fee</b>
Per 1000 or fraction thereof	\$130.00

\*A single issue can be purchased for 66% of the annual subscription price.

# International—Extra Services and Fees

## International Extra Services and Fees

### CERTIFICATE OF MAILING

Individual Pieces	Fee
Individual article (Form 3817)	\$1.20
Duplicate copy of Form 3817 or PS Form 3877 (per page)	1.20
Firm mailing books (Form 3877), per article listed (minimum 3)	0.44
Bulk Quantities	Fee
For first 1,000 pieces (or fraction thereof)	\$7.05
Each additional 1,000 pieces (or fraction thereof)	0.85
Duplicate copy of Form 3606	1.20

### CUSTOMS CLEARANCE AND DELIVERY

	Fee
Per piece	\$5.50

### eDelCon

	Fee
Per piece	\$0.00

### INTERNATIONAL BUSINESS REPLY CARD

	Price
Per piece	\$1.25

### INTERNATIONAL BUSINESS REPLY ENVELOPE

	Price
Per piece (up to 2 oz.)	\$1.75

### INTERNATIONAL MONEY TRANSFER SERVICE (SureMoney)<sup>1</sup>

	Fee
\$0.01 to \$750	\$11.00
750.01 to 1,500	16.50
1,500.01 to 2,000	22.00
Refunds	26.00
Change of Payee	12.00

1. Some amounts may be temporarily suspended.

### INTERNATIONAL POSTAL MONEY ORDERS

	Fee
Per money order	\$4.50
Inquiry fee (includes the issuance of a copy of a paid money order).	5.75

### PICKUP ON DEMAND

	Fee
For Global Express Guaranteed, Priority Mail Express International, and Priority Mail International.	
Per each Pickup on Demand stop.	\$20.00

### REGISTERED MAIL

	Fee
Per piece	\$12.95

### RETURN RECEIPT

	Fee
Per piece (requested at time of mailing and must be used in conjunction with another service).	\$3.50

## International Insurance

### GLOBAL EXPRESS GUARANTEED INSURANCE

Indemnity Limit Not Over	Fee
\$100	\$0.00
Each additional \$100 or fraction over \$100	1.00
Maximum insurance \$2499 (varies by country).	

### PRIORITY MAIL EXPRESS INTERNATIONAL INSURANCE

Indemnity Limit Not Over			Fee
\$0.01	to	\$100	\$0.00
100.01	to	200	0.00
200.01	to	500	2.35
500.01	to	1,000	3.85
1,000.01	to	1,500	5.35
1,500.01	to	2,000	6.85
2,000.01	to	2,500	8.35
2,500.01	to	3,000	9.85
3,000.01	to	3,500	11.35
3,500.01	to	4,000	12.85
4,000.01	to	4,500	14.35
4,500.01	to	5,000	15.85

Maximum insurance \$5000 (varies by country).

### PRIORITY MAIL INTERNATIONAL INSURANCE

Indemnity Limit Not Over			Fee
\$0.01	to	\$50	\$2.45
50.01	to	100	3.60
100.01	to	200	4.75
200.01	to	300	5.90
300.01	to	400	7.05
400.01	to	500	8.20
500.01	to	600	9.35
600.01	to	700	10.50

\$10.50 plus \$1.15 per \$100 or fraction thereof over \$700 in declared value.

Maximum insurance \$5000 (varies by country).

# Notice 123—Quick References

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# Flat Rate Pricing—Quick Reference

## Flat Rate Pricing

<b>DOMESTIC</b>	<b>Retail</b>	<b>Online</b>	<b>INTERNATIONAL</b>	<b>Retail</b>	<b>Online</b>
<b>Priority Mail Express</b>			<b>Priority Mail Express International</b>		
<b>Flat Rate Envelope</b>	\$19.95	\$18.11	<b>Flat Rate Envelope</b>		
12-1/2" x 9-1/2"			12-1/2" x 9-1/2" (Max Wt. 4 lbs.)		
<b>Padded Flat Rate Envelope*</b>	19.95	18.11	Canada	\$34.95	\$34.95
12-1/2" x 9-1/2"			All other countries	44.95	44.95
<b>Legal Flat Rate Envelope</b>	19.95	18.11	<b>Padded Flat Rate Envelope*</b>		
15" x 9-1/2"			12-1/2" x 9-1/2" (Max Wt. 4 lbs.)		
<b>Flat Rate Boxes*</b>	39.95	39.95	Canada	34.95	34.95
11" x 8-1/2" x 5-1/2" Inside			All other countries	44.95	44.95
11-1/4" x 8-3/4" x 6" Outside			<b>Legal Flat Rate Envelope</b>		
13-5/8" x 11-7/8" x 3-3/8" Inside			15" x 9-1/2" (Max Wt. 4 lbs.)		
14" x 12" x 3-1/2" Outside			Canada	34.95	34.95
<b>Priority Mail</b>			All other countries	44.95	44.95
<b>Flat Rate Envelopes</b>	5.60	5.05	<b>Flat Rate Boxes*</b>		
12-1/2" x 9-1/2" or smaller			(Max Wt. 20 lbs.)		
<b>Legal Flat Rate Envelope*</b>	5.75	5.25	11" x 8-1/2" x 5-1/2" Inside		
15" x 9-1/2"			11-1/4" x 8-3/4" x 6" Outside		
<b>Padded Flat Rate Envelope*</b>	5.95	5.70	13-5/8" x 11-7/8" x 3-3/8" Inside		
12-1/2" x 9-1/2"			14" x 12" x 3-1/2" Outside		
<b>Small Flat Rate Box</b>	5.80	5.15	Canada	64.95	64.95
8-5/8" x 5-3/8" x 1-5/8" Inside			All other countries	79.95	79.95
8-11/16" x 5-7/16" x 1-3/4" Outside			<b>Priority Mail International</b>		
<b>Medium Flat Rate Boxes</b>	12.35	11.30	<b>Flat Rate Envelopes</b>		
11" x 8-1/2" x 5-1/2" Inside			15" x 9-1/2" or smaller (Max Wt. 4 lbs.)		
11-1/4" x 8-3/4" x 6" Outside			Canada	19.95	19.95
13-5/8" x 11-7/8" x 3-3/8" Inside			All other countries	23.95	23.95
14" x 12" x 3-1/2" Outside			<b>Legal Flat Rate Envelope*</b>		
<b>Large Flat Rate Boxes</b>	16.85	15.30	15" x 9-1/2" (Max Wt. 4 lbs.)		
12" x 12" x 5-1/2" Inside			Canada	19.95	19.95
12-1/4" x 12-1/4" x 6" Outside			All other countries	23.95	23.95
23-11/16" x 11-3/4" x 3" Inside*			<b>Padded Flat Rate Envelope*</b>		
24-1/16" x 11-7/8" x 3-1/8" Outside*			12-1/2" x 9-1/2" (Max Wt. 4 lbs.)		
<b>APO/FPO/DPO Flat Rate Box</b>	14.85	13.30	Canada	19.95	19.95
12" x 12" x 5-1/2" Inside			All other countries	23.95	23.95
12-1/4" x 12-1/4" x 6" Outside			<b>Small Flat Rate Box</b>		
			(Max Wt. 4 lbs.)		
			8-5/8" x 5-3/8" x 1-5/8" Inside		
			8-11/16" x 5-7/16" x 1-3/4" Outside		
			Canada	19.95	19.95
			All other countries	23.95	23.95
			<b>DVD Flat Rate Box*</b>		
			(Max Wt. 4 lbs.)		
			7-9/16" x 5-7/16" x 5/8" Inside		
			8-3/4" x 5-9/16" x 7/8" Outside		
			Canada	19.95	19.95
			All other countries	23.95	23.95
			<b>Large Video Flat Rate Box*</b>		
			(Max Wt. 4 lbs.)		
			9-1/4" x 6-1/4" x 2" Inside		
			9-9/16" x 6-7/16" x 1-3/4" Outside		
			Canada	19.95	19.95
			All other countries	23.95	23.95
			<b>Medium Flat Rate Boxes</b>		
			(Max Wt. 20 lbs.)		
			11" x 8-1/2" x 5-1/2" Inside		
			11-1/4" x 8-3/4" x 6" Outside		
			13-5/8" x 11-7/8" x 3-3/8" Inside		
			14" x 12" x 3-1/2" Outside		
			Canada	40.95	40.95
			All other countries	59.95	59.95
			<b>Large Flat Rate Boxes</b>		
			(Max Wt. 20 lbs.)		
			12" x 12" x 5-1/2" Inside		
			12-1/4" x 12-1/4" x 6" Outside		
			23-11/16" x 11-3/4" x 3" Inside*		
			24-1/16" x 11-7/8" x 3-1/8" Outside*		
			Canada	53.95	53.95
			All other countries	77.95	77.95

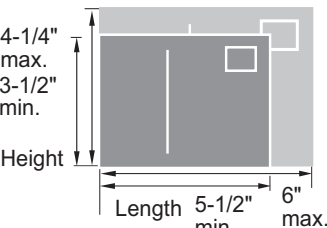
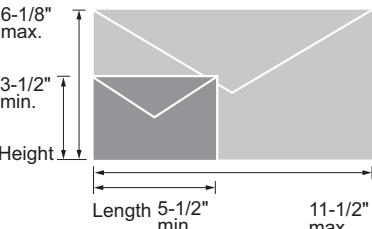
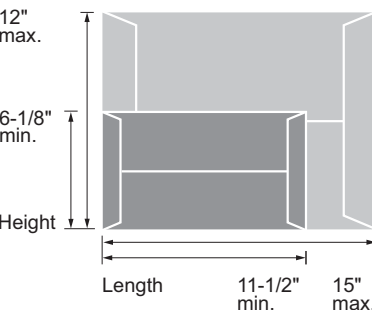
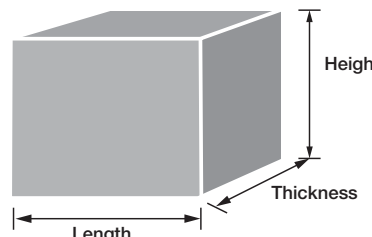


Note: Flat Rate prices are available when material is sent in a USPS-produced Flat Rate Envelope or Box. When sealing a Flat Rate Box or Envelope, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container, provided the design of the container is not enlarged by opening the sides and the container is not reconstructed in any way. Weight restrictions for domestic are 70 lbs. Weight restrictions for Priority Mail International are 4 lbs for the Flat Rate Envelopes, Small Flat Rate Box, DVD, and Large Video Box; 20 lbs for the Medium and Large Flat Rate Boxes. Priority Mail Express International Flat Rate Boxes have a maximum weight limit of 20 lbs; the Flat Rate Envelopes have a maximum weight of 4 lbs.

\* Packaging only available online at [USPS.com](http://USPS.com). Some Post Offices may have Priority Mail Express Flat Rate Boxes available.

# International Quick Reference

## First-Class Mail International & First-Class Package International Service—Retail

SHAPE	SIZE		PRICE						
<b>Postcards</b> 		<b>minimum</b>	<b>maximum</b>	<b>Prices</b>					
	<b>length</b>	5-1/2 inches	6 inches	Canada	\$1.10				
	<b>height</b>	3-1/2 inches	4-1/4 inches	Mexico	1.10				
	<b>thickness</b>	0.007 inch	0.016 inch	All other countries	1.10				
<b>Letters</b> 		<b>minimum</b>	<b>maximum</b>	<b>Weight Not Over (oz.)</b>	<b>Price Groups</b>				
					<b>1</b>	<b>2</b>	<b>3-5</b>	<b>6-9</b>	
	<b>length</b>	5-1/2 inches	11-1/2 inches	1	\$1.10	\$1.10	\$1.10	\$1.10	
	<b>height</b>	3-1/2 inches	6-1/8 inches	2	1.10	1.65	2.05	1.90	
	<b>thickness</b>	0.007 inch	1/4 inch	3	1.55	2.20	3.00	2.70	
	Letters that meet one or more of the nonmachinable characteristics in IMM 241.217 are also subject to the \$0.20 nonmachinable surcharge.			3.5	2.00	2.75	3.95	3.50	
<b>Large Envelopes (Flats)</b> 		<b>minimum*</b>	<b>maximum</b>	<b>Weight Not Over (oz.)</b>	<b>Price Groups<sup>1</sup></b>				
					<b>1</b>	<b>2</b>	<b>3-5</b>	<b>6-9</b>	
	<b>length</b>	11-1/2 inches	15 inches	1	\$2.05	\$2.05	\$2.05	\$2.05	
	<b>height</b>	6-1/8 inches	12 inches	2	2.25	2.65	2.90	2.85	
	<b>thickness</b>	1/4 inch	3/4 inch	3	2.45	3.25	3.75	3.65	
	* Flats exceed at least one of these dimensions.			4	2.65	3.85	4.60	4.45	
	Pieces that are rigid, nonrectangular, or not uniformly thick pay package prices.			5	2.85	4.45	5.45	5.25	
				6	3.05	5.05	6.30	6.05	
				7	3.25	5.65	7.15	6.85	
				8	3.45	6.25	8.00	7.65	
				12	4.35	7.60	9.70	9.30	
				16	5.25	8.95	11.40	10.95	
	<b>Packages</b> 	<b>Size—Other than Rolls</b>	Maximum length = 24 inches Maximum length + height + thickness combined = 36 inches		<b>Weight Not Over (oz.)</b>	<b>Price Groups<sup>1</sup></b>			
						<b>1</b>	<b>2</b>	<b>3-5</b>	<b>6-9</b>
				1	\$6.55	\$6.55	\$6.55	\$6.55	
				2	6.55	6.55	6.55	6.55	
<b>Size—Rolls</b>		Minimum length = 4 inches Minimum length + twice the diameter combined = 6-3/4 inches Maximum length = 36 inches Maximum length + twice the diameter combined = 42 inches		3	7.35	8.85	9.45	9.15	
				4	7.35	8.85	9.45	9.15	
				5	8.55	11.55	12.75	12.15	
				6	8.55	11.55	12.75	12.15	
				7	8.55	11.55	12.75	12.15	
				8	8.55	11.55	12.75	12.15	
				12	9.15	13.50	14.90	14.30	
				16	10.55	15.05	16.75	16.25	

1. For prices up to 64 ounces, see [page 44](#).

Price Group 1: Canada

Price Group 2: Mexico

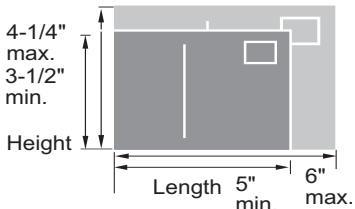
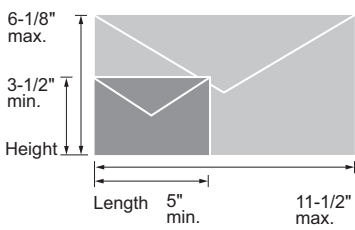
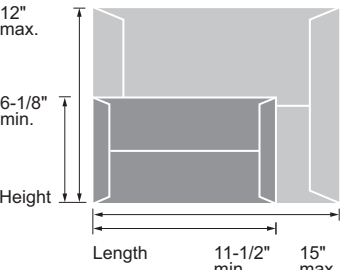
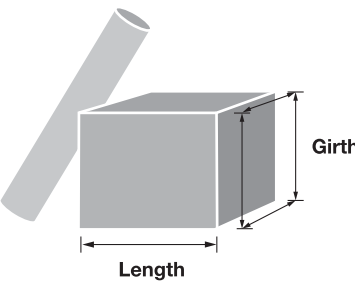
Price Groups 3-5: China, Eastern Europe, Hong Kong, Japan, Russia, South Korea, Turkey, Western Europe

Price Groups 6-9: Africa, Asia (see exceptions in Price Groups 3-5), Central America, Middle East, South America

For all Country Price Groups, see pages [48-51](#).

# Domestic Quick Reference

## First-Class Mail Domestic—Retail

SHAPE	SIZE		PRICE		
<b>Postcards</b> 	<b>minimum</b>	<b>maximum</b>		<b>Price</b>	
	<b>length</b>	5 inches	6 inches	\$0.33	
	<b>height</b>	3-1/2 inches	4-1/4 inches		
	<b>thickness</b>	0.007 inch	0.016 inch		
<b>Letters</b> 	<b>minimum</b>	<b>maximum</b>	<b>Weight Not Over (oz.)</b>	<b>Price</b>	
	<b>length</b>	5 inches	11-1/2 inches	1	\$0.46
	<b>height</b>	3-1/2 inches	6-1/8 inches	2	0.66
	<b>thickness</b>	0.007 inch	1/4 inch	3	0.86
	Letters that meet one or more of the nonmachinable characteristics in DMM 101.1.2 are also subject to the \$0.20 nonmachinable surcharge.		3.5	1.06	
<b>Flats</b> 	<b>minimum*</b>	<b>maximum</b>	<b>Weight Not Over (oz.)</b>	<b>Price</b>	
	<b>length</b>	11-1/2 inches	15 inches	1	\$0.92
	<b>height</b>	6-1/8 inches	12 inches	2	1.12
	<b>thickness</b>	1/4 inch	3/4 inch	3	1.32
	* Flats exceed at least one of these dimensions. Pieces that are rigid, nonrectangular, or not uniformly thick pay parcel prices.		4	1.52	
			5	1.72	
			6	1.92	
			7	2.12	
			8	2.32	
			9	2.52	
			10	2.72	
			11	2.92	
			12	3.12	
			13	3.32	
	<b>Parcels</b> 	<b>length + girth</b>		<b>Weight Not Over (oz.)</b>	<b>Price</b>
length + girth combined cannot exceed 108 inches (Standard Post cannot exceed 130 inches)		1	\$2.07		
		2	2.07		
		3	2.07		
		4	2.24		
<b>length</b>		5	2.41		
the longest side of the package		6	2.58		
		7	2.75		
		8	2.92		
		9	3.09		
<b>girth</b>		10	3.26		
measurement around the thickest part (perpendicular to the length)		11	3.43		
		12	3.60		
		13	3.77		



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