



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

November 3, 2025

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. 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. 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, and prior editions, in PDF and HTML formats can be accessed on the Postal Explorer Web site at pe.usps.com.

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).

Dale Kennedy
Manager
Product Classification

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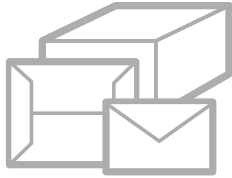
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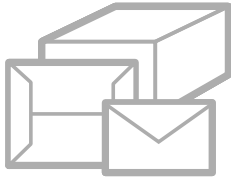
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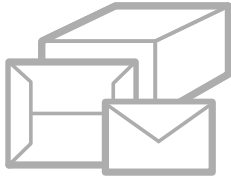
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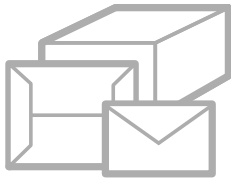
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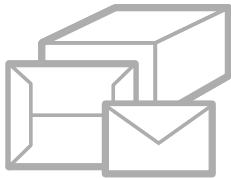
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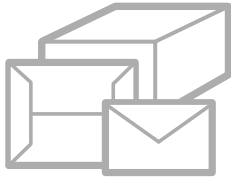
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14.2 Eligibility Standards for Full-Service Automation Periodicals

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14.4 Prices—In-County

14.5 Address Standards for Barcoded Pieces

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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 Centralized Postage Payment System

16.6 Periodicals Accuracy, Grading, and Evaluation Program

17.0 Documentation

17.1 Postage Statement and Documentation

17.2 Additional Standards for Postage Statements

17.3 Monthly Postage Statements

17.4 Detailed Entry Listing for Periodicals

17.5 Additional Standards for Documentation

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18.2 Definition of Mailings

18.3 Presort Terms

18.4 Mail Preparation Terms

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20.0 Sacks and Trays

20.1 Basic Standards

21.0 Sack and Tray Labels

22.0 Preparing Nonbarcoded (Presorted) Periodicals

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207 Periodicals

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- 28.1 Service Objectives
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- 30.1 Basic Standards
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210 Priority Mail Express Letters and Cards

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



213 Prices and Eligibility

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- 1.1 Prices Charged Per Piece
- 1.2 Determining Single-Piece Weight
- 1.3 Commercial Prices
- 1.4 Dimensional Weight Price for Low-Density Parcels
- 1.5 Flat Rate Packaging
- 1.6 Sunday and Holiday Premium
- 1.7 Unmanifested Fee
- 1.8 Nonstandard Fees
- 1.9 Dimension Noncompliance Fee
- 1.10 Live Animal and Perishable Handling Fee

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- 3.1 Description of Service
- 3.2 Barcode Standards
- 3.3 Inspection of Contents

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- 4.1 General
- 4.2 Priority Mail Express Delivery
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214 Postage Payment and Documentation

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215 Mail Preparation

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- 1.1 Priority Mail Express Packaging Provided by the USPS
- 1.2 Sealing Flat Rate Packaging
- 1.3 Price Marking

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- 2.1 Mailing Label
- 2.2 Signature Required

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216 Enter and Deposit

1.0 Priority Mail Express Enter and Deposit

2.0 Priority Mail Express Military Service

3.0 Pickup on Demand Service

220 Priority Mail Letters and Cards

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



223 Prices and Eligibility

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- 1.1 Price Application
- 1.2 Commercial Prices
- 1.3 Commercial Plus Cubic
- 1.4 Dimensional Weight Price for Low-Density Parcels
- 1.5 Flat Rate Packaging
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- 1.7 Determining Single-Piece Weight
- 1.8 Computing Postage
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- 1.11 Dimension Noncompliance Fee
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- 3.2 Barcode Standards
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- 3.4 Matter Closed Against Postal Inspection

224 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Commercial Pricing
- 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 Sealing Flat Rate and Regional Rate Packaging
- 1.3 Required Use of Return Address

2.0 Markings

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- 3.1 Identical Weight Pieces
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4.0 Preparing a Cubic Mailing

226 Enter and Deposit

1.0 Deposit

- 1.1 General
- 1.2 Stamped Pieces

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230 First-Class Mail Letters and Cards

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



233 Prices and Eligibility

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- 1.1 Price Application
- 1.2 Price Computation for First-Class Mail Letters and Flats
- 1.3 First-Class Mail Prices
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- 2.1 General
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- 4.1 Basic Standards for Nonautomation Machinable First-Class Mail
- 4.2 Maximum Weight for Nonautomation Machinable Letters
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- 4.5 Nonautomation Nonmachinable Price Application – Letters
- 4.6 Price Application – Nonautomation Cards and Flats – Presorted

5.0 Additional Eligibility Standards for Automation First-Class Mail

- 5.1 Basic Standards for Automation First-Class Mail
- 5.2 Additional Eligibility Standards for Full-Service Automation First-Class Mail
- 5.3 Maximum Weight for Automation Letters
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6.0 Eligibility Standards for Card Price First-Class Mail

- 6.1 Card Price
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234 Postage Payment and Documentation

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- 1.1 General
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- 2.1 Affixing Postage for Presorted and Automation First-Class Mail
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235 Mail Preparation

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- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
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- 1.4 Preparation Definitions and Instructions
- 1.5 Optional Containerization
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- 3.0 Letter Trays**
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 - 6.1 Basic Standards
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- 7.0 Preparation of Nonautomation Flats**
 - 7.1 Basic Standards
 - 7.2 Single-Piece Price Pieces Presented With Presort Mailings
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 - 8.1 Basic Standards
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- 9.0 Preparing USPS Connect Local Mail**
 - 9.1 Sorting USPS Connect Local Mail
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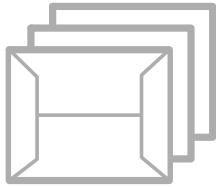
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- 1.0 Deposit**
 - 1.1 Service Objectives
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- 2.0 Verification**
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240 USPS Marketing Mail

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- 243 Prices and Eligibility
- 244 Postage Payment
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- 245 Mail Preparation
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243 Prices and Eligibility

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- 1.1 Price Application
- 1.2 USPS Marketing Mail Prices
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2.0 Content Standards for USPS Marketing Mail

- 2.1 General
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3.0 Basic Eligibility Standards for USPS Marketing Mail

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- 3.3 Additional Basic Standards for
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- 3.6 Residual Volume Requirement
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- 4.1 General Information
- 4.2 Minimum Per Piece Prices
- 4.3 Piece/Pound Prices
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- 7.1 Basic Eligibility Standards for
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240 USPS Marketing Mail

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 - 2.0 **Additional Postage Payment Standards**
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 - 2.3 Combined Price
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 - 5.1 Residual USPS Marketing Mail Subject to First-Class Mail or USPS Ground Advantage — Retail Prices
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245 Mail Preparation

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 - 1.2 Definition of Mailings
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 - 1.4 Preparation Definitions and Instructions
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- 2.0 **Bundles**
 - 2.1 General
 - 2.2 Marketing Parcels
- 3.0 **Letter Trays and Sacks**
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- 5.0 **Preparing Nonautomation Letters**
 - 5.1 Basic Standards
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 - 5.3 Machinable Preparation
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- 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
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 - 6.10 Optional 5-Digit/Scheme Tray Preparation for High Density/High Density Plus Automation Compatible FCR Letters
- 7.0 **Preparing Automation Letters**
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 - 8.9 Residual Pieces
- 9.0 **Preparing Enhanced Carrier Route Flats**
 - 9.1 Basic Standards
 - 9.2 Residual Pieces
 - 9.3 Carrier Route Bundle Preparation
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240 USPS Marketing Mail

- 9.5 Multi Carrier Routes Bundle
- 9.6 Required Sack Minimums
- 9.7 Sack Preparation
- 9.8 Merged Containerization of Carrier Route, Automation, and Presorted Price Flats
- 9.9 Delivery Sequence Standards
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10.0 Preparing Automation Flats

- 10.1 Basic Standards
- 10.2 Mailings
- 10.3 Marking
- 10.4 USPS Marketing Mail Bundle and Flat Tray Preparation

11.0 Preparing Presorted Parcels

- 11.1 Basic Standards
- 11.2 Markings
- 11.3 Preparing Marketing Parcels (3.5 Ounces or More) and Nonprofit Machinable Priced Parcels
- 11.4 Preparing Nonstandard Marketing Parcels (Less Than 3.5 Ounces) and Nonprofit Nonstandard Parcels

12.0 Preparing Customized MarketMail

- 12.1 All Mailings
- 12.2 Required Endorsement
- 12.3 Required Bundling
- 12.4 Bundling and Labeling
- 12.5 Required Containerizing
- 12.6 Containerizing and Labeling

246 Enter and Deposit

1.0 Presenting a Mailing

- 1.1 Basic Standards for USPS Marketing 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 Sectional Center Facility (DSCF)/LPC Entry

- 3.1 Definition
- 3.2 Eligibility
- 3.3 Vehicles

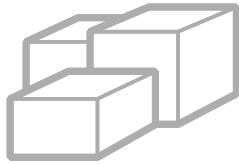
4.0 Destination Delivery Unit (DDU)/S&DC Entry

- 4.1 Definition
- 4.2 Eligibility

250 Parcel Select Parcels

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253 Prices and Eligibility
254 Postage Payment
and Documentation
255 Mail Preparation
256 Enter and Deposit



253 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Pricing
- 1.2 Dimensional Weight Price for Low-Density Parcels
- 1.3 Computing Postage
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- 1.5 USPS Connect Local Flat Rate Packaging
- 1.6 Sunday Delivery
- 1.7 Nonstandard Fees
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2.0 Content Standards

- 2.1 Basic Content Standards
- 2.2 Attachments or Enclosures of Periodicals Sample Copies
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3.0 Basic Eligibility Standards for Parcel Select Parcels

- 3.1 Description of Service
- 3.2 Delivery and Return Addresses
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4.0 Price Eligibility for Parcel Select

- 4.1 Destination Entry Price Eligibility
- 4.2 USPS Connect Local

254 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 NDC/RPDC as Agent

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- 2.1 Completing Postage Statements
- 2.2 Other Documentation

255 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 Parcel Select Markings

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4.0 Preparing Destination Entry Parcel Select

- 4.1 Preparing Destination Delivery Unit (DDU)/S&DC Parcel Select
- 4.2 Preparing Destination Hub (DHub) Parcel Select Unit
- 4.3 Preparing Destination SCF (DSCF)/DRPDC Parcel Select
- 4.4 Preparing Destination NDC (DNDC)/DRPDC Parcel Select

5.0 Preparing Machinable Parcels

- 5.1 Definition
- 5.2 Basic Standards
- 5.3 Sacking and Labeling

6.0 Preparing USPS Connect Local

- 6.1 USPS Connect Local Flat Rate Packaging Provided by USPS
- 6.2 Sealing USPS Connect Local Flat Rate Packaging

256 Enter and Deposit

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 Containers
- 2.3 Mailer Transport
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- 2.5 Mail Separation and Presentation of Destination Entry Mailings
- 2.6 NDC/RPDC as Agent
- 2.7 Appointments
- 2.8 Exception to Scheduling Standard
- 2.9 Redirection by USPS
- 2.10 Advance Scheduling
- 2.11 Deposit Conditions

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Parcel Select
Parcels

- 2.12 Recurring Appointments
- 2.13 Vehicle Unloading
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- 2.17 DNDC/RPDC Parcel
 - Select-Acceptance at Designated SCF-USPS Benefit
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3.0 Pickup on Demand Service

260 Bound Printed Matter Flats

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263 Prices and Eligibility
264 Postage Payment
and Documentation
265 Mail Preparation
266 Enter and Deposit



263 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Nonpresorted Bound Printed Matter
- 1.2 Presorted and Carrier Route Bound Printed Matter

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- 2.1 Basic Content Standards
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3.0 Basic Eligibility Standards for Bound Printed Matter

- 3.1 Description of Service
- 3.2 Inspection of Contents
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4.0 Price Eligibility for Bound Printed Matter

- 4.1 Price Eligibility
- 4.2 Destination Entry Price Eligibility
- 4.3 Nonidentical Weight Pieces
- 4.4 ZIP Code Accuracy

5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter

- 5.1 Basic Standards
- 5.2 Full-Service Intelligent Mail Eligibility Standards for Carrier Route Flats
- 5.3 Carrier Route Accuracy Standard

6.0 Additional Eligibility Standards for Full-Service 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 Barcoded Bound Printed Matter

264 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 and Documentation Standards
- 2.2 Documentation for Nonpresorted, Nonidentical-Weight Mailpieces

265 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 of Flats
- 2.3 Bundle Sizes for Flats
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- 3.1 Preparation

4.0 Sack Labels

5.0 Preparing Presorted Flats

- 5.1 Basic Standards
- 5.2 Bundling
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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

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8.0 Preparing Presorted Parcels

- 8.1 Basic Standards
- 8.2 Preparing Nonstandard Parcels Weighing Less than 10 Pounds
- 8.3 Preparing Machinable Parcels

9.0 Preparing Carrier Route Parcels

- 9.1 Basic Standards
- 9.2 Preparing Nonstandard Parcels Weighing Less Than 10 Pounds
- 9.3 Preparing Nonstandard Parcels Weighing 10 Pounds or More
- 9.4 Preparing Machinable Parcels

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Enter and Deposit

1.0 Deposit of Nonpresorted Bound Printed Matter

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 NDC/RPDC Acceptance
- 2.4 Drop Shipment Information

3.0 Destination Entry

- 3.1 General
- 3.2 Minimum Volume
- 3.3 Postage Payment and Mailing Fees
- 3.4 Documentation
- 3.5 Plant Loads
- 3.6 Mailings of Unsacked Bundles
- 3.7 Verification
- 3.8 Deposit

4.0 Destination Sectional Center Facility (DSCF)/LPC Entry

- 4.1 Eligibility
- 4.2 Presorted Flats
- 4.3 Carrier Route Flats

5.0 Destination Delivery Unit (DDU)/S&DC Entry

- 5.1 Eligibility
- 5.2 Presorted Flats
- 5.3 Carrier Route Flats
- 5.4 Presorted Machinable Parcels
- 5.5 Presorted Nonstandard Parcels
- 5.6 Carrier Route Machinable Parcels
- 5.7 Carrier Route Nonstandard Parcels

270 Media Mail and Library Mail Flats

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273 Prices and Eligibility
274 Postage Payment
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275 Mail Preparation
276 Enter and Deposit



273 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Price Application
- 1.2 Prices
- 1.3 Computing Postage

2.0 General Content Standards for Media Mail and Library Mail

3.0 Content Standards for Media Mail

- 3.1 Content Standards
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- 4.1 Sender and Recipient Qualifications
- 4.2 Content Standards for Mailings Between Entities
- 4.3 Qualified Mailings “To” or “From”
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5.0 Basic Eligibility Standards for Media Mail and Library Mail

- 5.1 Description of Service
- 5.2 Delivery and Return Addresses
- 5.3 Inspection of Contents
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- 5.5 Barcode Standards

6.0 Enclosures and Attachments

- 6.1 Invoice
- 6.2 Incidental First-Class Mail Attachments and Enclosures
- 6.3 Loose Enclosures
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274 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

2.0 Mailing Documentation

275 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

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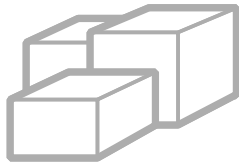
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284 Postage Payment
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285 Mail Preparation
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- 602 Addressing
- 604 Postage Payment
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- 607 Mailer Compliance
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- 7.0 Trademarks and Copyrights of the USPS**
 - 7.1 USPS Trademarks
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- 8.0 USPS Contact Information**
 - 8.1 Postal Service
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- 9.0 Postal Zones**
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 - 10.2 Products and Services Requiring Acceptable Identification
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 - 1.2 Bulk Insured Claims
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 - 4.1 Payable Claim
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- 1.2 Qualified Nonprofit Organizations
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- 2.2 Addressing Military Mail
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- 5.2 Matter Sent To Blind or Other
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- 9.5 Eligibility for an Incidental
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 - 6.2 Combining Parcels—DSCF and DDU Prices
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- 8.0 Preparing Pallets**
 - 8.1 Physical Characteristics
 - 8.2 Top Caps
 - 8.3 Stacking Pallets
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 - 8.7 Copalletized, Combined, or Mixed-Price Level Palletized Mailings
 - 8.8 Basic Uses
 - 8.9 Bundles on Pallets
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 - 8.11 Bundle Reallocation to Protect SCF Pallet for Periodicals Flats and Irregular Parcels and USPS Marketing Mail Flats on Pallets
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- 9.0 Combining Bundles of Automation and Nonautomation Flats in Flat Trays and Sacks**
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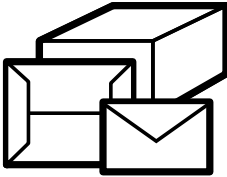
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1.0 Physical Standards for Letters

1.1 Dimensional Standards for Letters

Letter-size mail is the following:

- a. Not less than 5 inches long, 3-1/2 inches high, and 0.007-inch thick. For pieces more than 6 inches long or 4-1/4 inches high, the minimum thickness is 0.009. (Pieces not meeting the 0.009 thickness are subject to a nonmachinable surcharge under [1.2f.](#))
- 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. (Charge flat-size prices for First-Class Mail letter-size pieces over 3.5 ounces.)
- 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 201.1.1.1](#).

1.2 Nonmachinable Criteria

A letter-size piece is nonmachinable if it has one or more of the following characteristics (see [601.1.1.2](#) 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.



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- 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](#)).
- 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. Is less than 0.009 inches thick if the mailpiece is more than 6 inches long or 4-1/4 inches high.
- 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 [201.3.16](#).

2.0 Physical Standards for Flats

2.1 General Definition of Flat-Size Mail

Flat-size mail is the following:

- 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 201.1.1.1](#).
- 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 his or her 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 defined in [201.4.3](#).

**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 [201.5.3](#)) 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 Ineligible Flat-Size Pieces

Flat-size mailpieces that do not meet the eligibility standards in [2.3](#) and [2.4](#) are considered parcels, and customers mailing these pieces must pay the applicable parcel prices.

3.0 Physical Standards for Parcels**3.1 Processing Categories**

USPS categorizes parcels into one of two mail-processing categories: machinable or nonstandard parcel. These categories are based on the physical dimensions of the parcel, and the placement of the delivery address and all required labels on the parcel. (See [601.1.1.5](#) for mailability.) For additional information on the machinable and nonstandard processing categories, see [201.7.0](#).

3.2 Size and Weight**3.2.1 Size**

Parcel sizes are as follows:

- a. Minimum size: Except for cylindrical tubes and rolls or similar-shaped pieces and labeling exceptions in Publication 52, all parcels must be large enough to hold the following required items on a single optical plane without bending, folding, or overlapping (see [601.1.1.5](#)), and all labels and markings must meet the applicable specifications (e.g., DMM; Publication 199, Intelligent Mail Package Barcode (IMpb) Implementation Guide for Confirmation Services and Electronic Payment Systems; Parcel Labeling Guide):
 1. Delivery address.
 2. Return address.
 3. Mailing labels.
 4. Postage.
 5. Barcode.
 6. Endorsements.
 7. Other mail markings.



101.3.2.2

- b. Maximum size: Except for USPS Ground Advantage - Retail, which must not measure more than 130 inches in length and girth combined, 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.

3.2.2 Weight

Except as provided under [4.0](#) through [7.0](#), no mailpiece may weigh more than 70 pounds.

3.3 Two or More Packages

With the exception of USPS-produced Flat Rate Envelopes and Boxes, 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.

4.0 Additional Physical Standards for Priority Mail Express

Lower size and weight standards than provided under [3.2](#) may apply to Priority Mail Express addressed to certain APO/FPO and DPO mail subject to [703.2.0](#), and [703.4.0](#), and for U.S. Department of State mail subject to [703.3.0](#).

5.0 Additional Physical Standards for Priority Mail

Lower size and weight standards than provided under [3.2](#) may apply to Priority Mail addressed to certain APO/FPO and DPO mail subject to [703.2.0](#), and [703.4.0](#), and for U.S. Department of State mail subject to [703.3.0](#).

6.0 Additional Physical Standards for First-Class Mail and USPS Ground Advantage – Retail

6.1 Maximum Weight

First-Class Mail or First-Class Package Service — Retail cannot exceed 13 ounces. First-Class Mail or First-Class Package Service — Retail weighing more than 13 ounces is Priority Mail. First-Class Mail (letters and flats) must not exceed 13 ounces.

6.2 Cards Claimed at Card Prices

6.2.1 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 [6.2](#) and the applicable eligibility for the price claimed. Ineligible cards are subject to letter-size pricing.



6.2.2 Postcard Dimensions

Each card and part of a double card claimed at card pricing must be the following:

- 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.
- d. Not more than 3.5 ounces (Charge flat-size prices for First-Class Mail card-type pieces over 3.5 ounces.)

6.2.3 Other Cards

A card that does not meet the applicable standards in [6.2](#) must not bear the words “Postcard” or “Double Postcard.”

6.2.4 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 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.

6.2.5 Acceptable Attachments

A card may bear an attachment that is the following:

- 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.

6.2.6 Unacceptable Attachment

A card may not bear an attachment that is the following:

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

6.2.7 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.

**6.2.8 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 6.2, 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.

6.2.9 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 USPS Returns 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.

6.2.10 Enclosures

Enclosures in double postcards are prohibited at card prices.

6.3 Nonmachinable Pieces**6.3.1 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 133.1.7).

6.3.2 Nonmachinable Flats

Flat-size pieces that do not meet the standards in 2.0 are considered parcels, and the mailer must pay the applicable parcel price.

6.4 Parcels

A USPS Ground Advantage - Retail parcel is the following:

- 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 under [2.4](#).

7.0 Additional Physical Standards for Media Mail and Library Mail

Lower size and weight standards than provided under [3.2](#) may apply to Library Mail and Media Mail addressed to certain APOs and FPOs, subject to [703.2.0](#) and [703.4.0](#) and for U.S. Department of State mail, subject to [703.3.0](#).

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- [3.0 Placement and Content of Mail Markings](#)
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1.0 All Mailpieces

1.1 Clear Space

A clear space must be available on all mail for the address, postage (postmarks), endorsements, and other mail markings (i.e., extra service label or form).

1.2 Delivery and Return Address

The delivery address specifies the location to which USPS is to deliver a mailpiece. The piece must have a legible delivery address, only on the side of the piece bearing postage. A return address is required in specific circumstances under [4.2](#) and [602.1.5](#). 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 202.2.1](#)):

- 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.

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, see [601.1.1.3](#).



3.0 Placement and Content of Mail Markings

3.1 Priority Mail Express Marking

Priority Mail Express pieces must be marked "Priority Mail Express," by using a mailing label. See [115.2.0](#) for mailing label standards.

3.2 Priority Mail Marking

Priority Mail pieces must have the basic price marking of "Priority Mail" printed in a prominent location on the address side. When a shipping address label is used, the basic required price marking must be printed as provided under [202.3.9](#).

3.3 First-Class Mail and USPS Ground Advantage — Retail Markings

Each single-piece price First-Class Mail and USPS Ground Advantage – Retail piece must have a delivery address, but is not required to bear a price marking. When a shipping address label is used, the basic required price marking must be printed as provided under [202.3.9](#).

3.4 Media Mail and Library Mail Markings

Mailers must print the basic required Package Services subclass marking "Media Mail" or "Library Mail" 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). When a shipping address label is used, the basic required price marking must be printed as provided under [202.3.9](#).

3.5 Marking Expedited Handling on Mail

Mailpieces bearing references to expedited handling or delivery (e.g., "Urgent," "Rush Delivery," "Time Sensitive") meet the requirements under [604.5.3.5](#).

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](#), or carrier release under [508.1.1.8](#)) or to request an ancillary service (forwarding, return, or address correction under [507.1.0](#) and [507.1.8](#)), subject to the corresponding standards for use and availability. See [202.4.0](#) for information regarding the placement and printing of endorsements.

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).



Retail Mail: Elements on the Face of a Mailpiece

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113 Prices and Eligibility

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- [3.0 Content Standards for Priority Mail Express](#)
- [4.0 Service Features of Priority Mail Express](#)

1.0 Prices and Fees

1.1 Prices Charged Per Piece

Except for Flat Rate Packaging (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. Express all weights in decimal pounds rounded off to two decimal places.

1.2 Prices

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

1.3 Dimensional Weight Price for Low-Density Parcels

Postage for parcels addressed for delivery to zones 1–9 and exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight (as calculated in [1.3.1](#) or [1.3.2](#)), whichever is greater.

1.3.1 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 and then that total by the height. (Example: $11 \times 6 \times 3 = 198$.)
- c. If the result exceeds 1,728 cubic inches, divide the result by 166 and round up (see [604.7.0](#)) to the next whole number to determine the dimensional weight in pounds.
- d. If the dimensional weight exceeds 70 pounds, the customer pays the 70-pound price.

1.3.2 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 and then that total by the height. (Example: $11 \times 6 \times 3 = 198$.)



- 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 166 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.

1.4 **Flat Rate Packaging**

Only USPS-produced Flat Rate Envelopes are eligible for the Flat Rate price, and only customers when using them are charged a flat rate, regardless of the domestic destination or actual weight (up to 70 pounds) of the mailpiece. Customers must only use USPS-produced Flat Rate Envelopes at the applicable Flat Rate Envelope price. Restrictions apply for using USPS-produced packaging (see [601.6.1](#)).

1.5 **Sunday and Holiday Premium**

Delivery guaranteed for a Sunday or holiday is charged a premium fee (see [Notice 123—Price List](#)). 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 **Nonstandard Fees**

A Priority Mail Express piece is subject to the nonstandard fees (see [Notice 123—Price List](#)) as follows:

- a. A piece measures more than 22 inches up to 30 inches long.
- b. A piece measures more than 30 inches long.
- c. A piece measures more than 2 cubic feet (3,456 cubic inches). Dimensions for *rectangular* pieces are determined by measuring the length, width, and height in inches, rounding off (see [604.7.0](#)) each measurement to the nearest whole inch and multiplying the length by the width by the height. Dimensions for *nonrectangular* pieces are calculated as above and the result multiplied by an adjustment factor of 0.785. If either calculation exceeds 3,456 cubic inches, the piece is subject to the nonstandard fee.
- d. [\[7-13-25\]](#) A piece that contains any of the nonstandard characteristics listed under [201.7.6.2](#).
- e. [\[7-13-25\]](#) A piece that is subject to both a length ([1.6a](#), [1.6b](#)) and a characteristics ([1.6d](#)) nonstandard fee is only subject to the highest fee.
- f. [\[7-13-25\]](#) A piece may be subject to both a length ([1.6a](#), [1.6b](#)) and a cube ([1.6c](#)) nonstandard fee, or a characteristics ([1.6d](#)) and a cube ([1.6c](#)) nonstandard fee

[\[1-19-25\]](#)

1.7 **Live Animal and Perishable Handling Fee**

[\[1-19-25\]](#) Customers mailing Priority Mail Express pieces containing live animals or perishable food (e.g. fruit, meat) are subject to pay the nonrefundable Live-Animal and Perishable Handling Fee (see Notice 123 - *Price List*). This fee is

charged in addition to the Live-Animal Transportation Fee, when applicable, specified in the Notice 123 - *Price List*. For additional information on the Live-Animal and Perishable Handling Fee, see Publication 52, *Hazardous, Restricted, and Perishable Mail*, (section 526).

2.0 Basic Eligibility Standards for Priority Mail Express

All mailable matter may be sent via Priority Mail Express, except matter prohibited by standards (e.g., certain hazardous materials). Items mailed containing cremated remains in their original form (ashes) and any other form (e.g., keepsakes and jewelry) must be sent via Priority Mail Express. (See Publication 52, *Hazardous, Restricted, and Perishable Mail*, section 451.22.)

2.1 Description of Service

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*).

2.2 Inspection of Contents

Priority Mail Express matter is sealed against postal inspection.

3.0 Content Standards for Priority Mail Express

All mailable matter may be sent via Priority Mail Express, except matter prohibited by standards (e.g., certain hazardous materials). Items mailed containing cremated remains in their original form (ashes) and any other form (e.g., keepsakes and jewelry) must be sent via Priority Mail Express. (See Publication 52, *Hazardous, Restricted, and Perishable Mail*, section 451.22.)

4.0 Service Features of Priority Mail Express

4.1 General

A mailing receipt showing the time and date of mailing must be provided to the mailer on acceptance of Priority Mail Express by USPS. This receipt serves as evidence of mailing. A delivery record, including the addressee's signature (see [115.2.2](#) and [115](#)), will be provided upon request. Individual requests by article number may be retrieved at [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.

- a. Individual requests by article number can be retrieved at [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 ([503.1.8b](#)) is available to mailers using Priority Mail Express Manifesting.



[7-13-25]

4.2 Priority Mail Express Delivery

4.2.1 Availability

[7-13-25] Priority Mail Express offers delivery in 1, 2, or 3 delivery days depending on various factors, including the date on which the item is deemed accepted by the Postal Service, and based on the origin and destination ZIP Codes.

4.2.2 Acceptance

[7-13-25] Priority Mail Express items must be presented no later than the local Post Office's acceptance time. Priority Mail Express items mailed after the local Post Office mail-acceptance time are deemed to have been mailed on the next day the office is open, subject to the standards for this service.

4.2.3 Delivery Time

[7-13-25] Items are delivered by 6 p.m. on the scheduled delivery day. The Postal Service will notify the addressee if delivery is not made. A reminder notice is left on the third day after the attempted delivery. A second delivery is attempted only upon customer request.

4.2.4 Hold for Pickup

[7-13-25] Except for Priority Mail Express mailpieces containing cremated remains, under Hold for Pickup service, items presented under 4.2 are available for pickup by the addressee at the destination facility by 6 p.m. of the scheduled delivery day that the destination office is open for retail business.

[7-13-25]

4.3 Priority Mail Express Military Service

Priority Mail Express Military Service (PMEMS) 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. For PMEMS standards see [703.2.0](#).

114 Postage Payment Methods

Overview

[1.0 Basic Standards for Postage Payment](#)

1.0 Basic Standards for Postage Payment

1.1 **Payment Method**

Retail Priority Mail Express postage may be paid with adhesive stamps (see [604.1.0](#)), postage evidencing systems (see [604.4.0](#)), or USPS Click-N-Ship. The mailer is responsible for proper payment of postage.

1.2 **Prepaid Reply Postage**

Any postage evidencing system may be used to prepay reply postage on Priority Mail Express shipments under [604.4.5.2](#).

115 Mail Preparation

Overview

- [1.0 Priority Mail Express Supplies](#)
- [2.0 Priority Mail Express Labels](#)
- [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 mailer of any material mailed in USPS-provided Priority Mail Express packaging, regardless of how the packaging is reconfigured or how markings may be obliterated, is charged the appropriate Priority Mail Express price. 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/store.

1.2 Sealing Flat Rate Packaging

When sealing a Flat Rate Envelope, the container flap must be able to close within the normal fold. Tape may be applied to the flap 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.

1.3 Labels

Customers mailing matter bearing a Priority Mail Express label or Priority Mail Express label generated through Click-N-Ship or another USPS-approved method are charged the appropriate Priority Mail Express price.

[7-13-25]

2.0 Priority Mail Express Labels

2.1 Mailing Label

[7-13-25] Priority Mail Express items must be labeled as follows:

- a. For each Priority Mail Express item, the mailer may present the item at a Post Office to have a shipping label printed and affixed to the item, or use a Postal Service self-service kiosk (SSK) (where available) to generate and affix a Priority Mail Express label. Manual Post Offices continue to use Label 11-M.
- b. For each Priority Mail Express item, the mailer may use a Priority Mail Express label generated through Click-N-Ship or another USPS-approved method. (See Publication 199, *Intelligent Mail Package Barcode (IMpb) Implementation Guide for: Confirmation Services and Electronic Payment Systems*, available on PostalPro at postalpro.usps.com).



- c. **[1-19-25]** For each Priority Mail Express item containing cremated remains, the mailer may label the item under **2.1a** or **2.1b**. The Intelligent Mail package barcode (IMpb) and the Intelligent Mail matrix barcode (IMmb) on the shipping label must have the appropriate service-type code and banner text above the IMpb barcode used for shipping cremated remains. (See Publication 199, *Intelligent Mail Package Barcode (IMpb) Implementation Guide for: Confirmation Services and Electronic Verification System (eVS) Mailers*, available on PostalPro at <https://postalpro.usps.com>).

2.2 Signature Required

Mailers may request the recipient's signature upon delivery for Priority Mail Express items as follows:

- a. A mailer sending a Priority Mail Express item and requiring a signature must request a signature at a Post Office or Postal Service SSK, or on a label check the "Signature Required" box that a signature is requested to instruct USPS to obtain a signature. If the "Signature Required" box is selected, an image of the signature will be provided to mailers when they access delivery information. A mailer must select a signature service for Priority Mail Express COD, or Priority Mail Express with additional insurance.
- b. A mailer requiring a signature for a Priority Mail Express item containing cremated remains must request a signature at a Post Office or Postal Service SSK, or on a label check the "Signature Required" box that a signature is requested to instruct USPS to obtain a signature. If a signature is required, an image of the signature will be provided to mailers when they access delivery information. A mailer must select a signature service for Priority Mail Express with additional insurance.

[7-13-25]

3.0 Firm Mailing Book

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

- a. PS Form 3877 must be presented with the items to be mailed.
- b. The mailer must enter on PS 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. 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 PS 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.

116 Deposit

Overview

- [1.0 Priority Mail Express Deposit](#)
- [2.0 Priority Mail Express Military Service](#)
- [3.0 Pickup on Demand Service](#)

[7-13-25]

1.0 Priority Mail Express Deposit

Retail Priority Mail Express must be deposited as follows:

- a. Except as provided in 1.0b, items may be deposited at a Post Office location, deposited in a Priority Mail Express collection box, picked up during the normal delivery and collection of mail, or through Pickup on Demand service.
- b. Items bearing only postage stamps as postage payment and that weigh more than 10 ounces, or measure more than one half-inch in thickness, may not be deposited into a Priority Mail Express collection box, picked up during the normal delivery and collection of mail, or through Pickup on Demand service. The sender must present such items to an employee at a Post Office location. Improperly presented items will be returned to the sender for proper deposit.
- c. Items must be deposited by the local Post Office designated acceptance time. Designated acceptance times can be found in the Postage Price Calculator on Postal Explorer at pe.usps.com.

2.0 Priority Mail Express Military Service

[11-3-25] For information on Priority Mail Express Military Service (PMEMS) see [703.2.0](#).

3.0 Pickup on Demand Service

Pickup on Demand service ([507.7.0](#)) is available for a fee only from designated ZIP Codes and can be requested online at www.usps.com.

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- 124 Postage Payment Methods
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- 126 Deposit

123 Prices and Eligibility

Overview

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

1.0 Prices and Fees

1.1 Price Application

Except under [1.4](#) through [1.5](#), 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 Dimensional Weight Price for Low-Density Parcels

Postage for parcels addressed for delivery to zones 1-9 and exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight (as calculated in [1.3.1](#) or [1.3.2](#)), whichever is greater.

1.3.1 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 and then that total by the height. (Example: $11 \times 6 \times 3 = 198$.)
- c. If the result exceeds 1,728 cubic inches, divide the result by 166 and round up (see [604.7.0](#)) to the next whole number to determine the dimensional weight in pounds.
- d. If the dimensional weight exceeds 70 pounds, the customer pays the 70-pound price.

1.3.2 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 166 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.

1.4 Flat Rate Packaging

Only USPS-produced Flat Rate Envelopes or Flat Rate Boxes are eligible for the Flat Rate price, and only customers when using them are charged a flat rate, regardless of the domestic destination or actual weight (up to 70 pounds) of the mailpiece. Customers must only use USPS-produced Flat Rate containers at the applicable Flat Rate price. Restrictions apply for using USPS-produced packaging (see [601.6.1](#)).

1.4.1 Flat Rate Envelope—Price 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.

1.4.2 Flat Rate Boxes—Price Eligibility

Only USPS-produced Flat Rate Boxes are eligible for the Flat Rate Box prices. Mailers are charged a flat rate per each USPS-produced Priority Mail Flat Rate Box regardless of the domestic destination or actual weight (up to 70 pounds) of the mailpiece. 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. Large Flat Rate Box to domestic destinations.
- d. Large Flat Rate Box and “special version of this box” identified with the additional logo “Americasupportsyoudm” to APO/FPO and DPO destinations. This box is priced less to mail than the conventional domestic Large Flat Rate Box. If the special version of the APO/FPO Flat Rate Box is used for non-APO/FPO and DPO destination addresses, domestic or international Large Flat Rate Box prices will apply.

1.4.3 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 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. 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.

1.5 Prices for Keys and Identification Devices

Keys and identification devices (e.g., identification cards or uncovered identification tags) that weigh 13 ounces or less are charged the applicable First-Class Mail or Priority Mail price and a 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 for zone 4 plus the fee. Keys and identification devices weighing more than 1 pound but not more than 2 pounds are returned 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.

1.6 Nonstandard Fees

Except for Flat Rate packaging, a Priority Mail piece is subject to a nonstandard fee (see [Notice 123—Price List](#)) as follows:

- a. A piece measures more than 22 inches up to 30 inches long.
- b. A piece measures more than 30 inches long.
- c. A piece measures more than 2 cubic feet (3,456 cubic inches). Dimensions for *rectangular* pieces are determined by measuring the length, width, and height in inches, rounding off (see [604.7.0](#)) each measurement to the nearest whole inch and multiplying the length by the width by the height. Dimensions for *nonrectangular* pieces are calculated as above and the result multiplied by an adjustment factor of 0.785. If either calculation exceeds 3,456 cubic inches, the piece is subject to the nonstandard fee.
- d. [\[7-13-25\]](#) A piece that contains any of the nonstandard characteristics listed under [201.7.6.2](#).
- e. [\[7-13-25\]](#) A piece that is subject to both a length ([1.6a](#), [1.6b](#)) and a characteristics ([1.6d](#)) nonstandard fee is only subject to the highest fee.
- f. [\[7-13-25\]](#) A piece may be subject to both a length ([1.6a](#), [1.6b](#)) and a cube ([1.6c](#)) nonstandard fee or a characteristics ([1.6d](#)) and a cube ([1.6c](#)) nonstandard fee.

[\[1-19-25\]](#)

1.7 Live-Animal and Perishable Handling Fee

[\[1-19-25\]](#) Customers mailing Priority Mail pieces containing live animals or perishable food (e.g. fruit, meat) are subject to pay the nonrefundable Live-Animal and Perishable Handling Fee (see [Notice 123 - Price List](#)). This fee is charged in addition to the Live-Animal Transportation Fee, when applicable,



specified in the Notice 123 - *Price List*. For additional information on the Live-Animal and Perishable Handling Fee, see Publication 52, *Hazardous, Restricted, and Perishable Mail*, (section 526).

2.0 Basic Eligibility Standards for Priority Mail

2.1 Description of Service

[7-13-25] 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](#), [703.4.0](#), and U.S. Department of State mail subject to [703.3.0](#). Service objectives for delivery are 2 to 3 days. However, USPS does not guarantee the delivery time. Certain Priority Mail mailpieces, such as pieces containing hazardous material or considered nonstandard (e.g., oversized-priced pieces and nonstandard fee-priced pieces), may receive deferred handling.

2.2 Inspection of Contents

Priority Mail matter is sealed against postal inspection.

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](#)), postage evidencing systems (see [604.4.0](#)), or USPS Click-N-Ship.

1.2 **Forever Prepaid Flat Rate Packaging**

Priority Mail Forever Prepaid Flat Rate packaging must be purchased by credit card online at 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. The mailer of any material mailed in USPS-provided Priority Mail packaging, regardless of how the packaging is reconfigured or how markings may be obliterated, is charged the appropriate Priority Mail price.

1.2 Sealing Flat Rate Packaging

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.

1.3 Required Use of Return Address

The sender's domestic return address must appear legibly on Priority Mail pieces (see [602.1.5](#)).

2.0 Marking for Priority Mail

The marking "Priority Mail" must be placed prominently on the address side of each piece of Priority Mail under [102.3.2](#).

126 Deposit

Overview

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

1.0 Deposit

1.1 Pieces Weighing 10 Ounces or Less and Measuring One Half-Inch or Less in Thickness

Priority Mail pieces that weigh 10 ounces or less and measure one half-inch or less in thickness 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 postage stamps. Metered mail must be deposited in locations under the jurisdiction of the licensing Post Office, except as permitted under [604.4.0](#).

1.2 Pieces Weighing More than 10 Ounces or Measuring More than One Half-Inch in Thickness

Priority Mail pieces bearing only postage stamps as postage payment and that weigh more than 10 ounces or measure more than one half-inch in thickness 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

Pickup on Demand service ([507.7.0](#)) is available for a fee only from designated ZIP Codes and can be requested online at www.usps.com.

130 Retail Mail First-Class Mail and USPS Ground Advantage – Retail

133 Prices and Eligibility

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135 Mail Preparation

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133 Prices and Eligibility

Overview

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

1.0 Prices and Fees

1.1 First-Class Mail Single-Piece and USPS Ground Advantage – Retail Price Application

The single-piece prices (see [Notice 123—Price List](#)) are applied as follows:

- a. The card price applies to a card meeting the standards in [101.6.2](#).
- b. The letter price applies to letter-size pieces meeting the standards in [101.1.1](#) and weighing 3.5 ounces or less, and that are not eligible for the card price. There are separate prices for stamped letters and for letters with metered postage affixed (Metered Mail price).
- c. The flat price applies to flat-size pieces that meet the standards in [101.2.0](#).
- d. The USPS Ground Advantage – Retail 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 and USPS Ground Advantage – Retail

First-Class Mail and USPS Ground Advantage – Retail prices are charged as follows:

- a. First-Class Mail: Per ounce or fraction thereof. Any fraction of an ounce is considered a whole ounce. For example, if a piece weighs 0.5 ounces, the weight (postage) increment is 1 ounce.
- b. USPS Ground Advantage – Retail: Based on weight and zone and is charged as follows:
 1. **[11-3-25]** Ounce pricing charged at the 4-ounce, 8-ounce, 12-ounce, and 15.999-ounce increments. Any fraction of an ounce over the 4-ounce, 8-ounce, 12-ounce, and 15.999-ounce increments is rounded to the next price increment. For example, if an item weighs 4.1 ounces, the next weight (price) increment is 8 ounces. If an item weighs 12.1 ounces, the next weight (price) increment is 15.999 ounces.
 2. Per pound from more than 1 pound through 70 pounds. Any fraction of a pound is considered a whole pound. For example, if an item weighs 1.25 pounds, the weight (price) increment is 2 pounds.



1.3 USPS Ground Advantage – Retail – Limited Overland Routes Prices

USPS Ground Advantage – Retail – LOR retail prices (see [Notice 123—Price List](#)) are only available when mailing eligible items within Alaska for pieces delivered to or from the eligible intra-Alaska ZIP Codes not connected by overland routes in [Exhibit 1.3](#). USPS Ground Advantage — Retail – LOR retail prices are not available through online or commercial postage payment.

Exhibit 1.3 USPS Ground Advantage – Retail – LOR Eligible Intra-Alaska ZIP Codes

USPS Ground Advantage – Retail – LOR eligible intra-Alaska ZIP Codes are as follows:

99545, 99546, 99547, 99548, 99549, 99550, 99551, 99552, 99553, 99554, 99555, 99557, 99558, 99559, 99561, 99563, 99564, 99565, 99569, 99571, 99574, 99575, 99576, 99578, 99579, 99580, 99581, 99583, 99585, 99589, 99590, 99591, 99602, 99604, 99606, 99607, 99608, 99609, 99612, 99613, 99614, 99615, 99619, 99620, 99621, 99622, 99624, 99625, 99626, 99627, 99628, 99630, 99632, 99633, 99634, 99636, 99637, 99638, 99640, 99641, 99643, 99644, 99647, 99648, 99649, 99650, 99651, 99653, 99655, 99656, 99657, 99658, 99659, 99660, 99661, 99662, 99663, 99665, 99666, 99667, 99668, 99670, 99671, 99675, 99677, 99678, 99679, 99680, 99681, 99682, 99684, 99685, 99689, 99690, 99691, 99692, 99695, 99697, 99720, 99721, 99722, 99723, 99724, 99726, 99727, 99730, 99732, 99733, 99734, 99736, 99738, 99739, 99740, 99741, 99742, 99745, 99746, 99747, 99748, 99749, 99750, 99751, 99752, 99753, 99754, 99756, 99757, 99758, 99759, 99761, 99762, 99763, 99765, 99766, 99767, 99768, 99769, 99770, 99771, 99772, 99773, 99774, 99777, 99778, 99781, 99782, 99783, 99784, 99785, 99786, 99788, 99789, 99790, 99791, 99801, 99802, 99803, 99811, 99812, 99820, 99821, 99824, 99825, 99826, 99827, 99829, 99830, 99832, 99833, 99835, 99836, 99840, 99841, 99850, 99901, 99903, 99918, 99919, 99921, 99922, 99923, 99925, 99926, 99927, 99928, 99929, 99950

1.4 Dimensional Weight Price for Low-Density Parcels

1.4.1 General

Postage for USPS Ground Advantage parcels addressed for delivery to zones 1-9 and USPS Ground Advantage – LOR parcels, 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.

1.4.2 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 and then that total by the height.
- If the result exceeds 1,728 cubic inches, divide the result by 166 and round up (see [604.7.0](#)) to the next whole number to determine the dimensional weight in pounds.
- If the dimensional weight exceeds 70 pounds, the customer pays the 70-pound price.

1.4.3 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 and then that total 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 166 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.

1.5 **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.

1.6 **Keys and Identification Devices**

Keys and identification devices (such as identification cards and uncovered identification tags) that weigh 13 ounces or less may be returned at the applicable single-piece First-Class Mail flat price plus the fee. Keys and identification devices that weigh more than 13 ounces are subject to Priority Mail prices under [123.1.5](#). 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.

1.7 **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 [233.2.7](#)) is not subject to the nonmachinable surcharge.

1.8 **Nonstandard Fees**

[\[7-13-25\]](#) Except for oversized price parcels, a USPS Ground Advantage - Retail and USPS Ground Advantage - LOR piece is subject to a nonstandard fee (see [Notice 123—Price List](#)) as follows:

- a. A piece measures more than 22 inches up to 30 inches long.
- b. A piece measures more than 30 inches long.
- c. A piece measures more than 2 cubic feet (3,456 cubic inches). Dimensions for *rectangular* pieces are determined by measuring the length, width, and height in inches, rounding off (see [604.7.0](#)) each measurement to the nearest

whole inch and multiplying the length by the width by the height. Dimensions for *nonrectangular* pieces are calculated as above and the result multiplied by an adjustment factor of 0.785. If either calculation exceeds 3,456 cubic inches, the piece is subject to the nonstandard fee.

- d. [7-13-25] A piece that contains any of the nonstandard characteristics listed under 201.7.6.2.
- e. [7-13-25] A piece that is subject to both a length (1.8a, 1.8b) and a characteristics (1.8d) nonstandard fee is only subject to the highest fee
- f. [7-13-25] A piece may be subject to both a length (1.8a, 1.8b) and a cube (1.8c) nonstandard fee, or a characteristics (1.8d) and a cube (1.8c) nonstandard fee.

[1-19-25]

1.9 Live-Animal and Perishable Handling Fee

[1-19-25] Customers mailing USPS Ground Advantage - Retail pieces containing live animals or perishable food (e.g. fruit, meat) are subject to pay the nonrefundable Live-Animal and Perishable Handling Fee (see Notice 123 - *Price List*). This fee is charged in addition to the Live-Animal Transportation Fee, when applicable, specified in the Notice 123 - *Price List*. For additional information on the Live-Animal and Perishable Handling Fee, see Publication 52, *Hazardous, Restricted, and Perishable Mail*, (section 526).

2.0 Basic Eligibility Standards for First-Class Mail and USPS Ground Advantage – Retail

2.1 Description of Service

First-Class Mail and USPS Ground Advantage – Retail mail receive expeditious handling and transportation. USPS does not guarantee the delivery of First-Class Mail and USPS Ground Advantage – Retail mail within a specified time. Certain USPS Ground Advantage - Retail mailpieces, such as pieces containing hazardous material or considered nonstandard (e.g., oversized-priced pieces and nonstandard fee-priced pieces), may receive deferred handling.

2.2 Defining Characteristics

2.2.1 Inspection of Contents

First-Class Mail and USPS Ground Advantage – Retail mail are sealed against Postal Service inspection.

2.2.2 Forwarding and Return Service

The price of First-Class Mail and USPS Ground Advantage – Retail mail includes forwarding service to a new address for up to 12 months, and return service if the mailpiece is undeliverable.

2.2.3 Extra Services

First-Class Mail and USPS Ground Advantage – Retail mail are eligible to receive the following extra services as specified (See 503 for information regarding additional extra services):

- a. First Class Mail: Registered Mail services and Certified Mail services.
- b. USPS Ground Advantage – Retail: Registered Mail services.

3.0 Content Standards

3.1 General Eligibility

With the exception of restricted material as described in [601.8.0](#), any mailable item may be mailed as First-Class Mail and USPS Ground Advantage – Retail.

3.2 Bills and Statements of Account

Bills and statements of account must be mailed as First-Class Mail, USPS Ground Advantage – Retail, 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, USPS Ground Advantage – Retail, 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, USPS Ground Advantage – Retail, Priority 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, Priority Mail, or Priority Mail Express.

3.6 Prohibited Air Transportation

All First-Class Mail and USPS Ground Advantage – Retail mail are subject to limitations for air transportation as specified in [601.8.0](#).



134 Postage Payment Methods

Overview

1.0 Postage Payment Methods for First-Class Mail and USPS Ground Advantage – Retail

1.0 Postage Payment Methods for First-Class Mail and USPS Ground Advantage – Retail

1.1 Payment Method

Postage for single-piece First-Class Mail and USPS Ground Advantage – Retail mail must be paid as follows:

- a. First-Class Mail: With affixed postage stamps (see [604.1.0](#)), postage evidencing system postage (see [604.4.0](#)), or precanceled stamps (see [604.3.0](#)).
- b. USPS Ground Advantage – Retail: In addition to payment methods in [1.1a](#), USPS Ground Advantage mail may be paid with USPS Click-N-Ship.

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).

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 or USPS Ground Advantage – Retail postage may be paid based on the weight of the entire package of aggregated mail. Postage is not required on each individual piece.

1.4 More Than One Letter

An individual or organization may mail in one package more than one of the mailer's own letters and pay First-Class Mail or USPS Ground Advantage – Retail postage based 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 or USPS Ground Advantage – Retail postage based on the weight of the piece.



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Retail Mail: First-Class Mail and USPS Ground Advantage — Retail Postage Payment Methods

134.1.5

135 Mail Preparation

Overview

[1.0 Preparation for First-Class Mail and USPS Ground Advantage – Retail](#)

1.0 Preparation for First-Class Mail and USPS Ground Advantage – Retail

The following standards apply to retail single-piece First-Class Mail and USPS Ground Advantage – Retail mail:

- a. Each piece of First-Class Mail or USPS Ground Advantage – Retail mail must have a delivery address, but is not required to bear a price marking.
- b. There are no sorting requirements for retail single-piece First-Class Mail or USPS Ground Advantage – Retail.

136 Deposit

Overview

- [1.0 Deposit for First-Class Mail and USPS Ground Advantage – Retail](#)
- [2.0 Pickup on Demand Service](#)

1.0 Deposit for First-Class Mail and USPS Ground Advantage – Retail

Retail First-Class Mail (letters, cards, flats) and USPS Ground Advantage – Retail mail must be deposited as follows:

- a. Except as provided in 1.0b, items 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 postage stamps.
- b. Items bearing only postage stamps as postage payment and that weigh more than 10 ounces, or measure more than one half-inch in thickness, may not be deposited into any collection box, picked up during the normal delivery and collection of mail, or through Pickup on Demand service. The sender must present such items to an employee at a Post Office location. Improperly presented items will be returned to the sender for proper deposit.

2.0 Pickup on Demand Service

Pickup on Demand service ([507.7.0](#)) is available for a fee only from designated ZIP Codes and can be requested online at www.usps.com.

140 USPS Marketing Mail Flats Every Door Direct Mail-Retail (EDDM-Retail)

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- 146 Enter and Deposit



143 Prices and Eligibility

Overview

[1.0 Prices and Fees](#)

[2.0 Basic Eligibility Standards for EDDM-Retail Flats](#)

[3.0 Content Standards for EDDM-Retail Flats](#)

1.0 Prices and Fees

1.1 Price

For price, see [Notice 123—Price List](#). Flats mailed under EDDM-Retail are not eligible for Nonprofit prices.

1.2 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 Basic Eligibility Standards for EDDM-Retail Flats

2.1 Description of Service

EDDM-Retail flats are USPS Marketing Mail, and are generally subject to USPS Marketing Mail eligibility standards, with differences as described in [3.0](#) due to the use of simplified addresses. USPS Marketing Mail may receive deferred handling. The USPS does not guarantee the delivery of USPS Marketing Mail within a specified time.

2.2 Inspection of Contents

EDDM-Retail flats are not sealed against postal inspection. Regardless of physical closure, the mailing of articles at EDDM-Retail prices constitutes consent by the mailer to postal inspection of the contents.

2.3 Forwarding and Return Service

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

2.4 Extra Services

No extra services are available with EDDM-Retail mailpieces.

2.5 Additional Eligibility Standards for EDDM-Retail Flats

Additional Standards for EDDM-Retail Flats are as follows:

- a. 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 [101.2.0](#) for general minimum and maximum dimensions.
- b. 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



143.3.1

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.

- c. EDDM-Retail flats are not subject to the ZIP Code accuracy or Move Update standards.
- d. Additional basic standards for USPS Marketing Mail flats in [243.3.0](#) apply to EDDM-Retail flats, unless stated otherwise in [140](#).

3.0 Content Standards for EDDM-Retail Flats

3.1 General

EDDM-Retail flats 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.

3.2 Personal Information

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

3.3 Bills and Statements of Account

Mail containing bills or statements of account as defined in [133.3.2](#) may not be entered as EDDM-Retail mail.

3.4 Handwritten and Typewritten Matter

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

3.5 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 USPS Marketing Mail matter, when affixed under [3.5](#) and [201.4.8.4](#). EDDM—Retail flats may bear Repositionable Notes under [202.7.0](#). EDDM-Retail flats also may bear other attachments eligible as USPS Marketing 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.



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 metered postage (see [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.

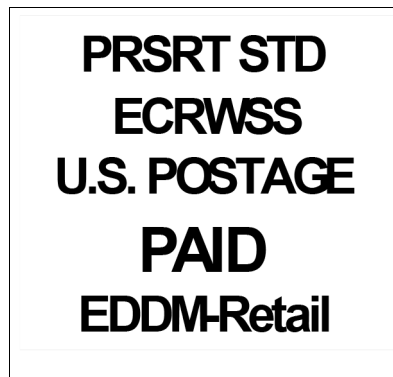
1.2 Customer Registration

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

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.

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)/sorting and delivery center (S&DC), or mailed to the DDU/S&DC 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 [143.2.1](#), 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 <https://www.usps.com/business/every-door-direct-mail.htm>. 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 [203.4.0](#) and [602.3.2.3](#) for more information.

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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/S&DC) 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 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).

1.2.3 Documentation

Box # 1 (see [1.2.2](#)) 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.

1.2.4 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.

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173 Prices and Eligibility

Overview

- [1.0 Prices and Fees](#)
- [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 Prices and Fees

1.1 Prices

Media Mail and Library Mail prices are based on the weight of the piece. See [Notice 123—Price List](#) for single-piece prices.

1.2 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. The minimum postage per piece is for a piece weighing 1 pound. Affix the correct postage to each piece.

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 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.

2.0 Basic Eligibility Standards for Media Mail and Library Mail

2.1 Description of Service

Media Mail and Library Mail are subclasses of Package Services. USPS does not guarantee the delivery of Media Mail or Library Mail within a specified time.

2.2 Inspection of Contents

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. 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 [5.0](#) 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 USPS Marketing 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.



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- 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 USPS Marketing 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.



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Overview

[1.0 Postage Payment Methods for Media Mail and Library Mail](#)

1.0 Postage Payment Methods for Media Mail and Library Mail

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Media Mail and Library Mail may be paid by postage stamps (see [604.1.0](#)) or by postage evidencing system indicia (see [604.4.0](#)).



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 in the postage area, or it may be printed on the shipping address label according to the standards in [102.3.4](#).

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Overview

- [1.0 Deposit for Media Mail and Library Mail](#)
- [2.0 Pickup on Demand Service](#)

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 [705.19.0](#).

1.2 Stamped Pieces over 10 Ounces or More than One Half-Inch in Thickness

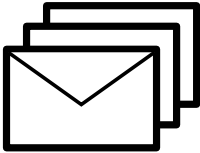
Media Mail and Library Mail pieces bearing only postage stamps as postage payment and that weigh more than 10 ounces, or measure more than one half-inch in thickness, may not receive pickup service, nor be deposited into a collection box, Postal Service lobby drop, Postal Service dock, customer mailbox, 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.

2.0 Pickup on Demand Service

Pickup on Demand service ([507.7.0](#)) is available for a fee only from designated ZIP Codes and can be requested online at www.usps.com.

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Commercial Mail Letters, Cards, Flats, and Parcels



200 Commercial Mail Letters, Cards, Flats, and Parcels Design Standards

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207 Periodicals

210 Priority Mail Express

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220 Priority Mail

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230 First-Class Mail

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240 USPS Marketing Mail

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- 253 Prices and Eligibility
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260 Bound Printed Matter

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- 264 Postage Payment and Documentation
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270 Media Mail and Library Mail

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- 276 Enter and Deposit

280 USPS Ground Advantage — Commercial

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200 Commercial Mail Letters, Cards, Flats, and Parcels Design Standards

201 Physical Standards

202 Elements on the Face of a Mailpiece

203 Basic Postage Statement, Documentation, and
Preparation Standards

204 Barcode Standards



201 Physical Standards

Overview

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- [2.0 Physical Standards for Nonmachinable Letters](#)
- [3.0 Physical Standards for Machinable and Automation Letters and Cards](#)
- [4.0 Physical Standards for Flats](#)
- [5.0 Physical Standards for Nonautomation Flats](#)
- [6.0 Physical Standards for Automation Flats](#)
- [7.0 Physical Standards for Parcels](#)
- [8.0 Additional Physical Standards by Class of Mail](#)
- [9.0 Customized Market Mail](#)

1.0 Physical Standards for Machinable Letters and Cards

1.1 Physical Standards for Machinable Letters

1.1.1 Dimensional Standards for Letters

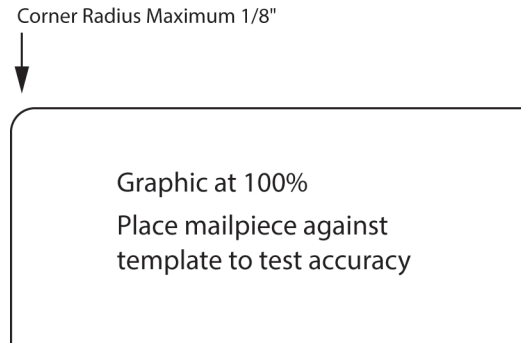
Machinable letter-size mail is the following:

- a. Not less than 5 inches long, 3-1/2 inches high, and 0.007-inch thick. For pieces more than 4-1/4 inches high or 6 inches long, or both, the minimum thickness is 0.009. (Pieces not meeting the 0.009 thickness are nonmachinable letters under [2.1](#).)
- 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) unless prepared as Customized Market Mail under [243.8.0](#). See [Exhibit 1.1.1](#).
- d. Within an aspect ratio (length divided by height) of 1.3 to 2.5, inclusive. See [3.7](#).
- e. Subject to additional dimensional restrictions in [3.0](#), depending on mailpiece design.



201.1.1.2

Exhibit 1.1.1 Maximum Corner Radius for Letter-Size, Card-Type and Flat-Size Mailpieces



1.1.2 Weight Standards for Machinable Letters

The maximum weight for Presorted First-Class Mail machinable letters is 3.5 ounces (0.2188 pound). The maximum weight for USPS Marketing Mail machinable letters is 3.5 ounces (0.2188 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 stamped card or postcard or each half of a double-stamped card or postcard claimed at a card price must be:

- Not less than 3-1/2 inches high, 5 inches long, and 0.007 inch thick. Cards more than 4-1/4 inches high or 6 inches long, or both, must be a minimum of 0.009 inch thick. (Postcards not meeting the minimum of 0.009 inches thick are nonmachinable letters under [2.1](#).)
- Not more than 4-1/4 inches high, or more than 6 inches long, or greater than 0.016 inch thick, for each stamped card or each half of a double-stamped card or double postcard.
- Not more than 6 inches high, or more than 9 inches long, or greater than 0.016 inch thick for each postcard.
- 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 1.1.1](#).
- Within an aspect ratio (length divided by height) of 1.3 to 2.5, inclusive (see [3.7](#)). Exception: Mailers may use an 11-inch by 8.5-inch sheet to create four identical-size postcards (5.5 inches ÷ 4.25 inches = 1.294 aspect ratio).

1.2.2 Weight Standard for Machinable Postcard

The maximum weight for Presorted First-Class Mail machinable postcards is 3.5 ounces (0.2188 pound).



1.2.3 Other Cards

A card that does not meet the applicable standards in 1.2 must not bear the words “Postcard” or “Double Postcard.”

1.2.4 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 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.

1.2.5 Acceptable Attachments

A card may bear an attachment that is the following:

- 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 1.2.7), 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.

1.2.6 Unacceptable Attachment

A card may not bear an attachment that is the following:

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

1.2.7 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.



201.1.2.8

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](#), and [202.5.0](#), 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 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](#), and [202.5.0](#), must be met.

1.2.8 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.

1.2.9 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 USPS Returns 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.

1.2.10 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

2.1.1 Letter-size Mailpieces

A letter-size piece is nonmachinable if it has an exterior surface that is not made of paper or for pieces more than 4-1/4 inches high or 6 inches long does not meet the minimum thickness of 0.009 under [1.1.1a](#) or if it does not meet the standards in [3.0](#). A mailpiece is nonmailable if it does not meet the minimum dimensional standards in [1.1.1](#). 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 3.5 ounces.

2.1.2 Postcard-size Mailpieces

A postcard-priced mailpiece is designated a nonmachinable letter subject to nonmachinable letter prices as follows:

- a. Postcards not meeting the standard of a minimum of 0.009-inch thickness under [1.2.1a](#).
- b. Postcards not meeting the aspect-ratio requirement under [1.2.1e](#).



201.2.2

2.2 Additional Criteria for First-Class Mail Nonmachinable Letters

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 [233.2.7](#) and [505.1.0](#) (or [507.1.0](#)), is not subject to the nonmachinable surcharge.

2.3 Additional Criteria for USPS Marketing Mail Nonmachinable Letters

The nonmachinable prices in [243.1.0](#) apply to USPS Marketing 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 Outside-County nonbarcoded and In-County nonautomation letter prices in [207](#) also apply to Periodicals letter-size pieces that have one or more of the nonmachinable characteristics in [2.1](#).

2.5 Priority Mail Express and Priority Mail Letters

Mailers are encouraged, but not required, to design and produce Priority Mail Express and Priority Mail letter-size pieces as machinable letters.

3.0 Physical Standards for Machinable and Automation Letters and Cards

3.1 Basic Standards for Automation Letters and Cards

Letters and cards claimed at any machinable, automation, or USPS Marketing 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 (500 25-inch by 38-inch sheets) unless otherwise stated. Except as required under [3.0](#), envelopes, or letter-size mailpieces sealed along all four sides, must be made of paper with a minimum 50 pounds paper basis weight or equivalent. 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 meet the dimensional standards in 1.1.1. Automation priced letter-sized mailpieces are not subject to 1.1.1c (rectangular) when they are prepared as a trailing edge die-cut (TED-C) automation piece under the “Trail Edge Die-Cut (TED-C) Process for Eligibility at Automation Letter Prices” advisory on PostalPro at <https://postalpro.usps.com>.

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.



201.3.4.3

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 paper 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 paper 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

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 with a minimum 75-pound paper basis weight or equivalent, with none less than 71.25 pounds. 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

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

The following maximum weight limits apply:

- a. Booklets, folded self-mailers, and unenveloped disc carriers - 3 ounces.
- b. Machinable enveloped letters and cards - 3.5 ounces. (see [3.6](#) for pieces over 3 ounces.)



- c. 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, must not contain stiff enclosures, and must have an Intelligent Mail barcode with a routing code in the address block (see [202.5.0](#)) to be eligible for automation prices.

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 [601.1.1.2](#).

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](#), 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

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 [3.16](#). Tab placement is subject to 1/4 inch variance in either direction. The following standards also apply:

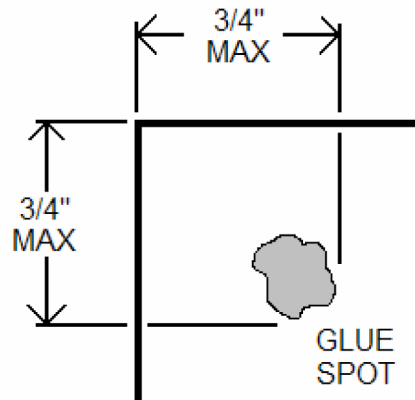
- a. Translucent paper tabs should be made of paper with a minimum of 40-pound paper basis weight.
- b. Opaque paper tabs should be made of paper with a minimum of 60-pound paper basis weight with a tear strength of at least 56 grams of force in the machine direction (MD) and 60 grams of force in the 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.



201.3.11

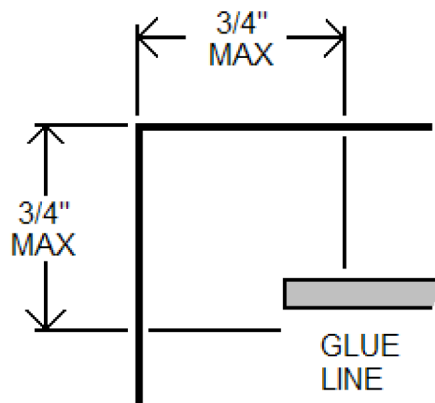
- e. Tabs must be tight against the edge of the mailpiece. A maximum 1/16-inch overhang is recommended.
- f. Glue spots may be used in lieu of tabs (as indicated in [Exhibit 3.16.5](#) through [Exhibit 3.16.8](#)) and must be placed within 3/4 inch of the open edges (see [Exhibit 3.11f](#)).

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 USPS Marketing 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 [202.7.0](#), 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](#).

**201.3.13.2**

- c. On pieces mailed at First-Class Mail, Periodicals, or USPS Marketing 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.
- d. Enveloped letters must be made of paper with a minimum 60-pound paper basis weight or equivalent, 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 1-1/2 inch 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 paper basis weight or equivalent.
 - 3. Folded self-mailers must have a minimum cover weight of 100-pound paper basis weight or equivalent.
- 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.



201.3.13.7

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 USPS Marketing 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 with a minimum paper basis weight or equivalent as follows:
 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 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

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 [1.2.9](#).)

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](#).



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- h. Quarter-folded self-mailers made of a minimum 70-pound paper basis weight or equivalent 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

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.

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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 basis weight or equivalent 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 basis weight or equivalent 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 basis weight or equivalent sealed with two 1-inch tabs.
 2. Over 1 ounce: 80-pound paper basis weight or equivalent 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 basis weight or equivalent 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 basis weight or equivalent 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 [3.14.4a1](#).



- 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 basis weight or equivalent 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 basis weight or equivalent 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 [3.14.4a1](#).

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 as specified in [601.6.3](#) 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 and must be positioned at least 1-1/2 inches apart.
 - 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.
- 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

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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

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.



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- 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 basis weight or equivalent.
- 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](#)).

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.



201.3.16.5

Exhibit 3.16.5 Simple Spine Booklets

SIMPLE SPINE BOOKLETS

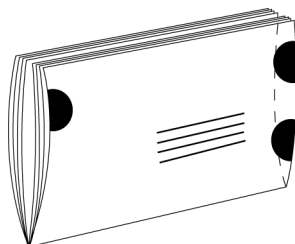
Maximum weight—3 ounces

Maximum height—6 inches

Maximum length—9.5 inches unless noted

Cover paper weight—80-pound paper basis weight or equivalent unless noted:

Basic



Cover:

5" to 9" long at least 50-pound paper

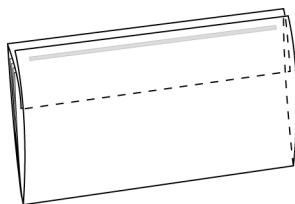
Over 9" up to 10.5" at least 60-pound paper

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.

Internal Flap



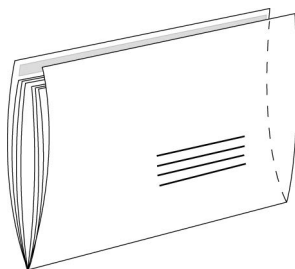
Cover:

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 [3.11f](#).

Cover-to-Cover



Cover:

Minimum 80-pound paper

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

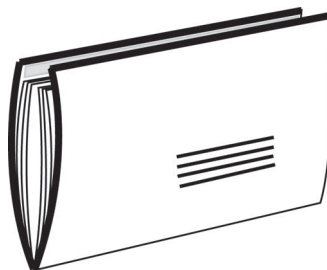
Seal with a continuous glue line along extended cover as described in [3.11g](#) (preferred), or with 1-inch glue spots as described in [3.11f](#).

**LIGHTWEIGHT SIMPLE SPINE BOOKLETS**

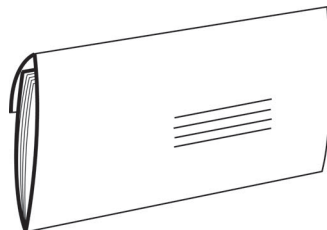
Maximum weight—0.8 ounce

Maximum height—6 inches

Maximum length—10.5 inches

Cover paper weight—70-pound paper basis weight or equivalent unless noted:**Cover-to-Cover**

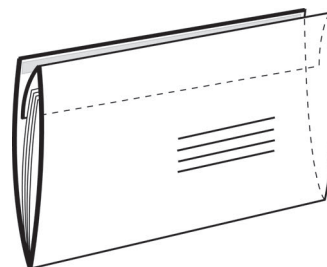
Cover extends no more than 5/8 inch beyond inner pages.

Seal with a continuous glue line as described in [3.11h](#).**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](#).**Internal Flap**

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

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

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

Seal with a continuous glue line as described in [3.11h](#).



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MID-WEIGHT SIMPLE SPINE BOOKLETS

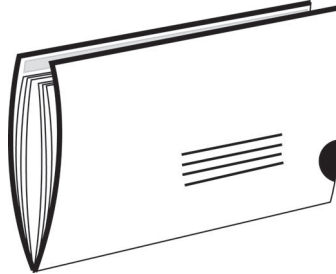
Weight—over 0.8 ounce up to 1.6 ounces

Maximum height—6 inches

Maximum length—10.5 inches

Cover paper weight—70-pound paper basis weight or equivalent unless noted:

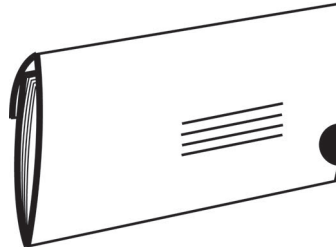
Cover-to-Cover



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



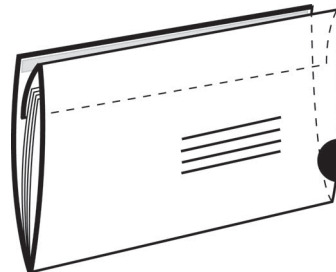
Addressed side of the cover extends over all pages on the back to create a flap.

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.

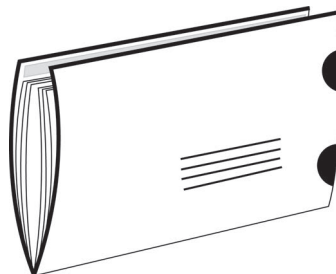
Seal with a continuous glue line as described in [3.11h](#), and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches.

**HEAVY WEIGHT SIMPLE SPINE BOOKLETS**

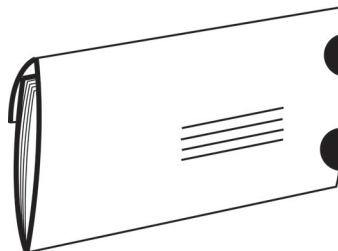
Weight—over 1.6 ounces up to 3 ounces

Maximum height—6 inches

Maximum length—10.5 inches

Cover paper weight—70-pound paper basis weight or equivalent unless noted:**Cover-to-Cover**

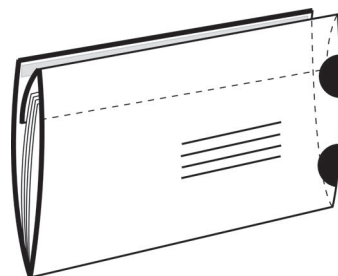
Cover extends no more than 5/8 inch beyond inner pages.

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.



201.3.16.6

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

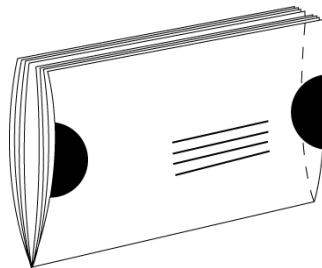
WALLET STYLE BOOKLETS

Maximum weight—2.5 ounces

Maximum height—4 inches

Maximum length—5.2 to 8 inches

Cover paper weight—70-pound paper basis weight or equivalent unless noted:



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.

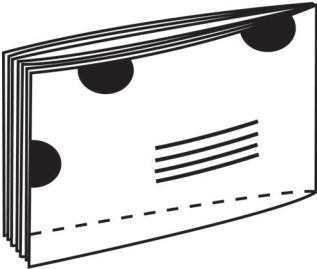
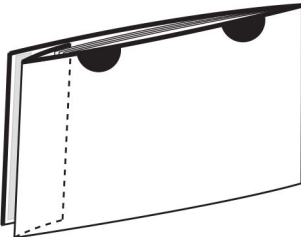
±1/8" vertical tolerance for tab placement in both cases.



3.16.7 Oblong Booklets

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

Exhibit 3.16.7 Oblong Booklets

OBLONG BOOKLETS	
Maximum weight—3 ounces	
Maximum height—6 inches	
Maximum length—10.5 inches	
Cover paper weight—70-pound paper basis weight or equivalent unless noted:	
All Tab	 Cover: 5" to 9" long: 60-pound paper Over 9" up to 10.5": 70-pound paper 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.
Internal Flap	 Cover: 5" to 9" long 60-pound paper Over 9" up to 10.5" 70-pound paper The front OR 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. 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.



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

FOLDED BOOKLETS

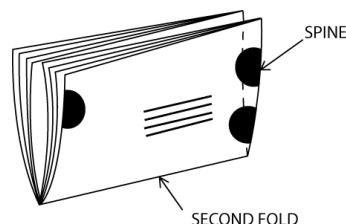
Maximum weight—3 ounces

Maximum height—6 inches

Maximum length—10.5 inches unless noted

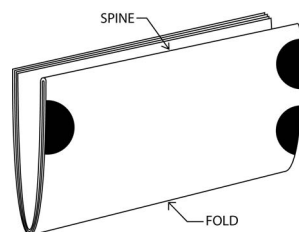
Cover paper weight—60-pound paper basis weight or equivalent unless noted:

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" long 50 pounds;
over 9" up to 10.5" 60 pounds.
Tabs up to 2oz use 1.5" nonperforated tabs;
over 2oz use 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

Except for laminated postcards as specified under Customer Support Ruling (CSR) PS-350, *Laminated Card-Type Letter and Postcard*, all postcards must be prepared from paper stock meeting the industry standard, with a minimum 75-pound paper basis weight or equivalent, and with none less than 71.25 pounds measured weight for 500 25-inch 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

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. For Business Reply Mail (BRM) see [505.1.0](#). For pre-paid reply mail (also known as Metered Reply Mail) or Courtesy Reply Mail (CRM) see [505.2.5](#).



4.0 Physical Standards for Flats

4.1 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 [6.0](#) or as allowed for USPS Marketing Mail pieces with simplified addresses under [5.2.2](#). Mailpieces other than automation flats or USPS Marketing Mail pieces with simplified addresses that are 1/4 inch thick or less must be at least 3-1/2 inches high and at least 5 inches long and be at least 0.007 inch thick.
- 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 nonmachinable flat-size pieces mailed as specified in [207.26.0](#). They must not be more than 1-1/4 inches thick.
 2. Polywrapped flats, with selvage that extends beyond the contents, up to a maximum length of 15-3/4 inches or a maximum height of 12-1/2 inches (see [4.5.4](#)). The enclosed contents must not be longer than 15 inches or higher than 12 inches.
 3. Co-mailed polywrapped flats mailed as specified in Customer Support Ruling PS-346, with selvage that extends beyond the contents, up to a maximum height of 12-7/8 inches (see [4.5.4](#)). The enclosed contents must not be higher than 12 inches.
- c. Be rectangular with four square corners or with finished corners that do not exceed a radius of 0.125 inch (1/8 inch) unless prepared as Customized Market Mail under [9.0](#). See [Exhibit 1.1.1](#).
- d. 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.

4.2 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 [4.5.4](#).

4.3 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:

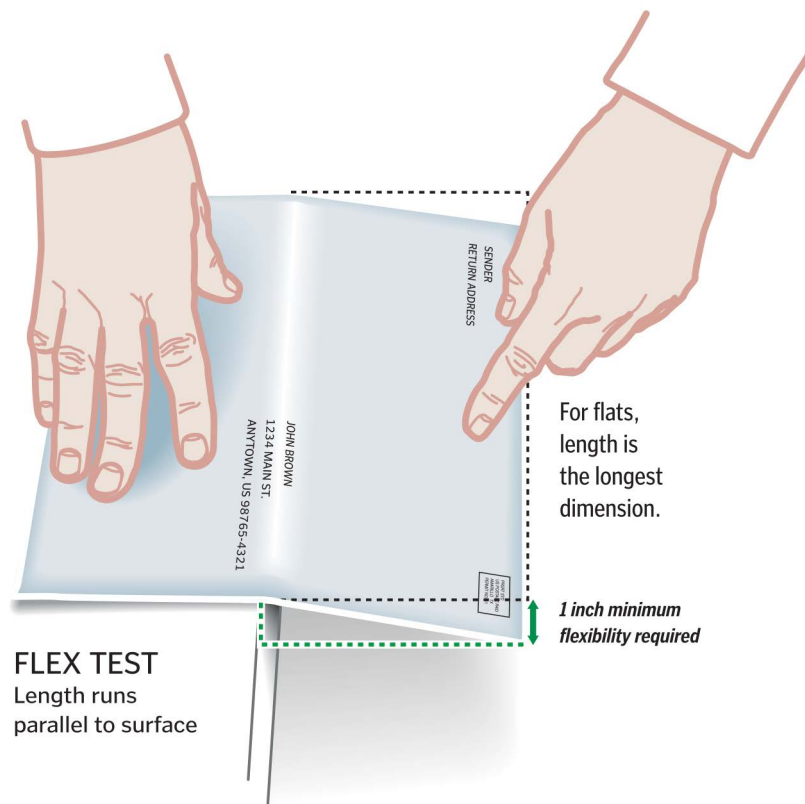
- a. All flats (see [Exhibit 4.3a](#)):
 1. Place the piece with the length parallel to the edge of a flat surface and extend the piece halfway off the surface.



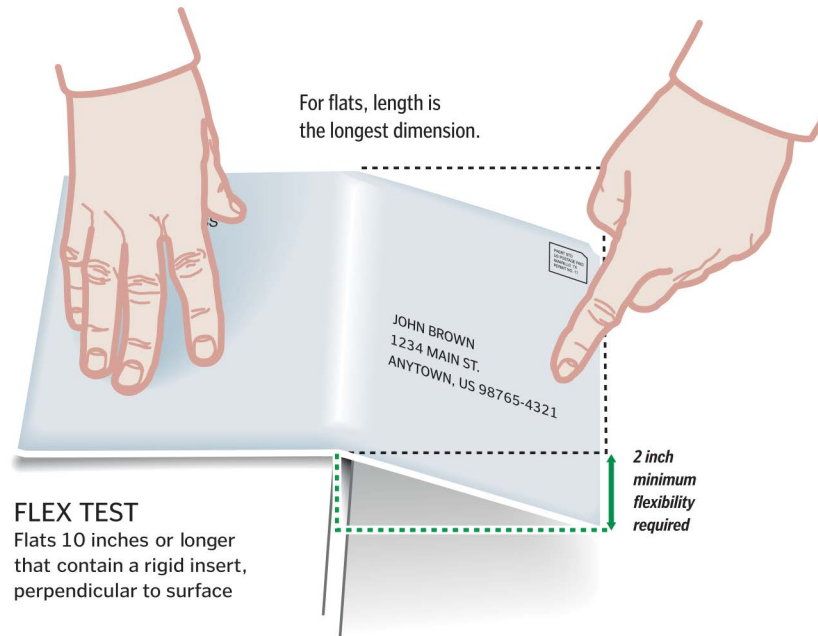
201.4.3

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 4.3b or 4.3c below if it can bend at least 1 inch vertically without being damaged and it contains a rigid insert.

Exhibit 4.3a Flexibility Test—All Flats



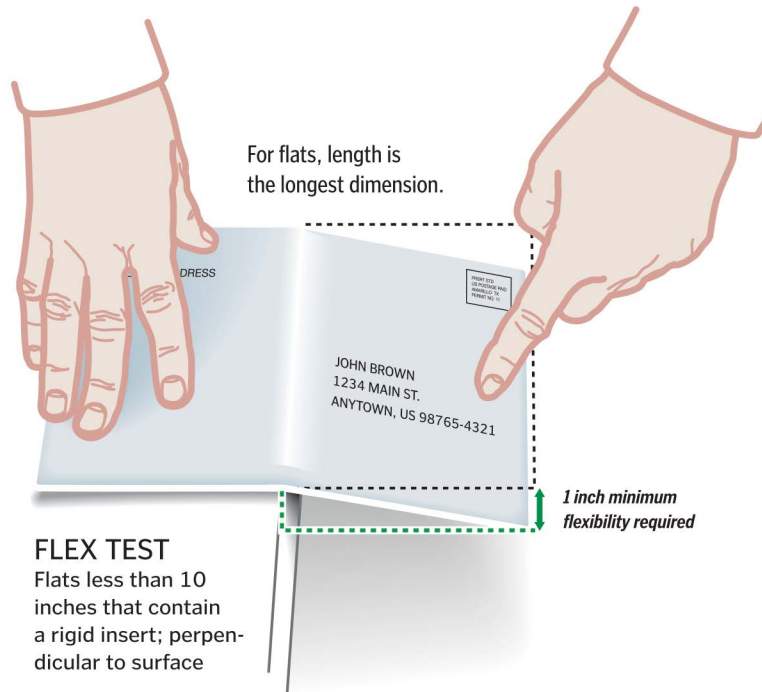
- b. Flats 10 inches or longer that pass the test in 4.3a and contain a rigid insert (see Exhibit 4.3b):
 1. Place the piece with the length perpendicular to the edge of a flat surface and extend the piece 5 inches off the surface.
 2. Press down on the piece at a point 1 inch from the outer edge, in 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 4.3b Flexibility Test—Flats 10 Inches or Longer**

- c. Flats less than 10 inches long that pass the test in [4.3a](#) and contain a rigid insert (see [Exhibit 4.3c](#)):
 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 4.3c Flexibility Test—Flats Less Than 10 Inches Long



4.4 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 4.5) 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).

4.5 Polywrap Coverings

4.5.1 Polywrap Films and Similar Coverings

Polywrap film, or similar coverings on flat-size mailpieces, except for pieces mailed at saturation, high-density plus, or high-density prices, must meet the standards in 4.5. Film approved for use as specified in 4.5.2 must meet the specifications in Exhibit 4.5.1. *Exception:* The haze property (property 2) does not apply if address labels will be affixed to the outside of the polywrap. Only polywrap listed as approved on PostalPro at <https://postalpro.usps.com> may be used on flat-size mailpieces.



Exhibit 4.5.1 Polywrap Specifications

Except for haze property (property 2) listed under 4.5.1 and pieces mailed at saturation, high-density plus, and high-density prices, mailers must use polywrap that meets all of the properties in this exhibit as follows:

PROPERTY	REQUIREMENT	TEST METHODS IN USPS T-3204	COMMENT
1. Kinetic Coefficient of Friction, MD			
a. Film on Stainless Steel with No. 8 (Mirror) Finish	<0.45	USPS-T-3204 Section 3.2	
b. Film on Film	0.20 to 0.55	USPS-T-3204 Section 3.1	
2. Haze	<70	USPS-T-3204 Section 3.3	Affixing address labels to outside of polywrap is an alternative to meeting this requirement.
3. Secant Modulus, 1% elongation			
a. TD	>50,000 psi	USPS-T-3204 Section 3.4	
b. MD	>40,000 psi	USPS-T-3204 Section 3.4	
4. Nominal Gauge	>0.001 in	USPS-T-3204 Section 3.5	
5. Static Charge	<2.0 kV	USPS-T-3204 Section 3.7	
6. Blocking	<15 g	USPS-T-3204 Section 3.6	To be conducted at 140 (±3.6°) degrees Fahrenheit.

4.5.2 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 PostalPro at <https://postalpro.usps.com>. Manufacturers must submit a letter, on their letterhead, indicating the value for each of the specifications in 4.5.1 for each polywrap film, to USPS Product Classification (see 608.8.1 for address). When USPS receives the letter or certificate of conformance from an approved lab, films that meet the standards will be listed on PostalPro at <https://postalpro.usps.com>.

- a. Test each film according to procedures listed in USPS-T-3204, *Test Procedures for Polywrap Films*.



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- 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, USPS will list the product as approved for all gauges of that product that also meet the gauge test.

4.5.3 Wrap Direction and Seam Placement

Wrap direction, seam direction, and seam placement must follow these standards:

- a. The wrap direction must be around the longer axis (parallel to the length) of the mailpiece, with the seam parallel to that axis.
- b. 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.

4.5.4 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. (The piece is orientated horizontally/landscape.) Any polywrap selvage must meet these standards:

- a. With the piece held horizontally and the contents totally positioned at the bottom of the polywrap, except as provided in Customer Support Ruling PS-346, the overhang must not exceed 1/2 inch at the top of the mailpiece (see [4.1b2](#) and [4.1b3](#)).
- b. With the piece held horizontally and the contents totally positioned to the left or to the right side of the polywrap, the overhang may be up to 1.5 inches on the opposite side as long as the mailpiece (contents and selvage) does not extend beyond the maximum length of 15-3/4 inches (see [4.1b2](#)).
- c. The polywrap covering must not be so tight that it bends the mailpiece.

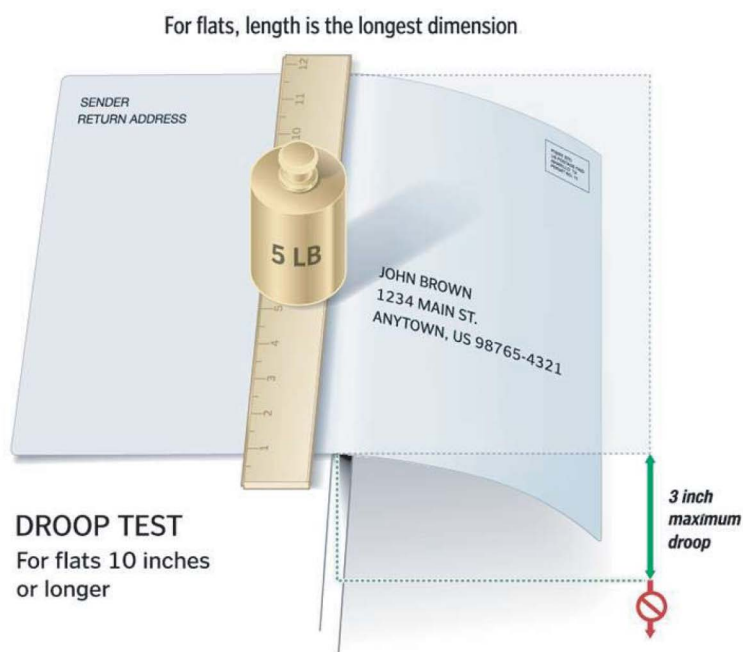
4.6 Maximum Deflection for Flat-Size Mailpieces

Flat-size mailpieces must meet maximum deflection standards. Flat-size pieces mailed at high-density, high-density plus, saturation, and basic carrier route prices are not required to meet these deflection standards. Test deflection as follows:

- a. For pieces 10 inches or longer (see [Exhibit 4.6a](#)):
 - 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.



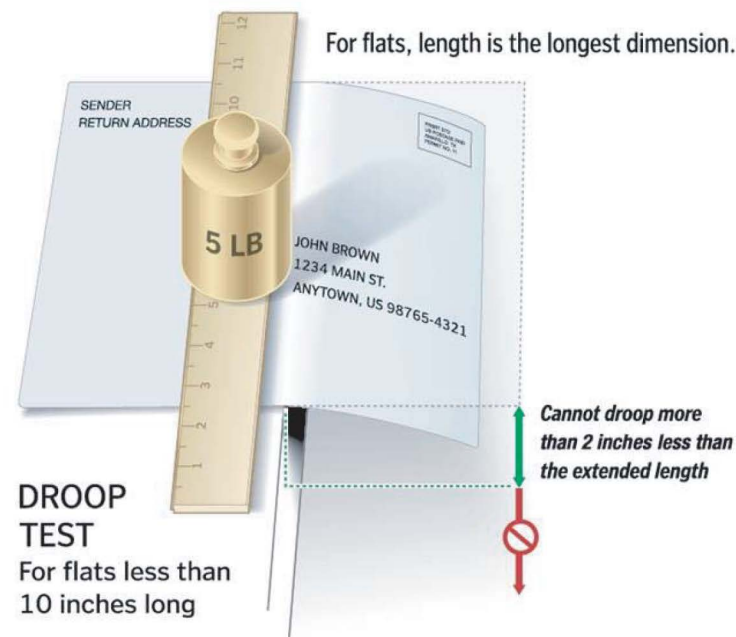
2. Place a flat 12-inch ruler (or other similar flat object 12 inches or longer) on top of the mailpiece with the length of the ruler parallel to the edge of the surface and as close to the edge as possible so that the 5-pound weight (see 4.6a) does not extend past the edge.
3. Place a certified 5-pound 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 4.6a Deflection Test—Pieces 10 Inches or Longer

- b. For pieces less than 10 inches long (see Exhibit 4.6b):
 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 4.6b) 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.

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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 4.6b Deflection Test—For Pieces Less Than 10 Inches Long**4.7 Ineligible Flat-Size Pieces**

Flat-size mailpieces that do not meet the eligibility standards in 4.3 through 4.6 must pay the applicable prices as follows:

- a. Flat-size pieces that do not meet flexibility or uniform thickness or polywrap eligibility standards in 4.3 through 4.5 are considered parcels and must be prepared as parcels (5.0) and pay the applicable prices as follows:
 1. First-Class Mail—parcel prices.
 2. Periodicals—parcel prices (Periodicals nonmachinable flats (under 207.26.0) are not subject to flexibility or deflection standards).
 3. USPS Marketing Mail—parcel prices.
 4. Bound Printed Matter—parcel prices.



- b. Flat-size pieces that do not meet deflection standards in 4.6 must pay the applicable prices as noted in Exhibit 4.7b. Under the column heading “eligibility as presented,” flat-size pieces will be considered to be presented as automation flats only if they meet all other eligibility standards for automation flats.

Exhibit 4.7b Pricing for Flats Exceeding Maximum Deflection
(see 4.6)

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 USPS Ground Advantage — Commercial
PERIODICALS OUTSIDE COUNTY	
<i>Piece price eligibility as presented</i>	<i>Piece price eligibility with failed deflection</i>
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>
Automation 5-digit flat	Nonautomation 5-digit flat
Automation 3-digit flat	Nonautomation 3-digit flat
Automation basic flat	Nonautomation basic flat



USPS MARKETING MAIL	
<i>Eligibility as presented</i>	<i>Eligibility with failed deflection</i>
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
[7-13-25]Nonautomation flat (all sort levels with no entry discount)	Nonautomation MADC or None flat
[7-13-25]Nonautomation flat (all sort levels entered at DSCF)	Nonautomation MADC flat
[7-13-25]Nonbarcoded nonpresorted flat	Price as claimed, if otherwise eligible

BOUND PRINTED MATTER	
<i>Eligibility as presented</i>	<i>Eligibility with failed deflection</i>
Barcoded/nonbarcoded presorted flat	Presorted parcel
Nonbarcoded nonpresorted flat	Price as claimed, if otherwise eligible

4.8 Labels, Stickers, and Release Cards

4.8.1 Use

A label, sticker, or release card may be placed on a flat-sized mailpiece. USPS Marketing Mail flats with a label, a sticker, or a release card must meet additional standards in [243.2.5](#). These attachments may be:

- a. A label or sticker less than 0.007 inch thick, other than repositionable notes affixed under [705.22.0](#), 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 [4.8.2](#) or [4.8.3](#).
- 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 [4.8.4](#) and [4.8.5](#).
- c. On pieces mailed at First-Class Mail, Periodicals, USPS Marketing Mail, or Package Services prices, only if permitted by the applicable content and eligibility standards.

4.8.2 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.



4.8.3 “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.

4.8.4 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 [4.8.5](#).

4.8.5 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.



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- 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.

5.0 Physical Standards for Nonautomation Flats

5.1 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 eligibility standards in [4.3](#) through [4.5](#) are considered parcels and must be prepared as parcels and pay the applicable parcel prices.

5.2 USPS Marketing Mail

5.2.1 Basic Physical Standards

These additional standards apply to USPS Marketing Mail flat-size pieces:

- a. Each piece must weigh less than 16 ounces.
- b. Flat-size pieces that do not meet the eligibility standards in [4.3](#) through [4.5](#) are considered parcels and must be prepared as parcels and pay the applicable parcel prices.

5.2.2 Dimensions for USPS Marketing Mail Flats with Simplified Addresses

USPS Marketing Mail flats with simplified addresses for which saturation flats prices are paid must have at least one dimension that is greater than a letter-size maximum dimension as noted in [4.1a](#). 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 [202.3.5c](#).
- 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 [5.2.2a](#) and [5.2.2b](#) and that are addressed to rural routes may be mailed as letters or flats with simplified addresses at the mailer's option.

5.2.3 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 [6.4.2](#).

5.3 Bound Printed Matter

These additional standards apply to Bound Printed Matter:

- a. Flat-size pieces that do not meet the eligibility standards in [4.3](#) through [4.5](#) are considered parcels and must be prepared as parcels and pay the applicable parcel prices.
- b. Bound Printed Matter may not weigh more than 15 pounds (except under [705.15.0](#)).
- 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.

5.4 Media Mail and Library Mail

These additional standards apply to Media Mail and Library Mail:

- a. Flat-size pieces that do not meet the eligibility standards in [4.3](#) through [4.4](#) are considered parcels and 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.

5.5 Priority Mail Express and Priority 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 [4.0](#) and the automation standards in [6.0](#).

6.0 Physical Standards for Automation Flats

6.1 Basic Standards for Automation Flats

Flat-size pieces claimed at automation prices must meet the standards in [4.0](#) and in [6.0](#), and the eligibility standards for the class of mail and price claimed. For automation flats, the size standards in [6.2](#) supersede the size standards in [4.1](#).



6.2 Additional Criteria for Automation Flats

6.2.1 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 1.1.1](#). The following minimum and maximum dimensions apply to First-Class Mail, USPS Marketing Mail, Periodicals (except under [207.26.0](#)), 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 [4.1](#).
- 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.

6.2.2 Maximum Weight

Maximum weight limits are as follows:

- a. For First-Class Mail, 13 ounces.
- b. For Periodicals, 20 ounces.
- c. For USPS Marketing Mail, less than 16 ounces.
- d. For Bound Printed Matter, 20 ounces (except under [705.15.0](#)).

6.3 Prohibitions

6.3.1 Protrusions

Clasps, strings, buttons, or like materials, or other protrusions that impede or damage mail processing equipment are prohibited.

6.3.2 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.

6.4 Tabs, Wafer Seals, Tape, and Glue

6.4.1 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.

6.4.2 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.

6.5 Uniformity and Exterior Format

6.5.1 General

A flat-size mailpiece prepared and claimed at automation prices must be uniformly thick (see [4.4](#)). 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.

6.5.2 Outside Attachment

Except as allowed under [4.8](#), 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 [4.8](#). Pieces claimed at a Periodicals price may bear attachments only if permitted by the applicable standards.

6.5.3 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.

7.0 Physical Standards for Parcels

7.1 Processing Categories

USPS categorizes parcels into one of two mail-processing categories: machinable or nonstandard. These categories are based on the physical dimensions of the piece, and the placement of the delivery address and other required labels on the piece. (See [601.1.1.5](#) for mailability.)

7.2 Minimum Size

Pieces are subject to the minimum standards in [7.5](#), and may be subject to other minimum dimensions, based on the standards for specific prices. Except for cylindrical tubes and rolls or similar-shaped pieces and labeling exceptions in Publication 52, Hazardous, Restricted, and Perishable Mail, generally the minimum size of a parcel applies to any piece that is not a letter or flat. The



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parcel must be large enough to hold all of the following required items on a single optical plane without bending, folding, or overlapping. (See [601.1.1.5.](#)), and all labels and markings must meet the applicable specifications (e.g., DMM, Publication 199, Parcel Labeling Guide):

- a. Delivery address.
- b. Return address.
- c. Mailing labels.
- d. Postage.
- e. Barcode.
- f. Endorsements.
- g. Other mail markings.

7.3 Maximum Weight and Size

7.3.1 Maximum Weight

Except as provided under 8.0, no mailpiece may weigh more than 70 pounds.

7.3.2 Maximum Size

The following applies:

- a. Except for USPS Ground Advantage — Commercial, Parcel Select Destination Entry and USPS Connect Local, mailpieces must not measure more than 108 inches in length and girth combined.
- b. USPS Ground Advantage — Commercial, Parcel Select Destination Entry, and USPS Connect Local parcels must not measure more than 130 inches in length and girth combined.
- c. Lower-size limits apply to USPS Marketing Mail parcels under [8.4](#).
- d. For parcels, length is the distance of the longest dimension and girth is the distance around the thickest part.
- e. Lower-weight or lower-size standards apply to mail addressed to some APOs and FPOs subject to [703.2.0](#) and [703.4.0](#) and for U.S. Department of State mail, subject to [703.3.0](#).

7.4 Two or More Packages

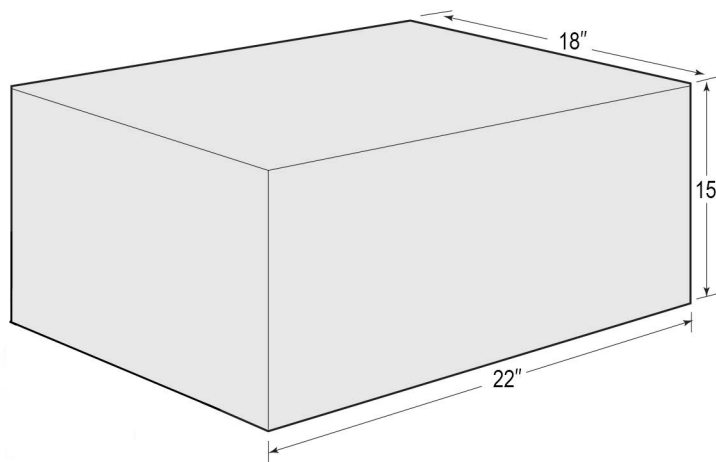
With the exception of USPS-produced Flat Rate Envelopes and Boxes, two or more packages may be mailed as a single parcel if they are about the same size or shape, are securely wrapped or fastened together, and do not exceed the weight or size limits.

7.5 Machinable Parcels

A machinable parcel is any piece that is not a letter or a flat and that meets the size and weight standards as follows:



- a. Minimum size: Except for cylindrical tubes and rolls or similar-shaped pieces and labeling exceptions in Publication 52, a piece must be large enough to hold all of the required following items on a single optical plane without bending, folding, or overlapping (see [601.1.1.5](#)), and all labels and markings must meet the applicable specifications:
 1. Delivery address.
 2. Return address.
 3. Mailing labels.
 4. Postage.
 5. Barcode.
 6. Endorsements.
 7. Other mail markings.
- b. Maximum size: Not more than 22 inches long, or 18 inches wide, or 15 inches high (see [Exhibit 7.5.0](#)).
- c. Minimum weight: USPS Marketing Mail parcels must weigh at least 3.5 ounces. All other parcel products have no minimum-weight requirement.
- d. Maximum weight: Not more than 25 pounds.

Exhibit 7.5.0 Machinable Parcel Dimensions**7.6 Nonstandard Parcels****7.6.1 Dimensions and Weight**

A parcel is considered nonstandard by dimensions or weight as follows:

- a. Dimensions: A parcel that measures more than 22 inches long, or 18 inches wide, or 15 inches high.



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- b. Weight: A USPS Marketing Mail parcel that weighs less than 3.5 ounces or any parcel that weighs more than 25 pounds.

7.6.2 Characteristics

[4-7-25] A parcel is considered nonstandard if it has the following characteristics:

- a. Cylindrical tubes or rolls.
- b. A can, or wood or metal box.
- c. A parcel containing more than 24 ounces of liquid in glass containers, or 1 gallon or more of liquid in metal or plastic containers (see [601.3.4](#)).
- d. [4-7-25] Other (e.g., parcels prepared under [601.3.0](#) and [601.4.0](#) with contents that may cause the parcel to roll or not maintain the integrity of the packaging during processing).

8.0 Additional Physical Standards by Class of Mail

8.1 Priority Mail Express

Lower size and weight standards than provided under [7.3](#) may apply to Priority Mail Express addressed to certain APO/FPO and DPO mail subject to [703.2.0](#) and [703.4.0](#), and for U.S. Department of State mail subject to [703.3.0](#).

8.2 Priority Mail

8.2.1 Weight and Size

Lower weight and size standards than provided under [7.3](#) may apply to Priority Mail addressed to certain APO/FPO and DPO mail subject to [703.2.0](#) and [703.4.0](#), and for U.S. Department of State mail subject to [703.3.0](#).

8.2.2 Priority Mail Cubic

Priority Mail Cubic must not weigh more than 20 pounds. See [223.1.3](#) for additional information on size and characteristics.

8.3 USPS Ground Advantage – Commercial Parcels

8.3.1 Size

A USPS Ground Advantage - Commercial parcel is:

- a. A mailpiece that exceeds any one of the maximum dimensions for a flat (large envelope). See [4.0](#).
- 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).

8.3.2 USPS Ground Advantage Commercial Cubic

USPS Ground Advantage Commercial Cubic must not weigh more than 20 pounds. See [283.1.3](#) for additional information on size and characteristics.



8.4 USPS Marketing Mail Parcels

8.4.1 Weight

Each piece must weigh less than 16 ounces.

8.4.2 Size

USPS Marketing Mail parcel dimensions and characteristics must be as follows:

- a. Regular Marketing parcels and Nonprofit Marketing parcels do not meet flat-size physical standards and must have the following characteristics:
 1. Length: Not more than 12 inches.
 2. Width: Not more than 9 inches.
 3. Height: Not more than 2 inches.
 4. An alternative addressing format, according to 602.3.0.
- b. [7-13-25] Nonprofit Machinable priced parcel and Nonprofit Nonstandard priced parcel dimensions are as follows:
 1. [7-13-25] A Nonprofit Machinable priced parcel and Nonprofit Nonstandard priced parcel must be large enough to hold the required delivery address, return address, mailing labels, postage, barcode, endorsements, and other mail markings on the address side of the parcel.
 2. [7-13-25] A Nonprofit Machinable priced parcel and Nonprofit Nonstandard priced parcel must not exceed 22 inches in length, 18 inches in width, or 15 inches in height.
- c. A Nonprofit nonstandard parcel is a parcel not meeting the criteria for machinable parcels as provided under 7.6.

8.5 Parcel Select

Parcel Select pieces mailed at USPS Connect Local prices must not weigh more than 25 pounds.

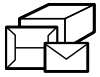
8.6 Bound Printed Matter Parcels

Pieces mailed at Bound Printed Matter prices may not weigh more than 15 pounds.

9.0 Customized Market Mail

Mailpieces prepared as Customized MarketMail (CMM) under 243.8.0 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 1.0 or greater than the maximum size for flat-size mail in 4.0. Length and height are defined as follows:
 1. The length is the longest dimension of the piece.



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2. The height is the longest dimension perpendicular to the length.
- 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 15 inches long (deep), 4-7/8 inches wide, and 5-7/8 inches high.
- f. Design approval by the district business mail entry manager is recommended, but not required.





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 Letters and Flats](#)
- [6.0 Barcode Placement for Parcels](#)
- [7.0 Repositionable Notes \(RPNs\)](#)
- [8.0 Facing Identification Mark \(FIM\)](#)
- [9.0 Hazardous Materials](#)

1.0 All Mailpieces

1.1 Clear Space

A clear space must be available on all mail for the address, postage (postmarks), endorsements, and other mail markings (i.e., extra service label or form).

1.2 Delivery and Return Address

[11-3-25] The delivery address specifies the location to which USPS is to deliver a mailpiece. Except for mail prepared with detached address labels (DALs) 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. (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. 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 Letters

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 [601.1.1.3](#)). See [601.6.3](#) 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)

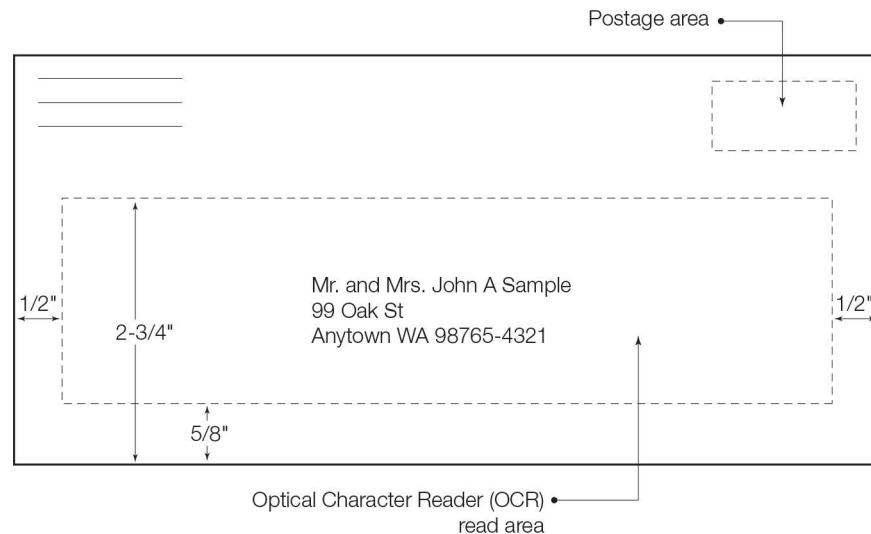


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read area, which is a space on the address side of the mailpiece defined by these boundaries (see [Exhibit 2.1](#)):

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

Exhibit 2.1 OCR Read Area



2.2 Flats

2.2.1 Basic Standards

[7-13-25] On all Periodicals, USPS Marketing Mail, and Bound Printed Matter 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 [2.2.2](#) for additional standards for enveloped or polywrapped pieces, and card-type pieces; and [2.2.3](#) for bound or folded pieces not in envelopes or polywrap. See [601.6.3](#) for addressing standards when using a window envelope.

2.2.2 Address Placement on Enveloped or Polywrapped Pieces

[7-13-25] The following standards apply to enveloped, polywrapped, or card-type Periodicals (including shrinkwrapped Firm bundles), USPS Marketing Mail, and Bound Printed Matter flat-size pieces mailed at presorted, automation, or carrier route prices (for examples, see Customer Support Ruling PS-352.):

- 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 Customer Support Ruling PS-352), except under [2.2.2c](#) or [2.2.2d](#). 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.

2.2.3 Address Placement on Bound or Folded Pieces

[7-13-25] The following standards apply to bound or folded (see [2.2.2](#) for all card-type pieces) Periodicals, USPS Marketing Mail, and Bound Printed Matter flat-size pieces mailed at presorted, automation, or carrier route prices not in envelopes or polywrap (for examples, see Customer Support Ruling PS-352.):

- 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 Customer Support Ruling PS-352), except under [2.2.3c](#). 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.

2.2.4 Type Size and Line Spacing

[7-13-25] On all First-Class Mail, Periodicals, USPS Marketing Mail, and Bound Printed Matter flat-size pieces 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:

- a. 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.



- b. 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.
- c. For pieces that bear an Intelligent Mail barcode with a delivery point routing code under [204.1.2](#), 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 Enclosures

Enclosures, attachments, and mixed price mailpieces must be marked under the applicable standards in [703.9.0](#) and [705.18.0](#).

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 and Priority Mail Markings

3.3.1 Priority Mail Express

Priority Mail Express pieces must be marked “Priority Mail Express,” by using a mailing label according to [215.2.1](#)

3.3.2 Priority Mail

Priority Mail pieces must have the basic price marking of “Priority Mail” printed in a prominent location on the address side. When a shipping address label is used, the basic required price marking must be printed as provided under [3.9](#).

3.3.3 Additional Markings for Priority Mail Express and Priority Mail

In addition to the basic price marking in [3.3.1](#) and [3.3.2](#), except for pieces paid using a USPS Returns service or permit imprint, Priority Mail Express and Priority Mail pieces claimed at Commercial prices also must bear the “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.

3.4 Priority Mail Cubic Markings

3.4.1 Price Marking—Postage Evidencing Systems

Priority Mail pieces priced at the 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 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.”

3.4.2 Price Marking—Permit Imprint

Priority Mail permit imprint pieces claimed at the cubic price must be marked “Priority Mail” and bear the “cubic” marking (see 3.4.3 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”).

3.4.3 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 3.4.1 and the dimensions (length and width) of the original packaging. Place the markings directly above, directly below, or to the left of the postage.

3.5 First-Class Mail and USPS Marketing Mail Markings

3.5.1 Types of Markings

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.”
 - 2. [4-7-25] “USPS Connect Local Mail.”
 - 3. “Marketing” or “MKTG” or “MKT”, “Standard” or “STD.” ¹
 - 4. “Presorted USPS Marketing” or “PRSRT MKTG” or “PRSRT MKT”, “Presorted Standard” or “PRSRT STD.” ¹
 - 5. “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 “ECRLOT,” “ECRWSH,” “ECRWSS,” and “Customized MarketMail” (or “CUST MKTMAIL” or “CMM”) (USPS Marketing Mail only) may be placed as follows:
 - 1. In the location specified in 3.5a.
 - 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 203.7.0 or carrier route bundle information under 204.3.0.

1. Both markings (e.g., Mktg or STD) are acceptable in the same mailing.



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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](#)) on letter-size pieces.
- c. Additional Requirements for Carrier Route. “ECRLT,” “ECRWSH,” and “ECRWSS” (USPS Marketing 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 [3.5b](#). Pieces not mailed at ECR prices must not bear these markings.
- d. When a shipping address label is used, the basic required price marking must be printed as provided under [3.9](#).

3.5.2 Marking Expedited Handling on Mail

Mailpieces bearing references to expedited handling or delivery (e.g., “Urgent,” “Rush Delivery,” “Time Sensitive”) meet the requirements under [604.5.3.5](#).

3.6 USPS Ground Advantage – Commercial Markings

3.6.1 Basic Markings

The basic required marking “USPS Ground Advantage” must be printed as part of, directly below, or to the left of the postage on all parcels. When a shipping address label is used, the basic required price marking must be printed as provided under [3.9](#).

3.6.2 USPS Ground Advantage – Commercial Cubic Markings

USPS Ground Advantage – Commercial pieces claimed at the cubic price must be marked as provided under [3.6.1](#) 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 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.”
- f. “Cubic .60.”
- g. “Cubic .70.”

- h. “Cubic .80.”
- i. “Cubic .90.”
- j. “Cubic 1.00.”

3.6.3 Prince Marking – Permit Imprint

USPS Ground Advantage – Commercial permit imprint pieces claimed at the cubic price must be marked as provided under 3.6.1 and bear the “cubic” marking 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”).

3.6.4 Soft Pack and Padded Envelope Markings

Regardless of the postage payment method used, soft pack and padded envelopes must be marked as provided under 3.6.1 in addition to the tier price markings in 3.6.2 and the dimensions (length and width) of the original packaging. Place the markings directly above, directly below, or to the left of the postage.

3.7 Parcel Select, Bound Printed Matter, Media Mail, and Library Mail Markings

3.7.1 Basic Markings

The basic required marking (i.e., “Parcel Select,” “USPS Connect Local,” “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). When a shipping address label is used, the basic required price marking must be printed as provided under 3.9.

3.7.2 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 3.7.1 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 following product markings are required:

- a. Destination Entry — “Parcel Select”.
- b. USPS Connect Local – “USPS Connect Local”.

3.7.3 USPS Connect Local

In addition to the basic marking “USPS Connect Local”, each piece of USPS Connect Local must bear the 5-digit ZIP Code of the local mailing Post Office (i.e., USPS Connect Local – 12345) additional price marking. For USPS Connect Local Sunday delivery, in addition to the 5-digit ZIP Code additional price marking, the piece must include the marking “SUN” (i.e., USPS Connect Local – 12345 SUN).

3.7.4 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



202.3.7.5

area as specified in 3.7.1. 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 203.7.0 or postal carrier route bundle information under 204.3.0. 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 265.7.0, 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”).

3.7.5 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 203.7.0, 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.

[7-13-25]

3.8 USPS Returns Service Markings

The basic required markings indicating USPS Returns service are as follows and must be printed on a shipping address label:

- a. Priority Mail Express Return.
- b. Priority Mail Return.
- c. USPS Ground Advantage Return.

[1-19-25]

3.9 Shipping-Address Label Markings

3.9.1 General

[7-13-25][1-19-25] When a shipping-address label is used, it must include the correct service indicator composed of two elements: the service icon (except as provided under 3.9.2) and the service banner. For information on the markings and specifications, see the Parcel Labeling Guide available on the PostalPro website at postalpro.usps.com/parcellabelingguide). Failure to comply may subject the piece's mailer to pay the Package Quality Noncompliance Fee.

3.9.2 Hazardous Materials

[1-19-25] When a shipping-address label is used on mail containing mailable hazardous materials, except for items addressed to an Army Post Office (APO), Fleet Post Office (FPO), or Diplomatic Post Office (DPO), the U.S. territories and possessions, and the Freely Associated States, the label must include the hazardous-materials icon in lieu of the service icon as specified in the Parcel Labeling Guide.

3.10 Exceptions to Markings

Exceptions are as follows:

- a. Automation Letters and Flats. Automation letters and flats 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. USPS Marketing Mail letters not marked "AUTO" must bear the appropriate basic marking in 3.5a.
- b. Manifest Mailings. The following apply:
 1. The basic marking must appear in the postage area on each piece as required in 3.5a.
 2. The two-letter price-category code, printed in the keyline on manifest-mailing-system pieces using batch processing under [705.2.0](#), meets the requirement for other price markings when those pieces are part of a manifest mailing or another automation mailing.
 3. 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.
 4. **[4-7-25]** Mail manifested using the USPS Ship system under [705.2.0](#) must bear the basic marking and the additional marking "USPS Ship" 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 [705.2.6](#) and [204.2.0](#).
- c. MLOCR Prepared Automation Mailings. The basic marking must appear in the postage area on each piece as required in 3.5a. The other "AUTO" marking described in 3.5b must be replaced by the appropriate identifier/price code marking described in 705.5.0, on those pieces that have the marking applied by an MLOCR. This seven-character marking provides a description of the following:
 1. Product Month Designator;
 2. NCOALink MPE system identifier;
 3. Postage-payment method; and
 4. The price of affixed postage or other postage information for permit-imprint mail.



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 [4.3c](#)) 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 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.
- c. 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.

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 Letters and Flats

5.1 Letter-Size

5.1.1 Barcode Clear Zone

Each reference to letter or letter-size piece in [5.0](#) includes both letters and postcards. Each letter-size piece in a machinable price, 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 [204.1.2](#)) in the address block. The barcode clear zone and all printing and material in the clear zone must meet the reflectance standards in [204.1.3](#). 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.

5.1.2 General Barcode Placement for Letters

Barcode placement for letters is as follows:

- a. 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 either in the address block or in the barcode clear zone as provided in [5.1.3](#) and [5.1.4](#).
- b. A nonautomation letter may bear an Intelligent Mail barcode under [204.1.0](#) either in the address block or in the barcode clear zone as provided in [5.1.3](#) and [5.1.4](#).
- c. Letter-size pieces that weigh more than 3.5 ounces may include an Intelligent Mail barcode with the correct delivery point routing code only in the address block.

5.1.3 Barcode on a Mailpiece

If an Intelligent Mail barcode with the correct delivery point routing code 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.



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- 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.

5.1.4 Additional Barcode Permissibility

An automation letter or a letter claimed at Enhanced Carrier Route saturation or high density automation letter prices may not bear a 5-digit or ZIP+4 Intelligent Mail barcode in the lower right corner (barcode clear zone). The piece may bear 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.

5.1.5 Business Reply Mail

For Business Reply Mail under [505.1.0](#), a ZIP+4 Intelligent Mail barcode may appear in the address block when printed directly on the mailpiece, 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.

5.2 Flat-Size

5.2.1 Barcode Placement for Flats

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 Intelligent Mail barcode is printed must meet the barcode dimensions and spacing requirements in [204.1.0](#). Intelligent Mail barcodes are subject to standards in [204.1.2.2](#). 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.

5.2.2 Delivery Point Routing Code Numeric Equivalent

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

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 [5.7](#).
- 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.

5.4 Barcode on Insert in Barcode Window

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 [5.6](#) and [5.7](#).
- 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.

5.5 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.



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5.6 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 [5.7](#).

5.7 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 [204.1.3](#). The edges of the window cover must be securely glued to the envelope.

6.0 Barcode Placement for Parcels

6.1 GS1-128 Routing Barcode or Intelligent Mail Package Barcode Location

The address and barcode (see [204.2.0](#)) 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 [204.2.2.8](#). The barcode may be placed on a separate label or in an alternate location on the address label, subject to the clearance standards in [6.2](#). 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 [204.2.0](#)) may be used in lieu of GS1-128 routing barcodes, following the same placement standards.

[1-19-25]

6.2 Intelligent Mail Matrix Barcode Location

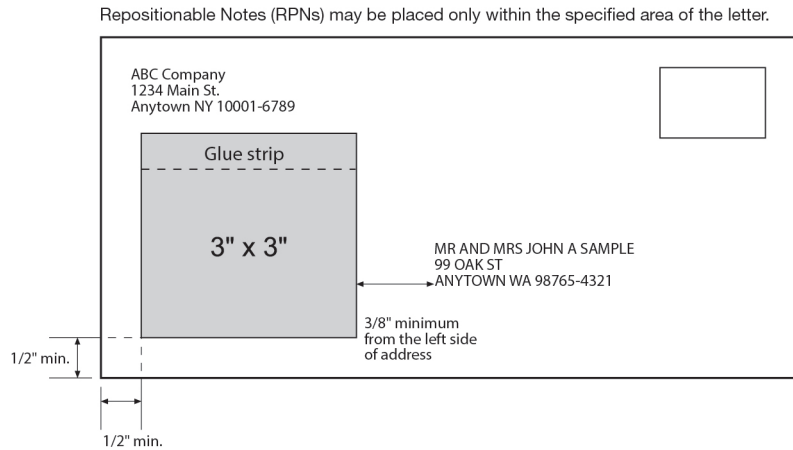
[1-19-25] In addition to the mailer being required to place on the mailpiece the IMpb and the GS1-128 Routing barcode in the locations specified in [6.1](#), the Intelligent Mail matrix barcode (IMmb) must be placed in the address block to the left of the delivery address. Optionally, the mailer may place a second IMmb in the lower right corner of the shipping label.

7.0 Repositionable Notes (RPNs)

7.1 Use

RPNs are not assessed a fee when used, and must meet all of the following standards:

- a. RPNs may be attached to letter- and flat-size commercial First-Class Mail, USPS Marketing Mail, and Periodicals mailpieces.
- b. For letter-size mailpieces, attach a single RPN to the address side of the mailpiece as specified in [Exhibit 7.1b](#).

Exhibit 7.1b 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 7.3g1](#) and [Exhibit 7.3g2](#).
- 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 USPS Marketing Mail and Nonprofit USPS Marketing Mail prices.
- f. Attach the RPNs to all pieces in the mailing, except as provided for non-identical manifested mail.

7.2 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.

7.3 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.

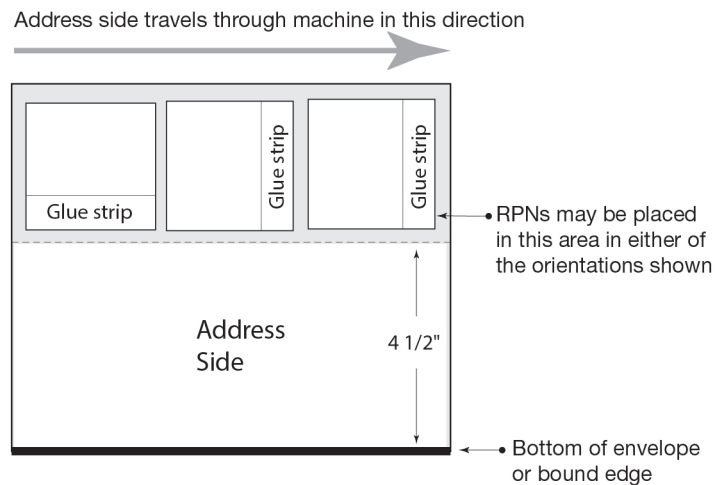


202.7.3

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 7.3g1](#).

Exhibit 7.3g1 Placing RPNs on Flats—Address Side

Repositionable Notes (RPNs) may be placed only within the specified gray areas of the flat.



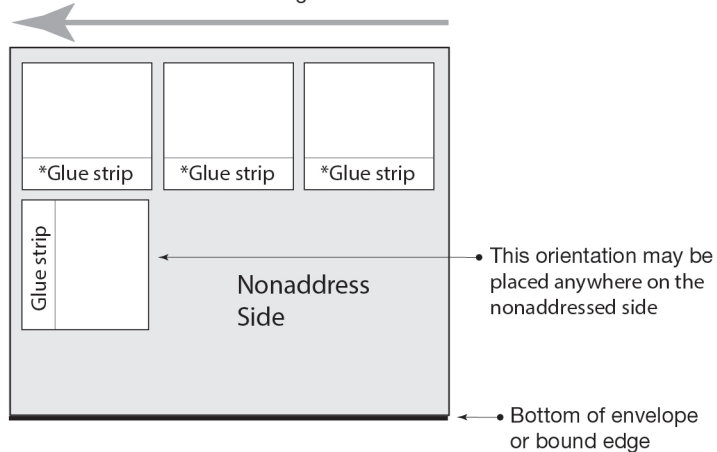
2. If the RPN is placed on the nonaddressed side of the mailpiece, position the RPN according to [Exhibit 7.3g2](#).

Exhibit 7.3g2 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.*

Nonaddress side travels through machine in this direction





7.4 RPNs on Automation-Price Mailpieces

7.4.1 Letter-Size Mailpieces

Letter-size mailpieces with RPNs claiming automation prices must meet the standards in 7.1 through 7.3, 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.)

7.4.2 Flat-Size Mailpieces

Flat-size mailpieces with RPNs claiming automation prices must meet the standards in 1.0 through 3.0 and 201.6.0.

7.5 Compliance

Mailers must comply as follows:

- a. RPNs must be obtained from an approved RPN vendor (see 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).

8.0 Facing Identification Mark (FIM)

8.1 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 meter reply mail (MRM) under [505.2.5](#) or Courtesy Reply Mail (CRM) as provided under [505.2.6](#).
- 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. Return materials sent under [703.8.0](#).
- f. Share Mail cards and letter-size pieces mailed under [604.5.5](#).
- g. 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 [8.2](#)).

8.2 Pattern

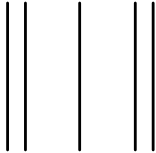
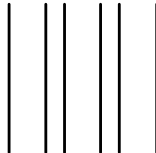
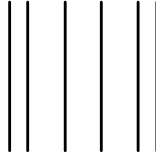
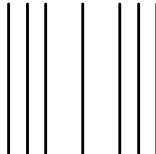
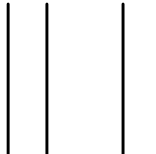
The FIM pattern is a nine-bit binary code represented by vertical bars (with corresponding space element). A printed bar is considered binary 1; a nonprinted bar (placeholder), binary 0. The required FIM pattern as shown in [Exhibit 8.2](#) depends on the type of mail and the presence of an Intelligent 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 8.2 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

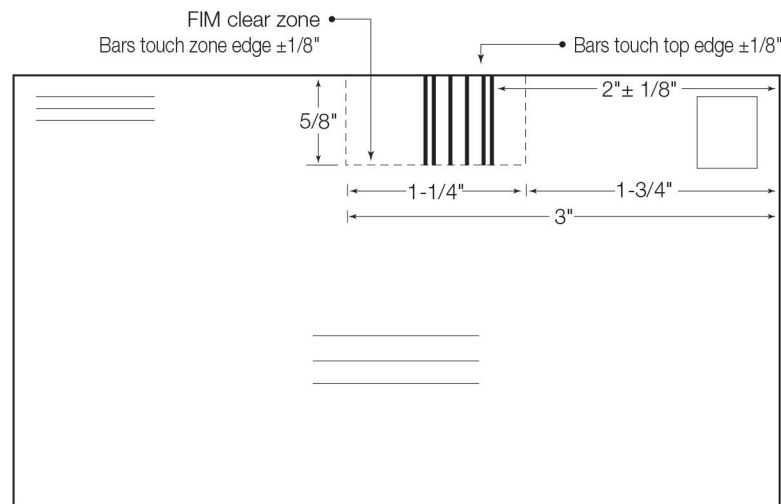
8.3

Specification

The FIM must meet these specifications:

- 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 8.3](#) shows the FIM position and the FIM clear zone as defined by these boundaries:
 - Left: 3 inches from the right edge of the piece.
 - Right: 1-3/4 inches from the right edge of the piece.
 - Top: top edge of the piece.
 - Bottom: 5/8 inch from the top edge of the piece.
- The FIM bars must be 5/8 inch ($\pm 1/8$ inch) high and 1/32 inch (± 0.008 inch) wide and positioned as follows:
 - 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 8.3 Position of FIM**8.4 Dimensional Tolerances**

Extraneous ink must not cause a FIM bar to exceed the specifications in 8.3. The combined effects of positional skew (slant of the entire FIM) and rotational skew (slant of the individual FIM bars) must be limited to ± 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.

8.5 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.

9.0 Hazardous Materials**9.1 General**

Mailers must ensure that their packages meet all applicable markings under 3.0, and ancillary service endorsement requirements under 507.1.5.



202.9.2

9.2 Shipping Address Labels

When a shipping address label is used, the basic required price marking must be printed as provided under [3.9](#).

9.3 Additional Elements

All mailable hazardous materials must also include the applicable labels, markings, and tags, as required in Publication 52, *Hazardous, Restricted, and Perishable Mail*.



203 Basic Postage Statement, Documentation, and Preparation Standards

Overview

- [1.0 Postage Statements](#)
- [2.0 Documentation](#)
- [3.0 Standardized Documentation for First-Class Mail, Periodicals, USPS Marketing Mail, and Flat-Size Bound Printed Matter](#)
- [4.0 Bundles](#)
- [5.0 Letter Trays and Flat Trays](#)
- [6.0 Sacks](#)
- [7.0 Optional Endorsement Lines \(OELs\)](#)
- [8.0 Carrier Route Information Lines](#)

1.0 Postage Statements

1.1 Completing Postage Statements

[4-7-25] Unless manifested using USPS Ship under [705.2.6](#), any domestic mailing priced at a discount, and all permit-imprint mailings, must be accompanied by a completed electronic postage statement. (Note: Except for Every Door Direct Mail - Retail, all commercial mail-related references in the DMM to "postage statements" apply to electronic postage statements.) A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

1.2 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 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.

2.0 Documentation

2.1 Basic Documentation Standards

[4-7-25] 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. Generally, documentation is required from a mailer when a mailing is presented to the USPS as follows.



203.2.2

- a. Supporting documentation (see [3.0](#)) of postage is required for each mailing when presented for acceptance, except:
 1. For USPS Ship mailings under [705.2.6](#);
 2. When the correct price is affixed to each piece; or
 3. If each piece is of identical weight and the pieces are separated by price, and, when applicable, zone (including separation by In-County and Outside-County prices and destination entry for Periodicals).
- b. 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.
- c. Documentation must be submitted when specified for the price claimed or postage payment method used.

2.2 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. Mailings prepared under the value added refund procedures or as combined mailings must meet additional standardized documentation requirements under [604.9.0](#), and [705](#).

2.3 Documentation Submission—Full-Service Automation Option

Mailers entering 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 [705.23.2d](#).

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 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 [3.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

2.7 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](#).

3.0 Standardized Documentation for First-Class Mail, Periodicals, USPS Marketing Mail, and Flat-Size Bound Printed Matter

3.1 Basic Standards

For First-Class Mail, Periodicals, USPS Marketing 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 [3.2](#) through [3.8](#), as applicable. Documentation produced by Presort Accuracy Validation and Evaluation (PAVE)-certified or Manifest Analysis and Certification (MAC)-certified software is considered standardized documentation.

3.2 Format and Content

For First-Class Mail, Periodicals, USPS Marketing 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 USPS Marketing 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., [245.10.0](#) for USPS Marketing 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., [207.24.0](#) for letter-size barcoded Periodicals) or the type of prices claimed. For 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:



203.3.2

1. Tray/sack sortation level. Note with an asterisk (“*”) all trays containing overflow mail moved into that tray under [235.6.5](#), [245.8.3](#) 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 [245.9.0](#), 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 [3.2c](#) 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. Using the entry abbreviations in [3.6.3](#), for all Periodicals mailings include a separate "Entry" column showing the applicable destination entry discount for copies.
 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. [\[7-13-25\]](#)[\[4-7-25\]](#) 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 sectional center facility/local processing center (SCF/LPC) or area distribution center/regional processing and distribution center (ADC) 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/LPC pallet) or "PADC" (for an ADC 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. Using the abbreviations in [207.17.4.3](#), for all Periodicals mailings include a separate "Entry" column showing the entry discount for copies. 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 (flat pieces mailed under FSS sort by 5-digit, 3-digit, saturation, high density, high density plus, basic carrier route 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 [207.1.1.3](#).
 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 [207.1.1.4](#).
 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 entry price.



203.3.3

3.3 Price Level Column Headings

The name of the price level (or abbreviation) is used for column headings required under [3.2](#) and shown below:

- a. Automation First-Class Mail, USPS Marketing Mail, and barcoded Periodicals:

PRICE	ABBREVIATION
5-Digit [First-Class Mail letters and flats, Periodicals letters and flats, and USPS Marketing Mail letters and flats]	5B
3-Digit [First-Class Mail letters and flats, Periodicals letters and flats, and USPS Marketing Mail letters and flats]	3B
AADC [First-Class Mail, Periodicals, and USPS Marketing Mail letters]	AB
ADC [First-Class Mail, Periodicals, and USPS Marketing Mail Flats]	AB
Mixed AADC [First-Class Mail, Periodicals, and USPS Marketing Mail letters]	MB
Mixed ADC [First-Class Mail, Periodicals, and USPS Marketing 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, nonmachinable, and nonstandard USPS Marketing Mail:

PRICE	ABBREVIATION
Presorted [First-Class Mail letters/cards, flats, and parcels]	Presort
5-Digit [all USPS Marketing Mail and Periodicals letters]	5D
3-Digit [all USPS Marketing Mail and Periodicals letters]	3D
SCF [for USPS Marketing Mail parcels]	SCF
AADC [USPS Marketing Mail machinable letters]	AB
[4-7-25] ADC [USPS Marketing Mail nonmachinable letters, flats, and nonstandard parcels, and all Periodicals]	AD
Basic [In-County Periodicals]	BS
Mixed AADC [USPS Marketing Mail machinable letters]	MB
Mixed ADC [USPS Marketing Mail nonmachinable letters, flats, nonstandard parcels; and all Periodicals]	MD
NDC [USPS Marketing Mail Nonprofit machinable priced parcels and Marketing Parcels 3.5 ounces and over]	NDC
[7-13-25] Mixed [USPS Marketing Mail Nonprofit machinable priced parcels and Marketing Parcels 3.5 ounces and over]	MXD
Firm [Outside-County Periodicals]	FB

- c. Carrier Route Periodicals and Enhanced Carrier Route USPS Marketing Mail:

PRICE	ABBREVIATION
Saturation [letters, flats, and nonstandard parcels]	WS
High Density [letters, flats, and nonstandard parcels]	HD
High Density Plus [USPS Marketing Mail only; letters and flats]	HDP
Basic [letters, flats, and nonstandard parcels]	CR
Firm [Outside-County Periodicals]	FB



203.3.4

3.4 Sortation Level

The sortation level (or corresponding abbreviation) is used for the bundle, tray, sack, or pallet levels required under 3.2 and shown below:

SORTATION LEVEL	ABBREVIATION
Carrier Route	CRD
5-Digit Carrier Routes	CR5
5-Digit Scheme Carrier Routes [sacks/flat trays and pallets (Periodicals and USPS Marketing Mail flats); sacks and pallets (nonstandard parcels)]	CR5S
5-Digit Scheme [barcoded and machinable letters]	5DGS
[7-13-25] 5-Digit Scheme [pallets, Periodicals flats and nonstandard parcels, USPS Marketing Mail flats, Bound Printed Matter flats]	5DGS
Merged 5-Digit [flat trays and pallets (Periodicals and USPS Marketing Mail flats); sacks and pallets (irregular parcels)]	M5D
Merged 5-Digit Scheme [flat trays and pallets (Periodicals and USPS Marketing Mail flats); sacks and pallets (nonstandard parcels)]	M5DS
5-Digit	5DG
3-Digit Carrier Routes	CR3
3-Digit Scheme [barcoded letters, barcoded and cobundled flats]	3DGS
Merged 3-Digit [flat trays (Periodicals flats); sacks (nonstandard 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
[7-13-25] SCF [flat trays and pallets (Periodicals flats and USPS Marketing Mail); sacks and pallets (Bound Printed Matter and nonstandard parcels)]	SCF
SCF [pallets created from bundle reallocation]	PSCF
[7-13-25] NDC (USPS Marketing Parcels only)	NDC
[7-13-25] ASF (USPS Marketing Parcels only)	ASF
[7-13-25] Mixed [working]	MXD

3.5 Combined, Copalletized, and Merged Mailings

For combined or copalletized mailings of Periodicals and USPS Marketing 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 20th 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 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.

3.6 Detailed Zone Listing for Periodicals

3.6.1 Definition and Retention

The publisher must be able to present documentation to support the number of copies of each edition of an issue mailed by entry point at In-County and Outside-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 entry listings for specific mailings upon USPS request.

3.6.2 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, entry, and number of copies per entry. Include a summary of the number of copies at each entry price at the end of the report. A 3-digit ZIP Code may appear more than once if there are copies at different entry prices (e.g., In-County and Outside-County copies) for that 3-digit ZIP Code.
- b. Report copies by each entry and by 3-digit ZIP Code in ascending numeric order. For each entry, include columns for: 3-digit ZIP Code and number of copies. Include a summary of the total number of copies for each entry at



203.3.6.3

the end of each entry listing. A 3-digit ZIP Code may appear under more than one entry if there are copies at different entry prices for that 3-digit ZIP Code.

3.6.3 Entry Abbreviations

Use the price name or the authorized entry abbreviation in the listings in [3.0](#) and [207.17.4.2](#):

ZONE ABBREVIATION	RATE EQUIVALENT
ICD	In-County, DDU
IC	In-County, All Others
DDU/S&DC	Outside-County, DDU
SCF/LPC (letters/flats)	Outside-County, DSCF
SCF/RPDC (parcels)	Outside-County, DSCF
[4-7-25] ADC	Outside-County, DADC
OC	Outside-County, All Others

3.7 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 [3.7.1](#) and [3.7.2](#) below.

3.7.1 Outside-County Bundle Report

The bundle report must contain, at a minimum, the following elements:

- Container identification number.
- Container type.
- Container presort level.
- Bundle ZIP Code.
- Bundle level.
- Price category.
- Number of copies by version in the bundle.
- An indicator showing which bundles are subject to the bundle charge.

3.7.2 Outside-County Container Report

The container report must contain, at a minimum, the following elements:

- Container identification number.
- Container type.
- Container level.
- [7-13-25][4-7-25] Container entry level (origin, destination delivery unit/sorting and delivery center [DDU/S&DC], destination sectional center facility/local processing center [DSCF/LPC] (letters/flats), destination sectional center facility/regional processing and distribution center [DSCF/RPDC] (parcels), or destination area distribution center/destination sectional center facility [DADC/DSCF].

- e. An indicator showing which containers are subject to the container charge.

3.8 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 3.2 through 3.7.

4.0 Bundles

4.1 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.

4.2 Arranging Pieces in a Bundle (“Facing”)

Except as noted in 4.7, 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.

4.3 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 (only pieces less than 7 inches long) must 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, (only bundled cards that measure less than 7 inches long) 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.

[7-13-25]



4.4 Exception to Bundle Preparation - Full Letter and Flat Trays and Small Flat Mailings

[7-13-25] In mailings not entirely of card-size pieces less than 7 inches long, mailers are not required to 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. When mailing 500 or less flat-sized pieces, mailers are not required to prepare bundles and may place such pieces loose in flat trays.

4.5 Securing Bundles of Flats

[7-13-25] Bundles must be able to withstand normal transit and handling without breakage and without injuring USPS employees, and are subject to the following requirements:

- a. **[7-13-25]** Bundles must be secured with two or more cross-strapped bands or shrink-wrapped with one or more cross-strapped bands that encircle the length and girth of the bundle at least once. Banding includes plastic bands, and similar material. Using string, rubber bands, wire or metal banding is not allowed, except as provided in b. below.
[7-13-25]
- b. **[7-13-25]** Bundles without polywrap materials must be cross-strapped to 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.
- c. **[7-13-25]** Except for First-Class Mail flats placed in flat tubs, rubber bands and twine/string are not permitted to use as banding to secure bundles.
- d. Banding tension must be sufficient to tighten and depress the edges of the bundle. Loose banding is not allowed.
- e. **[7-13-25]** Newspapers that are placed in a flat tray and entered as exceptional dispatch may be bundled by using only one strap around the middle of the bundle.
- f. Bundles on pallets must be secure and stable, and are subject to [4.9](#) and the specific weight limits in [705.8.0](#).

4.6 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 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](#)) flat trays or pallets.
- c. Bundles placed in carrier route and 5-digit carrier routes flat trays or sacks.

- d. Bundles of mailpieces at carrier-route prices entered at a destination delivery unit (DDU) or sorting and delivery center (S&DC).
- e. Bundles of USPS Marketing Mail flats prepared in letter trays.

4.7 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.

4.8 Preparing Bundles in Sacks and Flat Trays

In addition to following the standards in 4.5 through 4.7, mailers must prepare bundles placed in flat trays and 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. [7-13-25] Bundles of pieces with covers of "coated stock" (glossy covers) that are not individually enclosed in an envelope or mailing wrapper must be secured with at least two plastic straps, or with shrinkwrap plus two plastic straps, and 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.

4.9 Preparing Bundles on Pallets

In addition to general bundling standards in 4.1, bundles on pallets must meet the following standards:



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- a. [\[7-13-25\]](#) Bundles without polywrap coverings must be secured with appropriate cross-strapped banding or shrink-wrap supplemented by one or more bands that encircle the length and girth of the bundle at least once. Banding includes plastic bands (recommended) 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.

4.10 Additional Standards for Unsacked/Untrayed Bundles Entered at DDU/S&DC Facilities

Mailers may enter unsacked, untrayed, or nonpalletized bundles of carrier route, Periodicals, or USPS Marketing Mail flats and unsacked Bound Printed Matter (BPM) flats or nonstandard parcels (BPM only) at destination delivery units (DDUs) or sorting and delivery centers (DS&DC) 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. [\[7-13-25\]](#) Mailers must enter bundles at DDUs/SDCs according to the appropriate deposit and entry standards (e.g., [207.23.4.2](#) for Periodicals, [246.5.0](#) for USPS Marketing Mail flats).

4.11 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 [4.8](#) if placed in flat trays.

4.12 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:

- 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.

4.13 Labeling Bundles

Unless excepted by standard, the presort level of each bundle must be identified either with an optional endorsement line under [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.
- h. Mixed ADC presort level, tan Label X.

4.14 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 [4.15](#), optional endorsement lines under [7.0](#), or carrier route information lines under [204.3.0](#). These standards apply to Carrier Route Periodicals, Enhanced Carrier Route USPS Marketing Mail, and Carrier Route Bound Printed Matter mailings.

4.15 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., “MKT FLTS CR R 012”).
- c. Line 3: City and two-letter state abbreviation of the origin Post Office.

[4-7-25]

5.0 Letter Trays and Flat Trays**5.1 General Standards**

[7-13-25] Letter-size mailings must be prepared in letter trays with sleeves. First-Class Mail flat-size mailings must be prepared in flat trays with green lids under [235.7.0](#) and [235.8.0](#), unless prepared in extended managed mail (EMM) trays under [5.7](#). Periodicals and USPS Marketing Mail flat-size mailings must be prepared in flat trays with white lids under [207.22.7](#), [207.25.5](#), [245.8.6](#), and [245.10.4.3](#), and strapped under [5.6.2e](#). The following also apply:



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- 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.
- c. [\[7-13-25\]](#) Flat trays used in a First-Class Mail, USPS Marketing Mail, or Periodicals flat-size mailing may be nested into each other on a pallet without lids, and the pallet then shrink-wrapped.

5.2 Tray Sizes

These approximate measurements define the USPS-provided tray sizes that apply to all letter-size mail preparation standards and the USPS-provided flat tray size that applies to First-Class Mail flats preparation:

- 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.
- d. 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.

5.3 Letter Tray Preparation

Letter trays are prepared as follows:

- a. Subject to availability of equipment, standard 2-foot 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 [5.2](#). When using EMM trays, the 1-foot MM tray may be used in order to minimize the number of letter trays. 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 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 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 [235.6.6](#) 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 [5.4](#), and [5.5](#).
- 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.

5.4 Letter Tray Sleeving 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.

5.5 Letter Tray Strapping Exception

Strapping is not required for any letter tray placed on a 5-digit, 3-digit, or SCF pallet secured with stretchwrap. If the processing and distribution manager gives a written waiver, strapping is not required for any mixed automated area distribution center (AADC) or area distribution center (ADC) letter tray of First-Class Mail or for any letter tray that originates and destines in the same sectional center facility/local processing center (SCF/LPC), ADC, or AADC (mail-processing plant) service areas.

5.6 Use of Flat Trays

5.6.1 General

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.

5.6.2 Preparation for Flats in Flat Trays

[\[4-7-25\]](#) 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.



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- e. Each tray must be covered (with the green side of the lid facing up for First-Class Mail and the white side facing up for Periodicals and USPS Marketing Mail). Each covered flat tray must then be secured with two plastic straps placed tightly around the width of the tray (the shorter dimension).
- f. For automation price mailings prepared under the optional tray-based preparation rules in [235.8.0](#), 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 in [235.8.0](#), 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. [\[4-7-25\]](#) Pieces prepared as automation flats under the tray-based preparation option in [235.8.0](#) 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. [\[4-7-25\]](#) If pieces in a Periodicals mailing remain after one or more full trays are prepared for a 5-digit scheme, 5-digit, 3-digit, SCF/LPC, 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 less than the required minimum, the pieces must be moved to the next tray level that meets the minimum volume.

5.7 Preparation for First-Class Mail 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 [5.2c](#) 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 [235.8.0](#), 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 [204.3.3](#) and the content identifier number required in [Exhibit 204.3.2.1](#) for the same type of flat-size mail prepared in flat trays.
- c. [\[7-13-25\]](#) All mail must be prepared under [235.8.0](#), and must not be prepared in bundles.
- d. All other applicable standards in [235.8.0](#), must be met, including required preparation sequence and use of tray minimums.



5.8 Preparation for USPS Marketing Mail Flats in Letter Trays

USPS Marketing Mail flat-size pieces may be prepared in letter trays instead of sacks only if the following standards are met:

- a. At least 90 percent of the mailing job must be claimed at automation prices or Enhanced Carrier Route prices. No more than 10 percent of the mailing job may be claimed at Presorted prices. The following minimum volumes for USPS Marketing 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 [201.6.0](#). Presorted and Enhanced Carrier Route pieces must meet the flat-size dimensions in [201.4.0](#).
- c. The pieces must fit completely within the dimensions for height and the bottom (floor) dimensions for length and width specified in [5.2](#) 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 [245.3.0](#), must also be met.
- d. Trays must bear tray-size labels that meet all applicable physical and barcode standards under [5.17](#), with Line 1 and Line 2 information as required for flat-size mail in sacks. Each label must contain a barcode as specified in [204.3.3.3](#) and the content identifier number required in [Exhibit 204.3.2.1](#) for the same type of flat-size mail prepared in sacks.
- e. All mail prepared under [245.8.0](#), [245.9.0](#), or [245.10.0](#), must be bundled except for full 5-digit trays and full carrier route trays. The exception to bundling in [203.4.4](#), may be used for other sort levels. All mail prepared under [705.9.0](#), 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 [245.8.0](#), [245.9.0](#), [245.10.0](#), or [705.9.0](#) must be met, including required preparation sequence and use of sack minimums as tray minimums.

**5.9 Tray Labels**

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 5.17, and 204.3.0.
- d. Intelligent Mail tray labels are subject to the standards in 204.3.3, and to the specifications posted on PostalPro at <https://postalpro.usps.com>.

5.10 Physical Characteristics of a Tray Label

A tray label must meet these specifications:

- a. Color: white or manila (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.
- e. Thickness: 0.005 inch minimum.

5.11 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 and sacks 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.

5.12 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, sack, 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
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Letters	LTR or LTRS
Machinable	MACH
Marketing Parcels	MKTG
Mixed	MXD
Mixed Machinable and Nonstandard Parcels	MACH & NONSTD
Nonstandard	NONSTD
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0)
Package Services	PSVC
Parcels	PARCELS
Post Office Box Section	B
Periodicals	PER
Periodicals	NEWS*
Rural Route	R
Scheme	SCH
USPS Marketing Mail	STD
Working	WKG

* "News" if published weekly or more often or if authorized newspaper treatment as of March 1, 1984.

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Line 3 (Office of Mailing or Mailer Information Line)

[4-7-25] Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information, unless the sack/flat tray contains mail manifested using USPS Ship under [705.2.6](#). Line 3 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. The Postal Service recommends 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 USPS Ship mailings as required under [5.6](#), "USPS Ship" may appear as the first element on Line 3.



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5.14 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.

5.15 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.

5.16 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. When 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.

5.17 Barcoded Tray and Sack Labels

Barcoded tray labels must be used for automation-price letter-size mailings, automation-price flat-size mailings, and flat-sized mailings cobundled and cotrayed under [705.9.0](#) through [705.13.0](#). Barcoded labels must meet these general standards:

- a. Use the appropriate size label as described in [5.10](#) and [6.2](#).
- b. Mailer-produced barcoded labels must meet the standards in [204.3.0](#) and the specifications posted on PostalPro at <https://postalpro.usps.com>.
- 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 or sack 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 automation option (see [705.23.0](#)).

Exhibit 5.17 Required Barcoded Container Labels

PRICE OR TYPE	PROCESSING CATEGORY
USPS Marketing Mail	
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)
Automation	Flat-size
Cobundled and cosacked under 705.9.0 through 705.13.0	Flat-size
Automation, Presorted, and Enhanced Carrier Route in letter trays under 245.3.0	Flat-size
Automation and Presorted in letter trays cotrayed under 705.9.0 using 245.3.0 option	Flat-size

6.0 Sacks**6.1 General Standards**

Applicable mailings must be prepared in sacks. 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.

6.2 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.

6.3 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.
- 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 USPS) ensure legibility. Legible hand-printed labels are acceptable.

For sack label line standards see 5.12 through 5.16.

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6.4 USPS Ship System

[4-7-25] All sacks containing parcels prepared and identified using the USPS Ship program under [705.2.6](#) must show "USPS Ship" directly below Line 3 using the same size and lettering used for Line 3. As an option, "USPS Ship" may be placed as the first element on Line 3.

6.5 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila (pink for periodicals).
- 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.

6.6 Additional Standards for Barcoded Sack Labels

6.6.1 General

In addition to [6.3](#), barcoded sack labels must meet the standards in [5.17](#), [204.3.2](#), and [204.3.3](#).

6.6.2 Additional Standards for Automation-Compatible Flats

For sack labels used on mailings of automation-compatible flats only:

- a. The text 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 a line without interfering with the "quiet zone."
- b. The minimum acceptable height for the destinating ZIP Code is 0.111 inch.
- c. The minimum acceptable character height for all other information on Lines 1, 2, and 3 is 0.083 inch.

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 including the correct ZIP Code listed in Column B of [L006](#), as described in [Exhibit 7.1.1](#). The OEL must show carrier route information or the type of bundle and ZIP Code information as shown in [Exhibit 7.1.1](#). 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 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

SORTATION LEVEL	OEL EXAMPLE
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—USPS Marketing Mail basic	***** ECRLOT**C-001 ***** ECRLOT 1234A**C-001
ECR—USPS Marketing Mail high density or high density plus	***** ECRWSH**C-001
ECR—USPS Marketing Mail saturation	***** ECRWSS**C-001
Carrier Route—Bound Printed Matter	***** CAR-RT SORT**C-001
5-Digit	***** 5-DIGIT 12345
5-Digit Scheme (Automation flats)	***** SCH 5-DIGIT 12345
3-Digit	***** 3-DIGIT 771
3-Digit Scheme (Automation 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
Optional tray level piece ID for automation letters:	
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
Additional required human-readable text for use with combined mailings of USPS Marketing Mail and Periodical flats:	
5-Digit Scheme (and other sortation levels as appropriate)	***** SCH 5-DIGIT 12345 MIX COMAIL
Carrier Route basic	***** SCH 5-DIGIT 12345 FSSC COMAIL

7.1.2 Intelligent Mail Barcodes

When flat-size pieces bear an Intelligent Mail barcode (under [204.1.2](#)) 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](#) that corresponds to the correct sortation level of each bundle. When automation-priced flat-size pieces bear an Intelligent Mail barcode that contains OEL coding information corresponding to the correct sortation, an OEL



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is also required on the piece. See the *Intelligent Mail Barcode Resource Guide* available on PostalPro at <http://postalpro.usps.com/> 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](#).

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 [204.3.0](#).

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 USPS Marketing Mail: * * * * ECRWSS**C-001; on an automation USPS Marketing 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](#).

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 USPS Marketing 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 USPS Marketing Mail and Periodicals Flats

Mailers authorized to combine USPS Marketing 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.

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.

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
First-Class Mail		
Letters, nonmachinable	L004	L201, Column C
Letters, machinable	[4-7-25] L005	L201, Column C
Letters, automation	[4-7-25] L005	L201, Column C
Flats, nonautomation	L004	L201, Column C
Flats, automation	L004	L201, Column C
Periodicals ¹		
Letters, nonbarcoded (nonautomation)	L004	[4-7-25] L009
Letters, barcoded (automation)	[4-7-25] L005	[7-13-25][4-7-25] L009
Flats, nonbarcoded	L004	L201, L009
Flats, barcoded	L004	L201, L009
Nonstandard parcels	L004	L201, L009
USPS Marketing Mail ¹		
Letters, nonmachinable	L004	[7-13-25][4-7-25] L009
Letters, machinable	[4-7-25] L005	[7-13-25][4-7-25] L009
Letters, automation	[4-7-25] L005	[7-13-25][4-7-25] L009
Flats, nonautomation	L004	L009
Flats, automation	L004	L009
Bound Printed Matter ¹		
Flats, nonbarcoded	L004	L009
Flats, barcoded	L004	L009
Nonstandard parcels	L004	L009

1. For automation-compatible flats, label according to L007 for optional 5-digit scheme preparation.
[7-13-25]

8.0 Carrier Route Information Lines

8.1 Basic Information

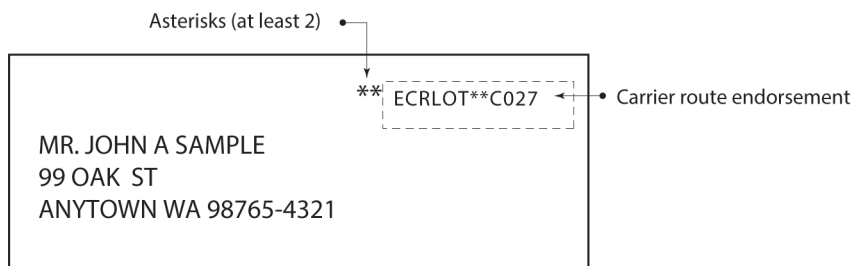
[1-19-25] Mailers must prepare bundles of all mailpieces mailed at carrier-route prices with optional endorsement lines under 7.0, carrier-route information lines under 8.2, or facing slips (see 203.4.0). Mailers must use optional endorsement lines or carrier-route information lines on all pieces in mailings of USPS Marketing Mail letters prepared under 245.6.7 and 245.6.10.

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 USPS Marketing 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, [202](#) for flats, and [202](#) for parcels.



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- d. The carrier route information line may also include information to identify bundles of Periodicals matter mailed at:
 - 1. carrier route saturation prices (“SATURATION WALK-SEQUENCED CARRIER ROUTE MAIL” or the abbreviation “CAR-RT WSS”),
 - 2. high density walk-sequenced prices (“HIGH DENSITY WALK-SEQUENCED CARRIER ROUTE MAIL” or the abbreviation “CAR-RT WSH”), or
 - 3. 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.



203

Commercial Mail: Carrier Route Information Lines

203.8.2.5

204 Barcode Standards

Overview

- [1.0 Standards for Intelligent Mail Barcodes](#)
- [2.0 Standards for Package and Extra-Service Barcodes](#)
- [3.0 Standards for Barcoded Tray Labels, Sack Labels, and Container Labels](#)

1.0 Standards for Intelligent Mail Barcodes

1.1 General

An Intelligent Mail barcode is a USPS-developed method to encode ZIP Code information on mail that can be read for sorting by automated machines. Intelligent Mail barcodes also encode other tracking information.

1.2 Intelligent Mail Barcodes

1.2.1 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 203.7.1.1](#) corresponding to the correct sortation level of each bundle. When automation-priced flat-size pieces bear an Intelligent Mail barcode that contains OEL coding information corresponding to the correct sortation, an OEL is also required on the piece. See the *Intelligent Mail Barcode Technical Resource Guide* available on PostalPro at <https://postalpro.usps.com/> for more information on incorporating OELs in Intelligent Mail barcodes.



204.1.2.2

- c. Reply mail pieces using origin Informed Visibility do not require a Mailer ID (MID) to be encoded into the Mailer Identifier field. All other mailpieces, including QBRM letters and PRM pieces, bearing Intelligent Mail barcodes must include the MID in the Mailer Identifier field. Additional information on Informed Visibility is available under [507.10.0](#). 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.

1.2.2 Specifications

Complete specifications for Intelligent Mail barcodes are defined in the *Intelligent Mail Barcode Technical Resource Guide*, available on PostalPro at <https://postalpro.usps.com>. 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 on PostalPro at <https://postalpro.usps.com>.

1.3 Reflectance

1.3.1 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 piece barcoded elsewhere.

1.3.2 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.)

1.3.3 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.



1.3.4 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.

1.4 Skew and Baseline Shift

1.4.1 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 ± 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](#).

1.4.2 Flat-Size Pieces and USPS Marketing Mail Parcels

The maximum rotational skew (slant or tilt of the individual barcode bars) for barcodes is ± 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 [202.5.0](#). For information on barcode placement on parcels, see [202.6.0](#).

1.5 Barcode Software and Hardware Certification

1.5.1 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.

1.5.2 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).

[4-7-25][1-19-25]



2.0 Standards for Package and Extra-Service Barcodes

[1-19-25]

2.1 Barcodes

2.1.1 Definition

[1-19-25] The following types of barcodes are defined, respectively, as follows:

- a. *Intelligent Mail package barcode (IMpb)*: An 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. The following also apply:
 1. 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.
 2. IMpbs must be used on all commercial packages, and on other mailpieces of customers requesting extra services.
- b. *Intelligent Mail matrix barcode (IMmb)*: An IMmb is a supplemental GS1-DataMatrix (2D) barcode, which is intended to improve package visibility. The IMmb contains the same data as the IMpb barcode, using a space-efficient barcode symbology.

[1-19-25]

2.1.2 Specification Resources

[1-19-25] Detailed specifications on an IMpb and IMmb are available on PostalPro at <https://postalpro.usps.com> as follows:

- a. Publication 199, *Intelligent Mail Package Barcode (IMpb) Implementation Guide for Confirmation Services and Electronic Payment Systems*.
- b. Parcel Labeling Guide.
- c. Intelligent Mail Package Barcode Technical Specifications.
- d. Intelligent Mail Matrix Barcode Technical Specifications.

[1-19-25]

2.1.3 Barcode Location

[1-19-25] See 202.6.1 for barcode-location standards.

[1-19-25]

2.1.4 Quality Assurance

[1-19-25] Mailers must routinely inspect and test labels and barcodes to ensure quality.

[1-19-25]

2.1.5 Electronic File

[1-19-25] All mailers generating an IMpb and IMmb must transmit piece-level information to USPS in an approved electronic-file format (except for mailers generating barcodes for use on return services products, such as uninsured USPS Returns service packages).

[1-19-25]

2.1.6 Compliance-Quality Thresholds

[7-13-25][1-19-25] All mailers who enter commercial parcels into the Postal Service network must meet the established thresholds for compliance quality outlined in [Exhibit 2.1.6](#) to avoid paying the Package Quality Noncompliance Fee. Failure to meet any compliance-quality threshold in [Exhibit 2.1.6](#) will result in the Postal Service charging the mailer the Package Quality Noncompliance Fee.

Exhibit 2.1.6 Compliance-Quality Thresholds

[1-19-25] **Note:** See Publication 199 for a list of validations for each compliance category (AQ, MQ, BQ).

Compliance Category	Compliance Code	Compliance Threshold
[1-19-25] Address Quality: Checks for a timely address that validates to a unique 11-Digit DPV or passes the critical validation criteria in Pub 199.	AQ	90
[1-19-25] Manifest Quality (Shipping-Services file): Checks for a timely manifest file that passes the critical validation criteria in Pub 199.	MQ	94
[1-19-25] Barcode Quality: Checks the barcode in the manifest that passes the critical validation criteria in Pub 199.	BQ	98

[1-19-25]

2.1.7 Alternate Approval

[1-19-25] Labels not meeting IMpb specifications or other label element standards, but still able to demonstrate acceptable functionality within USPS processes, may be allowed using an alternative approval process authorized by the vice president, Enterprise Analytics. (See [608.8.1](#) for contact information.)

[4-7-25]

2.1.8 IMpb with Ancillary Services

[4-7-25] When certain ancillary services are used to receive separate address corrections for forwarded parcels, shippers who apply an IMpb to their parcels must request ACS under [507.4.1.5](#).

2.2 Other Package Barcodes

2.2.1 Basic Standards for Postal Routing Barcodes

A separate postal routing barcode may be used on parcels to provide routing information, when used in conjunction with an IMpb. Each parcel must bear a properly prepared GS1-128 barcode symbology as described in [2.2.2](#) that accurately represents the correct ZIP Code or ZIP+4 code of the delivery address. For information on barcode placement for parcels, see [202.6.0](#).

2.2.2 Basic Elements of Postal Routing Barcodes

GS1-Code128 postal routing barcode data elements include:

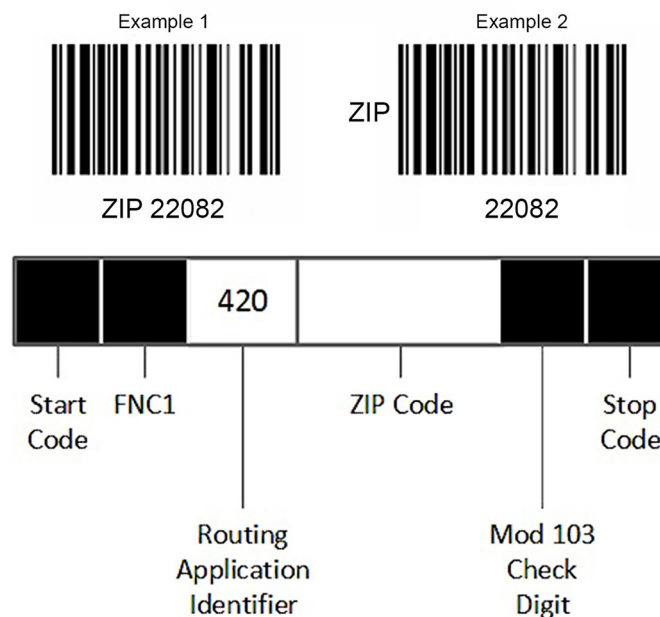
- Barcode Type.* GS1-128 is the only acceptable barcode and must be printed within Subset C.



204.2.2.3

- 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 2.2.2 Postal Routing GS1-128 Barcode Format



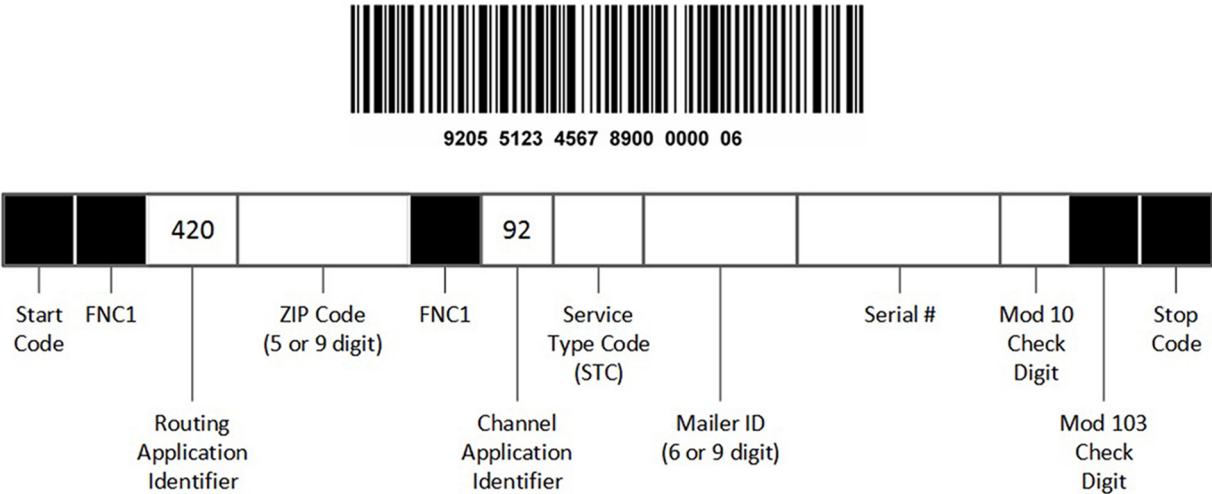
2.2.3 Use With USPS Tracking or Signature Confirmation

Eligible machinable parcels may bear a USPS Tracking or Signature Confirmation barcode using one of the following options:

- a. The Single Concatenated Barcode (see [Exhibit 2.2.3a](#)). 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](#) for USPS Tracking or Signature

Confirmation, and in Publication 199. If a parcel bears a single concatenated barcode, then no other barcode that contains the postal routing barcode may be affixed to the package.

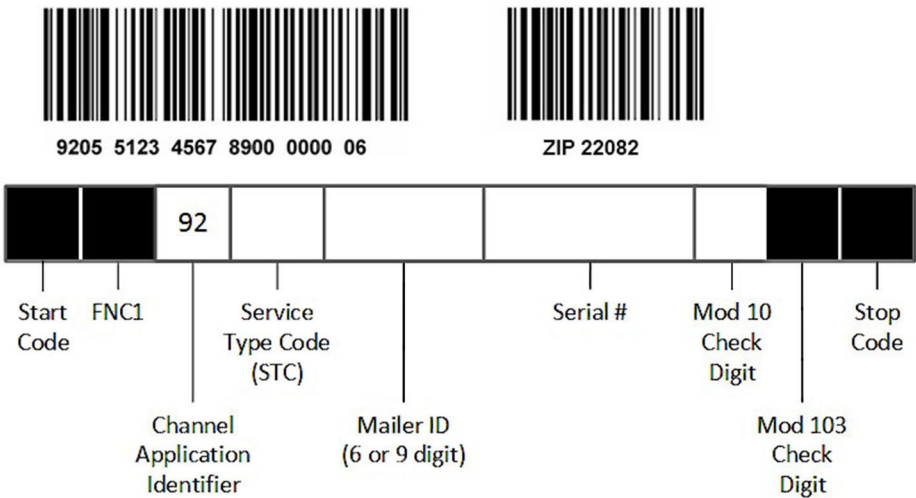
Exhibit 2.2.3a Confirmation Services Concatenated GS1-128 Barcode Format



NOTE: Channel Application Identifier “92” shown above for illustration purposes only. Consult Publication 199 to determine the appropriate Intelligent Mail Package Barcode (IMpb) data construct and values.

- b. Separate Barcodes. Mailers may place both a postal routing barcode described in 2.2.2 and a USPS Tracking barcode or Signature Confirmation barcode described in 503 and in Publication 199 on the same parcel.

Exhibit 2.2.3b Confirmation Services GS1-128 Barcode Format Using a Separate Postal Routing Barcode



NOTE: Channel Application Identifier “92” shown above for illustration purposes only. Consult Publication 199 to determine the appropriate Intelligent Mail Package Barcode (IMpb) data construct and values.



204.2.2.4

2.2.4 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, parcels must bear a single integrated barcode, with the correct 3-digit service type code, that combines USPS Tracking or Signature Confirmation and insurance using one of the following options:

- a. Single Concatenated Integrated Barcode that combines postal routing information and postal insurance ([503.4.0](#)) 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](#) for USPS Tracking and Signature Confirmation, and Publication 199. 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.
- b. Separate Barcodes. Mailers may place both a postal routing barcode described in [2.2.2](#) and an integrated barcode that combines insurance as described in [2.2.4a](#) on the same parcel with USPS Tracking in [503.7.0](#) or Signature Confirmation in [503.8.0](#). The integrated barcode option allows electronic mailers to combine multiple extra services into a single barcode on their packages.

2.2.5 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.

2.2.6 Location

See [202.6.1](#) for barcode location standards.

2.2.7 Clear Zone

The barcode must be located as specified in [202.6.2](#). 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.

2.2.8 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.

2.2.9 Quality

All barcodes in each mailing must measure American National Standards Institute (ANSI) grade C or above. 70% must be grade A or B with the remaining not below a grade C.

2.2.10 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 [2.2.2](#), [2.2.3b](#), and [2.2.4b](#), 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 2.2.2](#)). 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 [2.2.3b](#) or [2.2.4b](#) the human-readable information for the concatenated or concatenated/integrated barcode must suppress the application identifiers (AI) 420 and routing ZIP Code from the human-readable text. The respective Tracking Application Identifier 92, 93, 94, or 95 must be included in the human-readable text.

2.2.11 Service Banner Text

Except with Certified Mail, Registered Mail, Adult Signature, and Priority Mail Express or Priority Mail Open and Distribute services, mailers preparing extra service barcodes under [2.2](#) must use a “USPS TRACKING #” human-readable service banner text above the barcode on packages not requiring a signature at delivery, or a “USPS SIGNATURE TRACKING #” service banner text above the barcode on packages where a signature is required at delivery.

2.2.12 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 [2.0](#).

2.2.13 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.



3.0 Standards for Barcoded Tray Labels, Sack Labels, and Container Labels

3.1 General

3.1.1 Tray and Sack Labels

Intelligent Mail tray labels are the USPS-approved method to encode routing, content, origin, and mailer information on trays and sacks. Intelligent Mail tray labels are designed for optimum use with Intelligent Mail barcoded mail and have the capacity to provide unique identification throughout postal processing, but are required for use on all trays and sacks in presorted mailings.

3.1.2 Container Labels

Mailer-generated container labels bearing Intelligent Mail container barcodes identify the mail owner or agent and uniquely identify the unit (pallet, container, or rolling stock). Intelligent Mail container labels are designed for use with Intelligent Mail barcoded mail and Intelligent Mail tray labels.

- a. Intelligent Mail container labels are not required for small mailings of USPS Marketing Mail, Periodicals, and Bound Printed Matter letters and flats when entered at a BMEU, if the mailing is less than 500 pounds of bundles or sacks, and fewer than 72 linear feet of trays.
- b. Intelligent Mail container labels are not required when entering mail at a co-located BMEU within the service area where mail is entered, if the mailing consists of 100 but less than 250 pounds of bundles or sacks, and at least 12 but fewer than 35 linear feet of trays.

3.2 Specifications for Barcoded Tray and Sack Labels

3.2.1 Use

[Exhibit 3.2.1](#) 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, see [3.3](#) for Intelligent Mail tray and sack label standards.
- b. Mailer-produced barcoded labels must meet the standards in [3.0](#), and tray labels must be non-adhesive.
- 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 3.2.1 Required Barcoded Tray and Sack Labels**

PRICE OR TYPE	PROCESSING CATEGORY
First-Class Mail	
Automation price	Letter-size, flat-size
Periodicals	
Automation price	Letter-size, flat-size
Cobundled and cosacked under 705.9.0 through 705.13.0	Flat-size
USPS Marketing Mail	
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 245.3.0	Flat-size
Automation and Presorted in letter trays cotrayed under 705.9.0 using 245.3.0 option	Flat-size
Bound Printed Matter	
Barcoded	Flat-size

3.2.2 Line 1 (Destination Line)

The destination line must meet these standards:

- a. *Placement.* The destination line must be the top line of the label. An exception is that one line of extraneous information may appear above the destination line on tray and sack labels as provided in 3.3.2, and 3.3.3f. The destination line must be completely visible when placed in the label holder. 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.
- b. *Information.* The destination line must contain only the information required by the 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. 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.
- 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 Intelligent Mail Barcode Generator (IMBG), available on PostalPro at



204.3.2.3

<https://postalpro.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.

3.2.3 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 [3.2.2b](#) or [3.2.2c](#). 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 [3.2.4](#) 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 [207.27.2](#) 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.

3.2.4 3-Digit Content Identifier Numbers

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 IMBG, available on PostalPro at <https://postalpro.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 3.2.4](#).

**Exhibit 3.2.4 3-Digit Content Identifier Numbers**

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
PRIORITY MAIL EXPRESS OPEN AND DISTRIBUTE		
Dropship, all container levels	143	EXPRESS DROPSHIP
PRIORITY MAIL OPEN AND DISTRIBUTE		
Dropship, all container levels	165	PMOD
Letters, all classes	029	PMOD LTRS
Flats, all classes	030	PMOD FLTS
Parcels, all classes	025	PMOD PARCELS
All Other Classes, Parcels		
DDU parcels	031	PMOD PARCELS DDU
SCF parcels	032	PMOD PARCELS SCF
ADC parcels	033	PMOD PARCELS ADC
ASF/NDC nonstandard parcels	034	PMOD NONSTD NDC
ASF/NDC machinable parcels	035	PMOD MACH NDC
FIRST-CLASS MAIL		
FCM Letters — Automation		
5-digit scheme trays	241	FCM LTR BC 5D SCHEME
5-digit trays	242	FCM LTR 5D BC
AADC trays	245	FCM LTR AADC BC
mixed AADC trays	246	FCM LTR BC WKG
FCM Letters — Nonautomation Machinable		
AADC trays	258	FCM LTR AADC MACH
mixed AADC trays	260	FCM LTR MACH WKG
FCM Letters — Presorted Nonmachinable		
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
FCM Letters — Single-Piece		
single-piece trays	260	FCM SNGLP LTRS WKG
FCM Flats — Automation		
[7-13-25] 5-digit scheme trays	271	FCM FLTS 5D SCH BC
5-digit trays	272	FCM FLTS 5D BC
3-digit trays	273	FCM FLTS 3D BC
ADC trays	274	FCM FLTS ADC BC



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CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
mixed ADC trays	275	FCM FLTS BC WKG



CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
FCM Flats — Presorted		
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
FCM Flats — Single-Piece		
single-piece trays	282	FCM SGNLP FLTS WKG
PERIODICALS (PER)		
PER Letters — Carrier Route		
saturation price trays	369	PER LTRS WSS ¹
high density price trays	370	PER LTRS WSH ¹
basic price trays	366	PER LTRS CR ¹
5-digit carrier routes trays	367	PER LTRS CR-RTS
3-digit carrier routes trays	368	PER LTRS 3D CR-RTS
PER Letters — Barcoded (Automation)		
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 ²
3-digit trays	344	PER LTRS 3D BC
AADC trays	345	PER LTRS AADC BC
mixed AADC trays	346	PER LTRS BC WKG
PER Letters — Nonbarcoded (Nonautomation)		
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
PER Flats — Carrier Route		
car. rt. sacks or flat trays — saturation	387	PER FLTS WSS ¹
car. rt. sacks or flat trays — high density	388	PER FLTS WSH ¹
car. rt. sacks or flat trays — basic	385	PER FLTS CR ¹
5-digit carrier routes sacks or flat trays	386	PER FLTS 5D CR-RTS
5-digit scheme carrier routes sacks or flat trays	371	PER FLTS CR-RTS SCH



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CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
3-digit carrier routes flat trays	351	PER FLTS 3D CR-RTS
PER Flats — Barcoded		
5-digit flat trays	372	PER FLTS 5D BC
5-digit scheme flat trays	372	PER FLTS 5D SCH BC
3-digit flat trays	373	PER FLTS 3D BC
SCF flat trays	377	PER FLTS SCF BC
ADC flat trays	374	PER FLTS ADC BC
mixed ADC flat trays	375	PER FLTS BC WKG
Origin mixed ADC flat trays	381	PER FLTS WKG W FCM
PER Flats — Nonbarcoded		
5-digit scheme flat trays	378	PER FLT 5D SCH NON BC
5-digit flat trays	378	PER FLTS 5D NON BC
3-digit flat trays	379	PER FLTS 3D NON BC
SCF flat trays	384	PER FLTS SCF NON BC
ADC flat trays	380	PER FLTS ADC NON BC
mixed ADC flat trays	382	PER FLTS NON BC WKG
origin mixed ADC flat trays	381	PER FLTS WKG W FCM
PER Flats — Cotrayed Barcoded and Nonbarcoded		
5-digit scheme flat trays	321	PER FLT 5D SCH BC/NBC
5-digit flat trays	321	PER FLTS 5D BC/NBC
3-digit flat trays	322	PER FLTS 3D BC/NBC
SCF flat trays	329	PER FLTS SCF BC/NBC
ADC flat trays	331	PER FLTS ADC BC/NBC
mixed ADC flat trays	332	PER FLTS BC/NBC WKG
origin mixed ADC flat trays	381	PER FLTS WKG W FCM
PER Flats — Merged Carrier Route, Barcoded, and Nonbarcoded		
merged 5-digit sacks or flat trays	339	PER FLTS CR/5D
merged 5-digit scheme sacks or flat trays	349	PER FLTS CR/5D SCH
merged 3-digit flat trays	352	PER FLTS CR/5D/3D
PER Nonstandard Parcels - Merged Carrier Route and Presorted		
merged 5-digit sacks	340	PER NONSTD CR/5D
merged 3-digit sacks	354	PER NONSTD CR/5D/3D
merged 5-digit scheme sacks	365	PER NONSTD CR/5D SCH



CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
PER Nonstandard Parcels - Carrier Route		
saturation price sacks	397	PER NONSTD WSS1
high density price sacks	398	PER NONSTD WSH1
basic price sacks	395	PER NONSTD CR1
5-digit carrier routes sacks	396	PER NONSTD 5D CR-RTS
5-digit scheme car. rts. sacks	399	PER NONSTD CR-RTS SCH
3-digit carrier routes sacks	355	PER NONSTD 3D CR-RTS
PER Nonstandard Parcels - Presorted		
5-digit sacks	389	PER NONSTD 5D
3-digit sacks	390	PER NONSTD 3D
SCF sacks	394	PER NONSTD SCF
ADC sacks or trays	391	PER NONSTD ADC
mixed ADC sacks or trays	392	PER NONSTD WKG
origin mixed ADC sacks or trays	363	PER NONSTD WKG W FCM
PERIODICALS (NEWS)		
NEWS Letters — Carrier Route		
saturation price trays	469	NEWS LTRS WSS ¹
high density price trays	470	NEWS LTRS WSH ¹
basic price trays	466	NEWS LTRS CR ¹
5-digit carrier routes trays	467	NEWS LTRS CR-RTS
3-digit carrier routes trays	468	NEWS LTRS 3D CR-RTS
NEWS Letters — Barcoded (Automation)		
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 ²
3-digit trays	444	NEWS LTRS 3D BC
AADC trays	445	NEWS LTRS AADC BC
mixed AADC trays	446	NEWS LTRS BC WKG
NEWS Letters — Nonbarcoded (Nonautomation)		
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
NEWS Flats — Carrier Route		



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CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
car. rt. sacks or flat trays — saturation	487	NEWS FLTS WSS ¹
car. rt. sacks or flat trays — high density	488	NEWS FLTS WSH ¹
car. rt. sacks or flat trays — basic	485	NEWS FLTS CR ¹
5-digit carrier routes sacks or flat trays	486	NEWS FLTS 5D CR-RTS
5-digit scheme carrier routes sacks or flat trays	471	NEWS FLTS CR-RTS SCH
3-digit carrier routes flat trays	451	NEWS FLTS 3D CR-RTS
NEWS Flats — Barcoded		
5-digit flat trays	472	NEWS FLTS 5D BC
5-digit scheme flat trays	472	NEWS FLTS 5D SCH BC
3-digit flat trays	473	NEWS FLTS 3D BC
SCF flat trays	477	NEWS FLTS SCF BC
ADC flat trays	474	NEWS FLTS ADC BC
mixed ADC flat trays	475	NEWS FLTS BC WKG
origin mixed ADC flat trays	481	NEWS FLTS WKG W FCM
NEWS Flats — Nonbarcoded		
5-digit scheme flat trays	478	NEWS FLT 5D SCH NON BC
5-digit flat trays	478	NEWS FLTS 5D NON BC
3-digit flat trays	479	NEWS FLTS 3D NON BC
SCF flat trays	484	NEWS FLTS SCF NON BC
ADC flat trays	480	NEWS FLTS ADC NON BC
mixed ADC flat trays	482	NEWS FLTS NON BC WKG
origin mixed ADC flat trays	481	NEWS FLTS WKG W FCM
NEWS Flats — Cotrayed Barcoded and Nonbarcoded		
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

**NEWS Flats —
Merged Carrier Route, Barcoded, and Nonbarcoded**



CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
merged 5-digit	439	NEWS FLTS CR/5D
merged 5-digit scheme	449	NEWS FLTS CR/5D SCH
merged 3-digit flat trays	452	NEWS FLTS CR/5D/3D

**NEWS Nonstandard Parcels -
Merged Carrier Route and Presorted**

merged 5-digit	440	NEWS NONSTD CR/5D
merged 5-digit scheme	465	NEWS NONSTD CR/5D SCH
merged 3-digit sacks	454	NEWS NONSTD CR/5D/3D

NEWS Nonstandard Parcels - Carrier Route

saturation price sacks	497	NEWS NONSTD WSS1
high density price sacks	498	NEWS NONSTD WSH1
basic price sacks	495	NEWS NONSTD CR1
5-digit carrier routes sacks	496	NEWS NONSTD 5D CR-RTS
5-digit scheme car. rts. sacks	499	NEWS NONSTD CR-RTS SCH
3-digit carrier routes sacks	455	NEWS NONSTD 3D CR-RTS

NEWS Nonstandard Parcels - Presorted

5-digit sacks	489	NEWS NONSTD 5D
3-digit sacks	490	NEWS NONSTD 3D
SCF sacks	494	NEWS NONSTD SCF
ADC sacks or trays	491	NEWS NONSTD ADC
mixed ADC sacks or trays	492	NEWS NONSTD WKG
origin mixed ADC sacks or trays	463	NEWS NONSTD WKG W FCM

USPS MARKETING MAIL

ECR Letters — Barcoded

saturation price (including Plus One)	557	MKT LTR BC WSS ¹
high density or high density plus price (including Plus One)	557	MKT LTR BC WSH ¹
5-digit carrier routes trays	564	MKT LTR 5D CR-RT BC
3-digit carrier routes trays	565	MKT LTR 3D CR-RT BC

ECR Letters — Nonautomation (Machinable)

saturation price	569	MKT LTR MACH WSS ¹
high density or high density plus price	569	MKT LTR MACH WSH ¹



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CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
basic price	569	MKT LTR MACH LOT ¹
5-digit carrier routes trays	567	MKT LTR 5D CR-RT MACH
3-digit carrier routes trays	568	MKT LTR 3D CR-RT MACH
ECR Letters — Nonautomation (Nonmachinable)		
saturation price	608	MKT LTR MAN WSS ¹
high density or high density plus price	608	MKT LTR MAN WSH ¹
basic price	608	MKT LTR MAN LOT ¹
5-digit carrier routes trays	609	MKT LTR 5D CR-RT MAN
3-digit carrier routes trays	611	MKT LTR 3D CR-RT MAN
MKT Letters — Automation		
5-digit scheme trays	541	MKT LTR BC 5D SCHEME
5-digit trays	542	MKT LTR 5D BC
AADC trays	545	MKT LTR AADC BC
mixed AADC trays	546	MKT LTR BC WKG
MKT Letters — Nonautomation Machinable		
AADC trays	558	MKT LTR AADC MACH
mixed AADC trays	560	MKT LTR MACH WKG
MKT Letters — Presorted Nonmachinable		
5-digit trays	604	MKT LTR 5D MANUAL
3-digit trays	606	MKT LTR 3D MANUAL
ADC trays	607	MKT LTR ADC MANUAL
mixed ADC trays	605	MKT LTR MANUAL WKG
MKT Letters — Residual Pieces Subject to FCM Single-Piece Prices		
residual trays	560	MKT LTRS WKG
Enhanced Carrier Route Flats — Nonautomation		
saturation price sacks or flat trays	587	MKT FLTS ECRWSS ¹
high density or high density plus price sacks or flat trays	588	MKT FLTS ECRWSH ¹
basic price sacks or flat trays	589	MKT FLTS ECRLOT ¹
5-digit carrier routes sacks or flat trays	586	MKT FLTS CR-RTS
5-digit scheme car. rts. sacks or flat trays	529	MKT FLTS CR-RTS SCH
MKT Flats — Cotrayed Automation and Nonautomation		
5-digit scheme flat trays	521	MKT FLT 5D SCH BC/NBC



CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
5-digit flat trays	521	MKT FLTS 5D BC/NBC
3-digit and origin/entry 3-digit flat trays	522	MKT FLTS 3D BC/NBC
ADC flat trays	531	MKT FLTS ADC BC/NBC
mixed ADC flat trays	532	MKT FLTS BC/NBC WKG

***MKT Flats —
Merged Carrier Route, Automation, and Presorted***

merged 5-digit	539	MKT FLTS CR/5D
merged 5-digit scheme	549	MKT FLTS CR/5D SCH

MKT Flats — Automation

5-digit flat trays	572	MKT FLTS 5D BC
5-digit scheme flat trays	572	MKT FLTS 5D SCH BC
3-digit flat trays	573	MKT FLTS 3D BC
ADC flat trays	574	MKT FLTS ADC BC
mixed ADC flat trays	575	MKT FLTS BC WKG

MKT Flats — Nonautomation

5-digit scheme flat trays	578	MKT FLT 5D SCH NON BC
5-digit flat trays	578	MKT FLTS 5D NON BC
3-digit flat trays	579	MKT FLTS 3D NON BC
ADC flat trays	580	MKT FLTS ADC NON BC
mixed ADC flat trays	582	MKT FLTS NON BC WKG

***MKT Flats — Residual Pieces Subject to FCM Single-Piece
Prices***

residual flat trays	582	MKT FLTS WKG

Customized MarketMail (CMM)

CMM letter trays	206	DEL LTR MKT CMM MAN
CMM flat trays	207	DEL FLTS MKT CMM MAN
CMM sacks	205	DEL MKT CMM MAN

ECR Marketing Parcels

saturation price sacks	599	MKT MKTG WSS ¹
high density price sacks	600	MKT MKTG WSH ¹
basic price sacks	601	MKT MKTG LOT ¹
5-digit carrier routes sacks	598	MKT MKTG CR-RTS

***MKT Marketing Parcels (Nonstandard) and Nonprofit
Nonstandard-Priced Parcels***

5-digit scheme sacks	590	MKT NONSTD 5D SCH
5-digit sacks	590	MKT NONSTD 5D



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CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
SCF sacks	596	MKT NONSTD SCF
ASF sacks	571	MKT NONSTD ASF
NDC sacks	570	MKT NONSTD NDC
mixed NDC sacks	594	MKT NONSTD WKG

***MKT Marketing Parcels (Machinable) and Nonprofit
Machinable Priced Parcels***

5-digit sacks	670	MKT MACH 5D
5-digit scheme sacks	670	MKT MACH 5D SCH
ASF sacks	672	MKT MACH ASF
NDC sacks	673	MKT MACH NDC
mixed NDC sacks	674	MKT MACH WKG

MKT Machinable and Nonstandard Parcels - Presorted

5-digit sacks	603	MKT MACH-NONSTD 5D
5-digit scheme sacks	603	MKT MACH-NONSTD 5D SCH

PACKAGE SERVICES***Carrier Route BPM — Flats***

carrier route sacks	657	PSVC FLTS CR ¹
5-digit scheme car. rts. sacks	659	PSVC FLTS CR-RTS SCH
5-digit carrier routes sacks	658	PSVC FLTS CR-RTS

Presorted BPM — Flats

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

Presorted BPM — Automation Flats

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

BPM Flats — Cosacked Barcoded and Presorted

5-digit scheme sacks	648	PSVC FLTS 5D SCH BC/NBC



CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
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

Carrier Route BPM - Nonstandard Parcels

carrier route sacks	697	PSVC NONSTD CR1
5-digit carrier routes sacks	698	PSVC NONSTD CR-RTS
5-digit scheme car. rt. sacks	698	PSVC NONSTD CR-RTS SCH

Presorted BPM - Nonstandard Parcels

5-digit sacks	690	PSVC NONSTD 5D
5-digit scheme sacks	690	PSVC NONSTD 5D SCH
3-digit sacks	691	PSVC NONSTD 3D
SCF sacks	696	PSVC NONSTD SCF
ADC sacks	692	PSVC NONSTD ADC
mixed ADC sacks	694	PSVC NONSTD WKG

Carrier Route BPM — Machinable Parcels

carrier route sacks	687	PSVC MACH CR ¹

Presorted BPM — Machinable Parcels

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

PARCEL SELECT**Parcel Select Machinable Parcels**

5-digit sacks	680	PSVC MACH 5D
5-digit scheme sacks	680	PSVC MACH 5D SCH
SCF sacks	686	PSVC MACH SCF
mixed NDC sacks	684	PSVC MACH WKG

Parcel Select DSCF and DDU Prices

5-digit sacks	688	PSVC PARCELS 5D
5-digit scheme sacks	688	PSVC PARCELS 5D SCH

Parcel Select - Nonstandard Parcels

3-digit sacks	691	PSVC NONSTD 3D



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CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
Combined Package Services and Parcel Select Parcels		
5-digit sacks	688	PSVC PARCELS 5D
5-digit scheme sacks	688	PSVC PARCELS 5D SCH
[7-13-25] Combined Package Services and USPS Marketing Machinable Parcels		
5-digit sacks	660	MKT/PSVC MACH 5D
5-digit scheme sacks	660	MKT/PSVC MACH 5D SCH
ASF sacks	662	MKT/PSVC MACH ASF
NDC sacks	663	MKT/PSVC MACH NDC
mixed NDC sacks	664	MKT/PSVC MACH WKG
Combined Package Services, Parcel Select, and USPS Marketing—All Parcels		
5-digit sacks	603	MKT/PSVC PARCELS 5D
5-digit scheme sacks	603	MKT/PSVC PARCELS 5D SCH
Combined Package Services, Parcel Select, and USPS Marketing - Nonstandard Parcels 2 oz. up to 6 oz. (APPS-machinable)		
3-digit sacks	501	MKT/PSVC 3D
ADC sacks	502	MKT/PSVC ADC
Mixed ADC sacks	506	MKT/PSVC WKG
Combined PSVC & MKT - Nonstandard Parcels Cylindrical Tubes and Rolls		
3-digit sacks	591	MKT/PSVC NONSTD 3D
ADC sacks	592	MKT/PSVC NONSTD ADC
Mixed ADC sacks	594	MKT/PSVC NONSTD 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.



3.2.5 Line 3 (Origin Line)

The origin line must appear below the content line, except as allowed under 3.3.4 and 3.2.5a and 3.2.5b. 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 3.3.2.
- 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.

3.3 Specific Standards for Intelligent Mail Tray Labels

3.3.1 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 3.3.2). 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 must print labels in the 24-digit Intelligent Mail tray label format. Detailed specifications for the tray label and barcode formats are available on PostalPro at <https://postalpro.usps.com>.

3.3.2 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 3.3.2).



Exhibit 3.3.2 Intelligent Mail Tray Label



3.3.3 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).

3.3.4 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 3.2.4](#).
- 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.



3.3.5 Unique Serial Number

The Intelligent Mail tray barcode can encode a unique identifier for each tray and sack. Tray or sack serial numbers associated to an individual Mailer ID cannot be duplicated within a 45-day period, regardless of the acceptance location.

3.3.6 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).

3.4 Intelligent Mail Container Labels

3.4.1 Definition

Mailer-generated container labels 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 labels are available at <http://postalpro.usps.gov>.

3.4.2 Intelligent Mail Container Label Configurations

Intelligent Mail container labels must be affixed on the outside of any shrinkwrap or plastic by self-adhesive or other adhesive means. Labels may be produced in two configurations:

- a. Affixed label measuring at least 8 inches by 11 inches. See [3.4.3](#) for label specifications and [3.4.5](#) label placement.
- b. Optional affixed label measuring at least 4 inches by 7 inches. See [3.4.6](#) for label specifications and [3.4.5](#) for label placement.

3.4.3 Intelligent Mail Container Label Format

In addition to the requirements for pallet labels in [705.8.6](#), Intelligent Mail container labels (see [Exhibit 3.4.3](#)) must retain the top one-half of the labels 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 label. 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.



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- 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 label. 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 label is 8 inches high by 11 inches long. See additional specifications at <http://postalpro.usps.gov>. Mailers using larger labels must ensure the barcode conforms to the published specification and the human-readable content is provided as illustrated in [Exhibit 3.4.3](#) and as published on the PostalPro web site.

**Exhibit 3.4.3 Intelligent Mail Container Label**

SCF DALLAS TX	752
STD FLTS SCF BC	
ABC CO. BALTIMORE MD	
USPS SCAN REQUIRED	
	
99 M 123456 ----ABC1234	
(Mailer Area)	

3.4.4 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:

- Application identifier, identifying the source of the barcode.
- Type indicator, identifying internal or external label generation.
- Mailer ID.
- Serial number, a unique number assigned to each container.

3.4.5 Label Requirements

Mailers may use labels bearing Intelligent Mail container barcodes only under the following conditions:

- Two labels must be affixed to each pallet as specified under [705.8.6.1](#).
- One label must be placed in the designated area on other USPS containers.
- Labels affixed to pallets containing Periodicals mail must be pink, except under [3.4.5d](#) or [3.4.5e](#).
- Labels prepared in the optional smaller format under [3.4.6](#) may be white, but must include a vertical pink 1/2-inch wide identification bar along the left-hand side of the label, unless prepared under [3.4.5e](#).



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- e. Labels containing Periodicals may be all white when used in conjunction with a pink designator label meeting the following criteria:
 - 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 [3.4.5e2](#) and [3.4.5e3](#). 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 label 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 label.
 - 5. When using this option, each Intelligent Mail container label must be accompanied by an adjacent designator label.

3.4.6 Optional Smaller Label Format

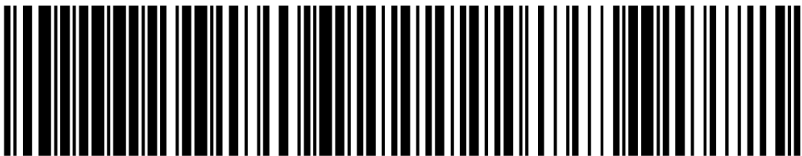
Mailers may prepare labels bearing Intelligent Mail container barcodes (see [Exhibit 3.4.6](#)) in a smaller alternate format as follows:

- a. Labels must include the required elements described in [705.8.6](#).
- b. Labels must measure no less than 4 inches high by 7 inches long.
- c. Labels 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 label (below the lower barcode identification bar).
- d. Intelligent Mail container labels 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 label, or the area including and above the lower barcode identification bar (whichever is greater), for USPS-required elements. The remainder of the label 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/mailer location information. Mailers wishing to include information other than that approved or allowed for use in this area must use the larger size label specified in 3.4.3.
- f. Two labels must be affixed to each pallet as specified under 705.8.6.1.
- g. Labels containing Intelligent Mail container barcodes must meet the specifications for labels posted at <http://postalpro.usps.gov>.

Exhibit 3.4.6 Intelligent Mail Container Label—Optional Format with Restricted Mailer Area

SCF DALLAS TX	752
STD FLTS SCF BC	
ABC CO. BALTIMORE MD	
USPS SCAN REQUIRED	
	
99 M 123456 -----ABC1234	
MAILER/ACCEPTANCE UNIT AREA	

3.4.7 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.

3.4.8 Quality Assurance Provisions

Mailers printing Intelligent Mail container 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 they produce. Inspection and testing of Intelligent Mail container labels should be performed periodically. Mailers are encouraged to work with their local mailpiece design analyst to validate the accuracy and quality of their labels.



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Commercial Mail: Standards for Barcoded Tray Labels, Sack Labels, and Container Labels

204.3.4.8





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Commercial Mail: Standards for Barcoded Tray Labels, Sack Labels, and Container Labels

204.3.4.8



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Periodicals



207 Periodicals

Overview

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1.0 Prices and Fees

1.1 Outside-County—Including Science-of-Agriculture

1.1.1 General

Only a publisher or registered news agent with authorized Periodicals mailing privileges may mail at the Periodicals prices (see [207.5.2](#) for Periodicals pending authorization pricing). Copies that the public or a printer send to a publisher must be mailed at any other eligible price.



207.1.1.2

1.1.2 Prices and Discounts

For all Periodicals Outside-County prices (including Science of Agriculture prices), 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

For all Periodicals In-County prices, see [Notice 123—Price List](#).

1.3 Fees

Periodicals fees are per application for original entry, news agent registry, and reentry. See [Notice 123—Price List - Domestic Business Mailing Fees](#).

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 are eligible under 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 [201.6.0](#) 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 [201.6.0](#) 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. Nonmachinable barcoded flats claiming the machinable flats-barcoded 5-digit price must meet the deflection standards in [201.4.0](#).
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.



207.2.1.4

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 destination entry and the weight of the nonadvertising portion to a destination entry.
- b. In-County pound prices consist of a DDU/S&DC-entry price and a non-DDU/S&DC-entry 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, plus the sum of the charges for the computed weight of the nonadvertising portion of copies to each destination entry. The following standards apply:

- a. The minimum pound price charge for any entry level to which copies are mailed is the 1-pound price. For example, three 2-ounce copies for an entry are subject to the minimum 1-pound charge.
- b. Authorized Nonprofit and Classroom publications with an advertising percentage that is 10 percent or less are considered 100 percent nonadvertising. When computing the pound prices and the nonadvertising adjustment, use "0" as the advertising percentage. Mailers of authorized Nonprofit and Classroom publications that they claim include 0 percent advertising must pay the nonadvertising pound price for the entire weight of all copies.

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. Mailers of 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. The bundle prices are in addition to the container prices. The following additional standards apply:

- a. Mailers of bundles of fewer than six pieces under [25.1.4](#) (including single-piece bundles) must pay the applicable bundle charge for each bundle.
- b. For bundles with both In-County and Outside-County pieces, mailers do not pay the bundle charge for carrier route, 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/LPC pallet" may contain SCF, 3-digit, 5-digit, and carrier-route bundles, and mailers 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](#) and [17.0](#).

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

The following applies:

- a. To find the total weight of *mailed copies* per entry level, do the following:
 1. Multiply the corresponding number of copies by the computed weight per copy.



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2. Round off each result to the nearest whole pound, except when the result is under 0.5 pound. Then round to 1 pound.
- b. To find the weight of the *advertising portion* for each entry, where applicable, multiply the total weight of copies for that entry by the percentage of advertising. Round off each result to the nearest whole pound, except when the result is under 0.5 pound. Then round to 1 pound.
- c. To find the weight of the *nonadvertising portion*, subtract the total weight of the advertising portion to all entry levels from the total weight of copies to all entry levels.
- d. 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 when the result is less than 0.5 pound. Then 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 (3.3.6a), 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 (3.3.6a), 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, 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, 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 PS Form 3541.
- b. On one consolidated PS 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 PS Form 3541. The following standards apply:
 1. The qualification report must be submitted electronically via Mail.dat. See [203.3.0](#) for additional documentation requirements.
 2. The total charges on all PS 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. 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. 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 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 charges, less all discounts, rounded off to the nearest whole cent.



3.0 Physical Characteristics and Content Eligibility

3.1 Physical Characteristics

See [201](#) for the physical characteristics for letter-size, flat-size, and 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 [202.2.0](#).

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

The return address must appear on any mailing wrapper (see [3.3.8](#)) 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 USPS Marketing Mail Prices

Material paid at First-Class Mail or USPS Marketing Mail prices may be enclosed in a Periodicals mailpiece subject to these conditions:

- a. The total weight of all enclosed USPS Marketing Mail material must be less than 16 ounces.
- b. Postage and fee payment is subject to [703.9.8](#), [703.9.9](#) and [207.16.3](#). A permit imprint that may appear on a First-Class Mail or USPS Marketing Mail enclosure must not be visible when the mailpiece is prepared for mailing.
- c. When enclosing nonincidental First-Class Mail or any USPS Marketing 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 "USPS Marketing Mail Enclosed" marking must be placed on or in the host publication if it contains any nonincidental First-Class Mail or any USPS Marketing 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



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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 Bound in Enclosures at Periodicals Prices

Only the following material may be included as a bound in enclosure in a Periodicals mailpiece (or a publication pending Periodicals authorization) and be paid for at Periodicals prices, subject to the corresponding conditions:

- a. A request or order form for a subscription to an authorized Periodicals publication (or a publication pending Periodicals authorization) that is bound into a Periodicals publication (or a publication pending Periodicals authorization), and which is prepared as a single sheet or multiple pages and includes an attached reply card or an envelope, is not counted as advertising. The request or order form may be part of, or accompanied by, printed material containing information related exclusively to a request or an order for a subscription, provided the request or the subscription order form does not advertise, promote, or offer for sale any other products or services.
- b. Enclosures listed in [3.3.5](#) are not counted when determining the percentage of total advertising in the publication, but they are included in the total weight of the publication reported on the postage statement.



3.3.6 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 [3.3.6d](#). 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.

3.3.7 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 [3.3.9](#).

3.3.8 Mailing Wrapper

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 [3.3.9](#).

3.3.9 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](#), or [3.3.4](#). When nonincidental First-Class Mail and/or USPS Marketing Mail enclosures are attached, the marking "First-Class" or "Letter Enclosed" must be on a First-Class Mail attachment; "Marketing" or "MKT," on a USPS Marketing Mail attachment.

**207.3.3.10**

- 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.

3.3.10 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 (601.8.0);
- c. Must comply with machinability standards, e.g. uniform thickness (201.4.0);
- 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.

3.3.11 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.

3.3.12 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,” “USPS Marketing Mail Enclosed,” or “Ride-Along Enclosed,” or the permit imprint used to pay postage for the First-Class Mail or USPS Marketing 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.



207.3.4

- 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 [202.2.0](#)) 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, USPS Marketing 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

Except as provided for in [3.3.10](#), 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. Package Services or Parcel Select mailpieces 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](#), or [3.3.4](#), or a single sheet prepared as an attachment under [3.3.9c](#), 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 [3.3.6](#), 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 [201.6.4.2](#). 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.



3.6 Printed Features

3.6.1 Publication Title and Address Notice

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 [4.11.5h](#)) are to be sent must be shown in the upper left corner of the address side of the mailing wrapper (see [3.3.8](#)). 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 [3.2.3](#). 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

Mailing wrappers (see [3.3.8](#)) 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 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.

4.2 General

Only newspapers and periodical publications that meet the mailability standards in 601.1.0 through 601.8.0 along with the applicable standards in 4.0 through 15.0 and 29.0 may be authorized for mailing privileges at Periodicals prices.

4.3 Periodical Publications

4.3.1 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.

4.3.2 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.

**4.3.3 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.

4.4 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.

4.5 Known Office of Publication**4.5.1 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.

4.5.2 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.

4.6 Regular Issuance**4.6.1 Frequency**

Each Periodicals publication must be issued at a regular frequency of at least four times a year.

4.6.2 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).

4.6.3 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.

4.7 Eligible Formats**4.7.1 Complete Copies**

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, USPS Ground Advantage – Retail, USPS Ground Advantage – Commercial, USPS Marketing Mail, or Package Services prices.

**4.7.2 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 [4.8](#) or [4.9](#).

4.8 Issues**4.8.1 Regular Issues**

Regular issues must be published according to the publication's stated frequency. Issues may include annual reports, directories, buyers' guides, lists, and similar material if these issues bear the publication title and are included in the regular subscription price, if any.

4.8.2 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.

4.8.3 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.

4.8.4 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.



4.9 Editions

4.9.1 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.

4.9.2 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.

4.9.3 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.

4.10 Back Issues and Reprints

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 Priority Mail Express, Priority Mail, First-Class Mail, USPS Ground Advantage – Retail, USPS Ground Advantage – Commercial, USPS Marketing Mail, or Package Services prices.

4.11 Identification

4.11.1 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.

4.11.2 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.

4.11.3 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.
- d. On the cover of the publication.



4.11.4 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 [4.11.3](#) or on one of the last three nonadvertising pages inside the back cover.

4.11.5 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 [4.6.2](#).
- 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 [507.1.5.2](#)); 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.



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Change-of-address information may also be shown on the label carrier or container of publications prepared in envelopes, closed wrappers, or polybags.

4.12 Advertising Standards

4.12.1 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.

4.12.2 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.

4.13 Fees

4.13.1 Fee Required

The required fee must accompany an application for:

- a. Periodicals mailing privileges (original entry).
- b. News agent registry.
- c. Reentry (unless excepted in [4.13.2](#)) 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.

4.13.2 No Fee

No fee is charged if reentry is only to change eligibility to preferred prices or the preferred price discount.

**4.13.3 Return of Fee**

After an application is filed with USPS, no part of the fee is returned to the applicant.

4.13.4 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. PS 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. 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. PS 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 PS 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. PS 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. PS 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. 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. PS 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 [4.11](#), 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 General

A publisher or news agent may mail Periodicals mailings while an application is pending, as provided under 5.2.

5.2.2 Pending Periodicals Prices

A publisher or news agent may not mail at Periodicals prices before the PCSC approves the application for Periodicals mailing privileges. Postage may be paid until final action is taken on the application as follows:

- a. For no refund after the application is approved, at any eligible price.
- b. For a refund after the application is approved, at USPS Marketing Mail, Bound Printed Matter, and Parcel Select prices or at single-piece Priority Mail, First-Class Mail, and USPS Ground Advantage – Retail prices under the exception in 5.3.6e.

5.2.3 Pending Periodicals Postage

The price of postage for a Periodicals publication pending authorization is calculated by applying the applicable percent in Exhibit 5.2.3 to PS Form 3541, Part P, Line P-1.

Exhibit 5.2.3 Pending Periodicals Postage

PENDING CLASS OF MAIL	PCT.
USPS Marketing Mail Letters	0%*
USPS Marketing Mail Flats	63%
Nonprofit USPS Marketing Mail Letters	0%*
Nonprofit USPS Marketing Mail Flats	40%
Nonprofit USPS Marketing Mail Parcels	136%
Bound Printed Matter Flats	146%
Bound Printed Matter Parcels	0%*
Parcel Select Parcels	585%
First-Class Mail Letters	95%
First-Class Mail Flats	427%
USPS Ground Advantage-R	311%
Priority Mail	545%

*Use Periodicals prices.

5.2.4 Records of Deposit

USPS keeps a record of deposits and mailings made while an application is pending, when postage is paid under 5.2.2b through an advance deposit account. If a publisher or news agent intends to apply for a refund after a publication is approved and postage is not paid through an advanced deposit account, the publisher or news agent must maintain a record of mailings.

**5.2.5 Postage Statements**

A publisher or news agent mailing under an advance deposit account while a Periodicals application is pending must submit a Periodicals postage statement (annotated with the words “Pending Application”) with each mailing. A publisher or news agent not mailing under an advance deposit account while a Periodicals application is pending must submit both a Periodicals postage statement (annotated with the words “Pending Application”) and the postage statement for the applicable pending class of mail with each mailing.

5.2.6 Preparation

Mailings must be prepared and presorted according to the Periodicals guidelines under [207](#) while the application is pending.

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 authorizes an application for Periodicals mailing privileges, this approval does not represent a USPS determination that a publication is mailable under [601.9.0](#).

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, Priority Mail, First-Class Mail, USPS Ground Advantage – Retail, or USPS Ground Advantage – Commercial prices. Exception: For a mailing presorted and prepared as Periodicals mail that is less than 200 pieces or 50 pounds, a refund may be authorized when postage is paid at single-piece Priority Mail, First-Class Mail, or USPS Ground Advantage – Retail prices as provided on the applicable postage statement.
- 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 must be kept so that subscriptions to each publication can be verified.
- c. Persons whose subscriptions are obtained at a nominal price and those whose copies bear an alternative address must not be included in the legitimate list of subscribers. Such copies must be treated as nonsubscriber copies.
- d. Subscriptions may be paid for with dues or contributions, if the amount paid for the subscription is stated on the application and dues transmittal form.
- e. A subscription must be separated from all other business transactions to be evident as an independent act. Publishers must be able to show that subscriptions are voluntary and that the subscription price is paid or promised.
- f. At least 50% of a publication's distribution must be to persons who have paid above a nominal price. (For inclusion of electronic copies, see [6.5](#).) Nominal price subscriptions include those sold at a price so low that it 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. The value of a premium is its actual cost to the publisher, its recognized retail value, or its represented value, whichever is highest.
- g. Publications primarily designed for free circulation or for circulation at nominal prices do not qualify for the general publications category.

6.1.3 Advertising Standards

Advertising is defined in [4.12](#). 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.
- 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



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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 [4.12](#). 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

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. Does not contain more than 75% advertising in 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.
- 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 50% request requirement. (For inclusion of electronic copies, 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 must be kept so that subscriptions or requests for each publication can be verified.
- e. Requests more than 3 years old are not valid requests. Copies addressed using an alternative address format are not considered requested copies.
- f. For a requester publication issued by a membership organization, the organization may adopt a resolution that each member receives a copy of each issue. Records must be kept to show that the publication is sent to members. PS Form 3500 must be accompanied by a copy of the resolution and written assurance 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:

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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. A news agent must be authorized by the USPS before the agent may mail publications at Periodicals prices.

6.7.2 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.

**6.7.3 Unsold Copies**

Unsold copies returned to the publishers or sent to other news agents or sent to persons not having subscriptions with news agents, are subject to the Outside-County Periodicals prices.

6.7.4 Parts Returned

Parts of publications returned to publishers to show that copies have not been sold are subject to the applicable USPS Marketing Mail, USPS Ground Advantage – Retail, or Package Services prices.

7.0 Mailing to Nonsubscribers or Nonrequesters**7.1 Sample Copies**

Sample copies are nonsubscriber or nonrequester copies and may be mailed at prices according to standards in [7.0](#) and [10.0](#).

7.2 Simplified Address

Copies addressed with simplified addresses under [602.3.2](#) may be mailed only to nonsubscribers or nonrequesters. If a subscriber or requester receives a simplified address copy in addition to the 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

Copies sent to persons whose subscriptions were paid by other individuals as gifts 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.

7.5 Exchange Copies

A small part of the distribution list may contain publishers to whom one copy each is sent in exchange for a copy of the recipients' publications. 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 nonsubscriber limits under [7.9.1](#) through [7.9.3](#), or whether an issue is a bona fide issue under [8.0](#).

**7.7 Complimentary Copies**

All complimentary copies are considered nonsubscriber or nonrequester copies.

7.8 Proof Copies

One complete copy of each issue may be mailed to each advertiser (or agent) in the issue to prove that the advertisements are printed. These copies are considered subscriber or requester copies. Any additional copies sent to an advertiser (or agent) are considered nonsubscriber or nonrequester copies.

7.9 Nonrequester and Nonsubscriber Copies**7.9.1 Outside-County Prices**

For authorized Periodicals subscriber and requester publications, 10 percent or less of the total number of copies mailed to subscribers or requesters during the calendar year may be mailed to nonsubscribers or nonrequesters at Outside-County Periodicals prices, provided that those copies are eligible for Outside-County prices if mailed to subscribers or requesters, and if the copies are presorted under applicable standards. Nonsubscriber or nonrequester copies within the 10-percent limit do not need to be commingled in a mailing with subscriber or requester copies to be eligible for Outside-County prices. Nonsubscriber or nonrequester copies over the 10-percent limit are eligible for Outside-County prices when commingled and presorted with subscriber or requester copies, but otherwise the mailer pays appropriate non-Periodicals prices.

7.9.2 Preferred Prices

For 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 totaling 10 percent or less 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 qualify as Preferred-price or Preferred-price discount publications if mailed to subscribers or requesters and if the copies are presorted under applicable standards. The following also applies:

- a. Nonsubscriber or nonrequester copies mailed over the 10-percent limit are not eligible for Preferred prices or the Preferred-price discount.
- b. To qualify for regular Outside-County prices, nonsubscriber or nonrequester copies over the 10-percent limit must be part of a presorted, commingled mailing (one that includes subscriber or requester copies).
- c. Mailers of these copies otherwise pay appropriate non-Periodicals prices.

7.9.3 In-County Prices

Subject to [11.3](#), nonsubscriber or nonrequester copies may be mailed at In-County prices if they total no more than 50 percent of the total number of subscriber or requester copies of the publication mailed at In-County prices



during the calendar year. If the 50-percent calendar year limit is exceeded, the nonsubscriber or nonrequester copies that exceed the limit are ineligible to be mailed at In-County prices.

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 Outside-County Prices

If the total number of nonsubscriber or nonrequester copies mailed during the calendar year exceeds the applicable calendar-year limit under 7.9.1 or 7.9.2, further mailings of nonsubscriber or nonrequester copies are not eligible for the relevant Preferred price. Nonsubscriber or nonrequester copies exceeding the 10-percent limit under 7.9.1 or 7.9.2 must be part of a presorted commingled mailing (i.e., including subscriber or requester copies) to qualify for Outside-County prices.

7.9.6 Excess Noncommingled Mailing

A mailing is not eligible for Periodicals prices if it consists entirely of nonsubscriber or nonrequester copies totaling over the applicable limit under 7.9.1 through 7.9.3. These copies are subject to appropriate non-Periodicals prices.

7.9.7 Mixed Mailing

If all copies in a mailing are to nonsubscribers or nonrequesters and some copies are within the applicable limit under 7.9.1 through 7.9.3 while the rest are over that limit, the excess copies are not eligible for Periodicals prices. The excess copies are subject to appropriate non-Periodicals prices.

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.

8.1.2 Information Required

Records must be available so that USPS can determine:

- a. Number of copies printed.
- b. Manner of distribution and disposition of all copies.



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- c. 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).
- d. 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 a minimum of 3 years from its issue date, except for circulation records for general or requester publications for which a USPS-authorized audit bureau verifies USPS circulation. In addition, the publisher must retain records for paid subscribers for a minimum of 12 months following the issue date. 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, provided that the authorized audit bureau retains records related to such requests and subscriptions for a minimum of 3 years following each issue date.

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 periodically make records available for USPS review and verification for USPS to do the following:

- a. Evaluate indications of ineligibility for Periodicals entry;
- b. Verify that the postage statement shows the correct number of copies mailed and the correct postage; and
- c. 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 circulation verifications for an application for Periodicals mailing privileges, reentry application, or other required circulation verification of general or requester publications, provided that the Postal Service will have the authority to review audit procedures upon request. In addition, the Postal Service reserves the right to verify each audit bureau's compliance with Postal Service audit procedures.



The Postal Service has the authority to revoke any audit bureau's authorization to conduct verifications if it finds the audit bureau failed to follow approved audit procedures.

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 PS Form 3526

The publisher of each Periodicals publication, including foreign publications accepted at Periodicals prices, must file PS Form 3526 by October 1 of each year at the original entry Post Office.

8.3.2 Content

The information provided on PS 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 percent 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 PS 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 PS 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.



9.0 Reentry — Changing Title, Frequency, Category, Price, or Known Office of Publication

9.1 General

9.1.1 When Required

Except as specified in [9.1.2](#), publishers must complete and file PS Form 3510, *Application for Reentry or Special Price Request for Periodicals Publication*, as follows:

- a. To change the title, frequency of issue, category of authorization, or price, publishers must submit PS Form 3510 to the original entry postmaster.
- b. To change location of the known office of publication (KOP) of an authorized Periodicals publication, publishers must submit PS Form 3510 to the postmaster whose service area includes the new location.

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 Accompanying Documentation

A completed PS Form 3510 must be accompanied by two copies of the publication that show the new title (if applicable) and contain a complete identification statement that reflects the requested changes. A proof copy of the revised identification statement is acceptable if the publisher specifies the issue in which the changes are to be printed. See [9.2](#) for how to change qualification categories.

9.1.4 Location

The location shown on PS 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.

9.1.5 Filing Date

PS Form 3510 must be filed by the date that publication copies are to be issued with the new title, frequency, category, price, or known office of publication.

9.1.6 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.

9.1.7 Application Fee

Except for an application (PS Form 3510) to request only special Periodicals prices as specified in [10.0](#), a reentry fee (nonrefundable) must accompany an application (PS Form 3510) for reentry (see [Notice 123—Price List](#)). No additional fee is required when a revised PS Form 3500 is required as part of a reentry application.

**9.1.8 Multiple Reentry Requests**

Except for requests to change qualification categories, as specified in [9.2](#), or to change price in accordance with requirements in [10.0](#), publishers may file one PS Form 3510 and pay one fee to request multiple reentry actions as specified in [9.1](#) if all documentation is submitted with the PS Form 3510 as stipulated in [9.1.3](#), and the effective dates for the reentry actions do not cover more than 30 calendar days. The publisher must submit a separate PS Form 3510 (and pay the fee) for each reentry action that cannot meet these conditions.

9.1.9 Other Actions

A publisher must submit a separate PS Form 3510 (and pay the fee) for a reentry action as specified in [9.2](#). A separate PS Form 3510 (no fee) also must be submitted for a reentry action for special Periodicals prices as stipulated in [10.0](#).

9.2 Changing Qualification Categories

To change the category under which a publication is authorized Periodicals mailing privileges, the publisher must file a revised PS Form 3500 and an application for reentry on PS Form 3510 with the original entry postmaster and pay the applicable fee. See [9.1.2](#) for when a reentry application may not be required.

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 [9.3.4](#).

9.3.2 Proof of Compliance

The publisher must be able to show (via circulation and other records) to USPS satisfaction that the reentered publication still meets all Periodicals standards. Failure to provide this evidence is sufficient grounds to deny the reentry request.

9.3.3 Ruling

The PCSC manager reviews and rules on an application for reentry.

9.3.4 Effective Date

An entry office may not be used before authorization by 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](#), the effective date of a reentry authorization is the application date or the eligibility date (if the publication became eligible after the application date). The requested date for a change in original entry office may be deferred until sufficient transportation or other resources are in place. If deferral is due to USPS transportation contract limitations, the publisher's requested date may be approved with the publisher's agreement to reimburse the USPS for costs caused by modifying contracted transportation.

**9.3.5 Denial**

If the PCSC manager denies an application, a written notice of the reasons is provided to the publisher. The denial takes effect 15 days from the publisher's receipt of the notice, unless the publisher files an appeal under [9.3.6](#) within that time. Alternatively, the publisher may return to the publication status before the application for reentry was submitted.

9.3.6 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.

9.3.7 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 USPS Marketing 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 USPS Marketing 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 [9.3.10](#).

9.3.8 Refund

If the reentry application is approved on appeal, the publisher receives the difference between the applicable Periodicals postage and the USPS Marketing 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.

9.3.9 Final Decision

The manager, Product Classification (see [608.8.0](#) for address) issues the final agency decision on appeals under [9.1](#).

9.3.10 Denial

If the manager denies an appeal under [9.2](#), 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 (under [10.2](#) or [10.3](#)).

10.1.2 Nonsubscriber or Nonrequester Copies

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 applied to the outside-county piece charges. Publications with an advertising percentage exceeding 10% are subject to Outside-County pound prices for the entire advertising portion.

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 [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 full and fair exposition of the pertinent facts to permit the formation of an independent opinion or

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conclusion. An organization is not considered educational if its principal function is the 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 such 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. If an organization organized and operated to relieve indigent persons receives voluntary contributions from those persons, that activity does not make it ineligible as philanthropic. If an organization, in carrying out its primary purpose, advocates social or civic changes or presents ideas on controversial issues to influence public opinion to accept its views, that activity does not make it ineligible 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 their products, and the development of greater efficiency in agriculture; or the collection and dissemination of information about agriculture. The organization may advance agricultural interests through educational activities and 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, et cetera; 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. A qualified fraternal organization also must 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 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](#).

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.



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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 Nonsubscriber Copies

Nonsubscriber copies are subject to [7.0](#).

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 applied to the outside-county piece charges. Publications with an advertising percentage exceeding 10% are subject to Outside-County pound prices for the entire advertising portion.

10.5 Application

10.5.1 Filing

An application for authorization as a Nonprofit or Classroom publication must be filed at the publication’s original entry Post Office, by submitting an application for Periodicals mailing privileges (Form 3500) or by filing for reentry (on PS Form 3510) after Periodicals mailing privileges are authorized. The applicant must submit evidence of eligibility under [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 until the PCSC manager approves the application. Until approval is given, postage must be paid at the Outside-County prices (for authorized Periodicals publications), or at the First-Class Mail, USPS Ground Advantage – Retail, USPS Ground Advantage – Commercial, USPS Marketing Mail, or Package Services prices (if the publication 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 preferred 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 USPS Marketing Mail or Package Services postage paid for pending Periodicals publications, and the preferred price postage. No record is kept if First-Class Mail, USPS Ground Advantage – Retail, or USPS Ground Advantage – Commercial postage is paid or if postage is not paid by advance deposit account.

10.7 Decision on Application

10.7.1 Ruling

The PCSC manager rules on all preferred price applications.

**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 under [10.7.5](#), when an authorization for preferred prices is granted, the original entry Postmaster refunds to the publisher the difference, if any, between the postage paid and the preferred 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.

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, First-Class Mail or USPS Ground Advantage – Retail 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 preferred 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), who issues the final agency decision. Before taking action, the manager, Product Classification may ask the publisher for more information. Failure to provide such information is sufficient grounds for denying the appeal.

11.0 Basic Eligibility**11.1 Outside-County Prices****11.1.1 General**

Outside-County prices apply to copies of an authorized Periodicals publication that a publisher or news agent mails and that are not eligible for In-County prices under [11.3](#). Outside-County prices consist of:

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- a. An addressed per piece charge;
- b. An entry-level charge for the weight of the advertising portion of the publication;
- c. An entry-level charge for the weight of the nonadvertising portion; and
- d. 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](#) 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.

11.1.4 Limited Circulation Discount

Publications, excluding Nonprofit and Classroom 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.

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 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 Filing

An application for Science-of-Agriculture prices must be filed at the publication's original entry Post Office, by submitting an application for Periodicals mailing privileges (Form 3500) or by filing for reentry (on PS Form 3510) after Periodicals mailing privileges are authorized. The applicant must submit evidence of eligibility under [11.0](#).



11.3 In-County Prices

11.3.1 Subscriber or Requester Copies

In-County prices apply to subscriber or requester copies 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. A Periodicals publication 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. Except commingled nonsubscriber or nonrequester copies totaling more than 50 percent of total number of mailed nonsubscriber or nonrequester copies under [7.9.3](#), copies mailed into that county are priced at 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 must not exceed 50 percent of the number of subscriber or requester copies mailed at In-County prices, under [7.9.3](#).

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.



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11.5 Copies Mailed by Public

The single-piece Priority Mail Express, Priority Mail, First-Class Mail, USPS Ground Advantage – Retail, or Package Services price is charged on copies of publications mailed by the general public 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. Not all combinations of prices and discounts are permitted.

12.1.2 Address Quality

All pieces in a Periodicals nonbarcoded mailing must bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets the ZIP Code accuracy standard in [602.6.0](#). If used, alternative addresses must meet standards in [602.3.0](#).

12.1.3 Barcode Quality

Any Intelligent Mail barcode on a mailpiece must be correct for the delivery address and meet the standards in [204.1.0](#).

12.2 Prices—Outside-County

Outside-County nonbarcoded (Presorted) prices are based on the following criteria:

- 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, which 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 bundles and 5-digit bundles of six or more addressed pieces each, placed in 5-digit scheme 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, 5-digit, 3-digit scheme, 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.

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. Not all combinations of prices and 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. [\[11-3-25\]](#) For flats with detached address labels (DALs), 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

Any Intelligent Mail barcode on a mailpiece must be correct for the delivery address and meet the standards in [204.1.0](#).

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](#).



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- 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](#), [705.13.0](#), as appropriate.
 2. Bundles in carrier route, 5-digit scheme carrier routes, 5-digit carrier routes sacks/flat trays, or 3-digit carrier routes flat trays under [23.0](#). Sacks/flat trays may be palletized under [705.8.0](#).
 3. Unsacked/untrayed bundles entered at a destination delivery unit under [23.4.2](#) and [29.4.5](#).

13.2.2 Sequencing Requirements

Basic carrier route mail must be prepared in carrier walk sequence or in line-of-travel (LOT) sequence according to USPS LOT schemes ([23.8](#)). For High Density and Saturation pieces, see [13.3.1](#).

13.3 Walk-Sequence Prices

13.3.1 Eligibility

The high density or saturation prices apply to each piece in a carrier route mailing, eligible under [13.2.1](#) and prepared under [705.8.0](#), [23.0](#), or (non-letter-size mail only) [705.10.0](#), [705.12.0](#), [705.13.0](#) or [705.14.0](#), that also meets the corresponding addressing and density standards in [13.3.4](#). High Density and Saturation mailings must be prepared in carrier walk sequence according to USPS schemes (see [23.8](#)).

13.3.2 Copies Claimed at Other Prices

A mailing that includes copies claimed at a walk-sequence price may include copies claimed at other prices. When presented to the USPS, the walk-sequence copies must be separated from other mail.

13.3.3 Addressing

Walk-sequence mail must bear a complete delivery address or an alternative format address, subject to the applicable standards.

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 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 active possible delivery addresses, whichever is less, on each carrier route receiving saturation mail, except that mail with simplified addresses must meet the coverage standards in [602.3.0](#).
- e. More than one addressed piece per delivery address may be included in a high density mailing and be counted for the density standard in [13.3.4b](#). Only one piece per delivery address may be counted for the high density standards in [13.3.4c](#) and for saturation prices.

13.4 Full-Service Intelligent Mail Eligibility Standards

Carrier route pieces eligible for full-service Intelligent Mail prices and address correction benefits under [705.23.0](#) must:

- a. For carrier route letter, be letter-size under [201.1.0](#).
- b. For carrier route flats, be flat-size under [201.4.0](#).
- 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), [202.4.0](#) (for flats), and [204.1.0](#) and be part of mailings that meet the standards in [705.23.0](#).

13.5 Carrier Route Accuracy Standard

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

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 [201.6.0](#).
- 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 [602.9.0](#).
 - 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).



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- c. Bear an accurate unique Intelligent Mail barcode encoded with the delivery point routing code, matching the delivery address and meeting the standards in [202.5.0](#) (for letters), [202.4.0](#) (for flats), and [204.1.0](#).
- 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 or in pallets, trays, sacks or other approved container under [705.14.0](#).
- e. Meet the applicable documentation standards in [203.3.0](#) 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](#).
- c. [\[7-13-25\]](#) Be scheduled for an appointment through the Facility Access and Shipment Tracking (FAST) system when deposited as a DADC or DSCF drop shipment.

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 [204.1.0](#) 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

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 USPS Marketing Mail material paid at the Periodicals Ride-Along price that is attached to or enclosed with Periodicals mail.

15.2 Basic Standards

Only one Ride-Along piece may be attached to or enclosed with one copy of Periodicals mail. The Ride-Along price must be paid on each copy in the mailing, rather than each addressed piece. A Ride-Along piece must meet the content eligibility requirements for USPS Marketing 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. The Ride-Along piece must be securely affixed to the host publication, or if loose, the Ride-Along piece and publication must be enclosed 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. If the Ride-Along piece is 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 or flat with a Ride-Along must remain uniformly thick and 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 a Ride-Along enclosure or attachment. If placed on 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 without a Ride-Along.

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**

[11-3-25] The publisher must file a copy (marked by the publisher) of each issue, so the advertising content may be verified, with the postmaster of either the original entry office or an additional entry office. If there is more than one edition for an issue, the publisher must submit the main or most prominent edition of the issue and must have all other editions available for review upon request by USPS. 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, and wrappers must be included in the measurement. The computed percentage of advertising must be rounded off to two decimal places, as shown in 2.0. Publishers are not required to submit marked copies if they are certified by USPS to use the Periodicals Accuracy, Grading, and Evaluation (PAGE) Program or participate in the Alternate Marked Copy process. For additional information, contact the District Manager, Business Mail Entry, available on PostalPro at <https://postalpro.usps.com>.

16.3 **Mailer and Publisher Responsibility**

The mailer is responsible for proper full payment of postage 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 Centralized Postage Payment in 16.6. 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 USPS Marketing 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 as noted in 27.0 may pay the Outside-County bundle and container charges on one mailer’s PS Form 3541, on one consolidated PS Form 3541, or on each mailer’s PS Form 3541 (see 2.2.7).



207.16.5

16.5 Centralized Postage Payment System

Subject to specific 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 at the PCSC instead of at each authorized 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](#).

16.6 Periodicals Accuracy, Grading, and Evaluation Program**16.6.1 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, and does not guarantee acceptance of the publisher's per-copy weights and advertising percentages prepared with PAGE-certified software.

16.6.2 Program Elements

In addition to evaluating and testing PPP software, the PAGE Program 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 for 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).
- 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.

16.6.3 Participation

For information about the PAGE Program, publishers may request a technical guide from the NCSC and additional information from the PCSC (see [608.8.0](#) for addresses).

17.0 Documentation**17.1 Postage Statement and Documentation**

See [203.1.0](#) and [203.2.0](#) for postage statement and documentation standards.

17.2 Additional Standards for Postage Statements

**17.2.1 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.

17.2.2 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 article on a page. If measured in column inches, nonadvertising inches are determined by subtracting the total 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. 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.

17.2.3 Waiving Nonadvertising Prices

Instead of marking a copy of each issue to show the advertising portion, the publisher may pay postage at the advertising 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.* The copies provided to the Postmaster must be marked “Advertising over 75%” or “Advertising not over 75%” on the first page, as applicable. 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.

17.2.4 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 charged for 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.

17.2.5 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. If the same mailing of one edition of one issue includes copies reported on two postage statements, the sequenced statement number of the second form must be included on the primary postage statement reporting the total postage for the mailing.



207.17.2.6

17.2.6 Official Mail

Official (penalty) Periodicals matter is also subject to the standards in [703.7.0](#), which supersede conflicting standards below.

17.2.7 News Agent's Statement

A news agent presenting Periodicals matter subject to "All Other" prices must provide a statement showing the percentages of such matter devoted to advertising and nonadvertising.

17.3 Monthly Postage Statements**17.3.1 General**

The manager, Business Mail Entry may authorize a publisher of a Periodicals publication to submit one PS Form 3541 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.

17.3.2 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.

17.4 Detailed Entry Listing for Periodicals**17.4.1 Basic Standards**

The publisher must be able to present documentation that supports the number of copies of each edition of an issue, by entry level, at DDU/S&DC, DSCF/LPC (letters/flats), DSCF/RPDC (parcels), DADC, All Others, and In-County prices. This listing is separated from the standardized presort documentation required under [17.3](#). This listing may be submitted with each mailing, or a publisher may keep such records for each mailing for 2 months after the mailing date. A publisher must be able to submit detailed entry listings for specific mailings upon USPS request.

17.4.2 Format

Using one of the following formats, report the number of copies mailed to each 3-digit ZIP Code area at entry prices:



- a. Report copies by 3-digit ZIP Code, in ascending numeric order, for all ZIP Codes in the mailing. The listing must include these columns: 3-digit ZIP Code, entry level, and number of copies. Include a summary of the number of copies at each entry price at the end of the report. A 3-digit ZIP Code may appear more than once if there are copies at different entry prices for that ZIP Code (for example, In-County and Outside-County copies).
- b. Report copies by zone (In-County DDU/S&DC, In-County others, Outside-County DDU/S&DC, Outside-County DSCF/LPC [letters/flats], Outside-County DSCF/RPDC [parcels], Outside-County DADC, and Outside-County All Others) and by 3-digit ZIP Code, in ascending numeric order, for each entry level. For each entry level, the listing must include these columns: 3-digit ZIP Code and number of copies in the mailing. Include a summary of the total number of copies for each entry level at the end of each entry listing. A 3-digit ZIP Code may appear under more than one entry level if there are copies at different entry prices for that ZIP Code.

17.4.3 Entry Abbreviations

Use the price name or the authorized entry abbreviation in the listings in [17.3](#) and [17.4.2](#).

ENTRY ABBREVIATION	PRICE EQUIVALENT
ICD	In-County, DDU
IC	In-County, All Others
DDU/S&DC	Outside-County, DDU
SCF/LPC (letters/flats)	Outside-County, DSCF
SCF/RPDC (parcels)	Outside-County, DSCF
ADC	Outside-County, DADC
OC	Outside-County, DADC

17.5 Additional Standards for Documentation

17.5.1 Carrier Route Mailings

For Carrier Route mailings, documentation of sequencing and density standards under [23.8](#) and [23.9](#) also must be submitted with each mailing.

17.5.2 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 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.

18.2 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 presented as one mailing. Other standards define when mailings may be combined, palletized, reported, or deposited together.
- b. Mail qualifying for In-County prices may be part of a mailing that includes pieces at Outside-County prices. Mail at carrier route prices, nonmachinable flats prices, and machinable flats prices must 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.

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 one scheme, as shown in [L012](#).
- e. *5-digit scheme (bundles and sacks) for automation flats*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Codes processed by the USPS as one scheme, as shown in [L007](#).
- f. [\[7-13-25\]](#) *5-digit scheme carrier routes (pallets, flat trays, and sacks) for Periodicals flats and nonstandard 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 USPS as one scheme, as shown in [L001](#).
- g. [\[7-13-25\]](#) *5-digit scheme (pallets) for Periodicals flats and nonstandard parcels*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Codes processed by USPS as one scheme, as shown in [L001](#).
- h. *Merged 5-digit sacks*: the carrier route bundles and/or machinable 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 5-digit bundles in a sack are all for 5-digit ZIP Codes that are part of one scheme as shown in [L001](#), and the 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 machinable 5-digit bundles for those 5-digit ZIP Codes that are part of one 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. [\[4-7-25\]](#) *3-digit scheme letters*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes that USPS processes as one scheme, as shown in [L002](#), Column B (records with “S”).
- n. *3-digit scheme bundles for automation flats*: the ZIP Code in the delivery address on all pieces is one of the 3-digit ZIP Codes processed by the USPS as one 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)/local processing center (LPC [letters/flats]) or regional processing and distribution center (RPDC [parcels]) in whose service area the mail is verified or entered.
- p. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF)/local processing center (LPC [letters/flats]) or regional processing and distribution center (RPDC [parcels]) (see [L005](#)).
- q. *Origin/entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF)/local processing center (LPC [letters/flats]) or regional processing and distribution center (RPDC [parcels]) (see [L002](#), Column C, or [L005](#)) in whose service area the mail is verified or entered.
- r. [\[4-7-25\]](#) *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 [L005](#)).
- 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 or AADC.

[\[4-7-25\]](#)



18.4 Mail-Preparation Terms

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.
- 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.
- 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 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 is prepared for certain 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 mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination.
- h. A *5-digit scheme sort for barcoded letters* yields 5-digit scheme trays for those 5-digit ZIP Codes identified in [L012](#) and 5-digit trays for other areas. The 5-digit ZIP Codes in each scheme are treated as one presort destination. 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. 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. [\[7-13-25\]](#) A *5-digit scheme carrier routes sort for carrier route Periodicals flats prepared is sacks/flat trays and nonstandard parcels prepared in sacks or as bundles on pallets* yields a 5-digit scheme carrier routes sack/flat trays or pallet for those 5-digit ZIP Codes listed in [L001](#) and 5-digit carrier routes sacks/flat trays or pallets for other areas. Mailpieces must be labeled using an optional endorsement line (OEL) under [203.7.0](#) or with a red “5 SCH” bundle label. Periodicals firm bundles must not be combined within 5-digit scheme bundles.
- j. [\[7-13-25\]](#) A *5-digit scheme carrier routes sort for carrier route Periodicals flats prepared is sacks/flat trays and nonstandard parcels prepared in sacks or as bundles on pallets* yields a 5-digit scheme carrier routes sack/flat trays or pallet for those 5-digit ZIP Codes listed in [L001](#) and 5-digit carrier routes sacks/flat trays or pallets for other areas.
- k. A *5-digit scheme sort for Periodicals flats prepared as bundles on pallets* yields 5-digit scheme pallets containing machinable 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 one presort destination. 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. 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/flat trays* yields merged 5-digit sacks/flat trays that contain carrier route bundles and/or machinable 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. Sacks/flat trays prepared for a merged 5-digit destination that contain only one or two price levels of bundles are still considered to be merged 5-digit sorted. If preparation of merged 5-digit sacks/flat trays 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 5-digit bundles. Pallets prepared for a merged 5-digit destination that contain only one or two price levels of bundles are still considered to be merged 5-digit sorted..
- n. *A merged 5-digit scheme sort for Periodicals flats prepared in sacks/flat trays* yields merged 5-digit scheme sacks/flat trays that contain carrier route bundles and machinable 5-digit bundles for those 5-digit ZIP Codes that are part of one scheme as shown in [L001](#). Sacks/flat trays prepared for a merged 5-digit scheme destination that contain only one or 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. If preparation of merged 5-digit scheme sacks/flat trays is performed, it must be done for all 5-digit scheme destinations in [L001](#).
- o. *A merged 5-digit scheme sort for bundles of Periodicals flats on pallets* yields merged 5-digit scheme pallets that contain carrier route bundles and machinable 5-digit bundles for those 5-digit ZIP Codes that are part of one scheme as shown in [L001](#). Pallets prepared for a merged 5-digit scheme destination that contain only one or 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. If preparation of merged 5-digit scheme pallets is performed, it must be done for all 5-digit scheme destinations in [L001](#).
- p. [\[4-7-25\]](#) *A 3-digit scheme sort for letters* yields 3-digit scheme trays for those 3-digit ZIP Code prefixes listed in [L002](#), Column B (records with "S"), and 3-digit trays for other areas. The 3-digit ZIP Code prefixes in each scheme are treated as one presort destination. 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.
- q. *A 3-digit scheme sort for automation flats* yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). Mailpieces must be labeled using an optional endorsement line (OEL) under [203.7.0](#) or 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/LPC (letters/flats)/RPDC (parcels) 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 flat tray or sack* contains all 5-digit and 3-digit bundles (regardless of quantity) for the SCF/LPC (letters/flats)/RPDC (parcels) in whose service area the mail is verified. At the mailer's option, such a flat tray/sack may be prepared for the SCF/LPC/RPDC area of each entry Post Office. This presort level applies only to nonletter-size Periodicals prepared in flat trays/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. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted.
- 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. Smaller quantities may be prepared only if permitted by applicable price eligibility standards.
- v. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail-processing facility (for example, "entry SCF/LPC/RDPC") that serves the Post Office where the mailer entered the mail. If the Post Office where the mail is entered is not the one serving the mailer's location (such as for plant-verified drop shipments), 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 one bundle or in one container (flat tray, sack, or pallet) due to preparation requirements or the piece size.
- z. Cobundling is an alternate preparation method available under [705](#) that allows the combining of machinable flats within the same bundle under the single minimum 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. [\[4-7-25\]](#) Flat-size pieces meeting the standards in [201.6.0](#) that are sorted into 5-digit, 3-digit, ADC, and mixed ADC bundles. These pieces are compatible with processing on the automated flat-sorting machine (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

A *bundle* is a group of addressed pieces, for a presort destination, secured together. See [203.4.0](#) for bundling standards.

20.0 Sacks and Trays

20.1 Basic Standards

20.1.1 General

The following apply:

- a. Mailings must be prepared in letter trays (letters), flat trays (flats) under [22.7](#) and [25.5](#), or sacks (see [20.1.1b.](#)).
- b. Sacks must be prepared for the following:
 1. Carrier route;
 2. 5-digit scheme cr-rt and 5-digit cr-rt flats;
 3. Nonpalletized residual 5-digit flats entered at a DDU/S&DC along with carrier-route flats;
 4. Nonpalletized carrier-route flats entered at the DSCF/LPC (origin);
 5. Nonpalletized 5-digit flats entered at the DSCF/LPC (origin);
 6. Nonpalletized 3-digit/SCF flats entered at the DSCF/LPC (origin); and
 7. All periodicals parcels.
- c. DSCF/LPC (origin) 5-digit and 3-digit/SCF sacks must be entered at the BMEU and emptied into a designated container.
- d. Palletized mail is subject to [705.8.0](#).
- e. See [203.5.0](#) and [203.6.0](#) for tray and sack standards.

20.1.2 Origin/Entry 3-Digit/Scheme Trays

For letter-size Periodicals, after all finer sort levels are prepared, an origin/entry 3-digit (or for barcoded letters, 3-digit scheme) tray must be prepared for any remaining mail for each 3-digit (or 3-digit scheme) area serviced by the SCF/LPC serving the origin Post Office, and may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/LPC where mail is entered (if different).

[7-13-25]



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20.1.3 Flats and Nonstandard Parcels—Origin/Entry SCF Sacks

[7-13-25] For flats and nonstandard parcels, after all finer sort levels are prepared, an origin/entry SCF sack or flat tray (for flats) must be prepared for any remaining bundles for the 3-digit ZIP Code area(s) serviced by the SCF/LPC (letters/flats)/RPDC (parcels) serving the origin Post Office, and may be prepared for the area served by the SCF/LPC/RPDC/plant where mail is entered (if different).

[7-13-25]

20.1.4 Flats and Nonstandard Parcels—Origin Mixed ADC Sacks

[7-13-25] For flats and nonstandard parcels, after all finer sort levels are prepared, mailers must prepare an origin mixed sack or flat tray (for flats) for any remaining bundles for the ZIP Codes listed in [L201](#), Column B, that correspond to the 3-digit origin entry point under Column A.

21.0 Sack and Tray Labels

Sack and tray labels must be Intelligent Mail tray labels, subject to standards in [203.5.0](#), [203.6.0](#), [204.3.3](#) and to specifications posted on PostalPro at <https://postalpro.usps.com>.

22.0 Preparing Nonbarcoded (Presorted) Periodicals

22.1 Basic Standards

22.1.1 General

The following standards apply to the preparation of nonbarcoded mailings:

- 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](#).
- c. Nonletter-size pieces must be bundled under [22.2](#).
- 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 mailing that is part of a mailing job that also contains a barcoded mailing must be prepared under [22.1.2](#).
 2. Palletized under [705.8.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#).
- e. Letter trays, sacks, flat trays, and bundles of nonletter-size pieces may subsequently be prepared on pallets under [705.8.0](#).

22.1.2 Additional Standards for Nonletter-Size Mailing Jobs Containing More Than One Mailing

The following standards apply:



- a. Mailings prepared in sacks or flat trays that are part of a mailing job that includes carrier route, barcoded, and nonbarcoded mailings must be prepared under one of the options listed below.
 1. The carrier route mailing must be prepared under [13.0](#) and [23.0](#), and the barcoded and nonbarcoded mailing must be prepared under [705.9.0](#), or
 2. All three mailings must be prepared under [705.10.0](#).
- b. Mailing jobs that contain only a carrier route mailing and a nonbarcoded mailing may be separately prepared under [23.0](#) and [22.0](#) or may be merged under [705.10.0](#).
- c. Mailing jobs that contain only a carrier route mailing and a barcoded mailing may be separately prepared under [23.0](#) and [25.0](#), or may be merged under [705.10.0](#).

22.1.3 Merged Containerization of Nonletter-Size Carrier Route, Barcoded, and Nonbarcoded Mail

Under optional preparation in [705.10.0](#), nonbarcoded 5-digit bundles are cosacked or cotrayed with carrier route bundles and barcoded 5-digit bundles in merged 5-digit and merged 5-digit scheme sacks (or flat trays). Under [705.10.0](#), [705.12.0](#), or [705.13.0](#), nonbarcoded 5-digit bundles are copalletized with carrier route and with barcoded 5-digit bundles 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 pieces may be cobundled under [705.11.0](#).

22.2

Bundle Preparation

Bundling in flat trays is optional when no mail in that tray would have been more finely sorted, if bundled. Bundles must be trayed and labeled separately from loose flats prepared in flat trays. Mailings of entirely nonbarcoded flats meeting the criteria in [201.6.0](#) may be prepared in 5-digit scheme bundles according to [L007](#) and in 3-digit scheme bundles according to [L008](#). A bundle must be prepared when the quantity of addressed mailpieces for a required presort level reaches the minimum bundle size. Smaller volumes are not permitted, except in mixed ADC bundles and under [22.4](#). Bundling is also subject to [19.0](#). 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.



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- 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 flat trays.

22.4 Bundles With Less Than 6 Pieces

Nonletter-size Periodicals may be prepared in 5-digit and 3-digit bundles containing fewer than six pieces at the publisher’s option. Pieces in these low-volume bundles must be claimed at the mixed ADC price (Outside-County) or basic price (In-County). Low-volume bundles are permitted only when sacked or prepared on pallets as follows:

- a. Place bundles in only 5-digit, 3-digit, and SCF/LPC flat trays that contain at least 24 pieces, or in origin/entry SCF/LPC flat trays, as appropriate.
- b. Place bundles on only merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 3-digit, and SCF/LPC pallets.

22.5 Letter 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 [21.0](#) 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. [\[4-7-25\]](#) Line 1: Use [L009](#), Column B.



2. Line 2: "PER" or NEWS" as applicable; followed by "LTRS NON BC WKG."

22.6**Sack Preparation**

Sack preparation is allowed only for the following: Parcels; Nonpalletized residual 5-digit flats entered at a DDU/S&DC along with carrier-route flats; Nonpalletized carrier-route flats entered at the DSCF/LPC (origin); Nonpalletized 5-digit flats entered at the DSCF/LPC (origin); and nonpalletized 3-digit/SCF flats entered at the DSCF/LPC (origin). DSCF/LPC (origin) 5-digit and 3-digit/SCF sacks must be entered at the BMEU and emptied into a designated container. For mailing jobs that also contain a barcoded mailing, see [22.1.2](#). For other mailing jobs, preparation sequence, sack size, and labeling:

- a. *5-digit*, required at 72 pieces, optional at 24 pieces minimum.
 1. Line 1: use city, state, and 5-digit ZIP Code on mail. (See [21.0](#) for overseas military mail.)
 2. Line 2: use "PER" or NEWS" as applicable; followed by "FLTS" or "NONSTD" as applicable; followed by "5D"; followed by "NON BC" for flats.
- b. *3-digit*, required at 72 pieces, optional at 24 pieces minimum.
 1. Line 1: use [L002](#), Column A.
 2. Line 2: use "PER" or "NEWS" as applicable; followed by "FLTS" or "NONSTD" as applicable; followed by "3D"; followed by "NON BC" for flats.
- c. *SCF/LPC*, required at 72 pieces, optional at 24 pieces minimum.
 1. Line 1: use [L002](#), Column C.
 2. Line 2: use "PER" or "NEWS" as applicable; followed by "FLTS" or "NONSTD" as applicable; followed by "SCF"; followed by "NON BC" for flats.
- d. *Origin/entry SCF/LPC*, required for the SCF/LPC of the origin (verification) office, optional for the SCF/LPC of an entry office other than the origin office, (no minimum).
 1. Line 1: use [L002](#), Column C.
 2. Line 2: use "PER" or "NEWS" as applicable; followed by "FLTS" or "NONSTD" as applicable; followed by "SCF"; followed by "NON BC" for flats.
- e. [\[4-7-25\]](#) *ADC*, required at 72 pieces, optional at 24 pieces minimum.
 1. Line 1: use [L004](#), Column B.
 2. Line 2: use "PER" or "NEWS" as applicable; followed by "NONSTD" as applicable; followed by "ADC."
- f. *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.



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1. Line 1: use [L201](#), Column C.
 2. Line 2: use "PER" or "NEWS" as applicable, followed by "NONSTD" as applicable, followed by "WKG W FCM."
- g. *Mixed ADC*, required (no minimum).
1. Line 1: use [L009](#), Column B.
 2. Line 2: use "PER" or "NEWS" as applicable; followed by "NONSTD" as applicable; followed by "WKG" for nonstandard parcels.

22.7 Tray Preparation — Flat-Size Nonbarcoded Pieces

Mailers must place machinable and nonmachinable ([26.0](#)) flat-sized pieces in flat trays ([203.5.6](#)) instead of sacks, unless prepared as the following: Direct carrier route; 5-digit scheme carrier route; 5-digit carrier route ([23.4.1](#), [705.9.0](#) and [705.10.0](#)); Nonpalletized residual 5-digit entered at a DDU along with carrier-route flats; Nonpalletized 5-digit flats entered at the DSCF (origin); or nonpalletized 3-digit/SCF entered at the DSCF (origin). Bundling in flat trays is optional when no mail in that tray would have been more finely sorted, if bundled. Bundles must be trayed and labeled separately from loose flats prepared in flat trays. 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 at 72 pieces, optional at 24 pieces minimum.
 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 at 72 pieces, optional at 24 pieces minimum.
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [21.0](#) for overseas military mail).
 2. Line 2: "PER" or "NEWS" as applicable; followed by "FLTS"; followed by "5D NON BC."
- c. *3-digit*, required at 72 pieces, optional at 24 pieces minimum.
 1. Line 1: [L002](#), Column A.
 2. Line 2: "PER" or "NEWS" as applicable; followed by "FLTS"; followed by "3D NON BC."
- d. *SCF/LPC*, required at 72 pieces, optional at 24 pieces minimum.
 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/LPC* (required) and entry SCF/LPC(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. **[4-7-25]** ADC, required at 72 pieces, optional at 24 pieces minimum.
 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

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**.
- c. Nonletter-size pieces must be bundled under **23.2**.
- 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 and nonbarcoded pieces.
 2. Palletized under **705.8.0**, **705.10.0**, **705.12.0**, or **705.13.0**.
- e. Bundles of nonletter-size pieces, letter trays, and sacks may be prepared on pallets under **705.8.0**.
- f. Pieces with a simplified address must meet the preparation standards in **602.3.0** and the eligibility standards in **7.0**.

**23.1.2 Sequencing**

Preparation for carrier route prices is optional. Periodicals for which a carrier route discount is claimed must be prepared as a carrier route mailing under this section, using walk sequencing or line-of-travel sequencing (see [23.8](#) and [23.9](#)).

23.1.3 Merged Containerization of Nonletter-Size Carrier Route and Machinable Barcoded and Nonbarcoded Mail

For mailing jobs that contain machinable barcoded, machinable nonbarcoded and carrier route mailings; see [22.1.3](#) for preparation options.

23.2 Bundle Preparation**23.2.1 General**

Bundle preparation is subject to [19.0](#) 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 the level of walk-sequencing. A facing slip with the phrase “HIGH DENSITY (or “SATURATION”) WALK-SEQUENCED CARRIER ROUTE MAIL” (as applicable) may be placed on the top of each bundle; an address label placed on a sample mailpiece that is the top piece or a facing slip affixed to the top of the bundle. If bundles don’t have facing slips, an optional endorsement line or carrier route information line must be placed on each piece in the bundle.

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 (carrier route type and number and walk-sequence information) 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 [21.0](#) 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 [21.0](#).



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 (under [602.3.0](#)), use "MAN" on Line 2 in place of "BC."

23.4 Preparation - Flat-Size Pieces and Nonstandard Parcels

23.4.1 Flat Tray and Sacking Preparation and Labeling

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 [21.0](#) for overseas military mail).
 2. Line 2: use "PER" or "NEWS" as applicable; followed by "FLTS" or "NONSTD" 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: use "PER" or "NEWS" as applicable; followed by "FLTS" or "NONSTD" 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 [21.0](#).
 2. Line 2: use "PER" or "NEWS" as applicable; followed by "FLTS" or "NONSTD" as applicable; followed by "CR-RTS."
- d. *3-digit carrier routes*, required with one 6-piece bundle. Flat-sized pieces must be prepared in flat trays (see [203.5.6](#)).
 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: use "PER" or "NEWS" as applicable, followed by "FLTS 3D" or "NONSTD 3D" as applicable, followed by "CR-RTS."

**23.4.2 Exception to Flat Traying and Sacking**

Sacking or traying is not required for carrier-route bundles entered at a DDU/S&DC when the mailer unloads bundles under [29.4.5](#). Mail presented under this preparation 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 one 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.
 2. Mailers may balance the weight of the bundles across the maximum 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, which may be in four 9-pound bundles.
- b. Mailers must label carrier route bundles using optional endorsement lines under [203.7.0](#) or facing slips under [203.4.15](#).

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 [203.7.0](#).

23.6 Bundles With Less Than 6 Pieces

Nonletter-size Periodicals may be prepared in carrier route bundles containing fewer than six pieces at the publisher's option. Pieces in these low-volume bundles must be claimed at the 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/flat trays that contain at least 24 pieces, or 3-digit carrier routes or merged 3-digit flat trays that contain at least one 6-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/LPC 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 total copies, but fewer than six copies to each PO Box section.
- b. Prepare copies 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 in [23.0](#) must be met.
- c. Secure each bundle 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.
- d. Label each bundle 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).
- e. Place bundles in existing carrier route flat trays, or in existing 5-digit scheme carrier routes or 5-digit carrier routes sacks/flat trays.
- f. Copies prepared in multi-box section bundles qualify for 5-digit prices, and 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](#). Pieces with a simplified address also must 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 (DSF²).
- 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

Line-of-travel (LOT) sequence (or walk-sequencing) is required for mailings at Periodicals carrier route basic prices. LOT sequence is a sequence of ZIP+4 codes in delivery order. 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 delivery order, and provides an indicator specifying whether the addresses within the ZIP+4 code must be sorted in ascending or descending order. When a range of ZIP+4 codes 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 mailing date.

23.9 Delivery Sequence Documentation

23.9.1 General

The mailer must annotate the postage statement in the “Carrier Route Sequencing Date” block 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. The mailer must maintain documentation to substantiate compliance with sequencing standards. 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. DSF² 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 [509.1.11](#)).
- 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 Mail—Simplified Address

For each mailing of carrier route mail with simplified addresses sent at the saturation price, the mailer must document that the mailing meets the 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.

23.9.4 Saturation Mail—Other

For each mailing of carrier route mail without a simplified address sent at the saturation price, the mailer must document that the mailing meets the 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.

23.9.5 High Density and Saturation 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. A summary of the total number of pieces at each price must be provided.

23.9.6 Carrier Route Mail

If a mailing includes high density and saturation and basic carrier route pieces, in addition to the information required by [23.9.2](#) through [23.9.5](#), the documentation for the basic carrier route mail must show, by 5-digit ZIP Code and, within each, by carrier route, the number of addressed pieces at each price for each carrier route. Pieces qualifying for the basic carrier route price must be so annotated. A summary by 5-digit ZIP Code of the total number of pieces at each price must be provided.

24.0 Preparing Letter-Size Barcoded (Automation) Periodicals

24.1 Basic Standards

24.1.1 General

Letter-size barcoded Periodicals must be prepared under [24.0](#). Bundle and tray preparation are subject to [19.0](#) through [21.0](#). Trays must bear Intelligent Mail barcoded tray labels under [204.3.0](#).

**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 Periodicals mailing may include pieces prepared at presorted (Outside-County) and (In-County) prices.

24.1.3 Marking

Only pieces claimed at an automation price may bear "AUTO."

24.1.4 General Preparation

Grouping, bundling, and labeling are not generally 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 as specified in [24.2](#). Bundles are not required to bear an optional endorsement line or a 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 [21.0](#); for Line 1, for 5-digit scheme trays, use destination shown in labeling list [L012](#).
- 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. [\[4-7-25\]](#) 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 [L005](#), Column B.
- d. [\[4-7-25\]](#) Mixed AADC: required (no minimum); group pieces by AADC; for Line 1, use [L009](#), 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 [201.6.0](#) 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 correct barcoded container labels under [204.3.0](#). Pieces may be prepared in bundles 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 [203.3.0](#). Mailers may use one postage statement and one 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 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 [201.6.0](#) 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. Bundles may contain fewer than six pieces when the mailpieces are too thick or heavy to create a six-piece bundle. Piece price eligibility is not affected if the number of pieces bundled for a presort destination meets or exceeds the minimum under [14.0](#).

25.1.5 Scheme Bundle Preparation

Pieces must be prepared in 5-digit scheme bundles (under 18.4i) for 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles (under 18.4q) for 3-digit ZIP Codes identified in [L008](#).

25.1.6 Sack Preparation

Mailers may combine bundles of barcoded machinable flats and bundles of barcoded nonmachinable flats in the same sack, with the exception of 5-digit scheme sacks, which may contain only machinable flats.

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, the entire job may be prepared and palletized under [705.9.0](#) through [705.13.0](#). The following standards apply:

- a. The nonbarcoded portion is paid at the nonbarcoded prices.

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- b. Mailing jobs prepared entirely in flat trays and qualifying for this exception must be cobundled under [705.11.0](#).
- c. [\[4-7-25\]](#) 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 for 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 flat trays and paid for at nonbarcoded prices.

25.1.8 Bundles With Less Than 6 Pieces

5-digit scheme, 5-digit, 3-digit scheme, and 3-digit bundles may contain fewer than six pieces at the publisher's option. 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 the following:
 - 1. 5-digit scheme, 5-digit, 3-digit, and SCF/LPC flat trays, as appropriate, that contain at least 24 pieces;
 - 2. Merged 3-digit flat trays that contain at least one 6-piece carrier-route bundle; or
 - 3. Origin/entry SCF/LPC flat trays.
- b. Place 5-digit and 3-digit bundles on only the following pallets, as appropriate:
 - 1. Merged 5-digit scheme;
 - 2. 5-digit scheme;
 - 3. Merged 5-digit;
 - 4. 5-digit
 - 5. 3-digit; and
 - 6. SCF/LPC.
- c. Place 5-digit scheme and 3-digit scheme bundles in only the following:
 - 1. 5-digit scheme, 3-digit, and SCF/LPC flat trays, as appropriate, that contain at least 24 pieces;
 - 2. Merged 3-digit flat trays that contain at least one 6-piece carrier-route bundle; or
 - 3. Origin/entry SCF/LPC flat trays.
- d. Place 5-digit scheme and 3-digit scheme bundles on only 3-digit and SCF/LPC pallets, as appropriate.

25.1.9 Cotraying 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 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 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 a machinable barcoded and nonbarcoded mailing, then it must be prepared under the cotraining standards in [705.9.0](#).
Machinable barcoded and nonbarcoded pieces may be cobundled under the standards in [705.11.0](#).
- c. If the mailing job contains a carrier route mailing and a machinable barcoded mailing, then it must be separately trayed under [23.0](#) and [25.0](#) or prepared using the merged flat-tray 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 mail that are part of the same mailing job may be combined on merged 5-digit scheme and merged 5-digit sacks or pallets. Machinable barcoded pieces may be cobundled with machinable nonbarcoded pieces under [705.11.0](#).

25.2 Physical Standards

Each flat-size piece must meet the standards in [201.6.0](#) 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 [201.6.0](#)); 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 [201.6.0](#)); 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

Sack preparation is allowed only for nonpalletized residual 5-digit flats entered at a DDU/S&DC along with carrier-route flats, nonpalletized 5-digit flats entered at the DSCF/LPC (origin), and nonpalletized 3-digit/SCF flats entered at the

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DSCF/LPC (origin). DSCF/LPC (origin) 5-digit and 3-digit/SCF sacks must be entered at the BMEU and emptied into a designated container. 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*, required at 72 pieces, optional at 24 pieces; fewer pieces not permitted; labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code on mail. (See [21.0](#) for overseas military mail.)
 2. Line 2: use “PER FLTS 5D BC” or “NEWS FLTS 5D BC,” as applicable.
- b. *3-digit*, required at 72 pieces, optional at 24 pieces; fewer pieces not permitted; labeling:
 1. Line 1: use [L002](#), Column A.
 2. Line 2: use “PER FLTS 3D BC” or “NEWS FLTS 3D BC,” as applicable.
- c. *SCF/LPC*, required at 72 pieces, optional at 24 pieces; fewer pieces not permitted; labeling:
 1. Line 1: [L002](#), Column C.
 2. Line 2: use “PER FLTS SCF BC” or “NEWS FLTS SCF BC,” as applicable.
- d. *Origin SCF/LPC* (required) and entry SCF/LPC(s) (optional), no minimum; labeling:
 1. Line 1: [L002](#), Column C.
 2. Line 2: use “PER FLTS SCF BC” or “NEWS FLTS SCF BC,” as applicable.
- e. [\[4-7-25\]](#) *ADC*, required at 72 pieces, optional at 24 pieces; fewer pieces not permitted; labeling:
 1. [\[4-7-25\]](#) Line 1: use [L004](#), Column B.
 2. Line 2: “PER FLTS ADC BC” or “NEWS FLTS ADC BC,” as applicable.
- 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; labeling:
 1. Line 1: Use [L201](#), Column C.
 2. Line 2: “PER FLTS WKG W FCM” or “NEWS FLTS WKG W FCM,” as applicable.
- g. *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 Tray Preparation — Flat-Size Barcoded Pieces**

Mailers must place machinable flats (under [201.6.0](#)) in flats trays (see [24.0](#)) instead of sacks, unless prepared as the following: Direct carrier route; 5-digit scheme carrier route; 5-digit carrier route; Nonpalletized residual 5-digit and entered at a DDU along with carrier-route flats; Nonpalletized 5-digit flats entered at the DSCF (origin); or nonpalletized 3-digit/SCF entered at the DSCF (origin). Mailers must group together all pieces for each 5-digit scheme, 5-digit, 3-digit scheme, 3-digit, SCF, and ADC destination. Bundling in flat trays is optional when no mail in that tray would have been more finely sorted, if bundled. Bundles must be trayed and labeled separately from loose flats prepared in flat trays. 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: [L001](#), 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 [21.0](#) 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/LPC* (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/LPC* (required) and entry SCF/LPC(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. [\[4-7-25\]](#) *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.



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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 under [25.0](#).

26.2 Weight and Size

The maximum weight is 4.4 pounds for pieces prepared in 5-digit bundles only. The following minimum and maximum dimensions apply (determine length and height according to [201.4.2](#)):

- a. Minimum height is 5 inches. Maximum height is 12 inches.
- 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

Nonmachinable flats (under [26.0](#)) are not subject to flexibility standards or deflection standards in [201.4.0](#).

26.4 Additional Criteria

Pieces must meet the standards for polywrap coverings in [201.4.5](#); protrusions and staples in [201.6.3](#); tabs, wafer seals, tape, and glue in [201.6.4](#); and uniform thickness and exterior format in [201.6.5](#).



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. 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 to obtain finer presort levels.
- b. Mailers may place two or more copies of different Periodicals publications, and/or multiple editions of the same publication in the same mailing wrapper or firm bundle and present it as one addressed piece to one 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 by the director, Business Acceptance Solutions, to comail or copalletize mailings as specified in [27.1a](#) and [27.1c](#) (see [608.8.0](#) 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 the director of Business Acceptance Solutions, or the mailer, cancels the authorization. If the Postal Service determines that a need for modification exists, the authorization will be modified, with concurrence by the director of Business Acceptance Solutions, 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.

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- 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 “PER” on the content line of the label.

- a. If at least 51 percent 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 percent 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 USPS to support the postage claimed (such as advertising percentage and weight per copy). The following additional standards apply:

- a. Presort documentation required under [203.3.0](#) 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.
- c. Unless excepted by the director, Business Acceptance Solutions, mailers combining Periodicals publications as specified in [27.1a](#) must transmit postage statements and mailing documentation to USPS using a Business Acceptance Solutions-approved electronic method.
- d. Mailers combining Periodicals publications as specified in [27.1c](#) must transmit postage statements and mailing documentation to USPS using a Business Acceptance Solutions-approved electronic method.

27.6 Additional Standards

Mailers combining Periodicals publications as specified in [27.1a](#) or [27.1c](#) must:

- a. Use Intelligent Mail tray labels on trays and sacks and Intelligent Mail container labels, under [204.3.3](#) and [204.3.4](#), 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 USPS.
- e. Meet postage payment requirements as Business Acceptance Solutions specifies.

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 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 are part of a combined mailing under [27.1a](#).
- c. For mailings under [27.1b](#), mailers must prepare a separate postage statement claiming the per pound charges for each publication or edition in the combined mailing except as provided in [27.5a](#). 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 are part of a combined mailing under [27.1b](#). 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 is eligible for the Classroom or Nonprofit discount and a portion is 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.



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- 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**

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

The publisher or news agent must present mailings at the Periodicals prices only at the times and places designated by the postmasters of the Post Offices where original or additional entry or exceptional dispatch is authorized (or as approved by the AMC/AMF manager; see [28.4](#)).

28.3 Exceptional Dispatch**28.3.1 General**

The postmaster of an entry Post Office may authorize a publisher to deliver copies of a Periodicals publication, at the publisher’s own expense and risk, by exceptional dispatch to other Post Offices.

28.3.2 Intended Use

The provision for exceptional dispatch is intended for local distribution (In-County and DDU/S&DC) 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 more than 25,000 total circulation may be considered case by case.

**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 or destination delivery unit prices if the 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 postage is paid. The application must fully explain the proposed exceptional dispatch, including the mode of transportation and approximate time of arrival and the number of pieces qualifying for and mailed at the various presort level prices. If the number of qualifying pieces mailed at such prices changes more than 2%, the publisher must file an amended application with the approving office. No form is provided for this application.

28.3.6 Decision on Application

The postmaster who received the application approves it if the 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 manager, who 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 air freighted copies of a Periodicals publication at an AMF is obtained by requesting additional entry authorization. A publisher using plant-verified drop shipment must submit a copy of the distribution plan to the administering office postmaster.

28.4.3 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. A revised schedule must be provided when there are changes.



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- 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 PS 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 PS 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.

28.4.4 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, USPS will inform the mailer or the mailer’s agent. If the mailer continues to fail to meet the standards, the mailer is considered nonconforming, and its authorization to enter mail at an AMC/AMF may be revoked.

29.0 Destination Entry

29.1 Basic Standards

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 [c.](#) through [29.4](#). 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 [29.4.2a](#).
- c. The advertising and nonadvertising portions may be eligible for DADC, DSCF, DFSS, or DDU pound prices based on the entry facility and the address on the piece.

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29.2 Destination Area Distribution Center

29.2.1 Definition

For this standard, destination area distribution center (DADC) includes the facilities listed in [L004](#), or a USPS-designated facility.

29.2.2 Price Eligibility

The following apply:

- a. Determine price eligibility for pound prices as follows:
 1. Outside-County pieces are eligible for DADC pound prices when:
 - (a) [\[4-7-25\]](#) Placed on an ADC or more finely presorted container;
 - (b) [\[4-7-25\]](#) Deposited at an ADC (or USPS-designated facility); and
 - (c) [\[4-7-25\]](#) Addressed for delivery to one of the 3-digit ZIP Codes served by the facility where deposited.
 2. Automation pieces in AADC trays placed on optional SCF/LPC 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/LPC's/RPDC's service area according to [L005](#).
- b. [\[4-7-25\]](#) Pieces must be prepared in bundles or in sacks or trays on ADC, or more finely presorted pallets under [705.8.0](#).

29.3 Destination Sectional Center Facility/Local Processing Center

29.3.1 Definition

For this standard, destination sectional center facility (DSCF)/local processing center (LPC [letters/flats])/regional processing and distribution center (RPDC [parcels]) includes a USPS-designated facility or the facilities listed in [L005](#).

29.3.2 Price Eligibility

The following apply:

- a. *Pound Prices.* Determine price eligibility as follows:
 1. Outside-County pieces are eligible for DSCF pound prices when:
 - (a) Placed on an SCF or more finely presorted container;
 - (b) Deposited at the DSCF/LPC (letters/flats)/RPDC (parcels) or USPS-designated facility (see also [29.4.2b2](#)); and
 - (c) Addressed for delivery within DSCF/LPC/RPDC's service area.
 2. Nonletter-size pieces are also eligible when the mailer deposits 5-digit bundles at the destination delivery unit (DDU)/sorting and delivery center (S&DC) (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:
 - (a) A merged 5-digit scheme or merged 5-digit sack/flat tray.
 - (b) 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/LPC/RPDC where the container is deposited.



- c. Nonpalletized carrier route, 5-digit scheme carrier route, 5-digit carrier route, 5-digit, or 3-digit flats may be prepared in sacks when entered at the DSCF/LPC (origin). DSCF/LPC (origin) 5-digit and 3-digit/SCF sacks must be entered at the BMEU and emptied into a designated container.

29.4 Destination Delivery Unit/Sorting and Delivery Center

29.4.1 Definition

For this standard, the destination delivery unit (DDU)/sorting and delivery center (S&DC) is the facility where the carrier cases mail for delivery to the addresses on the pieces in the mailing.

29.4.2 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/S&DC where the container is deposited.
- d. Nonpalletized residual 5-digit flats remaining after a carrier-route sortation may be prepared in sacks and deposited at the DDU/S&DC, along with a carrier-route mailing.

29.4.3 Maximum Volume

The same mailer (or another acting as its agent) may not present for deposit more than four DDU price mailings at the same delivery unit in any 24-hour period. This limit may be waived if local conditions permit. A mailer may ask for such a waiver when scheduling the deposit. There is no maximum for plant-verified drop shipments (705.17.0). This standard does not apply to mailings presented to the original or additional entry office, if that entry Post Office is also the facility at which the DDU price pieces are deposited.

29.4.4 Deposit Schedule

The following apply:

- a. The mailer may schedule deposit of DDU/S&DC mailings at least 24 hours in advance by contacting the DDU/S&DC or through FAST, available at fast.usps.com.
- b. The mailer must follow the scheduled deposit time.
- c. The mailer may request standing appointments for renewable 6-month periods by written application to the DDU/S&DC.
- d. Mixed loads of Periodicals and other classes of mail require advance appointments for deposit.



- e. For mail entered under exceptional dispatch, the application for exceptional dispatch required under [28.3](#) also serves as a request for standing appointments.

29.4.5 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 or at facilities that cannot handle pallets, drivers must unload and 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. 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

Additional entries for authorized Periodicals publications are opened by notification through the mailing Post Office.

30.1.1 Facility

The additional mailing office must be a Post Office.

30.1.2 Definition

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

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

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.



Commercial Mail: Periodicals

207.30.2

210 Commercial Mail Priority Mail Express

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213 Prices and Eligibility

Overview

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1.0 Prices and Fees

1.1 Prices Charged Per Piece

Except for Flat Rate Envelopes (see [1.6](#)), 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.

1.2 Determining Single-Piece Weight

[\[4-7-25\]](#) When determining single-piece weight, mailers (except mailers using USPS Ship) must express all weights in decimal pounds rounded to two decimal places. 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 Prices

[\[4-7-25\]](#) Priority Mail Express commercial prices are less than Priority Mail Express retail prices (see [Notice 123—Price List](#)). These prices are available to:

- a. USPS Click-N-Ship customers.
- b. Registered end-users of USPS-approved PC Postage providers when using a qualifying shipping label managed by the PC Postage system used.
- c. Customers using USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [202.3.3](#)) and transactional data is electronically transmitted daily to USPS for all mailpieces and mail categories with an approved Priority Mail Express shipping label.
- d. [\[4-7-25\]](#) Customers who pay postage with a permit imprint using the USPS Ship system to document and pay postage (see [705.2.6](#)).

1.4 Dimensional Weight Price for Low-Density Parcels

Postage for parcels addressed for delivery to zones 1–9 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:



213.1.4.2

- 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 and then that total by the height. (Example: $11 \times 6 \times 3 = 198$.)
- c. If the result exceeds 1,728 cubic inches, divide the result by 166 and round up (see [604.7.0](#)) to the next whole number to determine the dimensional weight in pounds.
- d. If the dimensional weight exceeds 70 pounds, the customer pays the 70-pound price.

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 and then that total by the height. (Example: $11 \times 6 \times 3 = 198$.)
- 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 166 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.

1.4.3 Dimensional Weight Pricing Dimension Standard

Shipping Services file manifests or other approved electronic documentation must include the accurate dimensions (length, width, height) of all pieces that exceed 1 cubic foot. Mailers of pieces exceeding 1 cubic foot and with Shipping Services file manifests, or other approved electronic documentation, that do not meet the requirement to include the piece's accurate dimensions will be assessed the Dimension Noncompliance fee under [1.9](#).

1.5 Flat Rate Packaging

Only USPS-produced or approved Flat Rate Envelopes are eligible for the Flat Rate price, and only customers when using them are charged a flat rate, regardless of the domestic destination or actual weight (up to 70 pounds) of the mailpiece. Customers must only use USPS-produced Flat Rate Envelopes at the applicable Flat Rate Envelope price. Restrictions apply for using USPS-produced packaging (see [601.6.1](#)).

1.6 Sunday and Holiday Premium

When delivery is guaranteed for a Sunday or holiday, a premium fee is required (see [Notice 123—Price List](#)). 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 Unmanifested Fee

[7-13-25][1-19-25] Customers mailing eligible Priority Mail Express pieces omitted from the manifest are subject to pay the unmanifested fee (see [Notice 123—Price List](#)), unless subject to pay the Package Quality Noncompliance Fee as specified in [3.2](#).

1.8 Nonstandard Fees

Except for Priority Mail Express Return service, a Priority Mail Express piece is subject to a nonstandard fee (see [Notice 123—Price List](#)) as follows:

- a. A piece measures more than 22 inches up to 30 inches long.
- b. A piece measures more than 30 inches long.
- c. A piece measures more than 2 cubic feet (3,456 cubic inches). Dimensions for *rectangular* pieces are determined by measuring the length, width, and height in inches, rounding off (see [604.7.0](#)) each measurement to the nearest whole inch and multiplying the length by the width by the height. Dimensions for *nonrectangular* pieces are calculated as above and the result multiplied by an adjustment factor of 0.785. If either calculation exceeds 3,456 cubic inches, the piece is subject to the nonstandard fee.
- d. [7-13-25] A piece that contains any of the nonstandard characteristics listed under [201.7.6.2](#).
- e. [7-13-25] A piece that is subject to both a length ([1.8a](#), [1.8b](#)) and a characteristics ([1.8d](#)) nonstandard fee is only subject to the highest fee.
- f. [7-13-25] A piece may be subject to both a length ([1.8a](#), [1.8b](#)) and a cube ([1.8c](#)) nonstandard fee, or a characteristics ([1.8d](#)) and a cube ([1.8c](#)) nonstandard fee.
- g. [7-13-25] Shipping Services file manifests or other approved electronic documentation must include the accurate dimensions (length, width, height) of all parcels that exceed 22 inches in length and the extra service code (ESC) for the characteristics category (see [201.7.6.2](#)).
- h. [7-13-25] Mailers of parcels exceeding 22 inches in length and/or require the characteristics extra service code (ESC) and have a Shipping Services file manifest or other approved electronic documentation, that do not meet the requirement to include the parcel's accurate dimensions or ESC will be assessed the Dimension Noncompliance fee under [1.9](#).

1.9 Dimension Noncompliance Fee

[7-13-25] Mailers of Priority Mail Express parcels required to include the parcel's dimensions (length, width, height) and/or characteristics ESC in the Shipping Services file manifest or other approved electronic documentation as provided under [1.4.3](#) and [1.8](#) will be charged the Dimension Noncompliance fee (see [Notice 123—Price List](#)) if the parcel's dimensions and/or ESC are omitted or inaccurate in the Shipping Services file manifest or other approved electronic documentation. A parcel is subject to only one Dimension Noncompliance fee charge.

[1-19-25]



213.1.10

1.10 Live-Animal and Perishable Handling Fee

[1-19-25] Customers mailing Priority Mail Express pieces containing live animals or perishable food (e.g. fruit, meat) are subject to pay the nonrefundable Live-Animal and Perishable Handling Fee (see [Notice 123—Price List](#)). This fee is charged in addition to the Live-Animal Transportation Fee, when applicable, specified in the [Notice 123—Price List](#). For additional information on the Live-Animal and Perishable Handling Fee, see Publication 52, *Hazardous, Restricted, and Perishable Mail*, (section 526).

2.0 Content Standards for Priority Mail Express

All mailable matter may be sent via Priority Mail Express, except matter prohibited by standards (e.g., certain hazardous materials). Items mailed containing cremated remains in their original form (ashes) and any other form (e.g., keepsakes and jewelry) must be sent via Priority Mail Express. (See Publication 52, *Hazardous, Restricted, and Perishable Mail*, section 451.22.)

3.0 Basic Eligibility Standards for Priority Mail Express

3.1 Description of Service

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](#).)

[1-19-25]

3.2 Barcode Standards

[1-19-25]

3.2.1 IMpb Standards

[1-19-25] All Priority Mail Express pieces (outbound and returns) must bear an Intelligent Mail package barcode (IMpb) prepared as specified under [204.2.0](#).

[1-19-25]

3.2.2 IMmb Standards

[1-19-25] In addition to the IMpb under [3.2.1](#), all Priority Mail Express pieces (outbound and returns) must bear an Intelligent Mail matrix barcode (IMmb) prepared as specified under [204.2.0](#).

[1-19-25]

3.2.3 Package-Quality-Noncompliance Fee

[7-13-25][1-19-25] Unless otherwise excepted, mailers of mailpieces not meeting the requirements for using a unique IMpb, and IMmb, as outlined in [204.2.1.6](#) and Publication 199, *Intelligent Mail Package Barcode (IMpb) Implementation Guide for Confirmation Services and Electronic Payment Systems*, will be assessed the Package Quality Noncompliance Fee. (See [Notice 123—Price List](#).) For details see PostalPro at <https://postalpro.usps.com>.

3.3 Inspection of Contents

Priority Mail Express matter is sealed against postal inspection.

4.0 Service Features of Priority Mail Express**4.1 General**

[1-19-25] A mailing receipt showing the time and date of mailing must be provided to the mailer on retail acceptance of Priority Mail Express by USPS. This receipt serves as evidence of mailing. 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.), will be faxed or mailed upon request. Individual requests by article number can be retrieved at www.usps.com or by calling 1-800-222-1811 and providing the article number.

[7-13-25]

4.2 Priority Mail Express Delivery**4.2.1 Availability**

[7-13-25] Priority Mail Express offers delivery in 1, 2, or 3 delivery days depending on various factors, including the date on which the item is deemed accepted by the Postal Service, and based on the origin and destination ZIP Codes.

4.2.2 Acceptance

[7-13-25] Priority Mail Express items must be presented no later than the local Post Office's mail-acceptance time. Priority Mail Express items mailed after the local Post Office mail-acceptance time are deemed to have been mailed on the next day the office is open, subject to the standards for this service.

4.2.3 Delivery Time

[7-13-25] Except for items endorsed "Guaranteed by End of Day" per an approved customer agreement, items are delivered by 6 p.m. on the scheduled delivery day. If delivery is not made, the addressee is notified. A reminder notice is left on the third day after the attempted delivery. A second delivery is attempted only upon customer request.

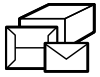
4.2.4 Hold for Pickup

[7-13-25] Except for Priority Mail Express mailpieces containing cremated remains, under Hold for Pickup service, items presented under 4.2 are available for pickup by the addressee at the destination facility by 6 p.m. of the scheduled delivery day that the destination office is open for retail business.

[7-13-25]

4.3 Priority Mail Express Military Service

Priority Mail Express Military Service (PMEMS) 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



213.4.4

privileges, an expedited delivery service to or from the United States. PMEMS Open and Distribute service is available to authorized APO/FPO destinations. For PMEMS standards see [703.2.0](#).

4.4 Open and Distribute

[7-13-25] Priority Mail Express delivery service 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

1.0 Basic Standards for Postage Payment Options

1.1 General

Federal agencies and U.S. government officials mailing Priority Mail Express mailpieces may use the appropriate indicia, subject to [703.7.0](#). The mailer is responsible for properly paying postage.

1.2 Commercial Pricing

[\[4-7-25\]](#) Commercial Priority Mail Express postage may be paid with:

- a. USPS Click-N-Ship.
- b. A USPS Corporate Account (see [1.2d](#)), including Federal Agency Accounts.
- 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. [\[4-7-25\]](#) Permit imprint through the USPS Ship system under [705.2.6](#).



214.1.2





215 Mail Preparation

Overview

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- [2.0 Priority Mail Express Labels](#)
- [3.0 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 Sealing Flat Rate Packaging

When sealing a Flat Rate Envelope, the container flap must be able to close within the normal fold. Tape may be applied to the flap 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.

1.3 Price Marking

See [202.3.1](#) for price markings.

[7-15-25]

2.0 Priority Mail Express Labels

2.1 Mailing Label

[7-15-25] Priority Mail Express items must be labeled as follows:

- a. For each Priority Mail Express item, the mailer may present the item at a Post Office to have a shipping label printed and affixed to the item, or use a Postal Service self-service kiosk (SSK) (where available) to generate and affix a Priority Mail Express label. Manual Post Offices continue to use Label 11-M.
- b. [7-15-25][1-19-25] For each Priority Mail Express item, the mailer may use a Priority Mail Express label generated through Click-N-Ship or another USPS-approved method.
- c. [1-19-25] For each Priority Mail Express item containing cremated remains, the mailer may label the item under [2.1a](#) or [2.1b](#). The Intelligent Mail package barcode (IMpb) and the Intelligent Mail matrix barcode (IMmb) on the shipping label must have the appropriate service-type code and banner text above the IMpb barcode used for shipping cremated remains. (See Publication 199, *Intelligent Mail Package Barcode (IMpb) Implementation Guide for: Confirmation Services and Electronic Verification System (eVS) Mailers*, available on PostalPro at <https://postalpro.usps.com>).



2.2 Signature Required

Mailers may request the recipient's signature upon delivery for Priority Mail Express items as follows:

- a. A mailer sending a Priority Mail Express item and requiring a signature must request a signature at a Post Office or Postal Service SSK, or on a label check the "Signature Required" box to instruct USPS to obtain a signature. If the "Signature Required" box is selected, an image of the signature will be provided to mailers when they access delivery information. A mailer must select a signature service for Priority Mail Express COD, or Priority Mail Express with additional insurance.
- b. A mailer who requires the recipient's signature upon delivery for a Priority Mail Express item containing cremated remains must request a signature at a Post Office or Postal Service SSK, or on a label check the "Signature Required" box that a signature is requested to instruct USPS to obtain a signature. If a signature is required, an image of the signature will be provided to mailers when they access delivery information. A mailer must select a signature service for Priority Mail Express with additional insurance.

[7-15-25]

3.0 Firm Mailing Book

[1-19-25] Form 3877 is available at no cost to any mailer who mails three or more Priority Mail Express items at one time, following these instructions:

- a. Form 3877 must be presented with the items to be mailed.
- b. The mailer must enter on PS 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. One copy is kept by the accepting employee. The other is receipted and returned to the mailer.
- d. 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. PS Form 3877 may be used only to list items for which extra services have been requested. See [705](#) for more information.

216 Enter and Deposit

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- [2.0 Priority Mail Express Military Service](#)
- [3.0 Pickup on Demand Service](#)

[7-15-25]

1.0 Priority Mail Express Enter and Deposit

[7-15-25] Commercial Priority Mail Express must be entered and deposited as follows:

- a. [7-15-25] The item must be entered or deposited by the local Post Office's designated mail-acceptance time. Designated acceptance times can be found in the Postage Price Calculator on Postal Explorer at pe.usps.com.
- b. [7-15-25] May be deposited in a Priority Mail Express collection box, picked up during the normal delivery and collection of mail, or picked up by Pickup on Demand service.

2.0 Priority Mail Express Military Service

[11-3-25] For information on Priority Mail Express Military Service (PMEMS) see [703.2.0](#).

3.0 Pickup on Demand Service

Pickup on Demand service ([507.7.0](#)) is available for a fee only from designated ZIP Codes and can be requested online at www.usps.com.

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223 Prices and Eligibility

Overview

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

1.0 Prices and Fees

1.1 Price Application

The following price applications apply:

- a. Except for cubic items (see [1.1c](#)), customers mailing Priority Mail mailpieces are charged per pound of the mailpiece; 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. Cubic prices are not based on weight, but are charged based on zone and the mailpiece's cubic measurement, with any fraction of a measurement rounded down to the nearest 1/4 inch. For example, a dimension of a piece measuring 12-3/8 inches is rounded down to 12-1/4 inches.
- d. Priority Mail Open and Distribute tray boxes mailed at commercial prices are not based on weight, but are priced based on the tray box and zone to which they are sent.
- e. Priority Mail items mailed under a specific customer agreement are charged according to the individual agreement.

1.2 Commercial Prices

For prices, see [Notice 123—Price List](#). Commercial prices are available to:

- a. USPS 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 with a qualifying address label under [705.18.5.7](#).
- e. Permit holders using USPS Returns service for packages returned at Priority Mail prices when all requirements are met under [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 USPS.



1.3 Cubic

1.3.1 Cubic Eligibility

[4-7-25] Cubic prices are generally available to commercial Priority Mail customers. Each cubic mailpiece, including soft packs and padded envelopes under 1.3.4, must measure .50 cubic foot or less, weigh 20 pounds or less, and the longest dimension may not exceed 18 inches. Rolls and tubes do not qualify for mailpiece cubic prices. Cubic prices are available to:

- a. Registered end-users of USPS-approved PC Postage products.
- b. Permit-imprint customers. The following apply:
 1. Customers are required to use the USPS Ship program, or submit an electronic postage statement with a computerized manifest under 705.2.0.
 2. Mailings must contain at least 200 pieces or 50 pounds of mail.
 3. Mailpieces are not required to be identical in weight.
- c. Permit holders using USPS Returns service for packages returned at Priority Mail prices when all requirements are met under 505.3.0.

1.3.2 Cubic Tiers

Cubic prices consist of the following five tiers:

TIER		CUBIC FOOT
0.10	measuring up to and including	.10.
0.20	measuring more than	.10 up to and including .20.
0.30	measuring more than	.20 up to and including .30.
0.40	measuring more than	.30 up to and including .40.
0.50	measuring more than	.40 up to and including .50.

1.3.3 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 at each dimension's maximum point, 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 1,728. For example: 6" x 5-3/4" x 6-1/4" = 215.6 divided by 1,728 = 0.125. (This piece exceeds 0.10 - Tier 1 threshold.) It is calculated at Tier 2 - 0.101 to 0.20.



1.3.4 Determining Cubic Tier Measurement for Soft Pack and Padded Envelopes

Cubic tier measurements for soft pack (poly, plastic, cloth, or similar soft packaging) 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 meet the measurement guidelines in 1.3.3 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 1.3.4 for corresponding price tiers.

Exhibit 1.3.4 Cubic Pricing Tiers for Soft Pack and 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

Dimensional Weight Price for Low-Density Parcels

Postage for parcels addressed for delivery to zones 1-9 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:

- 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.
- If the result exceeds 1,728 cubic inches, divide the result by 166 and round up (see 604.7.0) to the next whole number to determine the dimensional weight in pounds.
- If the dimensional weight exceeds 70 pounds, the customer pays the 70-pound price.

1.4.2 Determining Dimensional Weight for Nonrectangular Parcels

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

- 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.
- Multiply the length by the width by the height.



223.1.4.3

- 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 166 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.

1.4.3 Dimensional Weight Pricing Dimension Standard

Shipping Services file manifests or other approved electronic documentation must include the accurate dimensions (length, width, height) of all pieces that exceed 1 cubic foot. Mailers of pieces exceeding 1 cubic foot and with Shipping Services file manifests, or other approved electronic documentation, that do not meet the requirement to include the piece's accurate dimensions will be assessed the Dimension Noncompliance fee under [1.11](#).

1.5 Flat Rate Packaging

Only USPS-produced Flat Rate Envelopes or Flat Rate Boxes are eligible for the Flat Rate price, and only customers when using them are charged a flat rate, regardless of the domestic destination or actual weight (up to 70 pounds) of the mailpiece. Customers must only use USPS-produced Flat Rate containers at the applicable Flat Rate price. Restrictions apply for using USPS-produced packaging (see [601.6.1](#)).

1.5.1 Flat Rate Envelopes—Price and Eligibility

There are two types of USPS-produced Priority Mail Flat Rate Envelopes: A paperboard envelope and a padded envelope. All USPS-produced Priority Mail envelopes smaller than the EP14F/W envelopes (12.5 inches by 9.5 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. Mailers are charged a flat rate per each USPS-produced Priority Mail Flat Rate Box regardless of the domestic destination or actual weight (up to 70 pounds) of the mailpiece. 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. Large Flat Rate Box to domestic destinations.
- d. Large Flat Rate Box and "special version of this box" identified with the additional logo "Americasupportsyou.mil" to APO/FPO and DPO destinations. This box is priced less to mail than the conventional domestic Large Flat Rate Box. If the special version of the APO/FPO Flat Rate Box is used for non-APO/FPO and DPO destination addresses, domestic or international Large Flat Rate Box prices will apply.

**1.6 Hold For Pickup**

Priority Mail is eligible for Hold For Pickup service under [507.3.0](#).

1.7 Determining Single-Piece Weight

[\[4-7-25\]](#) Mailers must do the following:

- a. To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually.
- b. 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.
- c. Except for mailers using USPS Ship, express all single-piece weights in decimal pounds rounded to two decimal places. Mailers using USPS Ship may round to four decimals, and USPS Ship will automatically round to the appropriate decimal place.
- d. If using a manifest mailing system, properly complete the manifest weight field by adhering to the rules relative to the specific manifest.

1.8 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.

1.9 Unmanifested Fee

[\[7-13-25\]](#)[\[1-19-25\]](#) Customers mailing eligible Priority Mail pieces omitted from the manifest are subject to pay the unmanifested-piece fee (see [Notice 123—Price List](#)), unless subject to pay the Package Quality Noncompliance Fee for the piece as specified in [3.2](#).

1.10 Nonstandard Fees

Except for Flat Rate and Priority Mail Return service packages, a Priority Mail piece is subject to a nonstandard fee (see [Notice 123—Price List](#)) as follows:

- a. A piece measures more than 22 inches up to 30 inches long.
- b. A piece measures more than 30 inches long.
- c. A piece measures more than 2 cubic feet (3,456 cubic inches). Dimensions for *rectangular* pieces are determined by measuring the length, width, and height in inches, rounding off (see [604.7.0](#)) each measurement to the nearest whole inch and multiplying the length by the width by the height. Dimensions for *nonrectangular* pieces are calculated as above and the result multiplied by an adjustment factor of 0.785. If either calculation exceeds 3,456 cubic inches, the piece is subject to the nonstandard fee.
- d. [\[7-13-25\]](#) A piece that contains any of the nonstandard characteristics listed under [201.7.6.2](#).
- e. [\[7-13-25\]](#) A piece that is subject to both a length ([1.10a](#), [1.10b](#)) and a characteristics ([1.10d](#)) nonstandard fee is only subject to the highest fee.



223.1.11

- f. [\[7-13-25\]](#) A piece may be subject to both a length ([1.10a](#), [1.10b](#)) and a cube ([1.10c](#)) nonstandard fee, or a characteristics ([1.10d](#)) and a cube ([1.10c](#)) nonstandard fee.
- g. [\[7-13-25\]](#) Shipping Services file manifests or other approved electronic documentation must include the accurate dimensions (length, width, height) of all parcels that exceed 22 inches in length and the extra service code (ESC) for the characteristics category (see [201.7.6.2](#)).
- h. [\[7-13-25\]](#) Mailers of parcels exceeding 22 inches in length and/or require the characteristics extra service code (ESC) and have a Shipping Services file manifest or other approved electronic documentation, that do not meet the requirement to include the parcel's accurate dimensions or ESC will be assessed the Dimension Noncompliance fee under [1.11](#).

1.11 Dimension Noncompliance Fee

[\[7-13-25\]](#) Mailers of Priority Mail parcels required to include the parcel's dimensions (length, width, height) and/or characteristics ESC in the Shipping Services file manifest or other approved electronic documentation as provided under [1.4.3](#) or [1.10](#) will be charged the Dimension Noncompliance fee (see [Notice 123—Price List](#)) if the parcel's dimensions and/or ESC are omitted or inaccurate in the Shipping Services file manifest or other approved documentation. A parcel is subject to only one Dimension Noncompliance fee charge.

[\[1-19-25\]](#)

1.12 Live-Animal and Perishable Handling Fee

Customers mailing Priority Mail pieces containing live animals or perishable food (e.g. fruit, meat) are subject to pay the nonrefundable Live-Animal and Perishable Handling Fee. (See [Notice 123—Price List](#).) This fee is charged in addition to the Live-Animal Transportation Fee, when applicable, specified in the [Notice 123—Price List](#). For additional information on the Live-Animal and Perishable Handling Fee see Publication 52, *Hazardous, Restricted, and Perishable Mail*, (section 526).

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).

[\[7-13-25\]](#)

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 [233.3.0](#)).



3.0 Basic Eligibility Standards for Priority Mail

3.1 Description of Service

[7-13-25] Priority Mail is an expedited service and may contain any mailable matter weighing no more than 70 pounds. Lower weight limits apply to cubic (see 1.3); APO/FPO mail is subject to 703.2.0 and 703.4.0, and U.S. Department of State mail is subject to 703.3.0. Service objectives for delivery are 1 to 3 days. However, USPS does not guarantee the delivery time. Certain Priority Mail mailpieces, such as pieces containing hazardous material or considered nonstandard (e.g., oversized priced pieces and nonstandard fee-priced pieces), may receive deferred handling.

[1-19-25]

3.2 Barcode Standards

[1-19-25]

3.2.1 IMpb Standards

[1-19-25] Unless the mailer is authorized to use a unique IMb on Priority Mail letters and flats prepared in high-speed environments, all Priority Mail pieces (outbound and returns) must bear an Intelligent Mail package barcode prepared as specified under 204.2.0. To obtain information on how to acquire an authorization to use an IMb on Priority Mail letters and flats, mailers may contact USPS Shipping Information Systems at IMPB@usps.gov.

[1-19-25]

3.2.2 IMmb Standards

[1-19-25] In addition to the IMpb under 3.2.1, all Priority Mail pieces (outbound and returns) must bear an Intelligent Mail matrix barcode (IMmb) prepared as specified under 204.2.0.

[1-19-25]

3.2.3 Package Quality Noncompliance Fee

[7-13-25][1-19-25] Unless otherwise excepted, mailers of mailpieces not meeting the requirements for using a unique IMpb and IMmb, as outlined in 204.2.1.6 and Publication 199, Intelligent Mail Package Barcode (IMpb) Implementation Guide for Confirmation Services and Electronic Payment Systems, will be assessed the Package Quality Noncompliance Fee. (See Notice 123—Price List.) For details see PostalPro at <https://postalpro.usps.com>.

3.3 Inspection of Contents

Priority Mail matter is sealed against postal inspection.



Commercial Mail: Priority Mail Prices and Eligibility

223.3.3



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 Commercial Pricing

Priority Mail commercial postage may be paid with:

- a. USPS 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.
- e. USPS Returns service used by permit holders for Priority Mail packages when all requirements are met under [505.3.0](#).

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 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 (see [705.2.1.3](#)).

2.3 Postage Statement

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



224

Commercial Mail: Priority Mail Postage Payment and Documentation

224.2.3

225 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Markings](#)
- [3.0 Preparation of Permit Imprint Mailings](#)
- [4.0 Preparing a Cubic Mailing](#)

1.0 General Information for Mail Preparation

1.1 Priority Mail Packaging Provided by the USPS

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

1.2 Sealing Flat Rate Packaging

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.

1.3 Required Use of Return Address

The sender's domestic return address must appear legibly on Priority Mail pieces (see [602.1.5](#)).

2.0 Markings

The marking "Priority Mail" must be placed prominently on the address side of each piece of Priority Mail. See [202.3.3](#) for price and other markings.

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 the director, Business Acceptance Solutions (see [608.8.0](#) for address).



225.3.2

4.0 Preparing a Cubic Mailing

Cubic mailpieces for multiple price tiers may be combined 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 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 ([507.7.0](#)) is available for a fee only from designated ZIP Codes and can be requested online at www.usps.com.

230 Commercial Mail First-Class Mail

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233 Prices and Eligibility

Overview

- [1.0 Prices and Fees](#)
- [2.0 Content Standards for First-Class Mail](#)
- [3.0 Basic Eligibility Standards for First-Class Mail](#)
- [4.0 Additional Eligibility Standards for Nonautomation First-Class Mail](#)
- [5.0 Additional Eligibility Standards for Automation First-Class Mail](#)
- [6.0 Eligibility Standards for Card Price First-Class Mail](#)
- [7.0 Eligibility Standards for USPS Connect Local Mail](#)

1.0 Prices and Fees

1.1 Price Application

[4-7-25] Except for USPS Connect Local Mail under [1.2.3](#), postage is based on the price that applies to the weight of each addressed piece.

1.2 Price Computation for First-Class Mail Letters and Flats

1.2.1 Cards and Letters

Commercial First-Class Mail Presorted cards and letters are charged as follows:

a. *Cards:*

1. Automation: One price per presort level up to the maximum 3.5 ounces.
2. Machinable (Presorted): One price up to the maximum 3.5 ounces.

b. *Letters:*

1. Automation: One price per presort level up to the maximum 3.5 ounces.
2. Nonautomation Machinable: One price per presort level up to the maximum 3.5 ounces.
3. Nonautomation Nonmachinable: One price per presort level up to the maximum 3.5 ounces.

c. *Residual Single-Piece Letters:* One price up to the maximum 3.5 ounces.

d. *Single-Piece Letters:* Per ounce up to the maximum of 3.5 ounces. Any fraction of an ounce is considered a whole ounce.

1.2.2 Flats

[4-7-25] Except for USPS Connect Local Mail under [1.2.3](#), First-Class Mail flats prices are charged per ounce up to the maximum of 13 ounces. 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.

[4-7-25]



233.1.2.3

1.2.3 USPS Connect Local Mail

[4-7-25] USPS Connect Local Mail price is not based on weight. Customers mailing USPS Connect Local Mail are charged a flat price, regardless of the mailpiece's weight (up to 13 ounces).

[4-7-25]

1.3 First-Class Mail Prices

[4-7-25] For prices of all First-Class Mail price categories under 1.2, see [Notice 123—Price List](#).

[4-7-25]

1.4 Nonautomation Nonmachinable Price

For the letter-size nonautomation nonmachinable prices see [Notice 123—Price List](#).

1.5 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 does not apply to qualified full-service mailings (under [705.23.3.1a](#)). 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.

1.6 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

2.1 General

[4-7-25] Except for restricted material as described in [601.8.0](#) or USPS Connect Local Mail under [7.0](#), 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, 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.

2.3 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.

2.4 Handwritten and Typewritten Material

Mail containing handwritten or typewritten material must be mailed as First-Class Mail, Priority 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, Priority 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 [601.8.0](#).

2.7 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. 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 [201.4.3](#). 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 under these conditions:

- a. The mailing is presented at a BMEU or other acceptance facility as a:
 1. presort mailing at nonautomation machinable or automation First-Class Mail letter prices; or



233.3.1

2. single-piece mailing using a permit imprint or as a presort mailing at presort or automation First-Class Mail flats prices.
- b. The outbound 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 Eligibility Standards for First-Class Mail

3.1 Description of Service

3.1.1 Service Description

[\[4-7-25\]](#) First-Class Mail receives expeditious handling and transportation. The USPS does not guarantee the delivery of First-Class Mail within a specified time. USPS Connect Local Mail is a price category of First-Class Mail with an expected same-day or next-day delivery service.

3.1.2 Minimum Quantities

First-Class Mail offers shape-based commercial prices for presorted mailings of 500 or more pieces.

3.2 Defining Characteristics

3.2.1 Mailpiece Weight

First-Class Mail must weight 3.5 ounces or less for letters or 13 ounces or less for flats.

3.2.2 Inspection of Contents

First-Class Mail is sealed against postal inspection.

3.2.3 Forwarding Service and Return Service

The price of First-Class Mail includes forwarding service to a new address for up to 12 months and return service if the mailpiece is undeliverable.

3.2.4 Extra Services

Extra services are available for First-Class Mail as provided 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](#), and [1.0](#).

- d. Be part of a single mailing of at least 500 pieces of Presorted First-Class Mail.
- e. Meet the applicable physical standards in [201](#).
- 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 [3.4](#).
 - 2. The ZIP Code accuracy standard in [3.5](#).
 - 3. If an alternative addressing format is used, the additional standards in [602.3.0](#).

3.4 Move Update Standard

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. See [602.5.0](#) for Move Update standards.

3.5 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](#).

[7-13-25]

4.0 Additional Eligibility Standards for Nonautomation First-Class Mail

4.1 Basic Standards for Nonautomation Machinable First-Class Mail

All pieces in a First-Class Mail nonautomation machinable 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 nonautomation machinable price First-Class Mail.
- c. Meet the physical standards in [201.3.0](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code.
- e. Be marked, sorted, and documented as specified in [235.5.0](#).

4.2 Maximum Weight for Nonautomation Machinable Letters

Maximum weight for First-Class Mail nonautomation machinable letters is 3.5 ounces (0.2188 pound). See [201.3.6](#) for pieces heavier than 3 ounces.

4.3 Price Application – Nonautomation Machinable – Letters

Nonautomation machinable letters are subject to AADC and mixed AADC prices only (including round-trip mailings with one optical disc).

**4.3.1 AADC Price**

The AADC price applies to qualifying letter-size machinable pieces (see [201.1.0](#)) placed in origin/entry AADC trays (regardless of quantity), 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.

[7-13-25]

4.3.2 AADC First Class Mail Letter-Shaped Pieces SCF-Pallet Discount Eligibility

The SCF-pallet discount applies to AADC-eligible First Class Mail letter-shaped pieces that are palletized under [705.8.10.1b.](#) to [705.8.10.1d.](#)

Note: The SCF pallet discount also applies to pieces that are palletized according to a Customer/Supplier Agreement (CSA) with the following processing codes:

- Local
- Surface
- Air

*Containers with processing codes for Mixed Air, Mixed Surface, Working, and Single-Piece do not qualify for the SCF pallet discount.

4.3.3 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 [235.5.2.2](#)).

4.4 Maximum Weight for Nonautomation Nonmachinable Letters

Maximum weight for First-Class Mail nonautomation nonmachinable letters is 3.5 ounces (0.2188 pound). See [201.3.6](#) for pieces heavier than 3 ounces.

4.5 Nonautomation Nonmachinable Price Application – Letters

Nonautomation nonmachinable prices in [1.4](#) apply only to First-Class Mail letter-size pieces (including card-size pieces) that meet the criteria in [201.2.1](#) for nonmachinable letters. Nonautomation nonmachinable letters are subject to 5-digit, 3-digit and mixed ADC prices.

4.5.1 5-Digit Price

The 5-digit price applies to letter-size mail in quantities of 150 or more pieces for a 5-digit ZIP Code prepared in 5-digit trays (overflow pieces in 3-digit or mixed ADC trays and 10 or more pieces, bundled in 3-digit origin/entry trays).

[7-13-25]

4.5.2 5-Digit First Class Mail Letter-Shaped Pieces SCF-Pallet Discount Eligibility

The SCF-pallet discount applies to 5-digit-eligible First-Class Mail letter-shaped pieces that are palletized under [705.8.10.1a.](#) to [705.8.10.1c.](#) and [705.8.10.1e.](#)

Note: The SCF pallet discount also applies to pieces that are palletized according to a Customer/Supplier Agreement (CSA) with the following processing codes:

- Local
- Surface
- Air

*Containers with processing codes for Mixed Air, Mixed Surface, Working, and Single-Piece do not qualify for the SCF pallet discount.

4.5.3 3-Digit Price

The 3-digit price applies to letter-size mail in quantities of 150 or more pieces for a 3-digit ZIP Code prepared in 3-digit trays (overflow pieces in MADC trays and 10 or more pieces bundled in 3-digit origin/entry trays).

[7-13-25]

4.5.4 3-Digit First Class Mail Letter-Shaped Pieces SCF-Pallet Discount Eligibility

The SCF pallet discount applies to 3-digit-eligible First-Class Mail letter-shaped pieces that are palletized under [705.8.10.1b.](#), [705.8.10.1c.](#) or [705.8.10.1e.](#)

Note: The SCF pallet discount also applies to pieces that are palletized according to a Customer/Supplier Agreement (CSA) with the following processing codes:

- Local
- Surface
- Air

*Containers with processing codes for Mixed Air, Mixed Surface, Working, and Single-Piece do not qualify for the SCF pallet discount.

4.5.5 Mixed ADC Price

The mixed ADC price applies to letter-size pieces that are subject to nonmachinable prices and prepared in mixed ADC trays.

[7-13-25]

4.6 Price Application - Nonautomation Cards and Flats - Presorted

Nonautomation cards and flats are subject to presorted and single-piece prices only.

4.6.1 Presorted First-Class Mail Cards and Flat-Shaped Pieces SCF Pallet Discount Eligibility

The SCF pallet discount applies to presorted eligible First-Class Mail cards and flat-shaped pieces that are palletized under [705.8.10.1a.](#) to [705.8.10.1c.](#) and [705.8.10.1e.](#) (for flats) and [705.8.10.1d.](#) (for cards).

Note: The SCF pallet discount also applies to pieces that are palletized according to a Customer/Supplier Agreement (CSA) with the following processing codes:

- Local
- Surface
- Air

*Containers with processing codes for Mixed Air, Mixed Surface, Working, and Single-Piece do not qualify for the SCF pallet discount.



5.0 Additional Eligibility Standards for Automation First-Class Mail

5.1 Basic Standards for Automation First-Class Mail

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](#) or [201.6.0](#).
- 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 [5.6](#), and [602.9.0](#). If an alternative addressing format is used, the additional standards in [602.3.0](#).
- e. Bear an accurate unique Intelligent Mail barcode encoded with the correct delivery point routing code, matching the delivery address and meeting the standards in [202.5.0](#) and [204.1.0](#).
- f. [\[7-13-25\]](#) Be marked, sorted, and documented as specified in [235.6.0](#), for letters and cards, or [235.8.0](#) for flats.

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

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 [705.23.0](#).

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](#), 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 AADC trays in lieu of 5-digit/scheme overflow trays under [235.6.5](#) are eligible for the 5-digit prices.
- b. Groups of 150 or more pieces in AADC trays qualify for the AADC price.
- c. Groups of fewer than 150 pieces in AADC origin and pieces placed in mixed AADC trays in lieu of AADC overflow trays under [235.6.5](#) 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](#).

[\[7-13-25\]](#)

5.4.1 5-Digit First Class Mail Cards and Letter-Shaped Pieces SCF-Pallet Discount Eligibility

The SCF-pallet discount applies to 5-digit-eligible First-Class Mail cards and letter-shaped pieces that are palletized under [705.8.10.1a.](#) to [705.8.10.1d.](#)

Note: The SCF pallet discount also applies to pieces that are palletized according to a Customer/Supplier Agreement (CSA) with the following processing codes:

- Local
- Surface
- Air

*Containers with processing codes for Mixed Air, Mixed Surface, Working, and Single-Piece do not qualify for the SCF pallet discount.

5.4.2 AADC First Class Mail Cards and Letter-Shaped Pieces SCF-Pallet Discount Eligibility

The SCF-pallet discount applies to AADC-eligible First Class Mail cards and letter-shaped pieces that are palletized under [705.8.10.1b.](#) to [705.8.10.1d.](#)

Note: The SCF pallet discount also applies to pieces that are palletized according to a Customer/Supplier Agreement (CSA) with the following processing codes:

- Local
- Surface
- Air

*Containers with processing codes for Mixed Air, Mixed Surface, Working, and Single-Piece do not qualify for the SCF pallet discount.

[7-13-25]

5.5 Price Application—Flats

Automation prices apply to each piece that is sorted under [235.](#), into the corresponding qualifying groups:

- a. [7-13-25] Groups of 50 or more pieces and all pieces in a full 5-digit/scheme tray 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. [7-13-25] Groups of 50 or more pieces and all pieces in a full 3-digit/scheme tray qualify for the 3-digit price. Preparation to qualify for the 3-digit price is optional and need not be done for all 3-digit destinations.
- c. [7-13-25] Groups of fewer than 50 pieces in origin 3-digit trays and all pieces in ADC trays qualify for the ADC price. Preparation to qualify for the ADC price is optional and need not be done for all ADC destinations.
- d. All pieces in mixed ADC trays qualify for the mixed ADC price.

[7-13-25]

5.5.1 5-Digit First-Class Mail Flat-Shaped Pieces SCF-Pallet Discount Eligibility

The SCF-pallet discount applies to 5-digit-eligible First-Class Mail flat-shaped pieces that are palletized under [705.8.10.1a.](#) to [705.8.10.1c.](#) and [705.8.10.1e.](#)

Note: The SCF pallet discount also applies to pieces that are palletized according to a Customer/Supplier Agreement (CSA) with the following processing codes:

- Local
- Surface
- Air

*Containers with processing codes for Mixed Air, Mixed Surface, Working, and Single-Piece do not qualify for the SCF pallet discount.

5.5.2 3-Digit First-Class Mail Flat-Shaped Pieces SCF-Pallet Discount Eligibility

The SCF-pallet discount applies to 3-digit-eligible First Class Mail flat-shaped pieces that are palletized under [705.8.10.1b.](#), [705.8.10.1c.](#) and [705.8.10.1e.](#)

Note: The SCF pallet discount also applies to pieces that are palletized according to a Customer/Supplier Agreement (CSA) with the following processing codes:

- Local
- Surface
- Air

*Containers with processing codes for Mixed Air, Mixed Surface, Working, and Single-Piece do not qualify for the SCF pallet discount.

5.5.3 ADC First-Class Mail Flat-Shaped Pieces SCF-Pallet Discount Eligibility

The SCF-pallet discount applies to ADC-eligible First-Class Mail flat-shaped pieces that are palletized under [705.8.10.1b.](#), [705.8.10.1c.](#), and [705.8.10.1e.](#)

Note: The SCF pallet discount also applies to pieces that are palletized according to a Customer/Supplier Agreement (CSA) with the following processing codes:

- Local
- Surface
- Air

*Containers with processing codes for Mixed Air, Mixed Surface, Working, and Single-Piece do not qualify for the SCF pallet discount.

5.6 Address Standards for Barcoded Pieces

5.6.1 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.

5.6.2 Numeric ZIP+4

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.

5.6.3 Numeric Delivery Point Barcode (DPBC)

The numeric equivalent to the delivery point routing code is formed by adding two digits directly after the ZIP+4 code.

5.6.4 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.

5.6.5 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 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 must be used. If the firm name is not one assigned a unique ZIP+4 in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 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 assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 for the building must be used.

5.6.6 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 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 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.

5.6.7 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 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 but is not available, the alternative ZIP+4 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.

5.6.8 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.

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 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.

[4-7-25]

7.0 Eligibility Standards for USPS Connect Local Mail

[4-7-25] USPS Connect Local Mail mailings are subject to the following criteria:

- a. They have no minimum-volume requirement.
- b. Each USPS Connect Local Mail mailpiece must not exceed 13 ounces.
- c. Pieces must not exceed flat-size dimensions under [201.4.1](#).
- d. The USPS Connect Local Mail price category is designed to be used for documents and paper-based contents only.
- e. The Postal Service offers two types of USPS-produced USPS Connect Local Mail envelopes, or customers may use their own envelope.
- f. Postage must be paid under [234.1.2](#).
- g. Pieces are subject to specific marking requirements under [202.3.5.1](#).
- h. Mailings must be addressed and entered at the designated entry unit by the critical entry time for same-day or next-day delivery.
- i. USPS Tracking is included with USPS Connect Local Mail.



234 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Affixing Postage to Presorted and Automation Letters and Flats](#)
- [3.0 Mailing Documentation](#)

1.0 Basic Standards for Postage Payment

[4-7-25]

1.1 General

First-Class Mail presorted and automation postage must be paid with precanceled stamps, metered postage, or permit imprints. All pieces in a mailing must be paid with the same method unless otherwise permitted by standard or Business Acceptance Solutions authorization. Permit imprints may be used for mailings of nonidentical-weight pieces only if authorized by the director, Business Acceptance Solutions (see [608.8.0](#) for address).

[4-7-25]

1.2 USPS Connect Local Mail

[4-7-25] USPS Connect Local Mail mailings must be paid with USPS Click-N-Ship or USPS API, which will produce the shipping label with a trackable Intelligent Mail Package Barcode (IMpb).

2.0 Affixing Postage to Presorted and Automation Letters and Flats

2.1 Affixing Postage for Presorted and Automation First-Class Mail

Except as permitted under [2.2](#) or authorized by the director, Business Acceptance Solutions, each piece must bear the numerical value of postage under one of these conditions:

- a. Each letter-size or flat-size piece bearing metered postage must bear the correct numerical value of postage for which the piece qualifies.
- b. Each letter-size or flat-size piece may 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. Any additional postage must be paid at the time of mailing with an advance-deposit account.

2.2 Affixing Postage at Less than Full Price to All Pieces

A mailer may affix postage at a price other than the full postage price as provided in [2.2.1](#) and [2.2.2](#).

2.2.1 Lowest Price

A mailer may affix postage evidencing postage at the lowest price as follows:

- a. *Letter-size or flat-size pieces:* A mailer may affix postage at the lowest eligible presort level and weight increment price in the mailing.



234.2.2.2

- b. *Additional postage:* 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. The total additional postage must be paid by advance-deposit account.
- c. *Documentation:* The computation must be documented to meet the basic standards in [3.0](#).

2.2.2 Mixed Price Alternative

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](#).

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 by advance-deposit account.

3.0 Mailing Documentation

See [203.1.0](#) and [203.2.0](#) for postage statement and documentation standards.

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 Machinable Letters
- 6.0 Preparing Automation Letters
- 7.0 Preparation of Nonautomation Flats
- 8.0 Preparation of Automation Flats
- 9.0 Preparing USPS Connect Local Mail

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. [7-13-25] The types of First-Class Mail listed below must not be part of the same mailing despite being in the same processing category:
 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.
 5. [4-7-25] USPS Connect Local Mail and any other type of mail.



1.3 Terms for Presort Levels

1.3.1 Letters and Cards

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 one scheme, as shown in labeling list [L012](#).
- 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.
[\[4-7-25\]](#)
- e. *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)/local processing center (LPC) in whose service area the mail is verified or entered. Subject to standard, a separation is required for each such 3-digit area regardless of the mail volume.
- f. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF)/local processing center (LPC) (see [L002](#), Column C, or [L005](#)) in whose service area the mail is verified or entered. Subject to standard, this separation is required regardless of the mail volume.
- g. [\[4-7-25\]](#) *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 [L005](#).)
- h. *Origin/optional entry AADC*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the AADC in whose service area the mail is verified/entered.
- 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.

1.3.2 Flats

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. **[7-13-25]** *5-digit scheme (for automation flats)*: The ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as one scheme, as shown in labeling list [L012](#).
- c. *3-digit*: The ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- d. **[7-13-25]** *3-digit scheme for automation flats*: The Zip Code in the delivery address on all pieces is one of the 3-digit ZIP Code areas processed by the USPS as one scheme, as shown in labeling list [L008](#).
- e. *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)/local processing center (LPC) in whose service area the mail is verified or entered. Subject to standard, a separation is required for each such 3-digit area regardless of the mail volume.
- f. *ADC*: All pieces are addressed for delivery in the service area of the same area distribution center (ADC)/regional processing and distribution center (RPDC) (see [L004](#)).
- g. **[4-7-25]** *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 letter tray* is one in which faced, upright pieces fill the length of the tray between 85% and 100% full.
- c. 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.
- d. 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.



- e. **[7-13-25]** A 5-digit scheme sort for automation letters and flats yields 5-digit scheme trays for those 5-digit ZIP Codes identified in labeling list **L012** and 5-digit trays for other areas. Overflow trays may be prepared only if permitted by the standards for the price claimed.
- f. A *5-digit scheme sort for automation letters* yields 5-digit scheme trays for those 5-digit ZIP Codes identified in labeling list **L012** and 5-digit trays for other areas. The 5-digit ZIP Codes in each scheme are treated as one presort destination subject to a 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 considered 5-digit scheme sorted. When standards require 5-digit/scheme sorting, mailers must prepare all possible 5-digit scheme trays, then prepare all possible 5-digit trays.
[4-7-25]
- g. **[4-7-25]** An *origin 3-digit tray* contains all mail (regardless of quantity) for a 3-digit ZIP Code area processed by the SCF/LPC in whose service area the mail is verified. If more than one 3-digit area is served, as shown in **L005**, a separate tray must be prepared for each. The following also apply:
 - 1. A tray may be prepared for each 3-digit area served by the SCF/LPC/plant where mail is entered (if that differs from the SCF/LPC/plant serving the Post Office where the mail is verified).
 - 2. In all cases, only one less-than-full tray may be prepared for each 3-digit area.
- h. An *origin AADC tray* contains all mail (regardless of quantity) for an AADC ZIP Code area processed by the AADC or SCF/LPC in whose service area the mail is verified or entered. Only one less-than-full tray may be prepared for each AADC area.
- i. 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.
- j. 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.

- k. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail-processing facility that serves the Post Office where the mailer entered the mail. 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/LPC* includes both single-3-digit and multi-3-digit SCFs.
- l. 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.
- m. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [2.0](#).
- n. 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.

[7-13-25]

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

A *bundle* is a group of addressed pieces, for a presort destination, secured together as a unit. See [203.4.0](#) for bundling standards.

3.0 Letter Trays

See [203.5.0](#) for tray preparation standards.

4.0 Tray Labels

Tray labels are subject to the standards in [203.5.0](#).

5.0 Preparing Nonautomation Machinable Letters

5.1 Basic Standards

5.1.1 All Mailpieces

Each Presorted First-Class Mail mailing must meet the applicable standards in [233](#) and in [235](#); All pieces must be in the same processing category, subject to [5.2](#), and must be sorted together and prepared under [5.2](#), or [5.3](#). Letter-size pieces (including card-size pieces) must be prepared in letter trays.

5.1.2 Single-Piece Price Pieces Presented With Presort Mailings

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:



235.5.1.3

- 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 [204.3.0](#) 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 204.3.2.4](#)).
 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](#).
- 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](#), all pieces must be marked “Presorted” (or “PRSRT”) and “First-Class Mail.”

5.2 Machinable Preparation

5.2.1 Machinable Bundling

Machinable pieces are not bundled, except for (see [2.0](#)):

- a. Card-size pieces less than 7 inches long.
- b. All pieces in a less-than-full origin 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. AADC origin trays required, with pieces grouped by 3-digit ZIP Code prefix; no minimum piece requirement; one less-than-full tray permitted; labeling:
 - 1. [\[4-7-25\]](#) Line 1: [L005](#).
 - 2. Line 2: "FCM LTR AADC MACH."
- b. AADC (required); full trays (no overflow), with pieces grouped by 3-digit ZIP Code prefix; labeling:
 - 1. [\[4-7-25\]](#) Line 1: [L005](#).
 - 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 [203.4.4](#), 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. 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 [203.5.11](#), 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. Mixed ADC (required); no minimum; labeling:



235.6.1

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 [4.0](#) and [204.3.0](#).

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](#), 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](#).
- b. First-Class Mail. A single automation price First-Class Mail mailing may include pieces prepared at 5-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](#), 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](#), and [202.4.0](#). Pieces claimed at an automation price must bear the appropriate class marking and, except as provided in [202.3.0](#), and [202.4.0](#), “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. However, bundling is required in any mailing consisting entirely of card-size pieces less than 7 inches long, and for pieces in overflow and less-than-full trays. Grouping is required under [6.5](#).



6.5 Tray Preparation

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 AADC 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 [203.3.2](#)). 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 AADC ZIP Codes. This option does not apply to origin/entry 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 [1.4f](#).
 1. For 5-digit scheme trays, use destination shown in labeling list [L012](#).
 2. For 5-digit trays, use city, state, and 5-digit ZIP Code destination on pieces (see [203.5.11](#) for overseas military mail).
- b. [\[4-7-25\]](#) AADC: optional, but required for AADC price (150-piece minimum except no minimum for origin entry AADC); overflow allowed; group pieces by 3-digit ZIP Code. For Line 1, use [L005](#), Column B.
- c. 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).

6.6 Tray Line 2

Line 2: “FCM LTR” and:

- a. 5-digit scheme: “BC 5D SCHEME.”
- b. 5-digit: “5D BC.”
- c. AADC: “AADC BC.”
- d. Mixed AADC: “BC WKG.”

6.7 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.



7.0 Preparation of Nonautomation Flats

7.1 Basic Standards

Each Presorted First-Class Mail mailing must be prepared under [7.0](#) and [233.3.0](#). 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.”

7.2 Single-Piece Price Pieces Presented With Presort Mailings

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](#), 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 [204.3.0](#) 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 204.3.2.4](#)).
- c. Line 3: Office of mailing or mailer information.

7.3 Nonautomation Pieces

[\[7-13-25\]](#) Nonautomation flats must use the preparation sequence and tray labeling in . Bundling is not permitted.

[\[7-13-25\]](#)

7.4 Traying and Labeling

Preparation sequence, tray size, and labeling:

- a. [\[7-13-25\]](#) 5-digit (optional); full tray or 50 piece minimum; (no overflow); labeling:
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [203.5.11](#) for overseas military mail).
 2. Line 2: “FCM FLTS 5D NON BC.”
- b. [\[7-13-25\]](#) 3-digit (optional); full tray or 50 piece minimum; (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. [\[7-13-25\]](#) ADC (optional); full tray or 50 piece minimum (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."

[7-13-25]

8.0 Preparation of Automation Flats

8.1 Basic Standards

Automation First-Class Mail must be prepared under [8.0](#) and meet the eligibility standards for the price claimed; trays must bear the appropriate barcoded container labels under [204.3.0](#). Flat-size pieces must be prepared in flat trays.

8.2 Mailings

8.2.1 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](#).

8.2.2 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](#), 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.

8.3 Marking

All automation pieces must be marked under [202](#). 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.

8.4 General Preparation

[7-13-25] Automation flats must use the preparation sequence and tray labeling in [8.5](#). Bundling is not permitted.

[7-13-25]



8.5 Traying and Labeling

[7-13-25] Tray size, preparation sequence, and Line 1 labeling:

- a. [7-13-25] *5-digit/scheme*: optional, but required for 5-digit price (full tray or 50-piece minimum); one less-than-full or overflow tray allowed; see for scheme; labeling:
 1. [7-13-25] Line 1: city, state, and 5-digit ZIP Code on mail (see 204.3.0, for overseas military mail).
 2. [7-13-25] Line 2: "FCM FLTS 5D BC" or "FCM FLTS BC 5D SCHEME"
- b. [7-13-25] *3-digit/scheme*: optional, but required for 3-digit price (full tray or 50-piece minimum); one less-than-full or overflow tray allowed; labeling:
 1. Line 1: L002, Column A.
 2. Line 2: "FCM FLTS 3D BC."
- c. [7-13-25] *Origin 3-digit*: required for each 3-digit ZIP Code served by the SCF/LPC of the origin (verification) office; no minimum; labeling:
 1. Line 1: L002, Column A.
 2. Line 2: "FCM FLTS 3D BC."
- d. [7-13-25] *ADC*: optional, but required for ADC price (full tray or 50-piece minimum); one less-than-full or overflow tray allowed; group pieces by 3-digit ZIP Code prefix; labeling:
 1. Line 1: L004, Column B.
 2. Line 2: "FCM FLTS ADC BC."

[7-13-25] Exception: Pieces are not required to be grouped by 3-digit ZIP Code prefix in ADC trays if the mailing is prepared using an MLOCR/barcode sorter, and standardized documentation is submitted.

- e. [7-13-25] *Mixed ADC* (required); no minimum for price eligibility. Group pieces by ADC. 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." .

[7-13-25] Mailers using a MLOCR/barcode sorter and submitting standardized documentation need not group pieces by ADC.

[7-13-25]

8.6 5-Digit Scheme Tray Preparation

[7-13-25] Pieces meeting the automation-compatibility criteria in 201.4.0, 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.

[7-13-25][4-7-25]

9.0 Preparing USPS Connect Local Mail

[4-7-25]

9.1 Sorting USPS Connect Local Mail

[4-7-25] USPS Connect Local Mail pieces have no sorting requirements.

[4-7-25]

9.2 USPS-Provided USPS Connect Local Mail Flat-Rate Packaging

[4-7-25] USPS Connect Local Mail envelopes that USPS provides must be used only for USPS Connect Local Mail-priced pieces.

[4-7-25]

9.3 Sealing USPS Connect Local Mail Flat-Rate Packaging

[4-7-25] The container flap must close within the normal folds of a sealed USPS Connect Local Flat-Mail-Rate envelope. Tape may be applied to the flaps and seams to reinforce the container, provided that the container's design is not enlarged by opening the sides, and the container is not reconstructed in any way.



Commercial Mail: First-Class Mail Preparation

235.9.3

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, but does not guarantee delivery within a specified time. Local postmasters can provide more information.

1.2 Time and Location of Deposit

[4-7-25]

1.2.1 General

[4-7-25] First-Class Mail paid at Presorted or any automation prices must be deposited at locations and times that the postmaster designates. 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](#).

[4-7-25]

1.2.2 USPS Connect Local

[4-7-25] USPS Connect Local Mail pieces must be mailed at the designated entry unit.

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



236.2.2

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 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 under [604.9.0](#), 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.

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243 Prices and Eligibility

244 Postage Payment and Documentation

245 Mail Preparation

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243 Prices and Eligibility

Overview

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- [2.0 Content Standards for USPS Marketing Mail](#)
- [3.0 Basic Eligibility Standards for USPS Marketing Mail](#)
- [4.0 Price Eligibility for USPS Marketing Mail](#)
- [5.0 Additional Eligibility Standards for Nonautomation USPS Marketing Mail Letters, Flats, and Presorted USPS Marketing Mail Parcels](#)
- [6.0 Additional Eligibility Standards for Enhanced Carrier Route USPS Marketing Mail Letters and Flats](#)
- [7.0 Eligibility Standards for Automation USPS Marketing Mail](#)
- [8.0 Customized MarketMail](#)

1.0 Prices and Fees

1.1 Price Application

Postage is based on the price that applies to the weight (postage) increment of each addressed piece.

1.2 USPS Marketing Mail Prices

USPS Marketing Mail prices are applied as follows:

- a. [\[7-13-25\]](#) The appropriate minimum per piece price applies to USPS Marketing Mail automation or machinable letter-sized mailpiece that weighs 3.5 ounces (0.2188 pound) or less, Nonautomation nonmachinable letters that weigh 4.0 ounces (0.25 pounds) or less, flat-sized mailpieces that weigh 4.0 ounces (0.25 pound) or less and presorted Marketing Parcels and nonstandard parcels that weigh 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 USPS Marketing Mail piece that weighs more than the following:
 1. Nonmachinable letters and flats that weigh more than 4.0 ounces;
 2. Presorted Marketing parcels;
 3. Nonprofit machinable and Nonprofit nonstandard parcels that weigh more than 3.3 ounces; and
 4. Machinable parcels that weigh 3.5 ounces or more.
- c. A regular or nonprofit per piece price applies to Customized MarketMail.
- d. Items qualifying as a catalog under [601.10.0](#) are eligible for an incentive discount when appropriately identified on the postage statement and/or the eDoc.

1.3 Regular and Nonprofit USPS Marketing Mail and Customized MarketMail Prices

For prices, see [Notice 123—Price List](#).



1.4 Fees

1.4.1 Presort Mailing Fee

[4-7-25] An annual mailing fee must be paid each 12-month period at each Post Office of mailing. Payment of this fee does not apply to mailers who present qualified full-service mailings (under [705.23.3.1a.](#)). For mail manifested using the USPS Ship System under [705.2.6](#), 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 information on clients' mail into the system, 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 (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.” The weighted fee equals single-piece First-Class Mail, USPS Ground Advantage – Retail, or Priority Mail price multiplied by 2.472.

1.5 Computing Postage for USPS Marketing 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

To determine per-piece and per-pound charges:

- a. *Per-Piece Charge.* 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](#). Otherwise, the per-piece charge must be added to the per-pound charge to determine total postage.
- b. *Per-Pound Charge.* 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.
- c. *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 for Piece/Pound Price Mailpieces

To compute postage to be affixed to each piece/pound-price piece:

- a. Multiply the weight of the piece (in pounds) by the applicable price per pound;
- b. Add the applicable per-piece charge and any surcharge; and
- c. Round up the sum to the next 10th of a cent. See [244.2.0](#) for affixing 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 USPS Marketing Mail

2.1 General

USPS Marketing Mail consists of mailable matter that:

- a. Is neither mailed nor required to be mailed as First-Class Mail;
- b. Is not authorized to be mailed as Periodicals (unless permitted or required by standard); and
- c. Weighs less than 16 ounces.

Note: Mailpieces prepared as catalogs must meet the standards in [601.10.0](#).

2.2 Personal Information

Personal information (see [233.2.3](#)) may not be included in a USPS Marketing 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.



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- 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 USPS Marketing 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 USPS Marketing 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 USPS Marketing 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 USPS Marketing 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 [8.0](#). 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 USPS Marketing 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 USPS Marketing Mail pieces (except matter mailed as Customized MarketMail under [8.0](#)). 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 USPS Marketing Mail piece (except matter mailed as Customized MarketMail under [8.0](#)), 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 USPS Marketing Mail postage for the USPS Marketing 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 USPS Marketing Mail Matter

USPS Marketing Mail letters and flats may bear one repositionable note per mailpiece under [202.7.0](#). A USPS Marketing Mail letter or flat may bear a label, a sticker, or a release card eligible as USPS Marketing Mail matter, when affixed under [2.5.5](#), [2.5.6](#) and [2.5.7](#). USPS Marketing Mail letters, flats, and parcels also may bear other attachments eligible as USPS Marketing Mail matter if these additional conditions are met:

- a. The piece bearing the attachment is claimed as Customized MarketMail (CMM) under [243.8.1](#) or as Enhanced Carrier Route, except as allowed for labels, stickers and release cards under [2.5.6](#) and [2.5.7](#). 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 [245.12.0](#). Enhanced Carrier Route host pieces are larger than 6 by 11 inches.
- 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.



243.2.5.6

- g. Letters and 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 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 USPS Marketing Mail matter must meet the standards in [201.3.13](#).

2.5.7 Flat-Size Pieces with Labels, Stickers or Release Cards

Flats with an attached label, sticker, or release card eligible as USPS Marketing Mail matter must meet the standards in [201.4.8](#).

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 USPS Marketing Mail printed on the wrapper, envelope, tag, or label.

3.0 Basic Eligibility Standards for USPS Marketing Mail

3.1 Description of Service

3.1.1 Service Description

USPS Marketing Mail (formerly Standard Mail) may receive deferred handling. The USPS does not guarantee the delivery of USPS Marketing Mail within a specified time.



3.1.2 Minimum Quantity

USPS Marketing 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 USPS Marketing Mail pieces must weigh less than 16 ounces. Flat-size pieces that do not meet the standards in [201.4.3](#) through [201.4.4](#) must be prepared as parcels and the mailer must pay the applicable parcel prices. The following weight limits also apply to pieces mailed at USPS Marketing Mail letter prices:

- a. Pieces mailed at automation or machinable letter prices may weigh up to 3.5 ounces. Automation or machinable letter-size pieces weighing more than 3.5 ounces are mailable at the nonautomation, nonmachinable letter prices.
- b. [\[7-13-25\]](#) Pieces mailed at automation carrier route (saturation, high density, and high density plus) letter prices may weigh up to 3.5 ounces. Automation carrier route letters weighing more than 3.5 ounces are mailable at the applicable nonautomation carrier route letter prices.

[\[11-3-25\]](#)

3.2.2 USPS Marketing Mail, Marketing Parcels

[\[4-7-25\]](#) All USPS Marketing Mail Marketing Parcels (regular and nonprofit) must bear an alternate addressing format under [602.3.0](#), and cannot be used for "fulfillment purposes" (i.e. the sending of items specifically purchased or requested by the customer of a mailer). The alternate address format must be on the same line as the addressee's name or on the address line directly above or below the addressee's name. USPS Tracking is the only extra service available for USPS Marketing Mail Marketing Parcels.

3.2.3 Nonprofit USPS Marketing Mail Machinable and Nonstandard Parcels

[\[4-7-25\]](#) Nonprofit USPS Marketing Mail parcels that do not qualify as Marketing Parcels under [3.2.2](#) may be prepared and mailed as Nonprofit Machinable or Nonstandard priced parcels.

3.2.4 Preparation Requirements

USPS Marketing Mail is subject to specific volume, marking, and preparation requirements under [245](#).

3.2.5 Inspection of Contents

USPS Marketing Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at USPS Marketing Mail prices constitutes consent by the mailer to postal inspection of the contents.

3.2.6 Forwarding Service

The price of USPS Marketing Mail typically does not include forwarding service. Forwarding service is available under [507.1.5](#).

3.2.7 Return Service

The price of USPS Marketing Mail does not include return service. Return service is available under [507.1.5](#) for an additional fee.



3.2.8 Extra Services

See information regarding available extra services under [503](#).

3.2.9 Periodicals

Authorized Periodicals may not be entered as USPS Marketing Mail unless permitted by standard.

3.2.10 Identical Pieces

The contents of printed matter in a USPS Marketing Mail mailing must be identical to a piece sent to at least one other addressee. USPS Marketing 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 USPS Marketing Mail

Each USPS Marketing Mail mailing is subject to these general standards:

- a. All pieces in a mailing must be of the same processing category, except that nonstandard 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](#) for volume requirement eligibility unique to Presorted USPS Marketing 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](#). 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. [\[11-3-25\]](#) Each letter and flat piece 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 (DALs) under [602.4.0](#).
- f. [\[11-3-25\]](#) Each Marketing parcel must bear an alternative addressing format subject to [602.3.0](#). Nonprofit USPS Marketing Mail machinable or nonstandard parcels must bear the addressee's name and complete delivery address, or the mailer may use an alternative addressing format. DALs may be used subject to [602.4.0](#).
- g. Postage must be paid under [244.1.0](#) through [244.3.0](#) with precanceled stamps, meter stamps, or permit imprint.
- h. A completed postage statement using the correct USPS form must be submitted with each mailing. In addition, mailings must be documented under [244.4.0](#) and the standards for the price claimed.
- i. Each piece must meet the standards for any other price or discount claimed.
- j. Any barcode on a mailpiece must be correct for the delivery address and meet the standards in [202.5.0](#), [602.9.0](#), and [204.1.0](#).



- k. 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.

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3.4 Barcode Standards

[1-19-25] All USPS Marketing Mail parcels must bear an Intelligent Mail package barcode (IMpb) and an Intelligent Mail matrix barcode (IMmb) as outlined in 204.2.0 and Publication 199, *Intelligent Mail Package Barcode (IMpb) Implementation Guide for Confirmation Services and Electronic Payment Systems*. For details see PostalPro at <https://postalpro.usps.com>.

3.5 Merging Similar USPS Marketing Mailings

Mailings are subject to the general definitions and conditions in 245.1.0. Generally, mailers may merge similar USPS Marketing 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 the director, Business Acceptance Solutions (see 608.8.0 for address). Pieces of nonidentical weight, if merged in the same mailing, must bear the correct postage when mailed, unless otherwise authorized by the director, Business Acceptance Solutions.

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 USPS Marketing 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 USPS Ground Advantage – Retail Prices

The following applies:

- a. Pieces prepared as USPS Marketing Mail (i.e., that bear USPS Marketing Mail price markings, ACS codes, etc.) that do not qualify for Enhanced Carrier Route, automation, or Presorted USPS Marketing Mail prices are subject to the single-piece First-Class Mail or USPS Ground Advantage – Retail prices as applicable for the weight of the mailpiece.
- b. Metered pieces weighing more than 13 ounces but less than 16 ounces that do not qualify for USPS Marketing Mail prices, and any pieces that do not qualify for USPS Marketing Mail prices for which First-Class Mail or USPS Ground Advantage – Retail service is desired, must be re-enveloped or



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otherwise prepared so that they do not bear USPS Marketing Mail markings, endorsements, and ACS codes and must bear the proper First-Class Mail or USPS Ground Advantage – Retail price markings and ACS codes.

- c. Mailers with pieces (other than metered pieces weighing more than 13 ounces but less than 16 ounces) that do not qualify for USPS Marketing Mail prices but that are prepared as USPS Marketing Mail and who do not want First-Class Mail or USPS Ground Advantage – Retail service for those pieces may enter their mailpieces “as is” (i.e., bearing the USPS Marketing Mail markings and endorsements), provided the requirements in [244.1.0](#) 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 USPS Marketing Mail flats prices must meet the ZIP Code accuracy requirements in [602.6.0](#).

3.9 Move Update Standard

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. See [602.5.0](#) for Move Update standards.

4.0 Price Eligibility for USPS Marketing Mail

4.1 General Information

The following apply:

- a. All USPS Marketing Mail prices are Presorted prices (including all nonprofit prices). These prices apply to mailings meeting:
 - 1. Basic standards in [2.0](#) through [4.0](#);
 - 2. Corresponding standards for Presorted prices, Enhanced Carrier Route (ECR) prices, and automation prices under [5.0](#) through [7.0](#); or
 - 3. Customized MarketMail prices under [8.0](#).
- b. Except for Customized MarketMail pieces, destination entry-discount prices are available under [246.2.0](#) through [243.6.0](#).
- c. Nonprofit prices may be used only by organizations that USPS authorized under [703.1.0](#).
- d. Not all processing categories qualify for every price.
- e. 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. Automation and automation compatible letters 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 3.5 ounces (0.2188 pound). Nonautomation letters and flats 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 4 ounces (0.25 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](#), 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 [201.6.0](#), 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](#). For this purpose, the length is considered to be the dimension parallel to the address.
 3. Pieces mailed as *Customized MarketMail* under [8.0](#) must pay the prices in [1.2](#) and must not exceed 3.3 ounces.
- c. Individual prices. The following apply:
 1. 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.
[\[7-13-25\]](#)
 2. [\[7-13-25\]](#) Except for Customized MarketMail pieces, discounted per-piece prices also may be claimed for destination sectional center facility (DSCF) and destination delivery unit (DDU) under [246](#).
 3. DDU prices are available only for mail entered at Enhanced Carrier Route or Nonprofit Enhanced Carrier Route prices.
 4. There are also separate prices for Marketing parcels, Nonprofit machinable-priced parcels, and Nonprofit nonstandard-priced parcels.
 5. See [1.0](#) for individual per-piece prices.

4.3 Piece/Pound Prices

Letters that exceed 4 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. Flats that exceed 4 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.



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4.4 Extra Services for USPS Marketing Mail

4.4.1 Available Services

Only the following extra services may be used with USPS Marketing Mail parcels, with restrictions as noted in [4.4.2](#):

- a. Bulk insurance.
- b. USPS Tracking (electronic option only).
- c. Certificate of mailing, as provided in [503.5.0](#).

4.4.2 Ineligible Matter

Extra services (other than certificate of mailing service) may not be used for any of the following types of USPS Marketing Mail:

- a. Pieces entered as letters or flats.
- b. Machinable parcels mailed using Bulk Parcel Return Service.
- c. [11-3-25] Pieces mailed with detached address labels (DALs) under [602.4.0](#).
- d. Pieces mailed as Customized MarketMail.

4.4.3 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 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 USPS Marketing Mail Marketing parcels, pieces with USPS Tracking must bear one of the required endorsements in [4.4.3a](#) or “Change Service Requested.” USPS Marketing 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 Nonautomation USPS Marketing Mail Letters, Flats, and Presorted USPS Marketing Mail Parcels

5.1 Basic Standards

All pieces in a Regular USPS Marketing Mail or Nonprofit USPS Marketing Mail nonautomation price mailing must:

- a. Meet the basic standards for USPS Marketing Mail in [2.0](#) through [4.0](#).
- b. Except as provided in [3.6](#), be part of a single mailing of at least 200 addressed pieces or 50 pounds of pieces qualifying for Presorted USPS Marketing 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. [\[11-3-25\]](#) If merchandise samples are prepared with detached address labels (DALs), the additional standards in [602.4.0](#).
- d. Be marked, sorted and documented as specified in [245](#), [705.8.0](#), or [705.14.0](#).

5.2 Weight Standards for Machinable Letter Pieces

Maximum weight limit for machinable nonautomation USPS Marketing mail letters is 3.5 ounces (0.2188 pound).

5.3 Price Application

Nonautomation prices for Regular and Nonprofit USPS Marketing Mail apply to mailpieces that meet the eligibility standards in [2.0](#) through [4.0](#), and the preparation standards in [245](#) or [705](#). Prices for Nonprofit parcels not qualifying as Marketing parcels apply separately to Nonprofit machinable parcels and Nonprofit nonstandard parcels. When parcels are combined under [245.11.0](#), [705.6.0](#), or [705.21.0](#), all pieces are eligible for the applicable prices when the combined total meets the eligibility standards.

5.4 Machinable Price Application — Letters

5.4.1 General

Machinable letters are subject only to AADC and mixed AADC prices.

5.4.2 AADC Price

The AADC price applies to qualifying letter-size machinable pieces (see [201.1.0](#)) placed in origin/entry AADC trays (regardless of quantity), 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.

5.4.3 AADC USPS Marketing Mail Letter-Shaped Pieces SCF-Pallet Discount Eligibility

[\[7-13-25\]](#) The SCF-pallet discount applies to AADC-eligible USPS Marketing Mail letter-shaped pieces that are palletized under [705.8.10.3e](#) and [705.8.10.3f](#) and entered at Origin (None) or DSCF/LPC entry.

5.4.4 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 — Letters

5.5.1 General

Nonmachinable prices in [1.0](#) apply only to USPS Marketing 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 applicable saturation or high-density nonautomation letter prices.

5.5.2 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](#).

5.5.3 5-Digit USPS Marketing Mail Letter-Shaped Pieces SCF-Pallet Discount Eligibility

[\[7-13-25\]](#) The SCF-pallet discount applies to 5-digit-eligible pieces that are palletized under [705.8.10.3a](#), to [705.8.10.3f](#), and entered at Origin (None) or DSCF/LPC entry.

5.5.4 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](#).

5.5.5 3-Digit USPS Marketing Mail Letter-Shaped Pieces SCF-Pallet Discount Eligibility

[\[7-13-25\]](#) The SCF pallet discount applies to 3-digit-eligible USPS Marketing Mail letter-shaped pieces that are palletized under [705.8.10.3e](#), and [705.8.10.3f](#), and entered at Origin (None) or DSCF entry.

5.5.6 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](#).

5.5.7 ADC USPS Marketing Mail Letter-Shaped Pieces SCF-Pallet Discount Eligibility

[\[7-13-25\]](#) The SCF-pallet discount applies to ADC-eligible USPS Marketing Mail letter-shaped pieces that are palletized under [705.8.10.3e](#), and [705.8.10.3f](#), and entered at Origin (None) or DSCF/LPC entry.

5.5.8 Mixed ADC Price

The mixed ADC price applies to letter-size pieces that are subject to nonmachinable prices and prepared in mixed ADC trays.

5.6 Nonautomation Price Application — Flats

5.6.1 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 flat tray (see [245.1.4](#)).



- 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 flat tray under [705.10.0](#).
- d. [\[7-13-25\]](#) Placed unbundled in a full 5-digit flat tray under [203.4.4](#).

5.6.2 5-Digit USPS Marketing Mail Flat-Shaped Pieces SCF-Pallet Discount Eligibility

[\[7-13-25\]](#) The SCF-pallet discount applies to 5-digit-eligible USPS Marketing Mail flat-shaped pieces that are palletized under [705.8.10.3d.](#), [705.8.10.3e.](#), and [705.8.10.3f.](#) and entered at Origin (None) or DSCF/LPC entry.

5.6.3 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 flat tray (see [245.1.4](#)).
- 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.
- c. [\[7-13-25\]](#) Placed unbundled in a full 3-digit flat tray under [203.4.4](#).

5.6.4 3-Digit USPS Marketing Mail Flat-Shaped Pieces SCF-Pallet Discount Eligibility

[\[7-13-25\]](#) The SCF-pallet discount applies to 3-digit-eligible USPS Marketing Mail flat-shaped pieces that are palletized under [705.8.10.3e.](#) and [705.8.10.3f.](#) and entered at Origin (None) or DSCF/LPC entry.

5.6.5 ADC Prices for Flats

ADC prices apply to flat-size pieces:

- a. [\[4-7-25\]](#) In a 5-digit/scheme, 3-digit/scheme, or ADC bundle of 10 or more pieces properly placed in an ADC flat tray (see [245.1.4](#)).
- b. In an optional 3-digit/scheme origin/entry flat tray.
- c. [\[4-7-25\]](#) 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.
- d. [\[7-13-25\]](#) Placed unbundled in a full ADC flat tray under [203.4.4](#).

5.6.6 ADC USPS Marketing Mail Flat-Shaped Pieces SCF-Pallet Discount Eligibility

[\[7-13-25\]](#) The SCF-pallet discount applies to ADC-eligible USPS Marketing Mail flat-shaped pieces that are palletized under [705.8.10.3e.](#) and [705.8.10.3f.](#) and entered at Origin (None) or DSCF/LPC entry.



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5.6.7 Mixed ADC Prices for Flats

[7-13-25] 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 flat trays or on mixed pallets under [705.8.0](#).

5.7 Prices for Machinable Parcels

5.7.1 5-Digit Price

[7-13-25] The 5-digit price applies to qualifying machinable parcels that are dropshipped to a DSCF/RPDC or DDU/S&DC 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 dropship to a DDU/S&DC under [246.4.2.3](#).
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5.7.2 NDC Price

[7-13-25] The NDC price applies to qualifying machinable parcels presented at the origin acceptance office on an ASF/NDC/RPDC pallet containing at least 200 pounds of pieces.

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5.7.3 Mixed Price

[7-13-25] The mixed price applies to machinable parcels that are not eligible for 5-digit or NDC prices. Machinable parcels at mixed prices must be placed in mixed sacks or on mixed pallets. See [245.11.3](#) and [705.8.10](#).

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5.8 Prices for Nonstandard Parcels and Marketing Parcels

5.8.1 5-Digit Price

[7-13-25] Five-digit prices apply to nonstandard parcels and to Marketing parcels that are dropshipped to DSCF/DRPDC or DDU or DSDC 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 dropship to a DDU/S&DC under [246.4.2.2](#).
- d. In 5-digit/scheme containers prepared under [705.21.0](#).

5.8.2 SCF Price

[7-14-25] SCF prices apply to nonstandard parcels and Marketing Parcels as follows under either of the following conditions:

- a. When dropshipped to a DSCF/RPDC and presented:
 1. In an SCF/RPDC sack containing at least 10 pounds of parcels.
 2. On an SCF/RPDC pallet, according to [705.8.10](#).
 3. In SCF/RPDC containers prepared under [705.21.0](#).

- b. When presented at the origin acceptance office on an SCF/RPDC pallet containing at least 200 pounds of pieces.

5.8.3 NDC Price

[7-14-25] NDC prices apply to nonstandard parcels and to Marketing Parcels when presented at the origin acceptance office on a NDC pallet containing at least 200 pounds of pieces.

5.8.4 Mixed Price

[7-14-25] Mixed prices apply to nonstandard parcels and to Marketing Parcels in origin NDC/RPDC or Mixed containers that are not eligible for 5-digit, SCF, or NDC prices. Parcels at Mixed prices must be placed in origin NDC/RPDC or mixed sacks under 245.11.4.3 or on origin NDC/RPDC or mixed pallets under 705.8.10.

6.0 Additional Eligibility Standards for Enhanced Carrier Route USPS Marketing Mail Letters and Flats

6.1 General Enhanced Carrier Route Standards

6.1.1 Optional Preparation

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 USPS Marketing Mail mailing must:

- a. Meet the basic standards for USPS Marketing Mail in 2.0 through 4.0.
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of Enhanced Carrier Route USPS Marketing Mail. Regular and Nonprofit mailings must meet separate minimum volumes.
- c. Be sorted to carrier routes (except under 705.14.0), marked, and documented under 245.9.0, 705.8.0 or 705.14.0.
- 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 carrier route accuracy standard in 6.2.
 - 2. The address matching and coding standards in 7.6, and 602.9.0.
 - 3. If an alternative addressing format is used, the additional standards in 602.3.0.
 - 4. [11-3-25] If flat-size pieces are prepared with detached address labels (DALs) the additional standards in 602.4.0.
- e. Meet the applicable sequencing requirements in 6.3 through 6.7 and in 245.



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- f. Meet the applicable documentation and postage payment standards in [244](#), and [1.5](#).
- g. Letters must 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 [204.1.0](#) 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 [705.23.0](#).
- 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.
- i. **[11-3-25]** 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](#).
- j. Meet the standards in [245.6.10](#) for High Density and High Density Plus automation letter mailings prepared using the optional 5-digit/scheme tray preparation.

6.1.3 Full-Service Intelligent Mail Eligibility Standards

In addition to other requirements in [6.0](#), flats eligible for the full-service Intelligent Mail option must:

- a. Be flat-size under [201.4.0](#).
- 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 [202.4.0](#), and [204.1.0](#). Flats with Intelligent Mail barcodes entered under the full-service automation option also must be part of mailings that meet the standards in [705.23.0](#).

6.2 Carrier Route Accuracy Standard

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 USPS (see [245.9.9](#) and [245.9.10](#)).

**6.3.2 Basic Price Eligibility — Letters**

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.

6.3.3 Basic Carrier Route USPS Marketing Mail Letter-Shaped Pieces SCF-Pallet Discount Eligibility

[\[7-13-25\]](#) The SCF-pallet discount applies to Basic Carrier Route-eligible USPS Marketing Mail letter-shaped pieces that are palletized under [705.8.10.3a.](#) to [705.8.10.3f.](#) and entered at Origin (None) or DSCF/LPC entry.

6.3.4 Basic Price Eligibility — Flats

Basic 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](#), [705.13.0](#).
- 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 [245.2.0](#) and entry standards in [246.4.0](#).

6.3.5 Basic Carrier Route Bundles on a 5-digit/Direct Container (Basic-CR Bundles/Container) Price Eligibility — Flats

[\[7-13-25\]](#) The Basic-CR Bundles/Container discount applies to each piece in a carrier route bundle of 10 or more pieces that are palletized under [705.8.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#) on a 5-digit merged, 5-digit (scheme) merged, 5-digit carrier route or 5-digit scheme carrier route pallet entered at an Origin (None), DSCF, or DDU entry or in a carrier route sack or flat tray under [245.9.7a.](#) or [203.5.8](#) and entered at the DDU.

6.3.6 Basic Carrier Route USPS Marketing Mail Flat-Shaped Pieces SCF-Pallet Discount Eligibility

[\[7-13-25\]](#) The SCF-pallet discount applies to Basic Carrier Route-eligible USPS Marketing Mail flat-shaped pieces that are palletized under [705.8.10.3d.](#), [705.8.10.3e.](#), and [705.8.10.3f.](#) and entered at Origin (None) or DSCF/LPC entry.

6.4 High Density and High Density Plus (Enhanced Carrier Route) Standards — Letters**6.4.1 Additional Eligibility Standards for High Density and High Density Plus Prices**

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 unless prepared using the standards in [245.6.10](#). 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



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[202.5.0](#) and [204.1.0](#). 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 Basic Eligibility Standards for High Density and High Density Plus Prices for Letters

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 [245.9.8](#) through [245.9.9](#)). 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 USPS Marketing Mail Letter-Shaped Pieces SCF-Pallet Discount Eligibility

[\[7-13-25\]](#) The SCF-pallet discount applies to High Density- and High Density Plus-eligible USPS Marketing Mail letter-shaped pieces that are palletized under [705.8.10.3a.](#) to [705.8.10.3f.](#) and entered at Origin (None) or DSCF/LPC entry.

6.5 High Density and High Density Plus (Enhanced Carrier Route) Standards — Flats

6.5.1 Basic Eligibility Standards for High Density and High Density Plus Prices

All flat-size pieces mailed at high density prices must:

- a. Be prepared in walk sequence according to schemes prescribed by USPS (see [245.9.9](#)).
- 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, except for pieces with simplified addresses as allowed under [602.3.0](#).

6.5.2 High Density and High Density Plus Prices for Flats

High density or high density plus prices apply to each piece meeting the density standards in [6.5.1](#) or in a carrier route bundle of 10 or more pieces that is:

- a. Palletized under [705.8.0](#), [705.10.0](#), [705.12.0](#), [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.



6.5.3 High Density Carrier-Route Bundles on a 5-Digit/Direct Container (High Density-CR Bundles/Container Discount Eligibility) - Flats

[7-13-25] The High Density-CR Bundles/Container discount applies to 125 or more High Density-eligible pieces that are palletized under [705.8.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#) on the following type of pallet entered at an Origin (None), DSCF/LPC, or DDU/S&DC entry, or placed in a carrier-route sack or flat tray under [245.9.7a](#) or [203.5.8](#) and entered at the DDU/S&DC:

- a. 5-digit merged;
- b. 5-digit (scheme) merged;
- c. 5-digit carrier route;
- d. 5-digit carrier routes; or
- e. 5-digit scheme carrier route.

6.5.4 High Density Plus Carrier-Route Bundles on a 5-Digit/Direct Container (High Density Plus-CR Bundles/Container Discount Eligibility) - Flats

[7-13-25] The High Density Plus-CR Bundles/Container discount applies to 300 or more High Density Plus-eligible pieces that are palletized under [705.8.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#) on the following type of pallet entered at an Origin (None), DSCF/LPC, or DDU/S&DC entry, or in a carrier-route sack or tub, under [245.9.7a](#) or [203.5.8](#), and entered at the DDU/S&DC:

- a. 5-digit merged;
- b. 5-digit (scheme) merged;
- c. 5-digit carrier route; or
- d. 5-digit carrier routes.

6.5.5 High Density USPS Marketing Mail Flat-Shaped Pieces SCF-Pallet Discount Eligibility

[7-13-25] The SCF-pallet discount applies to 125 or more High Density-eligible USPS Marketing Mail flat-shaped pieces that are palletized under [705.8.10.3d.](#), [705.8.10.3e.](#), and [705.8.10.3f.](#) and entered at Origin (None) or DSCF/LPC entry.

6.5.6 High Density Plus USPS Marketing Mail Flat-Shaped Pieces SCF-Pallet Discount Eligibility

[7-13-25] The SCF-pallet discount applies to 300 or more High Density Plus-eligible USPS Marketing Mail flat-shaped pieces that are palletized under [705.8.10.3d.](#), [705.8.10.3e.](#), and [705.8.10.3f.](#) and entered at Origin (None) or DSCF/LPC entry.

6.6 Saturation ECR Standards — Letters

6.6.1 Additional Eligibility Standards for Saturation Prices

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.



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6.6.2 Saturation Prices for Letters

All pieces mailed at saturation prices must:

- a. Be prepared in walk sequence according to schemes prescribed by USPS (see [245.9.8](#) through [245.9.9](#)).
- b. Meet the density requirement of at least 90 percent or more of the active residential addresses or 75 percent 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](#). Multiple pieces per delivery address do not count toward this density standard.

6.6.3 Saturation USPS Marketing Mail Letter-Shaped Pieces SCF-Pallet Discount Eligibility

[7-13-25] The SCF-pallet discount applies to at least 90 percent or more of the total number of active residential addresses, or 75 percent or more of the total number of active possible delivery addresses, on each carrier route that are palletized under [705.8.10.3a](#) to [705.8.10.3f](#), and entered at Origin (None) or DSCF/LPC entry.

6.7 Saturation Enhanced Carrier Route Standards — Flats**6.7.1 Basic Eligibility Standards for Saturation Prices**

All pieces mailed at saturation prices must:

- a. Be prepared in walk sequence according to schemes prescribed by USPS (see [245.9.9](#)).
- b. Meet the density requirement of at least 90 percent or more of the active residential addresses or 75 percent 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](#). Multiple pieces per delivery address do not count toward this density standard.

6.7.2 Saturation Prices for Flats

There are two different sets of saturation prices for USPS Marketing Mail flats: one for pieces with specific addresses and another for pieces with simplified (EDDM) addresses. Saturation 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 carrier route sack containing at least 125 pieces or 15 pounds of pieces.
- c. Placed in a merged 5-digit scheme or merged 5-digit flat tray.
- d. Placed in a 5-digit scheme carrier routes or 5-digit carrier routes sack/flat tray.



6.7.3 Saturation (including EDDM)-Carrier-Route Bundles on a 5-Digit/Direct Container (Saturation-CR Bundles/Container Discount Eligibility) - Flats

[7-13-25] The Saturation-CR Bundles/Container discount applies to at least 90 percent or more of the total number of active residential addresses or 75 percent or more of the total number of active possible delivery addresses on each carrier route that is palletized under [705.8.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#) on the following type of pallet entered at an Origin (None), DSCF/LPC, or DDU/S&DC entry, or in a carrier-route sack or tub under [245.9.7a](#). or [203.5.8](#) and entered at the DDU/S&DC:

- a. 5-digit merged;
- b. 5-digit (scheme) merged;
- c. 5-digit carrier route;
- d. 5-digit carrier routes; or
- e. 5-digit scheme carrier-route.

6.7.4 Saturation USPS Marketing Mail Flat-Shaped Pieces SCF-Pallet Discount Eligibility

[7-13-25] The SCF-pallet discount applies to at least 90 percent or more of the total number of active residential addresses, or 75 percent or more of the total number of active possible delivery addresses, on each carrier route that are palletized under [705.8.10.3d.](#), [705.8.10.3e.](#), and [705.8.10.3f.](#) and entered at Origin (None) or DSCF/LPC entry.

7.0 Eligibility Standards for Automation USPS Marketing Mail

7.1 Basic Eligibility Standards for Automation USPS Marketing Mail

All pieces in a Regular USPS Marketing Mail or Nonprofit USPS Marketing Mail automation mailing must:

- a. Meet the basic standards for USPS Marketing Mail in [2.0](#) through [4.0](#).
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of automation price USPS Marketing 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](#).
- 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 [7.6](#), and [602.9.0](#).
 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).



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- 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 [204.1.0](#).
- f. Be marked, sorted and documented under [245.7.0](#) or [245.10.0](#).
- g. Meet the applicable documentation and postage payment standards in [1.5](#), and [244.1.0](#) through [244.3.0](#).

7.2 Eligibility Standards for Full-Service Automation USPS Marketing Mail

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 [705.23.0](#).
- c. [\[7-13-25\]](#) Be scheduled for an appointment through the Facility Access and Shipment Tracking (FAST) system when deposited as a DSCF drop shipment.

7.3 Maximum Weight for Automation Letters

[\[7-13-25\]](#) Maximum weight limit for automation price mail is 3.5 ounces (0.2188 pound). See [201.3.6](#), for pieces heavier than 3 ounces.

7.3.1 5-Digit USPS Marketing Mail Letter-Shaped Pieces SCF-Pallet Discount Eligibility

The SCF-pallet discount applies to 5-digit-eligible USPS Marketing Mail letter-shaped pieces that are palletized under [705.8.10.3a.](#) to [705.8.10.3f.](#) and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

7.3.2 AADC USPS Marketing Mail Letter-Shaped Pieces SCF-Pallet Discount Eligibility

The SCF- pallet discount applies to AADC-eligible USPS Marketing Mail letter-shaped pieces that are palletized under [705.8.10.3e.](#) and [705.8.10.3f.](#) and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

7.4 Price Application for Automation Letters

7.4.1 General

Automation prices apply to each piece that is sorted under [245.10.0](#), 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 that price is optional. Pieces placed in full AADC 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 fewer than 150 pieces in origin/entry 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](#)).
- c. [\[7-13-25\]](#) Pieces in mixed AADC trays qualify for the mixed AADC price, except for pieces prepared under [7.4b](#).



7.4.2 5-Digit USPS Marketing Mail Letter-Shaped Pieces SCF-Pallet Discount Eligibility

[7-13-25] The SCF-pallet discount applies to 5-digit-eligible USPS Marketing Mail letter-shaped pieces that are palletized under [705.8.10.3a.](#) to [705.8.10.3f.](#) and entered at Origin (None), or DSCF/LPC entry.

7.4.3 AADC USPS Marketing Mail Letter-Shaped Pieces SCF-Pallet Discount Eligibility

[7-13-25] The SCF- pallet discount applies to AADC-eligible USPS Marketing Mail letter-shaped pieces that are palletized under [705.8.10.3e.](#) and [705.8.10.3f.](#) and entered at Origin (None) or DSCF/LPC entry.

7.5 Price Application for Automation Flats

7.5.1 General

Automation prices apply to each piece properly sorted into qualifying groups:

- a. [7-13-25] The 5-digit price applies to flat-size pieces in a 5-digit/scheme bundle or 15 or more pieces, as applicable.
- b. [7-13-25] The 3-digit price applies to flat-size pieces in a 3-digit/scheme bundle.
- c. [7-13-25] 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).

7.5.2 5-Digit USPS Marketing Mail Flat-Shaped Pieces SCF-Pallet Discount Eligibility

[7-13-25] The SCF-pallet discount applies to 5-digit-eligible USPS Marketing Mail flat-shaped pieces that are palletized under [705.8.10.3d.](#), [705.8.10.3e.](#), and [705.8.10.3f.](#) entered at Origin (None), or DSCF/LPC entry.

7.5.3 3-Digit USPS Marketing Mail Flat-Shaped Pieces SCF-Pallet Discount Eligibility

[7-13-25] The SCF-pallet discount applies to 3-digit-eligible USPS Marketing Mail flat-shaped pieces that are palletized under [705.8.10.3e.](#) and [705.8.10.3f.](#) and entered at Origin (None) or DSCF/LPC entry.

7.5.4 ADC USPS Marketing Mail Flat-Shaped Pieces SCF-Pallet Discount Eligibility

[7-13-25] The SCF-pallet discount applies to ADC-eligible USPS Marketing Mail flat-shaped pieces that are palletized under [705.8.10.3e.](#) and [705.8.10.3f.](#) and entered at Origin (None) or DSCF/LPC entry.

7.6 Address Standards for Barcoded Pieces

7.6.1 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.



7.6.2 Numeric ZIP+4

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.

7.6.3 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.

7.6.4 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.

7.6.5 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.

7.6.6 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.

7.6.7 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.

7.6.8 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.

8.0 Customized MarketMail

8.1 Basic Standards

Customized MarketMail (CMM) is an option for mailing nonrectangular or irregular-shaped Regular USPS Marketing Mail and Nonprofit USPS Marketing Mail pieces weighing 3.3 ounces or less that meet the physical characteristics and dimensional requirements in [201.9.0](#) and the mail preparation standards in [245.12.0](#). Other Regular and Nonprofit USPS Marketing Mail pieces measuring 3/4 inch thick or less and meeting the standards in [8.0](#) may be entered as CMM at the mailer's option. CMM must be entered at a destination delivery unit (DDU)/sorting and delivery center (S&DC).

8.2 Eligibility Standards

All pieces in a CMM mailing must:

- a. Meet the basic content and eligibility standards for USPS Marketing Mail in [2.0](#) through [4.0](#) and, for Nonprofit USPS Marketing 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. [\[11-3-25\]](#) Detached address labels (DALs) 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 [3.8](#) must be met.
- d. Be marked, sorted, and documented as specified in [244](#) and [245.12.0](#).
- e. Be entered at the destination delivery unit appropriate to the delivery address on the mail, under [246.4.0](#), or as a mailing using Priority Mail Express or Priority Mail Open and Distribute under [705.18.5](#) and [705.18.5.13](#), or as a plant-verified drop shipment (PVDS) mailing under [705.17.0](#). There are no minimum volumes per destination.

8.3 Extra Services

CMM is not eligible for any extra service.



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Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Additional Postage Payment Standards](#)
- [3.0 Affixing Postage at Less than Full Price](#)
- [4.0 Mailing Documentation](#)
- [5.0 Residual Pieces](#)

1.0 Basic Standards for Postage Payment

[4-7-25] Postage for USPS Marketing Mail, including Customized Market Mail, must be paid with precanceled stamps, metered postage, or permit imprint as specified in [2.0](#). Unless authorized by USPS under [705.2.0](#) through [705.5.0](#), when precanceled postage or metered postage are used, only one payment method may be used in a mailing. Mail manifested using the USPS Ship system under [705.2.6](#) must be paid with a permit imprint. Permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by the director, Business Acceptance Solutions (see [608.8.0](#) for address).

2.0 Additional Postage Payment Standards

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 as stipulated under [3.0](#).

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. 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](#). Permit imprint (if authorized by the director, Business Acceptance Solutions) or metered postage (if each piece has the full numerical value of postage affixed) may be used to pay postage to mail nonidentical-weight pieces subject to piece/pound prices.

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

Metered 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 the director, Business Acceptance Solutions.

3.0 Affixing Postage at Less than Full Price

3.1 General

Except as permitted under [3.2](#) or [3.3](#) or authorized by the director, Business Acceptance Solutions, postage-affixed pieces must bear the correct numerical value of postage.

3.2 Lowest Price

A mailer may affix metered postage at the lowest price on identical-weight pieces as follows:

- a. *Pieces weighing 3.5 ounces or less for letters, 4 ounces or less for flats, or 3.3 ounces or less for parcels:* A mailer may affix postage at the lowest eligible presort level in the mailing.
- b. *Pieces weighing more than 4 ounces for flats or more than 3.3 ounces for parcels:* A mailer may affix the computed piece/pound postage (see [243.1.5.5](#)) at the lowest eligible presort level in the mailing.
- c. *Additional postage:* 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. The total additional postage must be paid by advance-deposit account.
- d. *Documentation:* The computation must be documented to meet the basic standards in [4.0](#).

3.3 Mixed Price Alternative for Letters and Flats

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 by advance-deposit account.



4.0 Mailing Documentation

See [203.1.0](#) and [203.2.0](#) for postage statement and documentation standards. Mailings of Customized MarketMail using more than three different types of containers must also be supported by standardized documentation meeting the standards in [203.3.0](#).

5.0 Residual Pieces

5.1 Residual USPS Marketing Mail Subject to First-Class Mail or USPS Ground Advantage Prices

Mailers with pieces weighing 13 ounces or less that do not qualify for USPS Marketing Mail prices but that are prepared as USPS Marketing Mail must pay single-piece First-Class Mail or USPS Ground Advantage – Retail postage for such pieces. If mailers do not want First-Class Mail or USPS Ground Advantage – Retail service for such pieces they may enter the mailpieces “as is” (i.e., bearing the USPS Marketing Mail markings and endorsements) under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.
- b. Mailers of mail bearing metered or precanceled stamp postage must pay the difference between the postage affixed at the USPS Marketing Mail prices and the single-piece First-Class Mail or USPS Ground Advantage – Retail prices by means of an advance deposit account or by affixing a meter stamp for the appropriate amount to PS Form 3600-FCM. These pieces are reported in the appropriate part of PS Form 3600-FCM under the heading “From USPS Marketing Mail mailing.”
- c. Mailers of mail bearing permit imprints must pay the appropriate single-piece First-Class Mail or USPS Ground Advantage – Retail prices by completing PS Form 3600-FCM. These pieces are reported in the appropriate part of PS Form 3600-FCM under the heading “From USPS Marketing 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 USPS Marketing Mail postage statement for the other pieces in the same mailing job.

5.2 Residual USPS Marketing Mail Subject to USPS Ground Advantage – Retail Prices

Mailers of permit imprint pieces weighing more than 13 ounces but less than 16 ounces that do not qualify for USPS Marketing Mail prices but that are prepared as USPS Marketing Mail must pay the USPS Ground Advantage – Retail postage for such pieces. Mailers of mailpieces paid with meters or permit imprints must re-envelope or otherwise prepare the pieces so that when mailed they bear only the appropriate USPS Ground Advantage markings, ancillary service endorsements, and ACS codes and do not bear USPS Marketing Mail markings, endorsements, or ACS codes. Mailers of mailpieces paid with permit imprints for which their mailers do not want USPS Ground Advantage service may enter the mailpieces “as is” (i.e., bearing the USPS Marketing Mail markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.



- b. The appropriate USPS Ground Advantage – Retail prices must be paid by completing the appropriate part of PS Form 3600-FCM on the line titled “Pieces From USPS Marketing 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 USPS Marketing Mail postage statement for the other pieces in the same mailing job.

5.3 Postage Payment for Barcoded Machinable Parcels

5.3.1 100% Eligible

If 100% of the pieces in a mailing are eligible for the machinable parcel prices under [243.5.0](#), then the mailing may be paid with meter stamps, permit imprint, or precanceled postage.

5.3.2 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](#).



245 Mail Preparation

Overview

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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 USPS Marketing 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. 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 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. USPS Marketing Mail. Except as provided in [243.3.6](#), the types of USPS Marketing 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 or nonstandard 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

1.3.1 Letters

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 one scheme, as shown in labeling list [L012](#).
- d. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- e. [\[4-7-25\]](#) *Origin/entry AADC*: the ZIP Code in the delivery address on all pieces is addressed for a delivery service area of the same automated area distribution center (AADC) (see [L005](#)).
- 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)/local processing center (LPC) in whose service area the mail is verified or entered. Separation is optional for each such 3-digit area. Mail may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/LPC/plant where the mail is entered (if that differs from the SCF/LPC/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.
- g. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF)/local processing center (LPC) (see [L005](#)). *Exception*: 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)/local processing center (LPC) (see [L002](#), Column C, or [L005](#)) in whose service area the mail is verified or entered. Subject to standard, this separation is required regardless of mail volume.
- i. [\[4-7-25\]](#) *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 [L005](#)).
[\[7-13-25\]](#)
- j. *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.

1.3.2 Flats

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 flat trays) for flats meeting the automation-compatibility standards* in [201.4.0](#): the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by USPS as a single scheme, as shown in [L007](#).
- d. *5-digit scheme carrier routes (pallets and sacks) for USPS Marketing 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 flat trays*: the carrier route bundles and/or automation price 5-digit bundles and/or Presorted price 5-digit bundles in a flat tray 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 flat tray*: 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 flat tray are all for 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#). 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



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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 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 [201.3.0](#): the ZIP Code in the delivery address begins with one of the 3-digit prefixes that USPS processes 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)/local processing center (LPC) in whose service area the mail is verified or 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)/local processing center (LPC) (see [L005](#)). Exception: 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)/local processing center (LPC) (see [L002](#), Column C; or [L005](#)) in whose service area the mail is verified or entered. Subject to standard, this separation is required regardless of the mail volume.
- n. *ADC:* all pieces are addressed for delivery in the service area of the same area distribution center (ADC)/regional processing and distribution center (RPDC) (see [L004](#)).
- [7-13-25]
- o. [4-7-25] *Mixed ADC:* the pieces are for delivery in the service area of more than one ADC.
- p. *Residual pieces/bundles/flat trays:* contain material remaining after completing a presort sequence.

1.3.3 Marketing Parcels

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 USPS Marketing Mail parcels:* The ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code zones processed by 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. *SCF*: The separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF)/regional processing and distribution center (RPDC) (see [L005](#)). *Exception*: 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.
- e. *ASF/NDC*: All pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF)/network distribution center (NDC)/regional processing and distribution center (RPDC). (See [L601](#), [L602](#), or [L605](#)).
- f. *Origin NDC*: This separation includes all pieces addressed for delivery to ZIP Codes within the same NDC/RPDC (see [L601](#)) serving the acceptance office that verifies the mailing. There is no minimum-quantity requirement for this separation.
- g. *Mixed [NDC, ADC, etc.]*: The pieces are for delivery in the service area of more than one NDC/ADC/RPDC, etc.
- h. *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* letter tray is one in which faced, upright pieces fill the length of the tray between 85 percent and 100 percent 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 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 preparing full trays.
- f. A *full sack* is defined in the standards for the class and price claimed.



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- g. *A 5-digit scheme sort for automation letters* yields 5-digit scheme trays for 5-digit ZIP Codes identified in labeling list [L012](#) and 5-digit trays for other areas. The 5-digit ZIP Codes in each scheme are treated as one presort destination subject to a 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 considered 5-digit scheme sorted. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme trays, then prepare all possible 5-digit trays.
- h. *A 5-digit scheme sort for flats meeting the automation-compatibility standards* in [201.3.0](#) 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 flat trays of flats, and then prepare all possible 5-digit bundles and flat trays. 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 and 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 [203.7.0](#) or with a red “5 SCH” bundle label. Bundles are placed in appropriate containers based on the OEL “label to” 5-digit ZIP Code, or [L007](#), Column B.
- i. *A 5-digit scheme carrier routes sort for Enhanced Carrier Route price USPS Marketing 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 USPS Marketing Mail flats. Preparation of 5-digit scheme carrier routes sacks or pallets must be done for all 5-digit scheme destinations.
- j. *A 5-digit scheme sort for USPS Marketing 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 USPS Marketing Mail flats. The 5-digit scheme sort may not be used for other mail prepared on pallets, except for 5-digit bundles of USPS Marketing Mail nonstandard 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.

- k. *A merged 5-digit sort for USPS Marketing Mail flats prepared in flat trays* yields merged 5-digit flat trays 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 flat tray or pallet. The merged 5-digit sort is optional for USPS Marketing Mail flats prepared in flat trays. Flat trays prepared for a merged 5-digit destination and 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 merged 5-digit flat trays are prepared, this 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.
- l. *A merged 5-digit sort for USPS Marketing 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 USPS Marketing Mail flats prepared in flat trays under [705.10.0](#). Flat trays or pallets prepared for a merged 5-digit destination and 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.
- m. *A merged 5-digit scheme sort for USPS Marketing Mail flats prepared in flat trays under [705.10.0](#)* yields merged 5-digit scheme flat trays 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](#). Flat trays prepared for a merged 5-digit scheme destination and 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 merged 5-digit scheme flat trays are prepared, this must be done for all 5-digit scheme destinations in [L001](#).



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- n. *A merged 5-digit scheme sort for USPS Marketing 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.*
- o. *A 5-digit/scheme sort for USPS Marketing 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.*
[4-7-25]
- p. *A 3-digit scheme sort for flats meeting the automation-compatibility standards in 201.6.0 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 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 203.7.0 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.*
- q. *An origin 3-digit (or origin 3-digit scheme) tray for letters and flats contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF/LPC 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. A tray may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/LPC/plant where mail is entered (if that differs from the SCF/LPC/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.*



- r. An *origin AADC* tray contains all mail (regardless of quantity) for an AADC ZIP Code area processed by the AADC or SCF/LPC in whose service area the mail is verified or entered. Only one less-than-full tray may be prepared for each AADC area.
- s. 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.
- t. 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.
- u. **[7-13-25]** *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 (e.g., for plant-verified drop shipment), the Post Office of entry determines the entry facility. Entry SCF/LPC (letter and flats) and Entry SCF/RPDC (parcels) includes both single-3-digit and multi-3-digit SCFs.
- v. The *group pieces* instruction means the pieces are to be sorted together but not secured into a bundle.
- w. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [2.0](#).
- x. 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 (flat tray, 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 USPS Marketing 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/LPC (letters and flats) or SCF/RPDC (parcels) destination, and these would form the “logical” SCF pallet, but the mail is placed on two SCF pallets, each weighing 1,400 pounds because of the 2,200-pound-maximum pallet-weight requirement.
- y. *Cobundling* is an alternate preparation method available under [705.11.0](#) for USPS Marketing Mail that allows the combining of flat-size automation price and Presorted price pieces within the same bundle under the single



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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 for Flats**

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 [203.4.0](#) for bundling standards.

2.2 **Marketing Parcels**

Bundling is not permitted.

3.0 **Letter Trays and Sacks**

The following apply:

- a. *Letter Mailings*. Letter mailings must be prepared in letter trays with sleeves.
- b. *Flat Mailings*. Flat mailings must be prepared in flat trays or sacks (carrier route, 5-digit scheme carrier route, and 5-digit carrier route only), except when permitted to be prepared in letter trays under other applicable standards in this section. See [203.5.0](#) for tray standards. See [203.6.0](#) for sack standards.
- c. *Parcel Mailings*. Parcel mailings must be prepared in sacks.
- d. *Customized MarketMail*. Containers for Customized MarketMail are specified in 245.13.5.

4.0 **Tray and Sack Labels**

Tray and sack labels are subject to the standards in [203.5.0](#) and [203.6.0](#).

5.0 **Preparing Nonautomation Letters**

5.1 **Basic Standards**

All mailings and all pieces in each mailing at Regular USPS Marketing Mail and Nonprofit USPS Marketing Mail nonautomation prices are subject to specific preparation standards in [5.0](#) and to these general standards (automation price mailings must be prepared under [10.0](#)):



- a. All pieces must meet the eligibility standards in [243.2.0](#) through [243.5.0](#). Nonprofit USPS Marketing 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 [202](#).
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [5.0](#).
- e. Sortation determines price eligibility as specified in [243.5.0](#).

5.2 Marking

All regular and Nonprofit USPS Marketing Mail pieces must be marked under [202.3.5](#). Regular and Nonprofit USPS Marketing Mail nonautomation 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 [203.4.0](#)):

- a. Card-size pieces.
- b. 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 [203.3.2](#)). 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. AADC Origin Tray (optional, no minimum); labeling:
 - 1. [\[4-7-25\]](#) Line 1: [L005](#), Column B.
 - 2. Line 2: “STD LTR AADC 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. [\[4-7-25\]](#) Line 1: [L005](#), Column B.
 - 2. Line 2: “STD LTR AADC MACH.”
- c. Mixed AADC (required); no minimum; labeling:
 - 1. [\[7-13-25\]\[4-7-25\]](#) Line 1: [L009](#), Column B.
 - 2. Line 2: “STD LTR MACH WKG.”



5.4 Nonmachinable Preparation

5.4.1 Nonmachinable Bundling

Except as provided in [203.4.4](#), 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 [203.3.2](#)). 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 [203.5.11](#) 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. [\[7-13-25\]](#)[\[4-7-25\]](#) Line 1: [L009](#), Column B.
 2. Line 2: "STD LTR MANUAL WKG."



5.5 Residual Pieces

Mailers entering USPS Marketing Mail residual pieces that do not qualify for USPS Marketing 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 [204.3.0](#) using CIN code 560 on residual trays. Label trays as follows:

- a. [\[4-7-25\]](#) Line 1: Use [L009](#), Column B.
- b. Line 2: Use the human-readable content line corresponding to content identifier number 560 (see [Exhibit 204.3.2.4](#)).
- 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 USPS Marketing Mail and Nonprofit Enhanced Carrier Route USPS Marketing 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](#). Nonprofit Enhanced Carrier Route USPS Marketing 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](#), and the following:
 1. Pieces must be sequenced according to [6.8](#).
 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 determines price eligibility as specified in [243.6.0](#).

6.2 Marking

All regular and Nonprofit USPS Marketing Mail Enhanced Carrier Route pieces must be marked under [202.3.0](#). All pieces must also be marked “ECRLT” 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 [203.8.0](#).



6.3 Residual Pieces

[7-13-25] Pieces not sorted as a carrier route mailing must be prepared as a separate mailing at USPS Marketing Mail automation or Presorted prices or at the applicable single-piece First-Class Mail - Retail price.

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 [203.4.12](#) 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

For all ECR letters over 3.5 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 3.5 ounces and some pieces up to 3.5 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 3.5 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 [203.5.11](#) 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 [203.5.11](#) 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

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 3.5 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. (See [6.10](#) for optional 5-digit/scheme tray preparation.) 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 [203.5.11](#) for overseas military mail).
 2. [\[7-13-25\]](#) 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.
- b. 5-digit carrier routes: required; no overflow, no bundling.
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [203.5.11](#) 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 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 (DSF2).
- 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 from the Delivery Statistics File, in accordance with 509.1.11.

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 USPS Marketing 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 electronic confirmation during eDoc submission certifies that this standard has been met when the corresponding mail is presented to 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. DSF2 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](#)).
- 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

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,



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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

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

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.

6.10 Optional 5-Digit/Scheme Tray Preparation for High Density and High Density Plus Automation-Compatible ECR Letters

6.10.1 Basic Standards

An optional 5-digit/scheme tray preparation allows combining multiple mail owners' High Density, High Density Plus, and 5-digit automation-compatible letters in a letter tray when meeting the following standards:

- a. Each individual mail owner must meet the minimum quantities in [243.6.4.2](#) for High Density (HD) and High Density Plus to claim HD/HD Plus prices with a minimum combined 150 pieces of 5-digit, HD or HD Plus in a 5-digit/scheme tray.
- b. The separate requirement of 150 pieces for 5-digit is waived.
- c. The minimums must be achieved by a single mail owner defined by the mail owner's individual Mailer ID (MID) and/or Customer Registration ID (CRID) in the "By/For" of the eDoc for each carrier route.
- d. Walk sequencing is not required within the letter trays.
- e. Bundling and facing slips are not required.
- f. The optional tray preparation must meet the HD and HD+ marking requirements in [6.2](#).
- g. The optional tray preparation must be used for the entire mailing.
- h. For each carrier route to which High Density (HD) or High Density Plus mail is addressed, the mailer must document within eDoc the total number of addressed pieces to the route.
- i. Grouping the HD and HD Plus letters in the trays is not required.



- j. Optional endorsement lines or carrier-route information lines are required for all carrier-route volume.

6.10.2 Traying and Labeling

Mailers must tray the HD and HD Plus qualified mail that meets the standards of [6.10.1](#) with 5-digit/scheme mail prepared under [7.5a](#).

7.0 Preparing Automation Letters

7.1 Basic Standards

Letter-size automation price USPS Marketing Mail must be prepared under [7.0](#) and the eligibility standards for the price claimed. Trays must bear barcoded tray labels under [203.5.0](#).

7.2 Mailings

All pieces in a mailing must meet the standards in [201.1.0](#), and [201.3.0](#), 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](#).

7.3 Marking

All USPS Marketing Mail automation price pieces must be marked under [202.3.0](#). 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

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 AADC tray for the correct destination and the overflow 5-digit pieces will still qualify for the 5-digit price). Mailers must note these trays on standardized documentation (see [203.3.2](#)). 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 AADC ZIP Codes. This option does not apply to origin/entry AADC 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 [1.4g](#). For Line 1, label as follows:
 - 1. For 5-digit scheme trays, use destination shown in labeling list [L012](#).



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2. For 5-digit trays, use city, state, and 5-digit ZIP Code destination on pieces (see [203.5.11](#) for overseas military mail).
- b. [\[4-7-25\]](#) AADC: optional, but required for AADC price (150-piece minimum except no minimum for origin entry AADC); overflow allowed; group pieces by 3-digit (or 3-digit scheme) ZIP Code prefix. For Line 1, use [L005](#), Column B.
- c. [\[7-13-25\]](#)[\[4-7-25\]](#) 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.

7.6 Tray Line 2

Line 2: “STD LTR” and:

- a. 5-digit scheme: “BC 5D SCHEME.”
- b. 5-digit: “5D BC.”
- c. AADC: “AADC BC.”
- d. Mixed AADC: “BC WKG.”

7.7 Presentation

Upon presentation of letter-size automation price USPS Marketing 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.

8.0 Preparing Nonautomation Flats

8.1 Basic Standards

All mailings and all pieces in each mailing at Regular USPS Marketing Mail and Nonprofit USPS Marketing Mail nonautomation prices are subject to specific preparation standards in [8.2](#) through [8.8](#) and to these general standards (automation price mailings must be prepared under [10.0](#)):

- 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 USPS Marketing Mail pieces must be marked under [202.3.0](#). Regular and Nonprofit USPS Marketing Mail pieces must not be marked “ECRLOT,” “ECRWSH,” “ECRWSS,” “AUTO,” or “Single-Piece” (or “SNGLP”).
 2. Unless excepted by standard, all pieces must be in the flat-size processing category and prepared in flat trays or on pallets. Certain flat-size pieces may be prepared in letter trays under [3.0](#).
- c. All pieces in the mailing must meet the specific sortation and preparation standards in [8.0](#) or the palletization standards in [705.8.0](#). Flat-size pieces may be prepared under [705.9.0](#) through [705.13.0](#).



- d. Sortation determines price eligibility as specified in [243.5.0](#).

8.2 Bundle Preparation

Bundling in flat trays is optional when no mail in that tray would have been more finely sorted, if bundled. Bundles must be trayed and labeled separately from loose flats prepared in flat trays. A bundle must be prepared when the quantity of addressed mailpieces for a required presort level reaches the required minimum bundle size specified in [8.3](#). Smaller volumes are not permitted except under [203.4.0](#) and for mixed ADC bundles.

8.3 Bundling and Labeling

Mailings consisting entirely of pieces meeting the automation-compatibility criteria in [201.6.0](#) 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 [203.4.12](#), and labeling:

- a. [\[7-13-25\]](#) 5-digit scheme (required for flats meeting the automation-compatibility standards in [201.6.0](#)), see definition in [1.4j](#):
 - 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. [\[7-13-25\]](#) 5-digit (optional), see definition in [1.4j](#):
 - 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 [201.6.0](#)), see definition in [1.4o](#); 10-piece minimum; green Label 3 SCH, or OEL.
- d. [\[7-13-25\]](#) 3-digit (optional), see definition in [1.4o](#); 10-piece minimum; green Label 3 or OEL.
- e. [\[7-13-25\]](#) ADC (optional); 10-piece minimum; pink Label A or OEL.
- f. Mixed ADC (required); no minimum; tan Label X or OEL.

8.4 Required Traying

Except as provided in [8.5](#), a flat tray, or a letter tray under [3.0](#), must be prepared when the quantity of mail for a required presort destination reaches a full flat tray (up to the handholds), 125 pieces, or 15 pounds, 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.



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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 tray is used, if documentation can be provided with the mailing that shows for each tray the number of pieces and the total weight.

8.5 Drop Shipment

A mailer using Priority Mail or Priority Mail Express to drop ship USPS Marketing Mail flat-size pieces may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

8.6 Traying, Sacking, and Labeling

Flat trays are allowed for all sortations. Sack preparation is allowed only for the following: Nonpalletized residual 5-digit flats entered at a DDU/S&DC along with carrier-route flats; Nonpalletized carrier-route flats entered at the DSCF/LPC (origin); Nonpalletized 5-digit flats entered at the DSCF/LPC (origin); and nonpalletized 3-digit flats entered at the DSCF/LPC (origin). DSCF/LPC (origin) 5-digit and 3-digit/SCF sacks must be entered at the BMEU and emptied into a designated container. All other sortations require flat-tray preparation.

Preparation sequence and labeling:

- a. **[7-13-25]** *5-digit/scheme* (optional); scheme sort required (before 5-digit sort), only for pieces meeting the automation flats criteria in [201.6.0](#), see definition in [1.4j](#); full flat tray; 125-piece, or 15-pound minimum; labeling:
 1. Line 1: For 5-digit scheme flat trays use [L007](#), Column B. For 5-digit flat trays, use city, state, and 5-digit ZIP Code destination on pieces. (See [203.5.11](#) for overseas military mail).
 2. Line 2: For 5-digit scheme flat trays, use “STD FLT 5D SCH NON BC.” For 5-digit flat trays, use “STD FLTS 5D NON BC.”
- b. **[7-13-25]** *3-digit* (optional); full flat tray; 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. **[7-13-25]** *ADC* (optional); full flat tray, 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."

8.7 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 [9.0](#) and the automation and nonautomation mailings must be prepared under [705.9.0](#); or 2) all three mailings in the mailing job must be prepared under [705.10.0](#).
- b. If the mailing job contains an automation mailing and a nonautomation mailing, then it must be prepared under the cotraying 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 or trayed under [5.0](#) and [9.0](#) or prepared using the merged sacking/traying 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 or trayed under [9.0](#) and [10.0](#) or prepared using the merged sacking/traying option in [705.10.0](#).
- e. Nonautomation pieces may be cobundled with automation pieces under the standards in [705.11.0](#).

8.8 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 [8.7](#) are cotrayed with carrier route bundles prepared under [9.0](#), and automation 5-digit bundles prepared under [10.0](#) in merged 5-digit scheme flat trays and merged 5-digit flat trays. 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 [9.0](#) and with automation 5-digit bundles prepared under [10.0](#) on merged 5-digit scheme pallets and merged 5-digit pallets. See [8.7a](#) for information on when preparation under [705.10.0](#) may be required.

8.9 Residual Pieces

Mailers entering USPS Marketing Mail residual pieces that do not qualify for USPS Marketing Mail prices, and paying the applicable single-piece First-Class Mail or USPS Ground Advantage – Retail prices (but prepared "as is" under [244.5.0](#)), must separately bundle and sack residual pieces from the automation and presort pieces. Mailers must label flat trays under [204.3.0](#) using the CIN code 582 for use with residual flat trays. Label flat trays 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 204.3.2.4](#)).



- c. Line 3: Office of mailing or mailer information.

9.0 Preparing Enhanced Carrier Route Flats

9.1 Basic Standards

All mailings and all pieces in each mailing at Enhanced Carrier Route USPS Marketing Mail and Nonprofit Enhanced Carrier Route USPS Marketing Mail nonautomation prices are subject to specific preparation standards in [9.2](#) through [9.7](#) 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](#). Nonprofit Enhanced Carrier Route USPS Marketing 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 [202](#), and the following:
 - 1. All regular and Nonprofit USPS Marketing Mail Enhanced Carrier Route pieces must be marked under [202.3.0](#). 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 [3.0](#). When entering flat-size pieces at DDUs, mailers may prepare and transport unsacked, nonpalletized bundles according to standards in [203.4.0](#).
 - 3. Pieces must be sequenced according to [9.9](#).
 - 4. 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 [9.0](#) or the palletization standards in [705.8.0](#) except when included in a FSS scheme bundle under [705.14.0](#). Flat-size pieces may be prepared under [705.9.0](#) through [705.13.0](#).
- e. Sortation determines price eligibility as specified in [243.5.0](#).

9.2 Residual Pieces

Pieces not sorted as a carrier route mailing must be prepared as a separate mailing at USPS Marketing Mail automation or Presorted prices or at the applicable single-piece First-Class Mail or USPS Ground Advantage – Retail prices.

9.3 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 [9.4](#), 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).

9.4 Bundles, Trays, and Sacks With Fewer Than the Minimum Number of Pieces Required

As a general exception to 9.2 through 9.7, 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.

[7-13-25]

9.5 Multi-Carrier-Routes Bundle

[7-13-25] A mailer may combine individual eligible bundles of USPS Marketing 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 9.5b) 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 203.4.0.
- d. [7-13-25] The multi-carrier-routes bundle must be secured with at least two cross-strapped bands, one around the length and one around the girth, or shrink-wrapped with one or more cross-strapped 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 203.4.0 by less than the thickness of an individual carrier route bundle (e.g., 1 inch or less) meets the standards.

9.6 Required Sack Minimums

When traying/sacking is required, mailers must prepare a flat tray/sack when the quantity of mail for a required presort destination reaches up to the handholds (see 1.4), 125 pieces or 15 pounds of pieces (sacks), 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. Less than full flat trays (see [1.4](#)) and 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.

9.7 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 [203.5.11](#) for overseas military mail).
 - 2. Line 2: “STD FLTS ECRWSS” or “STD FLTS ECRWSH” or “STD FLTS ECRLT” 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 [203.5.11](#) for overseas military mail).
 - 2. Line 2: “STD FLTS CR-RTS.”

9.8 Merged Containerization of Carrier Route, Automation, and Presorted Price Flats

Under the optional preparation in [705.10.0](#), carrier route price bundles prepared under [9.3](#) and [9.4](#) are cotrayed with Presorted price 5-digit bundles prepared under [8.0](#), and automation price 5-digit bundles prepared under [10.0](#) in merged 5-digit scheme flat trays and merged 5-digit flat trays. Under the optional preparation in [705.10.0](#), [705.12.0](#), or [705.13.0](#), carrier route price bundles prepared under [9.3](#) and [9.4](#) are copalletized with Presorted price 5-digit bundles prepared under [8.0](#) and with automation price 5-digit bundles prepared under [10.0](#) 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](#).

9.9 Delivery Sequence Standards

9.9.1 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 [9.0](#) and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards.



9.9.2 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.

9.9.3 Updating Walk Sequence Information—General

Walk-sequence price pieces prepared with other than a simplified address format under [9.9.4](#) 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 (DSF²).
- c. Delivery sequence information from USPS address sequencing services, as requested by the customer.

9.9.4 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 [509.1.11](#), 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 [509.1.11](#), within 90 days before the mailing date.

9.9.5 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.

9.9.6 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 USPS Marketing 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.

9.10 Delivery Sequence Documentation

9.10.1 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 electronic confirmation during eDoc submission certifies that this standard has been met when the corresponding mail is presented to 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. DSF² 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](#)).
- e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software.

9.10.2 High Density and High Density Plus

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.

9.10.3 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.

9.10.4 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.

9.10.5 Both Prices

If a mailing contains pieces qualifying for more than one walk-sequence price, the documentation required by [9.10.2](#), [9.10.3](#), or [9.10.4](#) 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.

9.10.6 Carrier Route Price

If a mailing includes walk-sequence price and basic carrier route price pieces, in addition to the information required by [9.10.2](#) through [9.10.5](#), 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.

10.0 Preparing Automation Flats

10.1 Basic Standards

Flat-size automation USPS Marketing Mail must be prepared under [10.0](#) and the eligibility standards for the price claimed. Flat trays must bear the appropriate barcoded container labels under [4.0](#).

10.2 Mailings

All pieces in a mailing must meet the standards in [201.3.0](#), and be sorted together to the finest extent required. USPS Marketing 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](#).

10.3 Marking

All USPS Marketing Mail automation pieces must be marked under [202](#). Pieces claimed at an automation price must bear the appropriate class marking and, except as provided in [202.3.0](#), “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 “SGLP” is applied.

10.4 USPS Marketing Mail Bundle and Flat-Tray Preparation

10.4.1 Bundling and Labeling

Bundling in flat trays is optional when no mail in that tray would have been more finely sorted, if bundled. Bundles must be trayed and labeled separately from loose flats prepared in flat trays. Preparation sequence, bundle size, except as allowed under [203.4.0](#), and labeling:



245.10.4.2

- a. **[7-13-25]** 5-digit scheme (optional); see definition in [1.4g](#):
 - 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. **[7-13-25]** 5-digit presort (optional); see definition in [1.4g](#):
 - 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. **[7-13-25]** 3-digit scheme (optional); see definition in [1.4p](#); 10-piece minimum; green Label 3 SCH or OEL.
- d. **[7-13-25]** 3-digit presort (optional); see definition in [1.4p](#); 10-piece minimum; green Label 3 or OEL.
- e. **[7-13-25]** ADC (optional); 10-piece minimum; pink Label A or OEL.
- f. Mixed ADC (required); no minimum; tan Label X or OEL.

10.4.2 Required Traying

A flat tray or a letter tray under [3.0](#) must be prepared when the quantity of mail for a required presort destination reaches a full flat tray (see [1.4e](#)), 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 use one of the following:
 - 1. 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
 - 2. Tray by the actual piece count or mail weight for each flat tray, if documentation is provided with the mailing that shows (specifically for each flat tray) the number of pieces and their total weight.

10.4.3 Traying, Sacking, and Labeling

Sack preparation is allowed only for the following: Nonpalletized residual 5-digit flats entered at a DDU/S&DC along with carrier-route flats; Nonpalletized carrier-route flats entered at the DSCF/LPC (origin); Nonpalletized 5-digit flats entered at the DSCF/LPC (origin); and nonpalletized 3-digit flats entered at the DSCF/LPC (origin). DSCF/LPC (origin) 5-digit and 3-digit/SCF sacks must be entered at the BMEU and emptied into a designated container. All other sortations require flat-tray preparation. Preparation sequence and labeling:



- a. **[7-13-25]** *5-digit/scheme*; (optional), see definition in [1.4h](#); full flat tray, 125-piece, or 15-pound minimum, labeling:
 - 1. Line 1: For 5-digit scheme flat trays, use [L007](#), Column B. For 5-digit flat trays/sacks, use city, state, and 5-digit ZIP Code on mail. (See [203.5.11](#) for overseas military mail.)
 - 2. Line 2: For 5-digit scheme flat trays, use “STD FLTS 5D SCH BC.” For 5-digit flat trays/sacks, use “STD FLTS 5D BC.”
- b. **[7-13-25]** *3-digit* (optional); full flat tray, 125-piece, or 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. **[7-13-25]** *ADC* (optional); full flat tray, 125-piece, or 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.”

11.0 Preparing Presorted Parcels

11.1 Basic Standards

All mailings and all pieces in each mailing at USPS Marketing Mail and Nonprofit USPS Marketing Mail parcel prices are subject to preparation standards in [11.3](#) or [11.4](#), 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 [243.5.0](#). Nonprofit USPS Marketing Mail must meet the additional eligibility standards in [703.1.0](#).
- b. **[4-7-25]** Marketing Parcels, Nonprofit Machinable priced parcels, and Nonprofit Nonstandard priced parcels must each be prepared as separate mailings, except under [11.3.1](#).
- c. All pieces must meet the applicable general preparation standards in [1.0](#) through [4.0](#); [203.7.0](#); and [204.3.0](#).
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [11.0](#) or the palletization standards in [705.8.0](#).
- e. Sortation determines price eligibility as specified in [243.5.0](#).



245.11.2

11.2 Markings

All parcels must be marked according to [202.3.0](#).

11.3 Preparing Machinable Marketing Parcels (3.5 Ounces or More) and Nonprofit Machinable Priced Parcels

11.3.1 Sacking

The following apply:

- a. [\[4-7-25\]](#) Prepare mailings of machinable Marketing Parcels weighing 3.5 ounces or more and mailings of Nonprofit Machinable priced parcels under [11.3](#).
- b. [\[7-13-25\]](#) Prepare 5-digit sacks only for parcels dropshipped to a DSCF/DSCF, or DDU or DS&DC.
- c. [\[7-13-25\]](#) Prepare ASF/RPDC or NDC/RPDC sacks only for parcels claiming NDC prices.
- d. There is no minimum for parcels in 5-digit/scheme sacks entered at a DDU or DS&DC.
- e. Mailers combining nonstandard parcels with machinable parcels placed in 5-digit/scheme sacks must prepare those sacks under [11.3.2a](#).
- f. [\[4-7-25\]](#) Mailers combining machinable Marketing Parcels (3.5 ounces or more) with Nonprofit Machinable priced parcels placed in ASF/RPDC, NDC/RPDC, or mixed NDC/RPDC sacks must prepare the sacks under [11.3.2](#).

11.3.2 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. [\[7-13-25\]](#) 5-digit/scheme (optional, but required for 5-digit price); see definition in [1.4n](#).; allowed only for mail deposited at a DSCF/RPDC or DDU/S&DC. Sacks must contain a 10-pound minimum except at DDU/S&DC 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 [203.5.11](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, "STD MACH 5D SCH." For 5-digit sacks, "STD MACH 5D."
- b. [\[7-13-25\]](#) ASF (optional), 10-pound minimum; labeling:
 1. Line 1: [L602](#), Column B.
 2. Line 2: "STD MACH ASF."
- c. [\[7-13-25\]](#) NDC, 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. [\[7-13-25\]](#) Line 1: Use "MXD" followed by [L601](#), Column B, information for facility serving 3-digit ZIP Code prefix of entry Post Office.
 2. Line 2: "STD MACH WKG."

11.4 Preparing Marketing Parcels (Less Than 3.5 Ounces) and Nonprofit Nonstandard Priced Parcels

11.4.1 Bundling

Bundling is not permitted.

11.4.2 Sacking

The following apply:

- a. [\[4-7-25\]](#) Prepare mailings of nonstandard Marketing Parcels (less than 3.5 ounces) and mailings of Nonprofit nonstandard-priced parcels under [11.4](#).
- b. [\[7-13-25\]](#) Prepare 5-digit sacks only for parcels dropshipped to a DSCF/RPDC or DDU or SDC.
- c. Mailers must prepare a sack when the mail for a required presort destination reaches 10 pounds of pieces.
- d. There is no minimum for parcels prepared in 5-digit/scheme sacks entered at a DDU or S&DC.
- e. [\[4-7-25\]](#) Mailers combining Nonprofit Nonstandard priced parcels with Nonprofit Machinable priced parcels and machinable Marketing Parcels (3.5 ounces or more) in 5-digit/scheme sacks must prepare those sacks under [11.3.2](#).
- f. Mailers may not prepare sacks containing nonstandard and machinable parcels to other presort levels.
- g. [\[4-7-25\]](#) Mailers may combine Nonprofit Nonstandard priced parcels with nonstandard Marketing Parcels (less than 3.5 ounces) in sacks under [11.4.3](#).

11.4.3 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. [\[7-13-25\]](#) 5-digit/scheme (optional, but required for 5-digit price), see definition in [1.4n](#); allowed only for mail deposited at a DSCF/RPDC or DDU/S&DC. Sacks must contain a 10-pound minimum except at DDU/S&DC 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 [203.5.11](#) for overseas military mail.)
 2. Line 2: For 5-digit scheme sacks, use "STD NONSTD 5D SCH." For 5-digit sacks, use "STD NONSTD 5D."
- b. [\[7-13-25\]](#) SCF, 10-pound minimum; labeling:



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1. For Line 1: [L002](#), Column C.
2. For Line 2, use "STD NONSTD SCF."
- c. [\[7-13-25\]](#) ASF (optional), 10-pound minimum; labeling:
 1. Line 1: Use [L602](#), Column B. See [246.](#), to determine DNDC-price eligibility.
 2. Line 2: use "STD NONSTD ASF."
- d. [\[7-13-25\]](#) NDC, 10-pound minimum; labeling:
 1. [\[7-13-25\]](#) Line 1: [L601](#), Column B information for the facility serving the 3-digit ZIP Code prefix of the entry Post Office.
 2. Line 2: use "STD NONSTD NDC."
- e. Origin NDC (required); no minimum; labeling:
 1. Line 1: [L601](#), Column B.
 2. Line 2: use "STD NONSTD NDC."
- f. Mixed NDC (required); no minimum; labeling:
 1. [\[7-13-25\]](#) Line 1: Use "MXD" followed by [L601](#), Column B information for facility serving 3-digit ZIP Code prefix of entry Post Office.
 2. Line 2: use "STD NONSTD WKG."

12.0 Preparing Customized MarketMail

12.1 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 USPS Marketing 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 USPS Marketing Mail pieces must be marked "Presorted USPS Marketing" and Nonprofit USPS Marketing 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 [203.8.0](#) 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 [602.9.0](#). Carrier route information must be updated within 90 days before the mailing date.

**12.2 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.

12.3 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 [203.4.7](#). 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.

12.4 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).

12.5 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 [246.4.0](#) must be placed in letter trays, flat trays, or sacks. Bundles in Priority Mail and Priority Mail Express Open and Distribute shipments under [705.18.5](#) 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 director, Business Acceptance Solutions (see [608.8.0](#) for address). Each mailing using mailer-supplied containers must include sample containers for tare weight calculations.

12.6 Containerizing and Labeling

Prepare and label containers as follows:

- a. Drop shipments under [246.2.0](#) and [246.4.0](#) 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](#).



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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 [207.21.0](#)).
- 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 [705.18.5](#).



Commercial Mail: USPS Marketing Mail Preparation

245.12.6



Commercial Mail: USPS Marketing Mail Preparation

245.12.6



246 Enter and Deposit

Overview

- [1.0 Presenting a Mailing](#)
- [2.0 Destination Entry](#)
- [3.0 Destination Sectional Center Facility \(DSCF\)/Local Processing Center \(LPC\) Entry](#)
- [4.0 Destination Delivery Unit \(DDU\)/Sorting and Delivery Center \(S&DC\) Entry](#)

1.0 Presenting a Mailing

1.1 Basic Standards for USPS Marketing Mail Deposit

All USPS Marketing 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 [705.19.0](#).
- d. Nonprofit USPS Marketing 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 [245.1.0](#). 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 USPS Marketing 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](#), and [4.0](#). 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 USPS Marketing Mail mailing is subject to these minimum volume requirements:

- 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 USPS Marketing 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 USPS Marketing 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 USPS Marketing 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 an NDC/RPDC, the Post Office where the mailer's account or license is held must be within the service area of that NDC/RPDC. The Post Office must authorize the NDC/RPDC to act as its agent by sending a completed PS Form 4410 to the NDC/RPDC.

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 percent 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 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. [\[7-13-25\]](#) Except as provided under [2.6.3b](#), or for a local mailer and mailings of perishable commodities under [2.6.13](#), appointments for deposit of destination entry price mail at SCFs must be scheduled through the appropriate drop-shipment appointment control center at least one business day in advance. Same-day appointments may be granted by a



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drop-shipment control center only through a telephone request. Appointments may be made up to 30 calendar days before the desired appointment date. The mailer must adhere to the scheduled mail deposit time and location. To cancel an appointment, the mailer must notify the appropriate drop-shipment control center at least 24 hours before the scheduled appointment.

- b. As an option to [2.6.3a](#), a mailer or agent may make an appointment through the Facility Access and Shipment Tracking (FAST) system, available at fast.usps.com, using a USPS-issued computer logon ID. FAST appointments and cancellations must be made at least 12 hours before the desired or scheduled time and date. All information must be provided that the FAST appointment system requires regarding a mailing.
- c. For deposit of DDU/S&DC mailings, an appointment must be made by contacting the DDU/S&DC or through FAST, available at fast.usps.com, at least 24 hours in advance. To cancel an appointment, the mailer must provide notification through the applicable appointment method at least one business day before the scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.
- d. When Periodicals are transported together with USPS Marketing Mail or Package Services as a mixed load ([207.29.0](#)), 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 DDU/S&DC or FAST, available at fast.usps.com, 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/S&DC 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

[7-13-25] The mailer must follow the scheduled deposit time or cancel the appointment through the applicable appointment method. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at SCFs/LPCs or more than 20 minutes after the scheduled appointment at delivery units.



2.6.6 Redirection by USPS

[7-13-25] A mailer may be directed to transport destination entry-price mailings to a facility other than the designated DDU/S&DC, SCF/LPC (letters/flats), or SCF/RPDC (parcels) due to facility restrictions, building expansions, peak-season mail volumes, or emergency constraints.

2.6.7 Redirection at Mailer's Request

A mailer may ask to transport destination SCF/LPC (letters/flats)- or SCF/RPDC (parcels)-price mail to a facility other than the designated SCF/LPC/RPDC. In limited circumstances, this exception may be approved only by the manager, Network Integration Support. (See [608.8.0](#) for address). To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF/LPC/RPDC must destinate for processing within that facility and must not require backhauling to the SCF/LPC/RPDC.

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. **[7-13-25]** Properly prepared containerized loads (e.g., pallets) are unloaded by USPS at SCFs/LPCs. 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. **[7-13-25]** At SCFs/LPCs, 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.



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- c. At destination delivery units (DDUs)/sorting and delivery centers (S&DCs), 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.
 - 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/S&DCs 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 USPS Marketing 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 to Scheduling Standard

Exceptions are as follows:

- a. The restrictions in [2.5.5](#) and [2.6.3](#) 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 if the mailings meet the standards in [through 4.0](#).
- b. Exceptions to the scheduling standard are made for shipments of products recognized by USPS as perishables under [601.8.0](#). While an appointment is not required for shipments of perishables, the destination facility must be notified at least 24 hours before deposit to facilitate timely handling of the load.

[7-13-25]

3.0 Destination Sectional Center Facility (DSCF)/Local Processing Center (LPC) Entry

3.1 Definition

For this standard, destination sectional center facility (DSCF)/local processing center (LPC) refers to the facilities listed in [L002](#), Column C.

3.2 Eligibility

3.2.1 Letters

Pieces in a mailing that meet the standards in [2.0](#) and [3.0](#) are eligible for DSCF prices under either [4.2.1a.](#) or [4.2.1b.](#) below:

- a. When deposited at a DSCF/LPC or USPS-designated facility, and either:
 1. Placed in a tray labeled to a destination within the SCF's/LPC's service area, when all pieces in the tray are addressed for delivery within that SCF's/LPC's service area; or
 2. Placed in an ADC or AADC tray labeled to a destination within the SCF's/LPC's service area, regardless of whether all pieces in the tray are addressed for delivery within that SCF's/LPC's service area.
- b. When entered and deposited at a DDU/S&DC, addressed for delivery within that facility's service area, placed in a tray labeled to that DDU/S&DC, and either:
 1. The pieces are prepared with simplified addresses under [602.3.2](#); or
 2. The mailer holds a mailing permit at the DDU/S&DC entry office and deposits only one mailing of less than 2,500 pieces per day.

3.2.2 Flats

Pieces in a mailing that meets the standards in [2.0](#) and [3.0](#) are eligible for the DSCF price, as follows:

- a. When deposited at a DSCF/LPC or USPS-designated facility, addressed for delivery within the DSCF's/LPC's service area, and placed in a flat tray, sack (when applicable), or on a pallet labeled to the DSCF/LPC or to a destination within its service area. This includes flat trays labeled to an ADC facility with the same service area as the DSCF/LPC.
- b. When prepared in 5-digit bundles and placed in or on a merged 5-digit scheme or merged 5-digit flat tray, sack (when applicable), or pallet that is deposited at the destination delivery unit/sorting and delivery center as defined in [4.1](#).
- c. When prepared as nonpalletized carrier route, 5-digit scheme carrier-route, 5-digit carrier-route, 5-digit, or 3-digit flats in sacks entered at the DSCF/LPC (origin). DSCF/LPC (origin) 5-digit and 3-digit/SCF sacks must be entered at the BMEU and emptied into a designated container.



246.3.2.3

3.2.3 Parcels

Pieces in a mailing that meets the standards in [2.0](#) and [3.0](#) are eligible for the DSCF price, as follows:

- a. When deposited at a DSCF/RPDC or USPS-designated facility, addressed for delivery within the DSCF's/RPDC's service area, and placed in a sack or on a pallet that is labeled to the DSCF/RPDC or to a destination within its service area.
- 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/sorting and delivery center as defined in [4.1](#).
- c. When prepared and deposited under [705.6.3](#).

3.3 Vehicles

Mailings deposited at a DSCF/LPC (letters/flats) or DSCF/RPDC (parcels) must be presented in vehicles that are compatible with SCF/LPC/RPDC dock and yard operations.

4.0 Destination Delivery Unit (DDU)/Sorting and Delivery Center (S&DC) Entry

4.1 Definition

For this standard, destination delivery unit (DDU)/sorting and delivery center (S&DC) refers to the facility designated by the USPS district drop-shipment coordinator (for automation-price USPS Marketing 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 USPS Marketing Mail).

4.2 Eligibility

4.2.1 Letters

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 [4.0](#) at a DDU/S&DC 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.

4.2.2 Flats

The following apply:

- a. Properly prepared Enhanced Carrier Route (ECR) flat-size pieces entered according to standards in [2.0](#) and [4.0](#) are eligible for the DDU price when deposited at a DDU/S&DC and addressed for delivery within that facility's service area.

- b. Mailers must unload mail at DDUs/S&DCs according to standards in [2.6.9](#).
- c. 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.
- d. When mailings contain pieces claimed at more than one destination entry price, mailers must separate mail according to standards in [2.5.1](#).
- e. Nonpalletized residual 5-digit flats remaining after a carrier-route sortation may be prepared in sacks and deposited at the DDU/S&DC, along with a carrier-route mailing.

4.2.3 Parcels

Pieces in a mailing that meets the standards in [2.0](#) and [4.0](#) are eligible for the DDU price when:

- a. Deposited at a DDU/S&DC;
- b. Addressed for delivery within that facility's service area; and
- c. Prepared as one or more parcels in 5-digit containers.



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Commercial Mail: USPS Marketing Mail Enter and Deposit

246.4.2.3

250 Commercial Mail Parcel Select Parcels

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253 Prices and Eligibility

Overview

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1.0 Prices and Fees

1.1 Pricing

1.1.1 Prices

For prices, see [Notice 123—Price List](#).

1.1.2 Price Categories

Parcel Select mail price categories are as follows:

- a. [\[7-13-25\]](#) Destination entry, including destination entry sectional center facility (DSCF), destination hub (DHub), and destination entry delivery unit (DDU).
- b. USPS Connect Local.

1.1.3 Price Application

The following price applications apply:

- a. *Prices for Destination Entry* are based on the weight increment of each addressed piece as follows:
 - 1. The price is charged at the 4-ounce, 8-ounce, and 12-ounce increments. Any fraction of an ounce more than the 4-ounce, 8-ounce, and 12-ounce increments is rounded to the next price increment.
Examples: If an item weighs 4.1 ounces, the next weight (price) increment is 8 ounces. If an item weighs 12.1 ounces, the next weight (price) increment is 1 pound.
 - 2. Per pound from 1 pound through 70 pounds. Any fraction of a pound is considered a whole pound. **Example:** If an item weighs 1.25 pounds, the weight (postage) increment is 2 pounds.
- b. *Prices for USPS Connect Local* are based on the weight increment of each addressed piece. The price is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. The minimum price per piece is the 1-pound price.
- c. *Prices for USPS Connect Local Flat Rate Packaging* are based on a flat rate regardless of the mailpiece's domestic destination and actual weight (up to 25 pounds).
- d. The oversized price applies to parcels that measure over 108 inches but not more than 130 inches in combined length and girth.



253.1.2

1.2 Dimensional Weight Price for Low-Density Parcels

Postage for Destination Entry parcels exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight (as calculated in [1.2.1](#) or [1.2.2](#)), whichever is greater.

1.2.1 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 and then that total by the height. (Example: $11 \times 6 \times 3 = 198$.)
- c. If the result exceeds 1,728 cubic inches, divide the result by 166 and round up (see [604.7.0](#)) to the next whole number to determine the dimensional weight in pounds.
- d. If the dimensional weight exceeds 70 pounds, the customer pays the 70-pound price.

1.2.2 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 and then that total by the height. (Example: $11 \times 6 \times 3 = 198$.)
- 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 166 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.

1.2.3 Dimensional Weight Dimension Standard

Shipping Services file manifests or other approved electronic documentation must include the accurate dimensions (length, width, height) of all pieces that exceed 1 cubic foot. Mailers of pieces exceeding 1 cubic foot and with Shipping Services file manifests, or other approved electronic documentation, that do not meet the requirement to include the piece's accurate dimensions will be assessed the Dimension Noncompliance fee under [1.8](#).

1.3 Computing Postage**1.3.1 Determining Single-Piece Weight**

[\[4-7-25\]](#) Mailers must do the following:

- a. To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually.

- b. 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.
- c. Except for mailers using the USPS Ship system, when determining single-piece weight for Parcel Select mailpieces, express all weights in decimal pounds rounded to two decimal places. Mailers using USPS Ship may round to four decimals, and USPS Ship will automatically round to the appropriate decimal place.
- d. If using a manifest mailing system, properly complete the manifest weight field by adhering to the rules relative to the specific manifest.

1.3.2 Computing Postage for Affixed Postage

For each piece, affix correct postage for the weight (including any surcharges) as shown in through 1.3. To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece.

1.3.3 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.

1.4 Unmanifested Fee

[7-13-25][1-19-25] Customers mailing eligible Parcel Select pieces omitted from the manifest are subject to pay the unmanifested fee (see [Notice 123—Price List](#), unless subject to pay the Package Quality Noncompliance Fee specified in 3.3.

1.5 USPS Connect Local Flat Rate Packaging

Only USPS-produced USPS Connect Local Flat Rate packaging is eligible for USPS Connect Local Flat Rate prices. Mailers will be charged a flat rate regardless of the actual weight (up to 25 pounds) of the mailpiece. Customers must only use USPS-produced USPS Connect Local Flat Rate containers at the applicable USPS Connect Local Flat Rate price. Restrictions apply for using USPS-produced packaging (see 601.6.1).

1.6 Sunday Delivery

A USPS Connect Local mailer may request Sunday delivery where available for a fee (see [Notice 123—Price List](#)).

1.7 Nonstandard Fees

[7-13-25] Except for oversized priced parcels, a Parcel Select Destination Entry or USPS Connect Local piece is subject to a nonstandard fee (see [Notice 123—Price List](#)) as follows:

- a. A piece measures more than 22 inches up to 30 inches long.
- b. A piece measures more than 30 inches long.
- c. A piece measures more than 2 cubic feet (3,456 cubic inches). Dimensions for *rectangular* pieces are determined by measuring the length, width, and height in inches, rounding off (see 604.7.0) each measurement to the nearest



253.1.8

whole inch and multiplying the length by the width by the height. Dimensions for *nonrectangular* pieces are calculated as above and the result multiplied by an adjustment factor of 0.785. If either calculation exceeds 3,456 cubic inches, the piece is subject to the nonstandard fee.

- d. [7-13-25] A piece that contains any of the nonstandard characteristics listed under 201.7.6.2.
- e. [7-13-25] A piece that is subject to both a length (1.7a, 1.7b) and a characteristics (1.7d) nonstandard fee is only subject to the highest fee.
- f. [7-13-25] A piece may be subject to both a length (1.7a, 1.7b) and a cube (1.7c) nonstandard fee or a characteristics (1.7d) and a cube (1.7c) nonstandard fee.
- g. [7-13-25] Shipping Services file manifests or other approved electronic documentation must include the accurate dimensions (length, width, height) of all parcels that exceed 22 inches in length and the extra service code (ESC) for the characteristics category (see 201.7.6.2).
- h. [7-13-25] Mailers of parcels exceeding 22 inches in length and/or require the characteristics extra service code (ESC) and have a Shipping Services file manifest or other approved electronic documentation, that do not meet the requirement to include the parcel's accurate dimensions or ESC will be assessed the Dimension Noncompliance fee under 1.8.

1.8 Dimension Noncompliance Fee

[7-13-25] Mailers of Parcel Select parcels required to include the parcel's dimensions (length, width, height) and/or characteristics ESC in the Shipping Services file manifest or other approved electronic documentation as provided under 1.2.3 or 1.7 will be charged the Dimension Noncompliance fee (see Notice 123—Price List) if the parcel's dimensions and/or ESC are omitted or inaccurate in the Shipping Services file manifest or other approved electronic documentation. A parcel is subject to only one Dimension Noncompliance fee charge.

2.0 Content Standards

2.1 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 2.2 or permitted or required under 207.7.9). Mailers (other than publishers or registered news agents) may mail copies of Periodicals publications at Parcel Select prices.

2.2 Attachments or Enclosures of Periodicals Sample Copies

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

2.3 Attachments and Enclosures

2.3.1 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.

2.3.2 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.

2.3.3 Additional Enclosures

Parcel Select may contain any printed matter mailable as USPS Marketing Mail, in addition to the enclosures and additions listed in [2.3](#) and [2.4](#).

2.4 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 USPS Marketing Mail printed on the wrapper, envelope, tag, or label.

3.0 Basic Eligibility Standards for Parcel Select Parcels

3.1 Description of Service

[7-13-25] Parcel Select is a Shipping Services ground product. USPS Connect Local is a price category of Parcel Select with an expected same-day or next-day delivery service. USPS does not guarantee the delivery of Parcel Select mailpieces within a specified time. Certain Parcel Select mailpieces, such as pieces containing hazardous material or considered nonstandard (e.g., oversized priced pieces and nonstandard fee-priced pieces), may receive deferred handling.

3.2 Delivery and Return Addresses

All Parcel Select mailpieces 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.

[1-19-25]

3.3 Barcode Standards

[1-19-25]

3.3.1 IMpb Standards

[1-19-25] All Parcel Select mailpieces must bear an Intelligent Mail package barcode (IMpb) prepared as specified under 204.2.0.

[1-19-25]

3.3.2 IMmb Standards

[4-7-25][1-19-25] In addition to the IMpb under 3.3.1, all Parcel Select mailpieces must bear an Intelligent Mail matrix barcode (IMmb) prepared as specified under 204.2.0.

[7-13-25][1-19-25]

3.3.3 Package Quality Noncompliance Fee

[7-13-25][1-19-25] Unless otherwise excepted, mailers of mailpieces not meeting the requirements for using a unique IMpb and IMmb, as outlined in 204.2.1.6 and Publication 199, *Intelligent Mail Package Barcode (IMpb) Implementation Guide for Confirmation Services and Electronic Payment Systems*, will be assessed the Package Quality Noncompliance Fee. (See [Notice 123—Price List](#).) For details see PostalPro at <https://postalpro.usps.com>.

3.4 Inspection of Contents

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.

4.0 Price Eligibility for Parcel Select

4.1 Destination Entry Price Eligibility

4.1.1 Definition

[7-13-25] Parcel Select destination entry prices apply to Parcel Select mailings prepared as specified in [705.8.0](#), and [255.4.0](#), and addressed for delivery within the service area of a sectional center facility/regional processing and distribution center, or delivery unit or sorting and delivery center where the mailer deposited them. For this standard, the following destination facility definitions apply:

- a. **[7-13-25]** A destination sectional center facility (DSCF)/regional processing and distribution center (DRPDC) includes all facilities in [L051](#). Mailers may be redirected to deposit DSCF/DRPDC mail at another USPS-designated facility. See [4.1.3](#) for more information.
- b. A destination hub (DHub) includes all facilities in [L014](#). See [4.1.3](#) for more information.
- c. A destination delivery unit (DDU) or sorting and delivery center (DS&DC) 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

For Parcel Select destination entry, pieces must meet the applicable standards in [255.4.0](#) 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 [256.2.1](#) through [256.3.0](#), 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.



253.4.1.3

- d. [\[7-13-25\]](#) 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 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.

[\[7-13-25\]](#)

4.1.3 DSCF, DHub, and DDU Prices

For DSCF, DHub, 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/RPDC in [L051](#), 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 [255.4.2](#) and [255.5.0](#) for preparation requirements.
- b. For DHub prices, be part of a Parcel Select destination entry mailing of parcels deposited at an DHub in [L014](#). Mailers must not prepare mail on pallets or pallet boxes if the delivery facility is unable to handle pallets. See [255.4.2](#) and [255.5.0](#) for preparation requirements.
- c. For DDU prices, be part of a Parcel Select mailing deposited at a designated DDU or DS&DC 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 or DS&DC facility that cannot handle the pallets, the driver must unload the pallets into containers as specified by the delivery unit or S&DC.

4.2 USPS Connect Local

USPS Connect Local mailings are subject to the following criteria:

- a. Participation in the USPS Connect Local program requires agreement to program terms. Customers must speak with a USPS representative for details.
- b. There is no minimum volume requirement.

- c. Postage must be paid under [254.1.1.2](#).
- d. Pieces are subject to specific marking requirements under [202.3.7.2](#) and [202.3.7.3](#).
- e. Mailings must be addressed and entered at the local 5-digit Post Office by the designated critical entry time for same-day delivery within the local 5-digit Post Office service area.
- f. Only the following extra services are available with USPS Connect Local and must be purchased through the Click-N-Ship application:
 - 1. Insurance (see [503.4.0](#)).
 - 2. Signature Confirmation (see [503.8.0](#)).
 - 3. Signature Confirmation Restricted Delivery (see [503.8.0](#)).
- g. Sunday delivery is offered where available for a fee (see [1.7](#)).



254 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

1.1.1 Parcel Select Destination Entry

Parcel Select destination entry may be paid as follows:

- a. Metered postage may be used on pieces as provided under [1.1.1c](#) and [604.4.0](#).
- b. 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 combination of prices.
- c. [\[7-13-25\]](#)[\[4-7-25\]](#) Except for plant-verified drop shipments (see [705.17.0](#)), USPS Ship shipments (see [705.2.6](#)), and metered mail drop shipments (see [705.19.0](#)), 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 DSCF/DRPDC, or at the parent Post Office of a DDU or DS&DC. Except for manifested mail using USPS Ship under [705.2.6](#), postage and fees are paid to the Post Office that verifies the mailings. The mailer must ensure that PS Form 8125 accompanies plant-verified drop shipments, along with mailing documentation.

1.1.2 USPS Connect Local

USPS Connect Local mailings must be paid with USPS Click-N-Ship.

1.2 NDC/RPDC as Agent

[\[7-13-25\]](#) An NDC/RPDC 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/RPDC Parent Post Office**

FACILITY	PARENT POST OFFICE	ZONE CHART
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

2.0 Mailing Documentation

2.1 Completing Postage Statements

[4-7-25] All metered and permit-imprint mailings of 50 pieces or more, except manifested using USPS Ship under [705.2.6](#), must be accompanied by a complete postage statement. A change made to any postage statement requires

the mailer (agent) to correct the postage statement and document the correction. See [203.1.0](#) and [203.2.0](#) for postage statement and documentation standards.

2.2 Other Documentation

[7-13-25] When presented for acceptance, documentation of postage by entry office and presort level (e.g., by 5-digit ZIP Code for DSCF and DDU prices) is required under [705.2.0](#) through [705.4.0](#). 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. DSCF mail palletized under the alternate preparation option in [705.8.0](#) must submit the detailed documentation required in [705.8.18.2](#).



Commercial Mail: Parcel Select Postage Payment and Documentation

254.2.2



255 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Sacks](#)
- [3.0 Sack Labels](#)
- [4.0 Preparing Destination Entry Parcel Select \[7-13-25\]](#)
- [5.0 Preparing USPS Connect Local](#)
- [5.0 Preparing USPS Connect Local](#)

1.0 General Information for Mail Preparation

1.1 Basic Standards

1.1.1 General

All mailings at Parcel Select prices are subject to these general standards:

- a. Each mailing must meet the applicable standards in [201](#), [202](#), [253](#), [255](#), and [256](#).
- b. All pieces that are palletized must be prepared under [705.8.0](#).

1.1.2 USPS Connect Local

USPS Connect Local pieces include no sorting requirements.

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. SCF/RPDC: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF)/regional processing and distribution center (RPDC) (see [L051](#)).



[7-13-25]

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. [7-13-25] *Entry [facility] (or origin [facility])* refers to the USPS mail-processing facility (e.g., “entry SCF/RPDC”) that serves the Post Office where the mailer entered the mail. If the Post Office where the mail is entered does not serve the mailer's location (e.g., for plant-verified drop shipment), the Post Office of entry determines the entry facility. Entry SCF/RPDC includes both single-3-digit and multi-3-digit SCFs/RPDCs.
- g. An *overflow sack* for Parcel Select DSCF/DRPDC 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](#). 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. [\[7-13-25\]](#) An overflow pallet in a Parcel Select DSCF/DRPDC 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/DRPDC mail palletized under [705.8.0](#). Pieces on overflow pallets qualify for the DSCF 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 Parcel Select Markings

Each piece in a Parcel Select mailing must bear a price marking under [202.3.7.2](#). Markings must appear in either the postage area described in [202.3.7.1](#), 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).

2.0 Sacks

See [203.6.0](#) for sack standards.

3.0 Sack Labels

Sack labels are subject to the standards in [203.6.0](#).

4.0 Preparing Destination Entry Parcel Select

4.1 Preparing Destination Delivery Unit (DDU) or Sorting and Delivery Center (S&DC) Parcel Select

4.1.1 Definition

A destination delivery unit (DDU) or sorting and delivery center (DS&DC) is a facility that delivers to the addresses appearing on the deposited pieces in a destination entry Parcel Select mailing. 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.



255.4.1.3

- b. Pieces must be entered by the mailer at the postal facility where the carrier delivers the parcels (delivery unit) as defined in [253.4.1.1](#).
- 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 at the USPS FAST Web site: <https://fast.usps.com> to determine the location of the delivery unit or S&DC, 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 or DS&DC pieces may be bedloaded, sacked, placed directly on pallets, or placed in pallet boxes on pallets. Machinable and nonstandard 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 [203.5.11](#) for overseas military mail); Line 2. "PSVC PARCELS 5D."

4.2 Preparing Destination Hub (DHub) Parcel Select

4.2.1 Definition

A destination Hub (DHub) includes all facilities in [L014](#).

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. DHub pieces must be for the same Hub area under [L014](#).
- c. Sorted to optional 5-digit scheme destinations under [L606](#), Column B, 5-digit destinations, either in sacks or directly on pallets or in pallet boxes. Mailers must enter the pieces at the designated Hub, under [L014](#) that serves the 5-digit ZIP Code destinations of the pieces. The DHub price is not available for palletized mail for facilities that are unable to handle palletized mailings. Refer to the Drop Shipment Product available at the USPS FAST website (<https://fast.usps.com>) to determine if the facility serving the 5-digit destination can handle pallets.

4.2.3 Sacking and Labeling

Sacking requirements for DHub entry include the following:

- 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 nonstandard 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:
 - 1. Line 1: Use [L606](#), Column B;

2. Line 2: Use "PSVC PARCELS 5D SCH."
- d. 5-digit sack labeling:
 1. Line 1: Use city, state, and 5-digit ZIP Code on mail. (See [203.5.11](#) for overseas military mail.)
 2. Line 2: Use "PSVC PARCELS 5D."

4.3 Preparing Destination SCF (DSCF)/Regional Processing and Distribution Center (DRPDC) Parcel Select

4.3.1 Definition

A destination sectional center facility (DSCF)/regional processing and distribution center (DRPDC) includes all facilities in [L051](#). Mailers may be redirected to deposit DSCF/DRPDC mail at another USPS-designated facility.

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. DSCF pieces must be for the same SCF area under [L051](#).
- c. Sorted to optional 5-digit scheme destinations under [L606](#), Column B, 5-digit destinations, or SCF for machinable parcels under [L051](#), either in sacks or directly on pallets or in pallet boxes. Mailers must enter the pieces at the designated SCF, under [L051](#), 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 at the USPS FAST Web Site <https://fast.usps.com> to determine if the facility serving the 5-digit destination can handle pallets.
- d. Any remaining nonstandard parcels (as defined in [201.7.6](#)) sorted to 3-digit ZIP Code prefixes in [L002](#), Column C. Machinable parcels may not be sorted to the 3-digit level.

4.3.3 Sacking and Labeling

Sacking requirements for DSCF/DRPDC) entry:

- a. Only 5-digit scheme, 5-digit, and SCF sacks are permitted.
- b. Each 5-digit scheme and 5-digit sack must contain a minimum of seven pieces. Machinable and nonstandard 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 [203.5.11](#) for overseas military mail); for Line 2, "PSVC PARCELS 5D."
- e. Each SCF sack must contain a minimum of seven pieces. One overflow sack per SCF is permitted (no piece minimum).
- f. SCF sack labeling: Line 1, use [L051](#); for Line 2, "PSVC MACH SCF."



255.5.1

- g. 3-digit nonstandard sack labeling: Line 1, use [L051](#); for Line 2, "PSVC NONSTD 3D."
- h. See [705.8.0](#) for the option to place 5-digit scheme and 5-digit DSCF/DRPDC sacks, SCF/RPDC sacks, and 3-digit nonstandard sacks on an SCF/RPDC pallet.

[7-13-25]

5.0 Preparing USPS Connect Local

5.1 **USPS Connect Local Flat Rate Packaging Provided by USPS**

USPS Connect Local Flat Rate packaging provided by USPS must be used only for USPS Connect Local mailings.

5.2 **Sealing USPS Connect Local Flat Rate Packaging**

The container flaps must close within the normal folds in a sealed USPS Connect Local Flat Rate bag or box. Tape may be applied to the flaps and seams to reinforce the container, provided that the container's design is not enlarged by opening the sides and the container is not reconstructed in any way.



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255.5.2



Commercial Mail: Parcel Select Mail Preparation

255.5.2

256 Enter and Deposit

Overview

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

1.0 Verification

1.1 Verification and Entry

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 [705.19.0](#).

1.2 Office of Mailing

1.2.1 Parcel Select

Parcel Select must be mailed at the Post Office from which the zone-based postage was computed, except under [1.3](#).

1.2.2 USPS Connect Local

USPS Connect Local pieces must be mailed at the local Post Office designated by the 5-digit ZIP Code destination.

1.3 NDC/RPDC Acceptance

A mailer may present Parcel Select at a NDC/RPDC for acceptance if:

- a. Metered postage is paid through a postage meter licensed at the NDC/RPDC parent Post Office, or permit imprint postage is paid through an advance deposit account at the NDC/RPDC parent Post Office or another Post Office in the NDC/RPDC service area, unless otherwise permitted by standard.
- b. The NDC/RPDC is authorized by Form 4410, *Authorization for NDC Acceptance*, to act as acceptance agent for the entry Post Office.

1.4 Drop Shipment Information

Essential information for entering drop shipment Parcel Select mailings at specific postal facilities can be found in the Drop Shipment Product available at the USPS FAST Web site: <https://fast.usps.com>.



2.0 Deposit

2.1 Bedloaded Parcels

[7-13-25] DDU or DS&DC mailings may be bedloaded for deposit at DDUs or DS&DCs. Refer to the Drop Shipment Product available at the USPS FAST Website: <https://fast.usps.com> to determine dock requirements for a DDU or DS&DC facility. If applicable, the mail to be entered at different destinations must be separated to prevent mixing of mailings for deposit at different destinations.

2.2 Containers

[7-13-25] DDU or DS&DC mailings (if not bedloaded), and all DHub, and DSCF/DRPDC mailings must be prepared as follows:

- a. [7-13-25] Machinable parcels for which a DSCF, DHub, or DDU price is claimed must be sacked under [255.4.0](#) or prepared on pallets under [705.8.0](#).
[7-13-25]
- b. For DSCF/DRPDC, if sacked under [255.4.0](#), 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. Machinable and nonstandard pieces may be included in the same sack.
- c. For DSCF/DRPDC, 5-digit scheme, 5-digit, SCF/RPDC, and 3-digit sacks may be bedloaded or be placed on SCF/RPDC pallets that are labeled and otherwise prepared under [705.8.0](#).
- d. For DSCF/DRPDC and DDU or DS&DC, nonstandard parcels may be palletized (including pallet boxes on pallets). Nonstandard 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](#).
- e. For DDU or DS&DC, there are no minimums for sacks, pallets, or pallet boxes on pallets. DDU or DS&DC 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 nonstandard pieces may be combined in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets (including pallet boxes).
- f. For DHub, 5-digit scheme and 5-digit sacks may be bedloaded or be placed on DHub pallets that are labeled and otherwise prepared under [705.8.0](#).

2.3 Mailer Transport

[7-13-25] The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility (e.g., SCF/RPDC, or delivery unit), appropriate to the mailing and the price claimed.

2.4 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.

2.5 Mail Separation and Presentation of Destination Entry Mailings

[4-7-25] 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 USPS Ship 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 USPS Ship. Mailers presenting destination entry mailings to the Postal Service must meet the following requirements:

- a. **[7-13-25][4-7-25]** Mark each DSCF/DRPDC, DHub, or DDU or DS&DC Parcel Select piece as "Parcel Select," according to 202.3.7.2. If USPS Ship is used, include the marking "USPS Ship" on each piece as described in 604.5.0.
- b. **[4-7-25]** Ensure that all PVDS mailings are accompanied by a completed Form 8125, 8125-C, or 8125-CD. USPS Ship mailings do not require these forms.
- c. **[4-7-25]** Separate each mailing from other mailings for verification. For PVDS mailings and USPS Ship mailings, separate mailings for deposit at different destination Postal Service facilities.
- d. Separate mail from freight transported on the same vehicle.
- e. If Periodicals mail is on the same vehicle as Parcel Select, load the Periodicals mail toward the tail of the vehicle.

2.6 NDC/RPDC as Agent

[7-13-25] An NDC/RPDC 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.

2.7 Appointments

[7-13-25] Appointments must be made for destination entry mail as follows:

- a. Except as provided under 2.7b or for a local mailer and mailings of perishable commodities (601.8.0) under 2.8, the following apply:
 1. **[7-13-25]** Appointments for deposit of destination-entry mail at SCFs/RPDCs must be scheduled through the appropriate drop-shipment appointment control center at least one business day in advance.
 2. Same-day appointments may be granted by a drop-shipment control center based on a telephone request.



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3. Appointments may be made up to and including 30 calendar days before the desired appointment date.
 4. Mailers must comply with the scheduled mail-deposit time and location.
 5. To cancel an appointment, the mailer must notify the appropriate drop-shipment control center at least one business day before the scheduled appointment time.
- b. As an option to [2.7a](#), a mailer or agent may make an appointment through the Facility Access and Shipment Tracking (FAST) system, available at fast.usps.com, using a USPS-issued computer logon ID. FAST appointments and cancellations must be made at least 12 hours before the desired or scheduled time and date. All information must be provided that the FAST appointment system requires regarding a mailing.
 - c. For deposit of DDU or DS&DC and DHUB mailings, an appointment must be made by contacting the DDU or DS&DC, or through FAST, available at fast.usps.com, at least 24 hours in advance. To cancel an appointment, the mailer must provide notification through the applicable appointment method at least one day before the scheduled appointment. Recurring (standing) appointments will be allowed if shipment frequency is weekly or more often.

2.8 Exception to Scheduling Standard

Exceptions are as follows:

- a. [\[7-13-25\]](#) The scheduling standard in [2.7](#), 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 DSCF prices for mailings or portions of such mailings deposited at the local Post Office if the local Post Office is the designated SCF/RPDC 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.

2.9 Redirection by USPS

[\[7-13-25\]](#) A mailer may be directed to transport destination-entry mailings to a facility other than the designated DDU or DS&DC, or SCF/RPDC, due to facility restrictions, building expansions, peak-season mail volumes, or emergency constraints.

2.10 Advance Scheduling

Mailers must schedule appointments for deposit of destination entry mail under [2.7](#) and the conditions below. When making an appointment, or as soon as available, the mailer must provide 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 or DS&DC 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.

2.11 Deposit Conditions

Deposit of mail also is subject to these conditions:

- a. **[7-13-25]** Destination facilities may refuse mailings that are unscheduled or late (i.e., if vehicles arrive more than 2 hours after the scheduled appointment at SCFs/RPDCs, or DHubs, and more than 20 minutes late at delivery units or S&DCs). If a mailing is refused, a mailer is permitted to make a new appointment.
- b. The NDC/RPDC may approve drop and pick procedures only for Parcel Select mailers. The NDC/RPDC specifies the time limit for vehicle retrieval.

2.12 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.

2.13 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

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- a. **[7-13-25]** USPS unloads properly prepared containerized loads (e.g., pallets) at SCFs/RPDCs, and Hubs. 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. **[7-13-25]** The driver must unload bedloaded shipments within 8 hours of arrival at SCFs/RPDCs, and Hubs. 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) or sorting and delivery centers (DS&DCs), 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.

2.14 Demurrage

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry mailings.

2.15 Appeals

Mailers who believe that they are denied equitable treatment may appeal to the manager, Customer Service (district), responsible for the destination postal facility.

2.16 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.

[7-13-25]

3.0 Pickup on Demand Service

Pickup on Demand service ([507.7.0](#)) is available for a fee only from designated ZIP Codes and can be requested online at www.usps.com.

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1.0 Prices and Fees

1.1 Nonpresorted Bound Printed Matter

Apply the prices and discounts for nonpresorted Bound Printed Matter (BPM) as follows:

1.1.1 Prices

BPM prices are based on the weight of a single addressed piece or one pound, whichever is heavier. The nonpresorted price applies to BPM not mailed at the Presorted or carrier route prices. For prices, see [Notice 123—Price List](#).

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 Catalog Incentive Discount

Items qualifying as a catalog under [601.10.0](#) are eligible for an incentive discount when appropriately identified on the postage statement and/or the eDoc.

1.2 Presorted and Carrier Route Bound Printed Matter

Apply the prices, fees, and discounts for Presorted and Carrier Route 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 Price Application

The presorted Bound Printed Matter price has a per piece charge and a per pound charge. 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 one pound. Deduct the Full-Service Intelligent Mail per-piece discount for each presorted flat (except pieces mailed at carrier route prices) that complies with the Full-Service Intelligent Mail option requirements under [705.23.0](#).

1.2.3 Bound Printed Matter Carrier Route Prices

Each piece is subject to both a piece price and a pound price. Deduct the Full-Service Intelligent Mail per-piece discount for each presorted flat that complies with the Full-Service Intelligent Mail option requirements under [705.23.0](#).

1.2.4 Bound Printed Matter Destination Entry Prices

Each piece is subject to both a piece price and a pound price. Deduct the Full-Service Intelligent Mail per-piece discount for each presorted or Carrier Route barcoded flat that complies with the Full-Service Intelligent Mail option requirements under [705.23.0](#). Presorted DDU prices are not available for flats that weigh 1 pound or less.

1.2.5 Destination Entry Mailing Fee

[\[4-7-25\]](#) The following apply:

- a. A destination entry mailing fee for BPM flats destination entry mailings 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 BPM flats destination entry prices, except as provided otherwise for plant-verified drop shipments.
- b. For BPM flats destination entry mail manifested using USPS Ship under [705.2.6](#), only one annual BPM flats destination entry mailing fee, paid at the Post Office where the USPS Ship permit-imprint account is held, is required, regardless of the number of Postal Service facilities where mailings are verified.
- c. All BPM flats 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.
- d. The fee charged is that which is in effect on the date of payment. Payment of this fee does not apply to mailers who present only qualified full-service flat-size mailings (under [705.23.3.1a](#).)

1.2.6 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.

1.2.7 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. 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. 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.

1.2.8 Catalog Incentive Discount

Items qualifying as a catalog under [601.10.0](#) are eligible for an incentive discount when appropriately identified on the postage statement and/or the eDoc.

2.0 Content Standards for Bound Printed Matter

2.1 Basic Content Standards

Bound Printed Matter (BPM) is a subclass of Package Services and must:

- a. Meet the basic standards in [3.0](#).
- 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. Meet the standards in [601.10.0](#) if prepared as a catalog.
- h. Not be stationery, such as pads of blank printed forms.
- i. 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 [2.2](#) or permitted or required under [207.7.9](#)).



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2.2 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.

2.3 Attachments and Enclosures

2.3.1 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.

2.3.2 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.

2.3.3 Additional Enclosures

Bound Printed Matter may have the following additions and enclosures:

- a. Any printed matter mailable as USPS Marketing 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](#). 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](#).

2.4 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.

Matter mailable separately as USPS Marketing Mail printed on the wrapper, envelope, tag, or label.

3.0 Basic Eligibility Standards for Bound Printed Matter

3.1 Description of Service

Bound Printed Matter (BPM) is a subclass of Package Services. The USPS does not guarantee the delivery of BPM within a specified time. BPM might receive deferred service.

3.2 Inspection of Contents

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.

3.3 Delivery and Return Addresses

All BPM mail must bear a delivery address formatted and positioned according to [202.2.0](#). 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.

3.4 USPS Tracking

BPM parcels with alternative address formats may be mailed with USPS Tracking, but must not bear an ancillary service endorsement (see [602.3.1.2](#)). [1-19-25]



3.5 Barcode Standards

[1-19-25] Presorted-priced BPM parcels must bear an Intelligent Mail package barcode (IMpb) and an Intelligent Mail matrix barcode (IMmb) as outlined in [204.2.0](#) and Publication 199, *Intelligent Mail Package Barcode (IMpb) Implementation Guide for Confirmation Services and Electronic Payment Systems*. For details see PostalPro at <https://postalpro.usps.com>.

4.0 Price Eligibility for Bound Printed Matter

4.1 Price Eligibility

BPM prices are based on the weight of a single addressed piece or 1 pound, whichever is heavier. 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 [265.5.0](#), [265.8.0](#), [705.8.0](#), [705.14.0](#) and [705.21.0](#). Each parcel must bear a unique Intelligent Mail package barcode or extra services barcode, including a postal routing code, prepared under [204.2.0](#).
- 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 [265.6.0](#), [265.9.0](#), [705.8.0](#) or [705.14.0](#). Each parcel must bear a unique Intelligent Mail package barcode or extra services barcode, including a postal routing code, prepared under [204.2.0](#).

4.2 Destination Entry Price Eligibility

[7-13-25] BPM destination entry prices apply to BPM mailings prepared as specified in [705.8.0](#), [705.14.0](#) and [265](#), , and addressed for delivery within the service area of a sectional center facility/local processing center or delivery unit where the mailer deposited them. For this standard, the following destination facility definitions apply:

- a. **[7-13-25]** A destination sectional center facility (DSCF)/local processing center (LPC) includes all facilities in [L005](#).
- b. A destination delivery unit (DDU)/sorting and delivery center (S&DC) is a facility that delivers to the addresses 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.

4.3 Nonidentical Weight Pieces

Mailings may contain nonidentical-weight pieces only if the director, Business Acceptance Solutions (see [608.8.0](#) for address), has authorized payment of postage by permit imprint as specified in [705.2.0](#), [705.3.0](#), or [705.4.0](#).

4.4 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

5.1 Basic Standards

In addition to the standards in [3.0](#) and [2.0](#), 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 [4.4](#).
 2. The additional address matching and coding standards in [6.4](#), and [602.9.0](#).
 3. If the carrier route discount is claimed, the carrier route accuracy standard in [5.3](#).
 4. If an alternative addressing format is used, the additional standards in [602.3.0](#).
 5. **[11-3-25]** If pieces are prepared with detached address labels (DALs) the additional standards in [602.4.0](#).
- b. Meet the applicable preparation standards under [265](#) or [705.8.0](#).

5.2 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](#) must:

- a. Be flat-size under [201.4.0](#).
- 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 [202.4.0](#), and [204.1.0](#). Flats with Intelligent Mail barcodes entered under the full-service automation option also must be part of mailings that meet the standards in [705.23.0](#).

5.3 Carrier Route Accuracy Standard

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 Full-Service Bound Printed Matter Flats

6.1 Basic Eligibility Standards for Barcoded Bound Printed Matter

Barcoded BPM flat-size 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 [204.1.0](#). The pieces must be part of a presorted mailing of at least 300 BPM flats prepared under [265.7.0](#), [705.8.0](#), and [705.14.0](#).

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 [705.23.0](#).
- c. [7-13-25] Be scheduled for an appointment through the Facility Access and Shipment Tracking (FAST) system when deposited as a DSCF dropshipment.

6.3 Weight Standard

Maximum weight limit for barcoded Bound Printed Matter is 20 ounces.

6.4 Address Standards for Barcoded Bound Printed Matter

6.4.1 Basic Address Standards

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 [602.8.0](#) 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

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.



264 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 the director, Business Acceptance Solutions (see [608.8.0](#) for address), unless mailed as specified in [2.2](#).

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.

2.0 Mailing Documentation

2.1 Completing Postage Statements and Documentation Standards

See [203.1.0](#) and [203.2.0](#) for postage statement and documentation standards.

2.2 Documentation for Nonpresorted, Nonidentical-Weight Mailpieces

Nonpresorted, nonidentical-weight pieces may be separated by weight, reported on separate postage statements and documented as specified in [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 the director, Business Acceptance Solutions, and mailed as specified in [705.2.0](#) through [705.4.0](#).

265 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](#)
- [8.0 Preparing Presorted Parcels](#)
- [9.0 Preparing Carrier-Route Parcels](#)

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, 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 (bundles and sacks) for flats meeting the automation-compatibility standards in 201.6.0*: 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 201.6.0*: 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)/local processing center (LPC) [flats]/regional processing and distribution center (RPDC) [parcels] (see [L005](#)). *Exception*: 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. [\[7-13-25\]](#) *ADC*: all pieces in the bundle, sack, or tray must destinate within the facility service area as specified in labeling lists (see [L004](#)).
- j. [\[7-13-25\]](#) *Mixed*: the pieces are for delivery in the service area of more than one facility.

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 201.6.0* 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 [203.7.0](#) 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 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.
- g. *A 3-digit scheme sort for flats meeting the automation-compatibility standards in 201.6.0* 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 [203.7.0](#) 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.

- h. *An origin 3-digit (or origin 3-digit scheme) tray/sack* for parcels contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF/LPC (flats)/RPDC (parcels) in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as specified in [L005](#), a separate tray/sack must be prepared for each.
- i. 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.
- j. 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.
- k. [\[7-13-25\]](#) *Entry [facility] (or origin [facility])* refers to the USPS mail-processing facility (e.g., “entry SCF”) that serves the Post Office where the mailer entered the mail. 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/LPC (flats)/RPDC (parcels) includes both single-3-digit and multi-3-digit SCFs.
- l. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [2.0](#).
- m. 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.
- n. 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/LPC (flats)/RPDC (parcels) destination, and these would



form the "logical" SCF pallet, but the mail is placed on two SCF pallets, each weighing 1,400 pounds because of the 2,200-pound-maximum pallet-weight requirement.

- o. *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](#), [2.4](#), and [203.4.0](#) for bundling standards.

2.2 Preparing Bundles of Flats

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 [203.4.0](#).
- c. If bundles are prepared for entry as unsacked, nonpalletized bundles under [266.5.2](#) or [266.5.3](#), the weight limits and other standards in [203.4.12](#).

2.3 Bundle Sizes for Flats

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 [203.4.12](#)). 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 [263](#). Bundles prepared on pallets must meet the additional bundling requirements under [705.8.0](#).

2.4 Bundle Sizes for Nonstandard Parcels

Mailers must prepare unsacked, nonpalletized bundles of nonstandard parcels for DDU or DS&DC entry according to [203.4.10](#), and as follows:

- a. For presorted nonstandard parcels, under [8.2](#) for parcels weighing less than 10 pounds and [8.2](#) for parcels weighing 10 pounds or more.



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- b. For carrier-route nonstandard parcels, under [9.2](#) for parcels weighing less than 10 pounds and [9.3](#) for parcels weighing 10 pounds or more.

3.0 Sacks

3.1 Preparation

See [203.6.0](#) for sack standards.

4.0 Sack Labels

Sack labels are subject to the standards in [203.6.0](#).

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](#), and [5.3](#), and to these general standards:

- a. Each mailing must meet the applicable standards in [202.3.0](#), [263](#), [265](#), and [266](#).
- b. All pieces must be sorted to the finest extent possible under [5.2](#) and [5.3](#) or palletized under [705.8.0](#).
- c. Subject to [202.3.7](#), 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/S&DC 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 [201.6.0](#), 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 [1.5g](#).
- d. 3-digit (required); green Label 3 or OEL. See definition [1.5g](#).

- 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 [203.4.10](#) 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 Cosacking Presorted Mail With Barcoded Mail

The following standards apply if the mailing job contains a carrier route mailing, and a Presorted mailing, then the carrier route mailing must be prepared under [6.0](#), and the Presorted mailing must be co-sacked under [705.9.0](#). Bundled pieces must be co-sacked under [705.9.0](#).

5.3.3 Sacking and Labeling

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 [201.6.0](#); 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 [203.5.11](#) 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:



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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 [263](#), [265](#), [266](#). 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. [264](#) for Bound Printed Matter Flats.
- b. All pieces must be sorted to the finest extent possible under [6.2](#) and [6.3](#), or palletized under [705.8.0](#).
- c. Subject to [202.3.8](#), 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 ([203.7.0](#)) or an optional endorsement line ([204.3.0](#)). 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 [203.4.10](#) 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 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.

6.3.3 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 [203.5.11](#) 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 [203.5.11](#) for overseas military mail).

6.3.4 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."

6.3.5 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 Full-Service discount must be prepared under [7.0](#) and the eligibility standards for the price claimed. Bundle and sack preparation are subject to [265](#). Sacks must bear the appropriate barcoded container labels under [203.5.17](#).

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 [201.6.2](#).
- 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 [1.5g](#); minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Green Label 3 SCH or OEL.
- d. 3-digit (required); see definition in [1.5g](#); 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 [1.5g](#) for additional standards for pieces prepared in scheme bundles.

7.4 Sacking

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 [203.5.11](#) 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 [263.6.1](#), 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](#).



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- 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 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](#)

8.0 Preparing Presorted Parcels

8.1 Basic Standards

All mailings of Presorted Bound Printed Matter (BPM) are subject to the standards in [5.2](#), and [5.3](#), and to these general standards:

- a. Each mailing must meet the applicable standards in [202.3.0](#), [263](#), [265](#), and [266](#).
- b. All pieces in a mailing must be within the same processing category. See [201.7.0](#) for definitions of machinable and nonstandard parcels.
- c. All pieces must be sorted to the finest extent possible under [8.2](#) and [8.2](#) or palletized under [705.8.0](#).
- d. Subject to [202.3.0](#), pieces must be marked “Bound Printed Matter” (or “BPM”) and “Presorted” (or “PRSRT”).

8.2 Preparing Nonstandard Parcels

8.2.1 Piece Preparation

Each piece must be enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag. Bundling is not permitted.

8.2.2 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.

8.2.3 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 [203.5.11](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, "PSVC NONSTD 5D SCH." For 5-digit sacks, "PSVC NONSTD 5D."
- b. 3-digit (required); labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: "PSVC NONSTD 3D."
- c. SCF (optional); labeling:
 1. Line 1: [L005](#), Column B.
 2. Line 2: "PSVC NONSTD SCF."
- d. ADC (required); labeling:
 1. Line 1: [L004](#), Column B.
 2. Line 2: "PSVC NONSTD ADC."
- e. Mixed ADC (required); labeling:
 1. [\[7-13-25\]](#) Line 1: Use [L009](#), Column B.
 2. Line 2: "PSVC NONSTD WKG."

8.3 Preparing Machinable Parcels

8.3.1 Required Sacking

[\[7-13-25\]](#) 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) 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. [\[4-7-25\]](#) Mailers must note on the postage statement whether they applied the piece count or weight, except for USPS Ship mailings prepared under [705.2.6](#).

8.3.2 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 [203.5.11](#) for overseas military mail).
 - 2. Line 2: For 5-digit scheme sacks, “PSVC MACH 5D SCH.” For 5-digit sacks, “PSVC MACH 5D.”
[\[7-13-25\]](#)
- b. [\[7-13-25\]](#) Mixed (required); labeling:
 - 1. [\[7-13-25\]](#) Line 1: Use “MXD” followed by information in [L601](#), Column B.
 - 2. Line 2: “PSVC MACH WKG.”
[\[7-13-25\]](#)[\[4-7-25\]](#)

9.0 Preparing Carrier-Route Parcels

9.1 Basic Standards

9.1.1 General Standards for Carrier-Route Preparation

All mailings of carrier-route Bound Printed Matter (BPM) are subject to the standards in [9.2](#) through [9.4](#) and to these general standards:

- a. Each mailing must meet the applicable eligibility standards in [263](#), mail preparation standards in [2.0](#), through [4.0](#), and deposit and entry standards in [266](#).
- b. [\[7-13-25\]](#) All pieces in a mailing must be within the same processing category as described in [201.7.0](#). A BPM nonstandard parcel is a piece that is not a machinable parcel as defined in [201.7.5](#). Nonstandard 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 RPDC parcel sorters under [601.3.0](#) and [601.4.0](#)
- c. All pieces must be sorted to the finest extent possible under [9.0](#), or palletized under [705.8.0](#).
- d. Subject to [202.3.0](#), pieces must be marked “Bound Printed Matter” (or “BPM”) and “Carrier Route Presort” (or “CAR-RT SORT”).

9.1.2 Residual Pieces

Residual pieces not sorted under [9.2](#) and [9.3](#) may be prepared as a Presorted Bound Printed Matter mailing under [8.0](#), 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.

9.2 Preparing Nonstandard Parcels Weighing Less Than 10 Pounds

9.2.1 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 ([204.3.0](#)) or an optional endorsement line ([203.7.0](#)).

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.

9.2.2 Required Sacking

Mailers may prepare nonstandard parcels as unsacked bundles under [203.4.10](#) 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



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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.

9.2.3 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 [203.5.11](#) 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 [4.0](#)).

9.2.4 Sack Label Line 2

Line 2 information:

- a. Carrier route: "PSVC NONSTD CR," followed by the route type and number.
- b. 5-digit scheme carrier routes: "PSVC NONSTD CR-RTS SCH."
- c. 5-digit carrier routes: "PSVC NONSTD CR-RTS."

9.3 Preparing Nonstandard Parcels Weighing 10 Pounds or More

Mailers may prepare nonstandard parcels as unsacked bundles under [2.2](#) or in bundles on pallets. When preparing nonstandard parcels in sacks, the preparer must 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 NONSTD CR," followed by the route type and number.

9.4 Preparing Machinable Parcels

9.4.1 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.

9.4.2 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.



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Commercial Mail: Bound Printed Matter Mail Preparation

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Commercial Mail: Bound Printed Matter Mail Preparation

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Commercial Mail: Bound Printed Matter Mail Preparation

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Overview

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1.0 Deposit of Nonpresorted Bound Printed Matter

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 NDC Acceptance

A mailer may present Bound Printed Matter at an NDC/RPDC for acceptance if:

- a. Permit imprint postage is paid through an advance-deposit account at the NDC/RPDC parent Post Office or another Post Office in the NDC/RPDC service area, unless otherwise permitted by standard.
- b. The NDC/RPDC is authorized via a completed PS Form 4410 to act as acceptance agent for the entry Post Office.



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2.4 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

[\[7-13-25\]](#) Destination entry prices apply to Presorted and carrier-route Bound Printed Matter (BPM) that is deposited at a destination sectional center facility (DSCF)/local processing center (LPC) or destination delivery unit (DDU)/sorting and delivery center (S&DC) 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. 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 [204.2.0](#).

3.2 Minimum Volume

[\[4-7-25\]](#) 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.

- f. **[4-7-25]** When Bound Printed Matter presorted parcel mailings are presented together under the USPS Ship system, a mailer may use the total piece count for all line items to all destinations reported within the 24-hour mailing period defined in [705.2.6](#). Under this alternative, a mailer may enter less than 300 pieces for a presorted mailing at a single destination entry facility if there are at least 300 presorted-price pieces for all entry points within the 24-hour mailing period.

3.3 Postage Payment and Mailing Fees

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. **[7-13-25][4-7-25]** Mailers must pay postage, and for BPM Flats mailings the correct mailing fees, at each Post Office where they are authorized to present mailings for verification unless using USPS Ship under [705.2.6](#). Except for plant-verified drop shipments (see [705.17.0](#)) and USPS Ship shipments (see [705.2.6](#)); mailers must have a permit imprint authorization at the parent Post Office for mailings deposited for entry at a DSCF/LPC (flats)/RPDC (parcels) or a DDU/S&DC. Correct mailing fees for BPM Flat mailings must be paid for the current 12-month period at the USPS facility where postage is paid for the mailing.
- b. **[4-7-25]** Mailers who mail parcels paid with a permit imprint and claimed at Bound Printed Matter destination entry prices may use USPS Ship under [705.2.6](#). Mailers using USPS Ship must pay postage and applicable fees at the Post Office where they hold the permit used for all USPS Ship mailings.

3.4 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.

3.5 Plant Loads

Plant load mailings, including expedited plant load shipments, are not eligible for destination entry discounts.

3.6 Mailings of Unsacked Bundles

Mailers may present unsacked, nonpalletized bundles of BPM flats or nonstandard parcels that are properly prepared for and entered at DDU prices and unloaded according to standards in [3.8.9](#). Pieces in these bundles are not eligible for barcode discounts.

3.7 Verification

3.7.1 Mail Separation and Presentation

[4-7-25] Destination entry mail must be presented and verified under a PVDS or USPS Ship system (see [705.17.0](#) or [705.2.6](#)), 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 USPS Ship mailings at a destination delivery unit/sorting



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and delivery center 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 USPS Ship. Mailers presenting destination entry mailings to the Postal Service must meet the following requirements:

- a. [\[4-7-25\]](#) Mark each destination entry price piece according to [202.3.7](#). If USPS Ship is used, include the marking “USPS Ship” on each piece as required by [604.5.0](#).
- b. [\[4-7-25\]](#) Ensure that all PVDS mailings are accompanied by a completed Form 8125, 8125-C, or 8125-CD. USPS Ship mailings do not require these forms.
- c. [\[4-7-25\]](#) Separate each mailing from other mailings for verification. For PVDS mailings and USPS Ship mailings, separate mailings for deposit at different destination Postal Service facilities.
- d. Separate mail from freight transported on the same vehicle.
- e. If Periodicals mail is on the same vehicle, load the Periodicals mail toward the tail of the vehicle.

3.7.2 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](#).

3.7.3 At NDC/RPDC

For a mailing to be verified at an NDC/RPDC, the Post Office where the mailer's account or license is held must be within the service area of that NDC/RPDC. The Post Office must authorize the NDC/RPDC to act as its agent by completing and sending PS Form 4410 to the NDC/RPDC.

3.7.4 PVDS Seal

The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility.

3.7.5 Mailer Transport

The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility.

3.7.6 Volume Standards

Except as permitted for a local mailer under [3.8.12](#), 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 facility acting as the mailer's 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.

3.8 Deposit

3.8.1 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/S&DC operations, as applicable.

3.8.2 Freight

Drop shipments are freight until deposited and accepted as mail at the destination facility.

3.8.3 Appointments

Appointments must be made for destination entry price mail as follows:

- a. **[7-13-25]** Except as provided under [3.8.3b](#), or for a local mailer and mailings of perishable commodities under [3.8.12](#), appointments for deposit of destination entry-price mail at SCFs/LPCs must be scheduled through the appropriate drop-shipment appointment control center at least one business day in advance. Same-day appointments may be granted by a drop-shipment control center only through a telephone request. 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. To cancel an appointment, the mailer must notify the appropriate drop-shipment control center at least 24 hours before the scheduled appointment.
- b. As an option to [3.8.3a](#), a mailer or agent may make an appointment through the Facility Access and Shipment Tracking (FAST) system, available at fast.usps.com, using a USPS-issued computer logon ID. FAST appointments and cancellations must be made at least 12 hours before the desired or scheduled time and date. All information must be provided that the FAST appointment system requires regarding a mailing.
- c. For deposit of DDU/S&DC mailings, an appointment must be made by contacting the DDU/S&DC or through FAST, available at fast.usps.com, at least 24 hours in advance. To cancel an appointment, the mailer must provide notification through the applicable appointment method at least one business day before the 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 ([207.29.0](#)), an appointment must be obtained for deposit at a destination entry facility.

**3.8.4 Advance Scheduling**

Mailers must schedule appointments for deposit of destination entry price mail under [3.8.3](#) and the conditions below. When making an appointment, or as soon as available, the mailer must provide 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/S&DC 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.

3.8.5 Adherence to Schedule

[\[7-13-25\]](#) The mailer must follow the scheduled deposit time or cancel the appointment through the applicable appointment method. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at SCFs/LPCs or more than 20 minutes after the scheduled appointment at delivery units.

3.8.6 Redirection by USPS

[\[7-13-25\]](#) A mailer may be directed to transport destination entry-price mailings to a facility other than the designated DDU/S&DC or SCF/LPC due to facility restrictions, building expansions, peak-season mail volumes, or emergency constraints.

3.8.7 Redirection at Mailer's Request

A mailer may ask to transport destination SCF-price mail to a facility other than the designated SCF/LPC (flats)/RPDC (parcels). In limited circumstances, this exception may be approved only by the manager, Network Integration Support. (See [608.8.0](#) for address). To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF/LPC/RPDC must destinate for processing within that facility and must not require backhauling to the SCF/LPC/RPDC.

3.8.8 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.

3.8.9 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

- a. **[7-13-25]** Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at 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. **[7-13-25]**
- b. 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.
- c. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- d. 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.

3.8.10 Demurrage

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry price mailings.

3.8.11 Appeals

Mailers who believe they are denied equitable treatment may appeal to the manager, Customer Service (district), responsible for the destination postal facility.

3.8.12 Exception to Scheduling Standard

Exceptions are as follows:

- a. The restrictions in [3.7.6](#) and [3.8.3](#) 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



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authorization. Under this exception, the mailer may claim the destination entry prices for mailings or portions of mailings deposited at the local Post Office if the mailings meet the standards in , [4.0](#), or [5.0](#).

- b. Exceptions to the scheduling standard are made for shipments of products recognized by USPS as perishables under [601.8.0](#). While an appointment is not required for shipments of perishables, the destination facility must be notified at least 24 hours before deposit to facilitate timely handling of the load.

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4.0 Destination Sectional Center Facility (DSCF)/Local Processing Center (LPC) Entry

4.1 Eligibility

Bound Printed Matter pieces in a mailing meeting the standards in [3.0](#) 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 a DSCF/LPC (flats)/RPDC (parcels) listed in [L005](#) or a USPS-designated facility and are addressed for delivery within the DSCF's/LPC's/RPDC's service area.
- c. [4-7-25] Are placed in a sack or on a pallet that is labeled to the DSCF/LPC/RPDC or labeled to a destination within its service area. This includes sacks labeled to an ADC facility with the same service area as the DSCF/LPC/RPDC.

4.2 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 have DSCF prices. Mail must be entered at the appropriate facility under [4.1](#).

4.3 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 [4.1](#).

5.0 Destination Delivery Unit (DDU) or Sorting and Delivery Center (DS&DC) Entry

5.1 Eligibility

Pieces in a mailing meeting the standards in [3.0](#), and [5.0](#) 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/S&DC 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/S&DC to schedule an appointment.
- d. 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/S&DC facility that cannot handle pallets, the driver must unload the pallets into containers that the delivery unit specified.

5.2 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 [5.1](#). Presorted flats weighing 1 pound or less are not eligible for DDU prices.

5.3 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 [5.1](#).

5.4 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 [5.1](#).



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5.5 Presorted Nonstandard Parcels

Customers mailing presorted nonstandard 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 [5.1](#).

5.6 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 [5.1](#).

5.7 Carrier-Route Nonstandard Parcels

Customers mailing carrier-route nonstandard 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 [5.1](#).



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Commercial Mail: Bound Printed Matter Enter and Deposit

266.5.7

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273 Prices and Eligibility

Overview

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1.0 Prices and Fees

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.

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1.2 Prices

[7-13-25] Media Mail and Library Mail prices are based on the weight of the piece. See [Notice 123—Price List](#) for single-piece prices.

1.3 Computing Postage

1.3.1 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.

1.3.2 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.

1.3.3 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

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.



3.0 Content Standards for Media Mail

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

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.



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- 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 [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 [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 Basic Eligibility Standards for Media Mail and Library Mail

5.1 Description of Service

Media Mail and Library Mail are subclasses of Package Services. The USPS does not guarantee the delivery of Media Mail or Library Mail within a specified time.

5.2 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 [202.2.0](#) and [602.1.0](#). The delivery address must include the correct ZIP Code or ZIP+4 code.

5.3 Inspection of Contents

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.

5.4 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 [6.0](#).

[1-19-25]

5.5 Barcode Standards

[1-19-25] All Media Mail and Library Mail parcels must bear an Intelligent Mail package barcode (IMpb) and an Intelligent Mail matrix barcode (IMmb) as outlined in [204.2.0](#) and Publication 199, *Intelligent Mail Package Barcode (IMpb) Implementation Guide for Confirmation Services and Electronic Payment Systems*. For details see PostalPro at <https://postalpro.usps.com>.

6.0 Enclosures and Attachments

6.1 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.

**6.2 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.

6.3 Loose Enclosures

In addition to the enclosures and additions listed in [6.1](#), [6.2](#), and [6.4](#), any printed matter that is mailable as USPS Marketing Mail may be included loose with any qualifying material mailed at the Media Mail or Library Mail prices.

6.4 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 USPS Marketing Mail printed on the wrapper, envelope, tag, or label.

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Overview

[1.0 Basic Standards for Postage Payment](#)

[2.0 Mailing Documentation](#)

1.0 Basic Standards for Postage Payment

[4-7-25] The mailer is responsible for proper postage payment. Mail manifested using USPS Ship under [705.2.6](#) 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 the director, Business Acceptance Solutions (see [608.8.0](#) for address).

2.0 Mailing Documentation

See [203.1.0](#) and [203.2.0](#) for postage statement and documentation standards.

275 Mail Preparation

Overview

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1.0 Preparation for Media Mail and Library Mail

[\[7-13-25\]](#)

1.1 Basic Preparation

[\[7-13-25\]](#) There are no presort, sacking, or labeling standards for single-piece Media Mail or Library Mail.

1.2 Delivery and Return Addresses

[\[7-13-25\]](#) 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 in the postage area, or it may be printed on the shipping address label according to the standards in [102.3.4](#).

[\[7-13-25\]](#)



Commercial Mail: Media Mail and Library Mail Preparation

275.1.3



Commercial Mail: Media Mail and Library Mail Preparation

275.1.3



Commercial Mail: Media Mail and Library Mail Preparation

275.1.3



Commercial Mail: Media Mail and Library Mail Preparation

275.1.3

276 Enter and Deposit

Overview

[\[7-13-25\]](#)

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1.0 Deposit for Media Mail and Library Mail

[\[7-13-25\]](#)[\[4-7-25\]](#) Single-piece Media Mail and Library Mail with a permit imprint must be deposited at locations and times specified by the postmaster at the office that verifies and accepts the mailing. Metered mail may be deposited at other than the licensing Post Office only as permitted under [705.19.0](#).

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283 Prices and Eligibility

Overview

- [1.0 Prices and Fees](#)
- [2.0 Content Standards for USPS Ground Advantage — Commercial Parcels](#)
- [3.0 Basic Eligibility Standards for USPS Ground Advantage — Commercial](#)
- [4.0 Price Eligibility for USPS Ground Advantage — Commercial](#)

1.0 Prices and Fees

1.1 Price Application

Except under items 1.1c and 1.1d, postage is based on the price (see [Notice 123—Price List](#)) that applies to the weight and zone of each addressed piece as follows:

- a. **[11-3-25]** The price is charged at the 4-ounce, 8-ounce, 12-ounce, and 15.999-ounce increments. Any fraction of an ounce over the 4-ounce, 8-ounce, 12-ounce and 15.999-ounce increments is rounded to the next price increment. For example, if an item weighs 4.1 ounces, the next weight (price) increment is 8 ounces. If an item weighs 12.1 ounces, the next weight (price) increment is 15.999 ounces.
- b. Per pound from 1 pound through 70 pounds. Any fraction of a pound is considered a whole pound. For example, if an item weighs 1.25 pounds, the weight (postage) increment is 2 pounds.
- c. The oversized price is based on the zone and applies to pieces that measure more than 108 inches but not more than 130 inches in combined length and girth.
- d. Cubic prices are based on the zone and cubic measurement (Tier) of the mailpiece with any fraction of a measurement rounded down to the nearest 1/4 inch. For example, if a dimension of a cubic piece measures 12-3/8 inches, it is rounded down to 12-1/4 inches.

1.2 Commercial Prices

Commercial prices are available when paid by one of the following methods:

- a. Registered end-users of USPS-approved PC Postage products when using a qualifying shipping label, managed by the PC Postage system.
- b. USPS-approved IBI postage meters that electronically transmit transactional data to USPS.
- c. Permit imprint.
- d. USPS Returns service used by permit holders for USPS Ground Advantage — Commercial packages when all requirements are met under [505.3.0](#).



1.3 USPS Ground Advantage – Commercial Cubic

1.3.1 Eligibility

Cubic prices are available to eligible USPS Ground Advantage – Commercial customers, including USPS Ground Advantage Return service customers, under [505.3.0](#). Each cubic mailpiece, including soft packs and padded envelopes under [1.3.4](#), must measure 1 cubic foot or less, weigh 20 pounds or less, and the longest dimension must not exceed 18 inches. Cubic-priced mailpieces must not be rolls or tubes.

1.3.2 Tiers

Cubic prices consist of the following 10 tiers:

- a. Tier 0.10: Mailpieces measuring up to .10 cubic foot.
- b. Tier 0.20: Mailpieces measuring more than .10 up to .20 cubic foot.
- c. Tier 0.30: Mailpieces measuring more than .20 up to .30 cubic foot.
- d. Tier 0.40: Mailpieces measuring more than .30 up to .40 cubic foot.
- e. Tier 0.50: Mailpieces measuring more than .40 up to .50 cubic foot.
- f. Tier 0.60: Mailpieces measuring more than .50 up to .60 cubic foot.
- g. Tier 0.70: Mailpieces measuring more than .60 up to .70 cubic foot.
- h. Tier 0.80: Mailpieces measuring more than .70 up to .80 cubic foot.
- i. Tier 0.90: Mailpieces measuring more than .80 up to .90 cubic foot.
- j. Tier 1.00: Mailpieces measuring more than .90 up to 1.00 cubic foot.

1.3.3 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 in inches the length, width, and height at each dimension's maximum point. 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 1,728. Example: 6" x 5-3/4" x 6-1/4" = 215.6 divided by 1,728 = 0.125. This piece exceeds 0.10 Tier 1 threshold. It is calculated at Tier 2: 0.101 to 0.20.

1.3.4 Determining Cubic Tier Measurement for Soft Pack and Padded Envelopes

Cubic tier measurements for soft pack (poly, plastic, cloth, or similar soft packaging) 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 meet the measurement guidelines in [1.3.3](#) to be eligible for cubic pricing. Determine cubic tier measurements as follows:

- a. Measure the length and width separately in inches.



- b. 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.
- c. Add the two measurements together. The maximum total of length plus width must not exceed 36 inches. See [Exhibit 1.3.4](#) for corresponding price tiers.

Exhibit 1.3.4 Cubic Pricing Tiers for Soft Pack and Padded Envelopes

CUBIC PRICE TIERS		LENGTH PLUS WIDTH
0.10	Mailpieces measuring from	0" up to 16"
0.20	Mailpieces measuring more than	16" up to 21"
0.30	Mailpieces measuring more than	21" up to 24"
0.40	Mailpieces measuring more than	24" up to 26"
0.50	Mailpieces measuring more than	26" up to 28"
0.60	Mailpieces measuring more than	28" up to 30"
0.70	Mailpieces measuring more than	30" up to 32"
0.80	Mailpieces measuring more than	32" up to 34"
0.90	Mailpieces measuring more than	34" up to 35"
1.00	Mailpieces measuring more than	35" up to 36"

1.4**Dimensional Weight Price for Low-Density Parcels**

Postage for USPS Ground Advantage – Commercial parcels addressed for delivery to zones 1-9 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 166 and round up (see [604.7.0](#)) to the next whole number to determine the dimensional weight in pounds.
- d. If the dimensional weight exceeds 70 pounds, the customer pays the 70-pound price.

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.



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- d. If the final result exceeds 1,728 cubic inches, divide the result by 166 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.

1.4.3 Dimensional Weight Dimension Standard

Shipping Services file manifests or other approved electronic documentation must include the accurate dimensions (length, width, height) of all pieces that exceed 1 cubic foot. Mailers of pieces exceeding 1 cubic foot and with Shipping Services file manifests, or other approved electronic documentation, that do not meet the requirement to include the piece's accurate dimensions will be assessed the Dimension Noncompliance fee under [1.8](#).

1.5 Computing Postage**1.5.1 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, when determining single-piece weight for USPS Ground Advantage 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. 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.

1.5.2 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.

1.5.3 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 off each product to four decimal places. Add the number of products and round up the total postage to the nearest whole cent.

1.6 Unmanifested Fee

[\[7-13-25\]](#)[\[1-19-25\]](#) Customers mailing eligible USPS Ground Advantage - Commercial pieces omitted from the manifest are subject to pay the unmanifested fee (see [Notice 123—Price List](#)), unless subject to pay the Package Quality Noncompliance Fee for the piece as specified in [3.4](#).

1.7 Nonstandard Fees

[\[7-13-25\]](#) Except for oversized priced parcels and USPS Ground Return service parcels, a USPS Ground Advantage - Commercial piece is subject to a nonstandard fee (see [Notice 123—Price List](#)) as follows:

- a. A piece measures more than 22 inches up to 30 inches long.



- b. A piece measures more than 30 inches long.
- c. A piece measures more than 2 cubic feet (3,456 cubic inches). Dimensions for rectangular pieces are determined by measuring the length, width, and height in inches, rounding off (see [604.7.0](#)) each measurement to the nearest whole inch and multiplying the length by the width by the height. Dimensions for nonrectangular pieces are calculated as above and the result multiplied by an adjustment factor of 0.785. If either calculation exceeds 3,456 cubic inches, the piece is subject to the nonstandard fee.
- d. [\[7-13-25\]](#) A piece that contains any of the nonstandard characteristics listed under [201.7.6.2](#).
- e. [\[7-13-25\]](#) A piece that is subject to both a length ([1.7a](#), [1.7b](#)) and a characteristic ([1.7d](#)) nonstandard fee is only subject to the highest fee.
- f. [\[7-13-25\]](#) A piece may be subject to both a length ([1.7a](#), [1.7b](#)) and a cube ([1.7c](#)) nonstandard fee, or a characteristics ([1.7d](#)) and a cube ([1.7c](#)) nonstandard fee.
- g. [\[7-13-25\]](#) Shipping Services file manifests or other approved electronic documentation must include the accurate dimensions (length, width, height) of all parcels that exceed 22 inches in length and the extra service code (ESC) for the characteristics category (see [201.7.6.2](#)).
- h. [\[7-13-25\]](#) Mailers of parcels exceeding 22 inches in length and/or require the characteristics extra service code (ESC) and have a Shipping Services file manifest or other approved electronic documentation, that do not meet the requirement to include the parcel's accurate dimensions or ESC will be assessed the Dimension Noncompliance fee under [1.8](#).

1.8 Dimension Noncompliance Fee

[\[7-13-25\]](#) Mailers of USPS Ground Advantage - Commercial parcels required to include the parcel's dimensions (length, width, height) and/or characteristics ESC in the Shipping Services file manifest or other approved electronic documentation as provided under [1.4.3](#) or [1.7](#) will be charged the Dimension Noncompliance fee (see [Notice 123—Price List](#)) if the parcel's dimensions and/or ESC are omitted or inaccurate in the Shipping Services file manifest or other approved electronic documentation. A parcel is subject to only one Dimension Noncompliance fee charge.

[\[1-19-25\]](#)

1.9 Live-Animal and Perishable Handling Fee

[\[1-19-25\]](#) Customers mailing USPS Ground Advantage - Commercial pieces containing live animals or perishable food (e.g. fruit, meat) are subject to pay the nonrefundable Live-Animal and Perishable Handling Fee. (See [Notice 123—Price List](#).) This fee is charged in addition to the Live-Animal Transportation Fee, when applicable, specified in the [Notice 123—Price List](#). For additional information on the Live-Animal and Perishable Handling Fee see Publication 52, *Hazardous, Restricted, and Perishable Mail*, (section 526).



2.0 Content Standards for USPS Ground Advantage — Commercial Parcels

[7-13-25] With the exception of restricted material as described in [601.8.0](#), any mailable item may be mailed as USPS Ground Advantage - Commercial.

[7-13-25]

3.0 Basic Eligibility Standards for USPS Ground Advantage — Commercial

3.1 Description of Service

[7-13-25] USPS Ground Advantage – Commercial parcels receive expeditious handling and transportation. Certain USPS Ground Advantage - Commercial mailpieces, such as pieces containing hazardous material or considered nonstandard (e.g., oversized priced pieces and nonstandard fee-priced pieces), may receive deferred handling.

3.2 Defining Characteristics

3.2.1 Inspection of Contents

[7-13-25] USPS Ground Advantage - Commercial parcels are sealed against Postal Service inspection.

3.2.2 Forwarding and Return Service

The postage price of USPS Ground Advantage – Commercial parcels includes forwarding service to a new address for up to 12 months and return of undeliverable parcels to the sender.

3.2.3 Additional and Extra Services

Extra services are available for USPS Ground Advantage – Commercial parcels under [503](#) and for Hold for Pickup service under [507.3.0](#).

3.3 Additional Basic Standards

All USPS Ground Advantage – Commercial parcels must:

- Meet the applicable postage payment standards in [284](#) and [604.7.0](#).
- Bear a delivery address that includes the correct ZIP Code or ZIP+4.
- Bear a return address.

[1-19-25]

3.4 Barcode Standards

[1-19-25]

3.4.1 IMpb Standards

[1-19-25] All USPS Ground Advantage - Commercial parcels (outbound and returns) must bear an Intelligent Mail package barcode (IMpb) prepared as specified under [204.2.0](#).

[1-19-25]

3.4.2 IMmb Standards

[4-7-25][1-19-25] In addition to the IMpb under [3.4.1](#), all USPS Ground Advantage parcels (outbound and returns) must bear an Intelligent Mail matrix barcode (IMmb) prepared as specified under [204.2.0](#).

[7-13-25][1-19-25]

3.4.3 Package Quality Noncompliance Fee

[7-13-25][1-19-25] Unless otherwise excepted, mailers of mailpieces not meeting the requirements for using unique Intelligent Mail package barcodes or extra-services barcodes, as outlined in [204.2.1.6](#) and Publication 199, *Intelligent Mail Package Barcode (IMpb) Implementation Guide for Confirmation Services and Electronic Payment Systems*, will be assessed the Package Quality Noncompliance Fee. (See [Notice 123—Price List](#).) For details see PostalPro at <https://postalpro.usps.com>.

4.0 Price Eligibility for USPS Ground Advantage — Commercial

Single-piece prices apply to nonpresorted parcels mailed under [285.1.0](#).



283.3.4.3



284 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Postage Payment for USPS Ground Advantage — Commercial](#)
- [3.0 Mailing Documentation](#)

1.0 Basic Standards for Postage Payment

Postage for USPS Ground Advantage – Commercial parcels must be paid with postage evidencing system postage or permit imprint as specified below. All pieces in a mailing must be paid for with the same method unless otherwise authorized by the director, Business Acceptance Solutions (see [608.8.0](#) for address).

2.0 Postage Payment for USPS Ground Advantage — Commercial

[4-7-25]

2.1 Permit Imprint Postage

[4-7-25] All USPS Ground Advantage – Commercial parcels may bear permit imprint postage under [604.5.0](#). All mail manifested using USPS Ship under [705.2.6](#) must be paid for using a permit imprint. A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by the director, Business Acceptance Solutions.

2.2 Affixed Postage for USPS Ground Advantage — Commercial

Each USPS Retail Ground – Commercial parcel bearing postage evidencing system indicia (IBI Meter or PC Postage) must bear the full numerical value of postage at the USPS Retail Ground – Commercial price for which it qualifies.

3.0 Mailing Documentation

See [203.1.0](#) and [203.2.0](#) for postage statement and documentation standards.

285 Mail Preparation

Overview

- [1.0 Preparation for USPS Ground Advantage — Commercial](#)
- [2.0 Preparation of Permit Imprint Mailings](#)
- [3.0 Preparing a Cubic Mailing](#)

1.0 Preparation for USPS Ground Advantage — Commercial

The following standards apply to single-piece USPS Ground Advantage – Commercial:

- a. Each piece is required to bear the markings under [202.3.6](#).
- b. There are no sorting requirements for single-piece USPS Ground Advantage – Commercial parcels paid with postage evidencing system postage.

2.0 Preparation of Permit Imprint Mailings

2.1 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 [2.2](#).

2.2 Nonidentical Weight Pieces

A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by the director, Business Acceptance Solutions (see [608.8.0](#) for address).

3.0 Preparing a Cubic Mailing

Cubic mailpieces for multiple price tiers may be combined in the same container.

286 Enter and Deposit

Overview

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

1.0 Deposit

1.1 Time and Location of Deposit

Mailers may deposit USPS Ground Advantage – Commercial parcels with parcels postage evidencing indicia at any Postal Service facility, preferably near the customer's local Post Office. USPS Ground Advantage – Commercial parcels bearing a permit imprint must be deposited under [604.5.0](#) and [705](#).

1.2 Approved Collections

USPS may collect USPS Ground Advantage – Commercial 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 postage evidencing system postage.

2.0 Verification

Mailings are subject to USPS procedures to verify correct postage payment. The return of mailings to the mailer's facility for reworking is the mailer's responsibility.

3.0 Pickup on Demand Service

Pickup on Demand service (see [507.7.0](#)) is available for a fee only from designated ZIP Codes and may be requested online at www.usps.com.

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Additional Mailing Services

503 Extra Services

Basic Standards for All Extra Services
Registered Mail
Certified-Mail Services
Insured Mail
Certificates of Mailing
Return Receipt
USPS Tracking
USPS Signature Services
Collect on Delivery (COD)

505 Return Services

Business Reply Mail (BRM)
Permit, Pre-paid (Metered), and Courtesy
Reply Mail
USPS Returns Service
Parcel Return Service
Bulk Parcel Return Service

507 Mailer Services

Treatment of Mail
Forwarding
Hold For Pickup
Address Correction Services
Package Intercept
Requesting Withdrawal and Disposal of a
Mailing
Pickup on Demand Service
Mailing List Services
Address Sequencing Services
Informed Visibility
USPS Tracking Plus Service

508 Recipient Services

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

509 Other Services

Address Information System Services
Nonpostal Services

Money Orders

500 Additional Services

503 Extra Services

505 Return Services

507 Mailer Services

508 Recipient Services

509 Other Services

503 Extra Services

Overview

- [1.0 Basic Standards for All Extra Services](#)
- [2.0 Registered Mail](#)
- [3.0 Certified-Mail Services](#)
- [4.0 Insured Mail](#)
- [5.0 Certificates of Mailing](#)
- [6.0 Return Receipt](#)
- [7.0 USPS Tracking](#)
- [8.0 USPS Signature Services](#)
- [9.0 Collect on Delivery \(COD\)](#)

1.0 Basic Standards for All Extra Services

1.1 Description

Extra services described in [2.0](#) through [9.0](#) provide optional services, such as insurance coverage, restricted delivery, and evidence of mailing, or a record of delivery (which includes a signature). Mailers can access delivery information for extra services under [1.8](#).

1.2 Fees and Postage

Extra Service fees are charged per piece in addition to correct postage. See [Notice 123—Price List](#).

1.3 Paying Fees and Postage

Except as provided under [604.6.1](#) and for official mail of federal government agencies collected under [703.7.0](#) (for Department of State, see [703.3.0](#)), postage and extra service fees are paid at the time of mailing. Unless otherwise restricted by standards, extra service fees may be paid using precanceled stamps (except for Registered Mail and items with USPS Tracking or Signature Confirmation), ordinary postage stamps, metered or PC Postage indicia, or by permit imprint.

1.4 Eligibility for Extra Services

Exhibits [1.4.1](#), [1.4.2](#), and [1.4.3](#) provide the eligibility of each extra service for domestic mail as follows:

- a. [Exhibit 1.4.1](#), Eligibility – Domestic Mail
- b. [Exhibit 1.4.2](#), Eligibility – Other Domestic Mail (e.g., APO/FPO/DPO, territories and possessions, and Freely Associated States)
- c. [Exhibit 1.4.3](#), Eligibility – Domestic Returns

1.4.1 Eligibility—Domestic Mail

[Exhibit 1.4.1](#) provides the eligibility of each extra service for domestic mail. The exhibit also provides the additional extra services that may be combined with each extra service. The combined extra services are subject to the eligibility of the mail listed for each extra service. Certain extra services and additional extra-service combinations may not be available for items mailed containing



503.1.4.1

hazardous materials. Certain eligible extra-service combinations may not be available for purchase. (Mailers may contact a USPS representative for details.) The following extra services or additional extra services may be added at the time of mailing, if available, when the standards for the services are met and the applicable fees are paid.

Exhibit 1.4.1 Eligibility—Domestic Mail

EXTRA SERVICE	ELIGIBLE MAIL	ADDITIONAL COMBINED EXTRA SERVICES
Registered Mail Registered Mail Restricted Delivery Registered Mail COD (PM, FCM, and FCPS — Retail, only)	Priority Mail First-Class Mail USPS Ground Advantage — Commercial USPS Ground Advantage — Retail	Return Receipt Signature Confirmation
Certified Mail Certified Mail Restricted Delivery Certified Mail Adult Signature Required ¹ (PM, and FCPS — Commercial, only) Certified Mail Adult Signature Restricted Delivery ¹ (PM, and FCPS — Commercial, only)	Priority Mail First-Class Mail	Return Receipt (For Certified Mail Adult Signature services ¹ , only. Form 3811 option is available.)
Insurance Insurance Restricted Delivery (If insured > \$500.00) Note: Priority Mail Express, Priority Mail, and USPS Ground Advantage include \$100.00 of insurance coverage; see 503.4.0 .	Priority Mail Express Priority Mail First-Class Mail USPS Ground Advantage — Commercial USPS Ground Advantage — Retail Bound Printed Matter Library Mail Media Mail Parcel Select USPS Marketing Mail ^{2, 7} (bulk insurance for (nonprofit) parcels only) USPS Connect Local ¹¹	USPS Tracking Signature Confirmation (if insured for < or =\$500.) Signature Confirmation Restricted Delivery (if insured for <=\$500) Adult Signature Required ¹ Adult Signature Restricted Delivery ¹ Return Receipt (if insured >\$500.00, Form 3811 only.) Hold For Pickup
Certificate of Mailing (Form 3817 (retail use only) or Form 3665-Firm) for individual pieces only; Form 3665-Firm is for 3 or more pieces presented at one time (see 5.0).	Priority Mail First-Class Mail Bound Printed Matter Library Mail Media Mail	
Certificate of Bulk Mailing (Form 3606; only evidence of number of identical weight piece mailed (see 5.0).	Priority Mail First-Class Mail Parcel Select USPS Marketing Mail ⁷ Bound Printed Matter Library Mail Media Mail	



EXTRA SERVICE	ELIGIBLE MAIL	ADDITIONAL COMBINED EXTRA SERVICES
Return Receipt (Form 3811 must bear an IMpb linked to the IMpb for the host extra service for the appended mailpiece.)	Priority Mail Express (Form 3811 only) Priority Mail ² First-Class Mail ³ USPS Ground Advantage — Commercial ^{1, 3} USPS Ground Advantage — Retail USPS Marketing Mail ^{1, 3, 7} Parcel Select ^{1, 8} Bound Printed Matter ^{1, 5} Library Mail ⁵ Media Mail ⁵	Certified Mail Certified Mail Restricted Delivery Certified Mail Adult Signature Required (Form 3811 only) Certified Mail Adult Signature Restricted Delivery (Form 3811 only) Collect on Delivery Collect on Delivery Restricted Delivery Registered Mail Registered Mail Restricted Delivery USPS Tracking ⁴ Signature Confirmation Restricted Delivery (Form 3811 only) Signature Confirmation (Form 3811 only) Insurance (if insured >\$500.00, Form 3811 only) Adult Signature Required ¹ (Form 3811 only) Adult Signature Restricted Delivery ¹ (Form 3811 only)
Signature Confirmation	Priority Mail USPS Ground Advantage — Retail (electronic option only) USPS Ground Advantage — Commercial (electronic option only) Parcel Select Bound Printed Matter Library Mail Media Mail USPS Connect Local	Collect on Delivery (COD) Insurance (if < or =\$500) Registered Mail Registered Mail Restricted Delivery Return Receipt ⁴ (Form 3811 only) Hold For Pickup
Signature Confirmation Restricted Delivery	Priority Mail ³ USPS Ground Advantage — Retail ³ USPS Ground Advantage — Commercial Parcel Select Bound Printed Matter Library Mail Media Mail USPS Connect Local	Collect on Delivery (COD) Insurance (if < or =\$500) Registered Mail Return Receipt (Form 3811 only) Hold For Pickup



503.1.4.1

EXTRA SERVICE	ELIGIBLE MAIL	ADDITIONAL COMBINED EXTRA SERVICES
Adult Signature Required¹ Adult Signature Restricted Delivery¹	Priority Mail Express¹⁰ Priority Mail USPS Ground Advantage — Commercial Parcel Select	Insurance Return Receipt (Form 3811 only) Hold For Pickup
USPS Tracking (Note: Except for Periodicals and First-Class Mail (i.e., letters and flats), USPS Tracking is available for all products. Restrictions may apply. USPS Tracking is provided at no additional charge for all eligible products except USPS Marketing Mail.)	USPS Marketing Mail^{1, 2} (electronic option only)	Insurance (bulk insurance for USPS Marketing Mail (nonprofit parcels only ^{1, 2})) Return Receipt⁴
Collect on Delivery (COD) COD Restricted Delivery	Priority Mail Express¹⁰ Priority Mail First-Class Mail USPS Ground Advantage — Commercial USPS Ground Advantage — Retail Parcel Select Bound Printed Matter Library Mail Media Mail	Return Receipt Signature Confirmation² (not available for purchase with Priority Mail Express COD) Hold for Pickup Note: For Registered Mail see Registered Mail COD (see 9.1.3).

1. Not at retail.

2. If also purchased with Adult Signature services, Certified Mail services, COD services, insurance over \$500.00, Signature Confirmation Restricted Delivery, or Registered Mail services.

3. If also purchased with bulk insurance over \$500.00.

4. If also purchased with insurance over \$500.00, COD services, or Registered Mail services.

7. USPS Marketing Mail, Nonprofit machinable-priced parcels and Nonprofit nonstandard-priced parcels only.

8. If also purchased with Adult Signature services, COD services, insurance over \$500.00, or Signature Confirmation Restricted Delivery.

9. If also purchased with Adult Signature services, bulk insurance over \$500.00, or Signature Confirmation Restricted Delivery.

10. Not available for Priority Mail Express items containing cremated remains

11. Insurance Restricted Delivery is not available for USPS Connect Local items.

1.4.2 Eligibility—Other Domestic Mail

As provided for the classes of mail under [1.4.1](#), and unless otherwise restricted (also see “Overseas Military/Diplomatic Mail” and “Freely Associated States (FAS)” sections of the *Postal Bulletin*), extra services are available for mail addressed to APO/FPO destinations (also see [703](#)), and to ZIP Codes in U.S. territories and possessions (also see [608.2.0](#)), or Freely Associated States (also see [608.2.0](#)), as follows:

Exhibit 1.4.2 Eligibility—Other Domestic Mail

EXTRA SERVICE	APO/FPO/DPO	US TERRITORIES AND POSSESSIONS	FREELY ASSOCIATED STATES
Registered Mail	Limited ¹	Yes	Yes
Registered Mail Restricted Delivery	Limited ¹	Yes	Yes
Registered Mail COD	No	Yes	Limited ²
Certified Mail	Yes	Yes	Yes
Certified Mail Restricted Delivery	Yes	Yes	Yes
Certified Mail Adult Signature Required	No	Yes	No
Certified Mail Adult Signature Restricted Delivery	No	Yes	No
Insurance ($\leq$ \$500.00)	Yes	Yes	Yes
Insurance ($>$ \$500.00)	Limited ³	Yes	Yes
Insurance Restricted Delivery	Limited ¹	Yes	Yes
Certificate of Mailing	Yes	Yes	Yes
Certificate of Bulk Mailing (PS Form 3606; only evidence of number of identical weight piece mailed (see 5.0).	Yes	Yes	Yes
Return Receipt (PS Form 3811 must bear an IMpb linked to the IMpb for the host extra service for the appended mailpiece.)	Limited ⁴	Limited ⁴	Limited ⁴
Signature Confirmation	Limited (Available only to select APO/FPO/DPO destinations.)	Yes	No
Signature Confirmation Restricted Delivery	No	Yes	No
Adult Signature Required	No	Yes	No
Adult Signature Restricted Delivery	No	Yes	No



503.1.4.3

EXTRA SERVICE	APO/FPO/DPO	US TERRITORIES AND POSSESSIONS	FREELY ASSOCIATED STATES
USPS Tracking	Limited ⁵	Yes	Yes
COD	No	Yes	Limited ²
COD Restricted Delivery	No	Yes	Limited ²

1. Available only to select APO/FPO/DPO destinations.
2. Except for items sent to Marshall Islands and the Federated States of Micronesia.
3. If insured for more than \$500.00, signature service provided only if hardcopy return receipt (PS Form 3811) is also purchased.
4. Electronic option is not available for items mailed to APO or FPO addresses or U.S. territories, possessions, and freely associated states.
5. Availability of electronic information regarding an event scan may be limited.

1.4.3 Eligibility—Domestic Returns

Extra services for return mailpieces are available as follows:

Exhibit 1.4.3 Eligibility—Domestic Returns

RETURN SERVICES	ELIGIBLE EXTRA SERVICES (Paid by EPS Account or by Permit Holder)	
	Insurance \$500 or Less	Insurance More than \$500
USPS Returns:		
Priority Mail Return Service	1	1, 2, 3
Priority Mail Return Service	1	1, 2, 3
USPS Ground Advantage Return Service	1,3	2, 3

1. Insurance coverage, up to a maximum of \$100.00, is included for Priority Mail Express Return Service, Priority Mail Return Service, and USPS Ground Advantage Return Service.
2. A signature is not provided as part of the delivery record for USPS Returns service items insured for more than \$500.
3. Insurance being purchased by the EPS account holder must be accompanied by electronic data that supports the value of the merchandise and the associated fee paid (see [4.3.1](#)).

1.5 Mailing

1.5.1 Where to Mail

Some extra services may be purchased online or mailpieces may be presented to a retail employee at a Post Office, station, or branch (including any authorized contractor). Except for Registered Mail (see [2.0](#)), COD (see [9.0](#)), and Adult Signature (see [8.0](#)), items with postage and extra service fees affixed may be placed in, but not on, a Post Office maildrop, a street letterbox, or a rural

mailbox, or may be given to the carrier (for that delivery address). A mailer may schedule a Pickup on Demand, or schedule a Package Pickup using www.usps.com for items bearing extra services (except for Registered Mail, COD and Adult Signature in certain circumstances); however a physical scan must be received from USPS as evidence of acceptance. (See [1.10](#) for obtaining mailing receipts for extra service items.) Items with extra services bearing a permit imprint must be accepted at the Post Office that issued the permit, at a time and place designated by the postmaster, except as provided for plant-verified drop shipments.

1.5.2 Presenting to Rural Carriers

Mail with extra services may be presented to rural carriers for mailing. When Registered Mail, Insured Mail, Certificate of Mailing, Collect on Delivery (COD), and Adult Signature in certain circumstances, is desired, additional conditions under the standards for the extra service must be met. USPS is not liable for any article or money left in a rural mailbox until the carrier issues a receipt.

1.6 Refunds

See [604.9.0](#) for eligible refunds for extra service fees.

1.7 Forms and Labels

1.7.1 Retail Forms and Labels

When purchasing extra services, mailers must use USPS-provided retail PS Forms or Labels (see forms at <https://pe.usps.com/>), or use USPS-approved privately printed forms or labels or barcoded shipping labels under [1.7.2](#), or under [5.0](#) for Certificate of Mailing forms.

1.7.2 Privately Printed Forms or Labels

[1-19-25] The following apply:

- a. Except for Certificate of Mailing service using privately printed forms (i.e., facsimiles) as provided under [5.0](#), if authorized, a mailer may use privately printed extra-service forms and labels for domestic mail only, if the forms and labels are nearly identical in design elements and color to the USPS form, with an Intelligent Mail package barcode (IMpb) and human-readable numbers that meet USPS specifications, and an Intelligent Mail matrix barcode (IMmb), as specified in [204.2.0](#).
- b. Before use, mailers must send samples of their privately printed form to the National Customer Support Center (NCSC) for review and approval. (See [608.8.0](#) for address, and PS Form 5052 for details.)
- c. Customers affixing both a barcoded address label and a barcoded extra-service label on the same mailpiece must ensure that the barcodes on both labels match.
- d. Mailers generating shipping labels bearing an IMpb and IMmb must also affix the appropriate colored non-barcoded color-coded label for Registered Mail (under [2.1.2](#)) or Certified Mail (under [3.2.1](#)).
- e. For mailers printing their own barcodes, which requires sending an electronic Shipping Service file, see [204.2.0](#).



[1-19-25]

1.7.3 Barcodes

[1-19-25] Items for which extra services are added must bear a correct Intelligent Mail package barcode (IMpb) and Intelligent Mail matrix barcode (IMmb).

1.7.4 Acceptance

Mailers who use the electronic option or print their own labels must submit a copy of their original PS Form 3152 with their first mailing. Mailers should keep the certification form on file. If requested by USPS after the first mailing, the form must be presented within 24 hours. Mailers who wish to obtain an electronic entry scan must submit either PS Form 3152, or PS Form 5630, 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. Mailers of single-piece price mail, with postage affixed using the electronic option price, are not required to submit PS Form 3152.

1.7.5 Legacy Extra-Service Forms

[7-13-25][1-19-25] Certain legacy extra-service forms are no longer valid. They have been replaced with IMpb-compliant versions (listed below) for use by commercial mailers and at non-RSS sites. Mailers using noncompliant versions of the following extra-service forms will be subject to pay the Package Quality Noncompliance Fee (see [Notice 123—Price List](#)):

- a. PS Form 153, *Signature Confirmation™ Receipt*.
- b. PS Form 3800, *Certified Mail® Receipt*.
- c. PS Form 3813, *Insured Mail Receipt \$500 and Under*.
- d. PS Form 3813-P, *Insured Mail Receipt Over \$500*.

1.8 Obtaining Delivery Information and Delivery Records

Delivery records for extra services are available as follows:

- a. Information by article number can be retrieved at www.usps.com or by calling 1-800-222-1811. A proof of delivery letter (including a signature, when available) may be provided by email. When a proof of delivery letter includes a signature, the signature provided may be a signature that was obtained from the recipient at the time of delivery, or, for certain services, an electronic signature that was previously provided by the addressee (or representative) and is maintained on file with the Postal Service. Eligible mailers may require at the time of mailing that a signature be obtained from the recipient at the time of delivery.
- b. Bulk proof of delivery allows mailers using privately printed labels 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 to mailers meeting the standards provided in Publication 199, available on PostalPro at <https://postalpro.usps.com>.