



E700 Package Services

E750 Destination Entry

E752 Bound Printed Matter

Summary E752 describes the eligibility standards for Bound Printed Matter destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU) discount rates.

1.0 BASIC STANDARDS

General Destination entry rates apply to Presorted and Carrier Route Bound Printed Matter (BPM) that is deposited at a destination bulk mail center (DBMC), destination sectional center facility (DSCF), or destination delivery unit (DDU) as specified below. Eligibility for a destination entry rate is determined by the sort level, processing category of the mail, and the type of container the mail is in (i.e., sacked or palletized). Each piece can claim only one destination entry rate; an individual pallet may contain pieces claimed at different destination entry rates. There are no destination entry rates for single-piece BPM.

Volume [7-10-03] A destination entry rate BPM mailing is subject to these minimum volume requirements:

1.2

- a. Each mailing must contain at least 300 Presorted addressed pieces or 300 Carrier Route addressed pieces.
- b. Except as provided in 1.2e, 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 M041 and M045.
- d. Pieces deposited at the same destination entry post office but claimed at different destination entry rates 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 P950, 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 rate 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.

Postage Postage payment for destination entry mailings is subject to the same standards that apply generally to BPM. Postage and fees are paid to the post office that verifies the mailings.

1.3

Mailing Fee A destination entry mailing fee (R700) must be paid once each 12-month period at each postal facility where the mailing(s) are verified. The fee may be paid in

1.4

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advance only for the next 12-month period and only during the last 60 days of the current service period. The fee charged is that in effect on the date of payment.

Documentation
1.5 Each mailing must be accompanied by the appropriate Form 3605 and, if applicable, Form 8125. No additional documentation is required for destination entry rates.

Plant Loads
1.6 Plant load mailings, including expedited plant load shipments, are not eligible for destination entry discounts.

Bedloaded Mailings
1.7 [6-12-03] Bedloaded BPM packages are permitted only when prepared for and entered at DDU rates. These packages must be prepared under the applicable sortation standards for flat-size mail or irregular parcels and are not eligible for the barcoded discount under E712.

2.0 DESTINATION BULK MAIL CENTER (DBMC) RATES

General Eligibility
2.1 Pieces in a mailing meeting the standards in 1.0, 2.0, and 5.0 through 7.0 are eligible for the DBMC rate when they meet all of the following conditions:

- a. Are eligible for and prepared to qualify for Presorted or Carrier Route rates, subject to the corresponding standards for those rates.
- b. Are deposited at a BMC or ASF.
- c. Are addressed for delivery to one of the 3-digit ZIP Codes served by the BMC or ASF where deposited that are listed in Exhibit E751.1.3.
- d. Are placed in a sack or pallet that is labeled to the BMC or ASF where deposited, or labeled to a postal facility within that BMC's or ASF's service area (see Exhibit E751.1.3).

Presorted Flats
2.2 Presorted flats in sacks or on pallets at all sort levels may claim DBMC rates. Separate mixed ADC sacks must be prepared for flats eligible for and claimed at the DBMC rate and for flats not claimed at the DBMC rate. Use the "label to" ZIP Code of the ADC to assign ADC packages to the respective mixed ADC sack. Use the address on the mailpieces to assign pieces to the respective mixed ADC package. All pieces in an ADC sack or in a palletized ADC package are eligible for the DBMC discount if the ADC facility ZIP Code (as shown in Line 1 of the corresponding sack label or the ADC facility that is the destination of the palletized ADC package as would be shown on an ADC sack label for that facility using L004, Column B) is within the service area of the BMC or ASF at which the sack is deposited. Mail must be entered at the appropriate facility under 2.1.

**Presorted Machinable
Parcels**
2.3 [11-14-02] Presorted machinable parcels in sacks or on pallets at all sort levels may claim DBMC rates. Machinable parcels palletized under M045 or sacked under M722 may be sorted to destination BMCs under L601 or to destination BMCs and ASFs under L601 and L602. Except as provided in Exhibit E751.1.3, sortation of machinable parcels to ASFs is optional but is required for the ASF mail to be eligible for DBMC rates. Mailers may opt to sort some or all machinable parcels for ASF service area ZIP Codes to ASFs only when the mail will be deposited at the respective ASFs where the DBMC rates are claimed, under applicable volume standards, using L602. Mailers also may opt to sort machinable parcels only to destination BMCs under L601. When machinable parcels are sorted under L601, only mail for 3-digit ZIP Codes served by a BMC as listed in Exhibit E751.1.3 is eligible for DBMC rates (i.e., mail for 3-digit ZIP Codes served by an ASF in Exhibit E751.1.3 is *not* eligible for DBMC rates, nor are 3-digit ZIP Codes that do not appear on Exhibit E751.1.3). Machinable parcels prepared in



mixed BMC sacks or on mixed BMC pallets that are sorted to the origin BMC under [M045](#) or [M722](#) are eligible for the DBMC rates if both of the following conditions are met:

- a. The mixed BMC sack or pallet is entered at the origin BMC facility to which it is labeled.
- b. The pieces are for 3-digit ZIP Codes listed as eligible destination ZIP Codes for that BMC in [Exhibit E751.1.3](#).

Presorted Irregular Parcels
2.4 Presorted irregular parcels in sacks or on pallets at all sort levels may claim DBMC rates. All pieces in an ADC sack or in a palletized ADC package are eligible for the DBMC discount if the ADC facility ZIP Code (as shown in Line 1 of the corresponding sack label or the ADC facility that is the destination of the palletized ADC package as would be shown on an ADC sack label for that facility using [L004](#), Column B) is within the service area of the BMC at which the sack is deposited under [Exhibit E751.1.3](#). Separate mixed ADC sacks must be prepared for pieces eligible for and claimed at the DBMC rate and for parcels not claimed at the DBMC rate. Use the “label to” ZIP Code for the ADC to assign ADC packages to the respective mixed ADC sack. Use the address on the parcels to assign parcels to the respective mixed ADC package or sack, as appropriate. Mail must be entered at the appropriate facility under [2.1](#).

Carrier Route Flats
2.5 Carrier Route flats in sacks or on pallets at all sort levels may claim DBMC rates. Mail must be entered at the appropriate facility under [2.1](#).

Carrier Route Machinable Parcels
2.6 Carrier Route machinable parcels in individual carrier route sacks may claim DBMC rates. Mail must be entered at the appropriate facility under [2.1](#).

Carrier Route Irregular Parcels
2.7 Carrier Route irregular parcels in sacks at all sort levels or on pallets at all sort levels may claim DBMC rates. Mail must be entered at the appropriate facility under [2.1](#).

3.0 DESTINATION SECTIONAL CENTER FACILITY (DSCF) RATES

General Eligibility
3.1 Pieces in a mailing meeting the standards in [1.0](#), [3.0](#), and [5.0](#) through [7.0](#) are eligible for the DSCF rate when they meet all of the following conditions:

- a. Are eligible for and prepared to qualify for Presorted or Carrier Route rates, subject to the corresponding standards for those rates.
- b. Are deposited at an SCF listed in [L005](#) or [L006](#), except that machinable parcels prepared on pallets for the 5-digit ZIP Codes listed in [Exhibit E751.6.0](#) must be entered at the corresponding BMC facility shown in that exhibit (not at the SCF) unless an exception is requested and granted. An exception to [Exhibit E751.6.0](#) must be requested at least 15 days in advance of the mailing in writing from the area manager, Operations Support, who has jurisdiction over the BMC and SCF. Exceptions, if granted, are for a limited time.
- c. Are addressed for delivery to one of the 3-digit ZIP Codes served by the facility where the mail is deposited.
- d. Are placed in a sack or pallet that is labeled to the facility where deposited or labeled to a postal facility within that facility’s service area.

Presorted and Automation Flats
3.2 Presorted flats and automation flats in sacks for the 5-digit, 3-digit, and SCF sort levels or on pallets at the 5-digit scheme, 5-digit, 3-digit, SCF, and ASF sort levels may claim DSCF rates. Mail must be entered at the appropriate facility under [3.1](#).



- Presorted Machinable Parcels** 3.3 Presorted machinable parcels in sacks or on pallets at the 5-digit scheme and 5-digit sort levels may claim DSCF rates. For palletized mail, see [3.1b](#). Mail must be entered at the appropriate facility under [3.1](#).
- Presorted Irregular Parcels** 3.4 Presorted irregular parcels in sacks at the 5-digit scheme, 5-digit, 3-digit, and SCF sort levels, or on pallets at the 5-digit scheme, 5-digit, 3-digit, SCF, and ASF sort levels may claim DSCF rates. Mail must be entered at the appropriate facility under [3.1](#).
- Carrier Route Flats** 3.5 Carrier route flats in sacks at all sort levels or on pallets at the 5-digit scheme carrier routes, 5-digit carrier routes, 5-digit metro, 3-digit, SCF, and ASF sort levels may claim DSCF rates. Mail must be entered at the appropriate facility under [3.1](#).
- Carrier Route Machinable Parcels** 3.6 Carrier Route machinable parcels in individual carrier route sacks may claim DSCF rates. Mail must be entered at the appropriate facility under [3.1](#).
- Carrier Route Irregular Parcels** 3.7 Carrier Route irregular parcels in sacks at all sort levels or on pallets at the 5-digit scheme, 5-digit, 3-digit, SCF, and ASF sort levels may claim DSCF rates. Mail must be entered at the appropriate facility under [3.1](#).

4.0 DESTINATION DELIVERY UNIT (DDU) RATES

- General Eligibility** 4.1 Pieces in a mailing meeting the standards in [1.0](#) and [4.0](#) through [7.0](#) are eligible for the DDU rate when they meet all of the following conditions:
- a. Are eligible for and prepared to qualify for Presorted or Carrier Route rates, subject to the corresponding standards for those rates.
 - b. Are addressed for delivery within the ZIP Code(s) served by the destination delivery unit.
 - c. Are deposited:
 - (1) For Carrier Route flats, at the DDU where the carrier cases the mail, as shown in the Drop Shipment Product.
 - (2) For Presorted flats, the Drop Shipment Product must be used to determine the correct destination entry facility for the 5-digit sorted flats entered at Presorted rates. If the Drop Shipment Product lists multiple facilities for a single 5-digit ZIP Code, then the mailer must inquire about the correct drop site when contacting the DDU to schedule an appointment.
 - (3) For irregular and machinable parcels prepared using the optional 5-digit scheme sort, use Column B of [L606](#) to determine the 5-digit scheme destination. For irregular and machinable parcels prepared using the 5-digit sort, the Drop Shipment Product must be used to determine the 5-digit destination. 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 parcels must be entered and to determine whether that facility can handle pallets, unless the 5-digit ZIP Code is listed in [Exhibit E751.7.0](#) or [Exhibit E751.8.0](#). For ZIP Codes in [Exhibit E751.7.0](#) or [Exhibit E751.8.0](#), use the name of the facility associated with the 5-digit ZIP Code on the respective exhibit as the facility at which DDU mail must be entered for that 5-digit ZIP Code. This facility name should be used along with the Drop Shipment Product to determine if that facility can handle pallets. If a DDU facility cannot handle pallets and a mailer



transports mail to the DDU facility on pallets, the driver must unload the pallets into a container specified by the delivery unit. L606 is used only for mailings prepared using the 5-digit scheme sort.

- Presorted Flats** 4.2 Presorted flats that weigh more than 1 pound in 5-digit sacks, on 5-digit scheme or 5-digit pallets, or prepared as bedloaded 5-digit packages may claim DDU rates. Mail must be entered at the appropriate facility under 4.1. Presorted flats weighing 1 pound or less are not eligible for DDU rates.
- Presorted Machinable Parcels** 4.3 Presorted machinable parcels in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets may claim DDU rates. Mail must be entered at the appropriate facility under 4.1.
- Presorted Irregular Parcels** 4.4 Presorted irregular parcels in 5-digit scheme and 5-digit sacks, on 5-digit scheme and 5-digit pallets, or prepared as bedloaded 5-digit packages may claim DDU rates. Mail must be entered at the appropriate facility under 4.1.
- Carrier Route Flats** 4.5 Carrier Route flats in sacks, on 5-digit carrier routes scheme and 5-digit carrier routes pallets, or prepared as bedloaded carrier route packages may claim DDU rates. Mail must be entered at the appropriate facility under 4.1.
- Carrier Route Machinable Parcels** 4.6 Carrier Route machinable parcels sorted to carrier route sacks may claim DDU rates. Mail must be entered at the appropriate facility under 4.1.
- Carrier Route Irregular Parcels** 4.7 Carrier Route irregular parcels in sacks at all sort levels, on 5-digit scheme and 5-digit pallets, or prepared as bedloaded packages may claim DDU rates. Mail must be entered at the appropriate facility under 4.1.

5.0 VERIFICATION

- Place** 5.1 As directed by the postmaster, the mailer must present destination entry mailings to USPS employees for verification either:
- a. At the origin mailer's plant or the origin post office serving the mailer's plant under an authorized plant-verified drop shipment system.
 - b. At the destination post office or business mail entry unit.
- Mail Separation and Presentation** 5.2 Destination entry rate mail must be verified under a PVDS system (P950) or be presented for verification and acceptance at a BMEU located at a destination BMC, destination SCF, or other designated destination postal facility. Only plant-verified drop shipments may be deposited at a destination delivery unit not co-located with a post office or other postal facility having a business mail entry unit. When presented to the USPS, destination entry mailings must meet the following requirements:
- a. Each mailing must be separated from other mailings for verification. For PVDS, destination entry rate mailings for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow for reconciliation with each accompanying Form 8125, 8125-C, or 8125-CD.
 - b. Mail must be separated from freight transported on the same vehicle.
 - c. If Periodicals mail is on the same vehicle as BPM, then the Periodicals mail should be loaded toward the tail of the vehicle so that, for each destination entry, Periodicals mail can be offloaded first.
 - d. Form 8125, 8125-C, or 8125-CD must accompany all PVDS mailings.



- Form 8125** 5.3 When mailings are verified and paid for at a postal facility different from the one at which they are accepted as mail and deposited into the mailstream, the mailer must ensure that they are accompanied by a Form 8125 completed by the mailer and the verifying post office.
- At BMC** 5.4 For a mailing to be verified at a BMC, the post office where the mailer's account or license is held must be within the service area of that BMC. The post office must authorize the BMC to act as its agent by sending Form 4410 to the BMC.
- PVDS Seal** 5.5 The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility.
- Mailer Transport** 5.6 The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility.
- Volume Standards** 5.7 Except as permitted for a local mailer under [7.0](#), destination entry mailings are subject to these volume standards:
- a. Regardless of total volume, the pieces for which a destination rate 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 rate mailings at the same destination postal facility (or at another acting as its agent). The mailer may ask for a waiver of this limit when scheduling the deposit of the mailings. There is no maximum for plant-verified drop shipments.

6.0 DEPOSIT

- When, Where** 6.1 Each mailing claimed at a destination rate must be deposited at the time and location specified by the USPS. Mailings must be presented in vehicles that are compatible with dock, yard, and DDU operations, as applicable.
- Freight** 6.2 Drop shipments are freight until deposited and accepted as mail at the destination facility.
- Appointments** 6.3 Appointments must be made for destination entry rate mail as follows:
- a. Except for a local mailer under [7.0](#) and mailings of perishable commodities, appointments for deposit of destination entry rate mail at BMCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one business day in advance. Same-day appointments may be granted by a control center only through a telephone request. All appointments for BMC loads must be scheduled by the appropriate BMC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to 30 calendar days before a desired appointment date. The mailer must adhere to the scheduled mail deposit time and location. The mailer must cancel any appointment by notifying the appropriate control center at least 24 hours in advance of a scheduled appointment.
 - b. Electronic appointments may be made through the Dropship Appointment System (DSAS) by a mailer or agent using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours



before the desired time and date. All information required by the USPS appointment system regarding a mailing must be provided.

- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, the mailer must notify the DDU at least one business day in advance of a scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.
- d. When Periodicals are transported together with BPM as a mixed load (E250), an appointment must be obtained for deposit at a destination entry facility.

Advance Scheduling
6.4

Except under 7.0, a mailer must schedule deposit of destination entry rate mailings at least 24 hours in advance by contacting the proper district or BMC control center or destination delivery unit. Appointments at delivery units must be made by calling the delivery unit at least 24 hours in advance. Appointments for ASFs, SCFs, or for any multistop loads must be made through the USPS district control center or DSAS in 6.3. Appointments for BMC loads must be scheduled by the proper BMC control center. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

Adherence to Schedule
6.5

The mailer must follow the scheduled deposit time or cancel the appointment by notifying the designated control center. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, BMCs, or SCFs or more than 20 minutes at delivery units.

Redirection by USPS
6.6

A mailer may be directed to transport destination entry rate mailings to a facility other than the designated DDU, SCF, or BMC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints.

Redirection at Mailer's Request
6.7

For service reasons, a mailer may ask to transport destination SCF rate mail to a facility other than the designated SCF. This exception may be approved only by the district control center serving the destination facility. To qualify for the SCF rate in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

Recurring Appointments
6.8

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.

Vehicle Unloading

6.9

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. At BMCs and ASFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At delivery units, the driver must unload all mail within 1 hour of arrival. If pallets (including pallet boxes on pallets) are stacked, the driver is required to unload, unstack, and unstrap them. If a mailer transports palletized mail (including sacks on pallets) to a DDU facility that cannot handle pallets, then the driver must unload the pallets into a container specified by the delivery unit.
- 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.

Demurrage

6.10

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry rate mailings.

Appeals

6.11

Mailers who believe they are denied equitable treatment may appeal to the manager, Customer Service (district), responsible for the destination postal facility.

7.0 EXCEPTION FOR LOCAL MAILER

The restrictions in [5.7](#) and [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 rates for mailings or portions of mailings deposited at the local post office that meet the standards in [2.0](#), [3.0](#), or [4.0](#).