



M700 Package Services

M720 Bound Printed Matter

M722 Presorted Bound Printed Matter

Summary M722 describes the preparation, sortation, and documentation requirements for Presorted Bound Printed Matter mailings.

1.0 BASIC STANDARDS

General All mailings of Presorted Bound Printed Matter (BPM) are subject to the standards in 2.0 through 4.0 and to these general standards:

1.1

- a. Each mailing must meet the applicable standards in E710, E712, E752, and in M010, M020, and M030.
- b. All pieces in a mailing must be within the same processing category as described in C050. A BPM irregular parcel is a piece that is not a machinable parcel as defined in C050.4.1 or a flat as defined in C050.3.1. Irregular parcels also are pieces that meet the size and weight standards for a machinable parcel but are not individually boxed or packaged to withstand processing on BMC parcel sorters under C010.
- c. All pieces must be sorted to the finest extent possible under 2.0 through 4.0 or palletized under M045.
- d. Subject to M012, pieces must be marked “Bound Printed Matter” (or “BPM”) and “Presorted” (or “PRSRT”).

Documentation A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing. Documentation of postage is not required if the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate (zone) when presented for acceptance.

1.2

Separation Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. *Exception:* Pieces for different zones may be sacked together and the sacks do not have to be separated by zone for verification if any of the following apply:

1.3

- a. Full (exact) postage is affixed to each piece in the mailing.
- b. The mailing is prepared under P910, P930, or 1.4.

Commingling Zones Zoned BPM need not be separated by zones when presented other than as individual pieces or with full correct postage affixed to each piece, subject to this section. Nonidentical-weight pieces not bearing the full correct postage may not be commingled unless authorized by the BMS manager. The mail must be prepared and documented:

1.4

- a. Under P910 or P930; or
- b. Under all these conditions:
 - (1) A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).



- (2) A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the post office where the mail is to be entered (entry post office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the permit number, the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone in the entire mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the pallet. Entries for pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

**Co-Sacking Flats
With Barcoded Mail**

1.5

[4-3-03] The following standards apply:

- a. If the mailing job contains a carrier route mailing, a Presorted rate mailing qualifying for and claiming the barcoded discount, and a Presorted rate mailing, the job must be prepared as follows:
 - (1) Prior to September 1, 2003, the carrier route mailing must be prepared under [M723](#), the Presorted rate mailing qualifying for and claiming the barcoded discount must be prepared under [M820](#), and the Presorted rate mailing must be prepared under [M722](#).
 - (2) Effective September 1, 2003, the carrier route mailing must be prepared under [M723](#), and the Presorted rate mailing qualifying for and claiming the barcoded discount and the Presorted rate mailing must be prepared under the co-sacking standards in [M910](#). Presorted rate pieces qualifying for and claiming the barcoded discount may be co-packaged with Presorted rate pieces under [M950](#). Regardless of the date presented for mailing, co-packaged pieces must be co-sacked under [M910](#).
- b. If the mailing job contains only a Presorted rate mailing qualifying for and claiming the barcoded discount and a Presorted rate mailing, the job must be prepared as follows:
 - (1) Prior to September 1, 2003, the Presorted rate mailing qualifying for and claiming the barcoded discount must be prepared under [M820](#), and the Presorted rate mailing must be prepared under [M722](#).
 - (2) Effective September 1, 2003, the mailing job must be prepared under the co-sacking standards in [M910](#). Presorted rate pieces qualifying for and claiming the barcoded discount may be co-packaged with Presorted rate pieces under [M950](#). Regardless of the date presented for mailing, co-packaged pieces must be co-sacked under [M910](#).
- c. If the mailing job contains only a carrier route mailing and a Presorted rate mailing qualifying for and claiming the barcoded discount, the job must be sacked separately under the applicable standards in [M723](#) and [M820](#).
- d. If the mailing job contains only a carrier route mailing and a Presorted rate mailing, each mailing must be sacked separately under the applicable standards [M722](#) and [M723](#).



2.0 REQUIRED PREPARATION—FLATS

Required Packaging

2.1

A package must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces or 10 pounds, whichever occurs first. Smaller volumes are not permitted except for mixed ADC packages. The maximum weight of each physical package is 20 pounds, except that 5-digit packages placed in 5-digit sacks may weigh a maximum of 40 pounds each. Each physical package must contain at least two addressed pieces (except mixed ADC packages). Packaging 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 package by the actual piece count or mail weight for each package, 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.

Package Preparation

2.2

Packages must be prepared and labeled in the following sequence:

- a. 5-digit: required; red Label D or optional endorsement line (OEL).
- b. 3-digit: required; green Label 3 or OEL.
- c. ADC: required; pink Label A or OEL.
- d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

Required Sacking

2.3

A sack must be prepared when the quantity of mail for a required presort destination reaches either 20 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except mixed ADC sacks). Optional SCF sacks may only be prepared when there are at least 20 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 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.

Sack Preparation

2.4

Required sequence and Line 1 sack labeling:

- a. 5-digit: required; for Line 1, use city, state, and 5-digit ZIP Code destination of packages (for military mail, the ZIP Code is preceded by the prefixes under [M031](#)).



- b. 3-digit: required; for Line 1, use L002, Column A.
- c. SCF: optional; for Line 1, use L005, Column B.
- d. ADC: required; for Line 1, use L004, Column B.
- e. Mixed ADC: required (no minimum); for Line 1, use "MXD" followed by the city, state, and ZIP Code of the ADC serving the 3-digit ZIP Code of the entry post office, as shown in L004, Column B.

Sack Label Line 2
2.5

Line 2 information:

- a. 5-digit: "PSVC FLTS 5D NON BC."
- b. 3-digit: "PSVC FLTS 3D NON BC."
- c. SCF: "PSVC FLTS SCF NON BC."
- d. ADC: "PSVC FLTS ADC NON BC."
- e. Mixed ADC: "PSVC FLTS NON BC WKG."

3.0 REQUIRED PREPARATION—IRREGULAR PARCELS WEIGHING LESS THAN 10 POUNDS

Required Packaging
3.1

Packaging is not required for pieces placed in 5-digit scheme and 5-digit sacks when such pieces are enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag and the minimum package size is met. Otherwise, a package must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces or 10 pounds, whichever occurs first. Smaller volumes are not permitted (except mixed ADC packages). The maximum weight of each physical package is 20 pounds, except that 5-digit packages placed in 5-digit scheme and 5-digit sacks or prepared for and entered at DDU rates may weigh a maximum of 40 pounds each. Each physical package must contain at least two addressed pieces (except mixed ADC packages). Packaging also is subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies), or package by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count, weight, or both.

Package Preparation
3.2

Packages must be prepared and labeled in the following required sequence:

- a. 5-digit: required; red Label D or optional endorsement line (OEL).
- b. 3-digit: required; green Label 3 or OEL.
- c. ADC: required; pink Label A or OEL.
- d. Mixed ADC: required (no minimum); tan Label MXD or OEL.

Required Sacking
3.3

A sack must be prepared when the quantity of mail for a required presort destination reaches either 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except mixed ADC sacks). Optional



5-digit scheme and optional SCF 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 weighing 2 pounds or less must be prepared using the 10-piece minimum, those that weigh more must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternatively, sack by the actual piece count or mail weight for each package 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.

Sack Preparation

3.4

Required sequence and Line 1 labeling:

- a. 5-digit scheme: optional; for Line 1, use [L606](#), Column B.
- b. 5-digit: required; for Line 1, use city, state, and 5-digit ZIP Code destination of packages (for military mail, the ZIP Code is preceded by the prefixes under [M031](#)).
- c. 3-digit: required; for Line 1, use [L002](#), Column A.
- d. SCF: optional; for Line 1, use [L005](#), Column B.
- e. ADC: required; for Line 1, use [L004](#), Column B.
- f. Mixed ADC: required (no minimum); for Line 1, use “MXD” followed by the city, state, and ZIP Code of the ADC serving the 3-digit ZIP Code of the entry post office, as shown in [L004](#), Column B.

Sack Label Line 2

3.5

Line 2 information:

- a. 5-digit scheme: “PSVC IRREG 5D SCHEME” or “PSVC IRREG 5D SCH.”
- b. 5-digit: “PSVC IRREG 5D.”
- c. 3-digit: “PSVC IRREG 3D.”
- d. SCF: “PSVC IRREG SCF.”
- e. ADC: “PSVC IRREG ADC.”
- f. Mixed ADC: “PSVC IRREG WKG.”

Exception to Sacking

3.6

Sacking is not required for 5-digit packages when prepared for and entered at DDU rates; such packages may be bedloaded and may weigh up to 40 pounds.

4.0

REQUIRED PREPARATION—IRREGULAR PARCELS WEIGHING 10 POUNDS OR MORE

Piece Preparation

4.1

Each piece must be enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag. Packaging is not permitted for pieces weighing 10 pounds or more except under [4.5](#).

Required Sacking

4.2

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.

Sack Preparation

4.3

Required sequence and Line 1 labeling:

- a. 5-digit scheme: optional; for Line 1, use **L606**, Column B.
- b. 5-digit: required; for Line 1, use city, state, and 5-digit ZIP Code destination of packages (for military mail, the ZIP Code is preceded by the prefixes under **M031**).
- c. 3-digit: required; for Line 1, use **L002**, Column A.
- d. SCF: optional; for Line 1, use **L005**, Column B.
- e. ADC: required; for Line 1, use **L004**, Column B.
- f. Mixed ADC: required (no minimum); for Line 1, use “MXD” followed by the city, state, and ZIP Code of the ADC serving the 3-digit ZIP Code of the entry post office, as shown in **L004**, Column B.

Sack Label Line 2

4.4

Line 2 information:

- a. 5-digit scheme: “PSVC IRREG 5D SCHEME” or “PSVC IRREG 5D SCH.”
- b. 5-digit: “PSVC IRREG 5D.”
- c. 3-digit: “PSVC IRREG 3D.”
- d. SCF: “PSVC IRREG SCF.”
- e. ADC: “PSVC IRREG ADC.”
- f. Mixed ADC: “PSVC IRREG WKG.”

Exception to Sacking

4.5

Pieces may be prepared only in 5-digit packages when entered at DDU rates; such packages may be bedloaded and may weigh up to 40 pounds.

5.0**REQUIRED PREPARATION—MACHINABLE PARCELS****Required Sacking****DBMC Rates Not****Claimed**

5.1

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) BMC 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 package 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.



- Sack Preparation
DBMC Rates Not
Claimed**
5.2
- Required sequence and Line 1 labeling:
- 5-digit scheme: optional; for Line 1, use [L606](#), Column B.
 - 5-digit: required; for Line 1, use city, state, and 5-digit ZIP Code destination of parcels (for military mail, the ZIP Code is preceded by the prefixes under [M031](#)).
 - BMC: required; for Line 1, use [L601](#), Column B.
 - Origin (mixed) BMC: required (no minimum); for Line 1, “MXD” followed by the information in [L601](#), Column B, for the BMC serving the 3-digit ZIP Code of the entry post office.
- Sack Label Line 2
DBMC Rates Not
Claimed**
5.3
- Line 2 information:
- 5-digit scheme: “PSVC MACH 5D SCHEME” or “PSVC MACH 5D SCH.”
 - 5-digit: “PSVC MACH 5D.”
 - BMC: “PSVC MACH BMC.”
 - Mixed BMC: “PSVC MACH WKG.”
- Required Sacking for
DBMC Rates**
5.4
- 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) BMC sacks). Optional 5-digit scheme and optional ASF sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. See [E752](#) for DBMC rate eligibility. Sacking also is subject to these conditions:
- 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.
 - For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies) or sack by the actual piece count or mail weight for each sack destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
 - Mailers must note on the accompanying postage statement whether they applied the piece count or weight.
- Sack Preparation for
DBMC Rates**
5.5
- Required sequence and line 1 labeling:
- 5-digit scheme: optional; for Line 1, use [L606](#), Column B.
 - 5-digit: required; for Line 1, use city, state, and 5-digit ZIP Code destination of parcels (for military mail, the ZIP Code is preceded by the prefixes under [M031](#)).
 - ASF: optional, allowed only for mail deposited at an ASF to claim DBMC rate; for Line 1, use [L602](#). DBMC rate eligibility is determined by [E752](#) and [Exhibit E751.1.3](#).
 - BMC: required; for Line 1, use [L601](#), Column B. DBMC rate eligibility is determined by [E752](#) and [Exhibit E751.1.3](#).



- e. Mixed BMC: required (no minimum); for Line 1, "MXD" followed by the information in [L601](#), Column B, for the BMC serving the 3-digit ZIP Code of the entry post office.

**Sack Label Line 2 for
DBMC Rates**
5.6

Line 2 information:

- a. 5-digit scheme: "PSVC MACH 5D SCHEME" or "PSVC MACH 5D SCH."
- b. 5-digit: "PSVC MACH 5D."
- c. ASF: "PSVC MACH ASF."
- d. BMC: "PSVC MACH BMC."
- e. Mixed BMC: "PSVC MACH WKG."