



M800 All Automation Mail

## M810 Letter-Size Mail

**Summary** M810 describes the preparation standards for letter-size automation rate First-Class Mail, Periodicals, and Standard Mail.

### 1.0 BASIC STANDARDS

**Standards** Letter-size automation rate First-Class Mail, Periodicals, and Standard Mail must be prepared under [M810](#) and the eligibility standards for the rate claimed. Package and tray preparation are subject to [M010](#), [M020](#), and [M030](#). Trays must bear barcoded tray labels under [M032](#).

1.1

**Mailings** The requirements for mailings are as follows:

1.2

- a. General. All pieces in a mailing must meet the standards in [C810](#) and must be sorted together to the finest extent required for the rate claimed. The definitions of a mailing and permissible combinations are in [M011](#).
- b. First-Class. A single automation rate First-Class Mail mailing may include pieces prepared at carrier route, 5-digit, 3-digit, AADC, and mixed AADC rates.
- c. Periodicals. A single automation rate Periodicals mailing may include pieces prepared at 5-digit, 3-digit, and basic automation rates.
- d. Standard Mail. Automation carrier route pieces must be prepared as a separate mailing (meet a separate minimum volume requirement) from pieces prepared at 5-digit, 3-digit, AADC, and mixed AADC rates.

**Documentation** A complete postage statement must accompany each mailing. Each mailing also must be accompanied by presort and rate documentation produced by PAVE-certified or MAC-certified software or by standardized documentation under [P012](#). *Exception:* For mailings of fewer than 10,000 pieces, presort and rate documentation is not required if postage at the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Mailers may use a single postage statement and a single documentation report for all rate levels in a single mailing. Standard Mail mailers may use a single postage statement and a single documentation report (with a separate summary for carrier route and a separate summary for all other rate levels) for both an automation carrier route mailing and a mailing containing pieces prepared at other automation rates when both mailings are submitted for entry at the same time. Combined mailings of more than one Periodicals publication also must be documented under [M210](#) and [M220](#). First-Class Mail and Standard Mail mailings prepared under the value added refund procedures or as combined mailings must meet additional standardized documentation requirements under [P014](#) and [P960](#).

1.3

**Marking** Except for Periodicals (which require no markings), all automation rate pieces must be marked under [M012](#). Pieces claimed at an automation rate must bear the appropriate class marking and, except as provided in [M012](#), “AUTO” (or “AUTOOCR” for carrier route rate). Pieces not claimed at an automation rate must not bear “AUTO” or “AUTOOCR” unless single-piece rate postage is affixed or a corrective single-piece rate marking is applied under [P100](#) or [P600](#).

1.4



- General Preparation**  
1.5 Grouping, packaging, and labeling are not generally required or permitted, *except* packaging is required in any mailing consisting entirely of card-size pieces and for pieces in overflow, less-than-full, and 3-digit carrier routes trays; pieces must be grouped (or packaged, if applicable) as specified in [2.0](#) and [3.0](#); package labels are required only for Periodicals.
- Carrier Route**  
1.6 Carrier route groups (or packages, if applicable) may be placed only in carrier route, 5-digit carrier routes, or 3-digit carrier routes trays. Preparation of mail to qualify for automation carrier route rates is optional for First-Class Mail under [E140](#) and Standard Mail under [E640](#).
- First-Class Cards**  
1.7 Pieces claimed at First-Class card rates and pieces claimed at First-Class letter rates 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.
- Presentation**  
1.8 Upon presentation of letter-size automation rate First-Class Mail and Standard Mail mailings to the Postal Service 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.

## 2.0 FIRST-CLASS MAIL AND STANDARD MAIL

- Carrier Route Pieces**  
2.1 Grouping size, preparation sequence, and labeling: carrier route (only); required (10-piece minimum); use an optional endorsement line or carrier route information line. Group pieces by carrier route in full 5-digit carrier routes trays, using separator cards or tic marks under [M020](#), not packaging. Package pieces by carrier route in less-than-full 5-digit carrier routes trays and in all 3-digit carrier routes trays.
- Tray Preparation**  
2.2 [\[6-12-03\]](#) Preparation sequence, tray size, and Line 1 labeling:
- Carrier route: optional, but required for rate eligibility (full trays); no overflow; for Line 1, use city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by the prefixes under [M031](#).
  - 5-digit carrier routes (carrier route pieces/packages only): required for rate eligibility if full tray, optional with minimum one 10-piece package; for Line 1, use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under [M031](#).
  - 3-digit carrier routes (carrier route packages only): optional with minimum one 10-piece package for each of two or more 5-digit areas; for Line 1, use the city, state, and ZIP shown in [L002](#), Column A, that corresponds to the 3-digit ZIP Code prefix of packages.
  - 5-digit/scheme: optional, but 5-digit trays required for rate 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 [M031](#); for Line 1, for optional 5-digit scheme trays, use destination shown in the current USPS City State Product.
  - 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.
  - AADC: required (150-piece minimum); overflow allowed; group pieces by 3-digit ZIP Code prefix (or 3-digit/scheme if applicable); for Line 1, use [L801](#).



- g. [5-1-03] [10-3-02] Mixed AADC: required (no minimum); group pieces by AADC; for Line 1 labeling:
  - (1) For First-Class Mail, use “MXD” followed by city, state, and ZIP Code of facility serving 3-digit ZIP Code prefix of entry post office, as shown in L002, Column C.
  - (2) For Standard Mail, use L803. If entered at an ASF or BMC or for mail placed on an ASF or BMC pallet under option in M045.3.2, use L802.

**Tray Line 2**  
2.3

Line 2: “FCM LTR” or “STD LTR,” as applicable, and:

- a. Carrier route: “CR BC,” followed by route type and number.
- b. 5-digit carrier routes: “5D CR-RT BC.”
- c. 3-digit carrier routes: “3D CR-RT BC.”
- d. 5-digit scheme: “BC 5D SCHEME.”
- e. 5-digit: “5D BC.”
- f. 3-digit scheme: “BC SCHEME” and, if applicable, as shown in L002, Column B, followed by the letter “A,” “B,” or “C.”
- g. 3-digit: “3D BC.”
- h. AADC: “AADC BC.”
- i. Mixed AADC: “BC WKG.”

**3.0 PERIODICALS**

**Tray Preparation**  
3.1

[6-12-03] Tray size, preparation sequence, and Line 1 labeling:

- a. 5-digit/scheme: optional, but 5-digit trays required for rate 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 M031; for Line 1, for optional 5-digit scheme trays, use destination shown in the current USPS City State Product.
- b. 3-digit/scheme: required (150-piece minimum except no minimum for required origin/optional entry 3-digit(s)/scheme); overflow allowed; for Line 1, use L002, Column B.
- c. AADC: required (150-piece minimum); overflow allowed; group pieces by 3-digit ZIP Code prefix (or 3-digit/scheme if applicable); for Line 1, use L801.
- d. Mixed AADC: required (no minimum); group pieces by AADC; for Line 1, use L802 (mail entered by the mailer at an ASF or BMC) or L803, as appropriate.

**Tray Line 2**  
3.2

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.”

