



P000 Basic Information

## P070 Mixed Classes

**Summary** P070 describes basic information for the attachments of different classes. Their standards are also included.

### 1.0 ATTACHMENTS OF DIFFERENT CLASSES

**Computation and Payment** Postage for the host Periodicals, Standard Mail, or Package Services piece must be paid under the applicable standards. Except for incidental First-Class Mail attachments under 4.0, First-Class Mail or Standard Mail attachments must have postage affixed at the proper rate.

1.1

**Postage Statements** Separate postage statements using the proper USPS forms must be prepared for the host piece and the attachment and must be submitted at the time of mailing.

1.2

**Mailing Fee** The annual mailing fee must be paid for the current 12-month period at each office where postage for a Standard Mail attachment is paid at any Standard Mail rate.

1.3

### 2.0 ENCLOSURE IN PERIODICALS PUBLICATION

**General Rule** Postage for the Periodicals publication is paid under P200. The proper First-Class Mail or Standard Mail rate is paid for the enclosed material, based on the comparable Periodicals rate applicable to the addressed piece containing the enclosure.

2.1

**Authorized Payment Method** A publisher authorized for Centralized Postage Payment (CPP) may arrange to submit postage statements and pay postage for First-Class Mail or Standard Mail enclosures to the designated post office (DPO) under the relevant standards in P200. The publisher must be authorized by the DPO each time the Periodicals publication is mailed with a First-Class Mail or Standard Mail enclosure.

2.2

**Multiple Items** When more than one enclosure of the same mail class is enclosed with a publication, they may be treated as a single enclosure for computing postage.

2.3

**Affixing Postage** Postage for a First-Class Mail or Standard Mail enclosure may be paid by affixing the correct amount in precanceled or meter stamps to the enclosure or to the outer wrapper, polybag, envelope, or cover of the host Periodicals publication.

2.4

**Permit Imprint—Outside Publication** Postage for a First-Class Mail or Standard Mail enclosure may be paid with a permit imprint placed on the outer wrapper, polybag, envelope, or cover of the host Periodicals publication if:

2.5

- a. The permit imprint is prepared as shown in P040.
- b. The permit imprint and any required marking are set in type no smaller than any used in the change-of-address notice (“POSTMASTER: ...”) in the identification statement.
- c. The permit imprint and marking appear only on copies accompanied by a First-Class Mail or Standard Mail enclosure.
- d. Unless postage for the host publication is paid under CPP or plant-verified drop shipment procedures, the mail is entered at the post office where the permit is held.

**Permit Imprint—Inside Publication**

2.6

Postage for a First-Class Mail or Standard Mail enclosure may be paid with a permit imprint placed in the identification statement of the host Periodicals publication if:

- a. The permit imprint is prepared under [P040](#).
- b. The permit imprint and any required marking are set in type no smaller than any used in the change-of-address notice (“POSTMASTER: ...”) in the identification statement and surrounded by either a black line or a 1/4-inch clear area.
- c. The permit imprint and the required markings are only on copies accompanied by a First-Class Mail or Standard Mail enclosure unless the marking in all copies is followed by both a list of the editions or edition codes mailed with a First-Class Mail or Standard Mail enclosure and the edition name or edition code that applies to the respective copy.
- d. Unless postage for the host publication is paid under CPP or plant-verified drop shipment procedures, the mail is entered at the post office where the permit is held.

**Permit Imprint—Omitted**

2.7

A permit imprint need not be printed on the outer wrapper, polybag, envelope, or cover of the host publication under [2.5](#), and need not be printed inside the publication under [2.6](#), when the marking “First-Class Mail Enclosed” or “Standard Mail Enclosed,” as appropriate, is placed on the outer wrapper, polybag, envelope, or cover of the host publication, or in the Identification Statement.

**Computing Permit Imprint Postage**

2.8

Permit imprint postage for the enclosure is computed at the applicable First-Class Mail or Standard Mail rate, corresponding to the number of copies of the Periodicals publication prepared with the enclosure. The enclosure is eligible for the rate for its class of mail that is most comparable to the presort and destination discounts that apply to the Periodicals host piece. For example, a Standard Mail enclosure is eligible for the SCF entry discount if the publication is deposited at the destinating SCF. When more than one enclosure of the same class of mail is enclosed with a publication, the enclosures are treated as a single enclosure for computing postage. Postage for the First-Class Mail or Standard Mail enclosure must be claimed on the proper postage statement.

**Mailing Fee**

2.9

The annual mailing fee must be paid for the current 12-month period at each office where postage for a Standard Mail enclosure is paid at any Standard Mail rate.

**Documentation**

2.10

Subject to [P012](#), documentation for a mailing of a Periodicals publication with nonincidental First-Class Mail or Standard Mail matter enclosed includes:

- a. The Periodicals postage statement and any supporting documentation specified in the standards for the rate claimed.
- b. The First-Class Mail or Standard Mail postage statement for the enclosed matter.
- c. Amendments or additions to the documentation required in [2.10a](#) as necessary to account for the enclosed matter and support the postage claimed for it.

**3.0 ENCLOSURE IN STANDARD MAIL AND PACKAGE SERVICES PARCEL****Postage**

3.1

Postage for the enclosure must be placed on the outside of the parcel, either separately or by addition to the postage for the parcel itself.



- Postage Statements**  
3.2 Separate postage statements for the host piece (if required) and the enclosure must be submitted at the time of mailing.
- 4.0 INCIDENTAL FIRST-CLASS MAIL ATTACHMENT OR ENCLOSURE**
- Computation**  
4.1 Postage is based on the weight of the host piece plus the weight of the incidental attachment or enclosure and is paid at the rate applicable to the host piece.
- Periodicals**  
4.2 Postage for an incidental attachment or enclosure with a Periodicals piece is determined as follows:
- a. If the Periodicals piece consists entirely of nonadvertising matter, the attachment or enclosure is also considered nonadvertising matter.
  - b. If the Periodicals piece consists of advertising and nonadvertising matter, the attachment or enclosure is considered advertising matter.
- 5.0 COMBINED MAILINGS OF MEDIA MAIL AND BOUND PRINTED MATTER**
- Postage**  
5.1 Postage for each separate unit must be placed on the outside of the parcel.
- Postage Statements**  
5.2 When required, a separate postage statement must be submitted for each part of the combined mailing.
- Endorsement**  
5.3 In addition to the required rate markings, each parcel must show, below the postage and above the address, an endorsement declaring the enclosure and the additional postage paid for it (e.g., "Bound Printed Matter Enclosed \$1.46").
- Rating of Unmarked Parcel**  
5.4 A parcel containing Media Mail and Bound Printed Matter is charged postage at Inter-BMC/ASF Parcel Post rates if it:
- a. Is not endorsed as specified in 5.3.
  - b. Does not consist of separate and distinguishable units of mail.
  - c. Is not machinable.
- 6.0 EXPRESS MAIL AND PRIORITY MAIL DROP SHIPMENTS**
- Authorization**  
6.1 Except under 6.3, no authorization is required for Express Mail or Priority Mail drop shipment, but the mailer must obtain necessary permits, licenses, or authorizations for the enclosed mail or postage payment method used and must pay any annual mailing fee applicable to the enclosed mail at the post office where the Express Mail or Priority Mail drop shipment is mailed.
- Listing Destination Offices**  
6.2 A mailer enclosing zoned rate mail in Express Mail or Priority Mail drop shipments must provide the accepting post office with a list of all the drop ship post offices at least 3 business days before presenting the first drop shipment. A mailer may add to the list at any time by written notice to the accepting post office, but an added destination post office must be on the list for at least 10 workdays before the mailer may mail a drop shipment to it.
- Zoned Rate Matter**  
6.3 To use meter or precanceled postage stamps on zoned rate matter enclosed in an Express Mail or Priority Mail drop shipment, the mailer must apply in writing to the accepting post office postmaster and include the list required by 6.2.
- Basis of Rate**  
6.4 Express Mail or Priority Mail postage must be paid on the weight of the entire contents of the Express Mail pouch or Priority Mail sack. The tare weight of the pouch or sack is not included in this weight.



- Zone Rates**  
6.5 Zone rates for Priority Mail are computed from the accepting post office to the destination post office for the drop shipment (not the destination post office for the enclosed mail).
- Calculating Payment for Enclosed Mail**  
6.6 Postage and fees for the mail enclosed must be prepaid under the applicable standards. When the enclosed mail is zone-rated, the zone is computed from the postal facility where the Express Mail or Priority Mail drop shipment destines. Discounts otherwise available to the enclosed mail may be claimed if the applicable standards (e.g., volume and preparation) are met.
- Payment Method**  
6.7 Postage on the enclosed mail may be paid with any method permitted for that mail class. Express Mail postage must be paid under [P500](#). Priority Mail postage must be paid with adhesive stamps or meter stamps affixed to Tag 159. Priority Mail may also be paid with a permit imprint through a manifest mailing system, optional procedure mailing system, or alternate mailing system authorized under [P910](#), [P920](#), or [P930](#). If a permit imprint is used for Priority Mail postage, the permit imprint must be affixed to or hand-stamped on the Tag 159.
- Postage Statement for Enclosed Mail**  
6.8 A postage statement is not required for the Express Mail or Priority Mail portion of the drop shipment. The mailer must provide the correct postage statement for the mail class enclosed and postage payment method used. The postage statement must show the total number of Priority Mail drop shipment sacks in the mailing in addition to the number of sacks, trays, or other containers enclosed. If the enclosed mail is zone-rated, the mailer must either provide an attachment to the postage statement that details the pieces and postage, by zone for each post office at which an Express Mail or Priority Mail drop shipment is to destinate, or provide a separate postage statement for each Express Mail or Priority Mail drop shipment destination post office. If no postage statement is required for the enclosed mail, the mailer must still present the mailing to the designated USPS location for verification of postage and fees.