



M100 First-Class Mail (Nonautomation)

## M110 Single-Piece First-Class Mail

**Summary** M110 describes the mail preparation requirements for single-piece First-Class Mail.

### 1.0 PREPARATION

The following standards apply to single-piece rate First-Class Mail:

- a. Each piece must have a delivery address but is not required to bear the rate marking “First-Class” or “First-Class Mail.”
- b. No minimum quantity is required unless postage is paid with a permit imprint (in which case the mailing must contain at least 200 pieces or 50 pounds of pieces).
- c. There are no sortation standards for single-piece rate First-Class Mail, but five or more letter-size pieces bearing metered postage and all pieces bearing permit imprints must be faced with the addresses in one direction and bundled. Bundling of letter-size pieces is not required if they fill a tray (see [M011.1.3b](#)). Metered mail and permit imprint mail may not be bundled or trayed together.

