

M200 Periodicals (Nonautomation)

## M230 Combining Multiple Editions or Publications

**Summary** M230 details how multiple editions or publications may be combined into a single mailstream. The section describes documentation requirements and how to report postage.

### 1.0 DESCRIPTION

**Purpose** Periodicals publications may be prepared as a combined mailing by merging copies either during production or after finished copies are produced to achieve the finest presort level possible or to reduce the per piece charge.

**Methods** [10-6-04] A Periodicals combined mailing may be prepared using either one of these methods:

- a. Individually addressed copies of different editions of a Periodicals publication (one title) or individually addressed copies of different Periodicals publications (more than one title) are merged and sorted together to obtain a finer presort level.
- b. Two or more copies of different Periodicals publications (two or more titles) and/or multiple editions of the same publication are placed within the same mailing wrapper or firm bundle and presented as one addressed piece to a single recipient to reduce the per piece charge.

### 2.0 BASIC STANDARDS

**Eligibility and Mail Preparation** Each publication in a combined mailing must meet the basic eligibility standards in [E211](#) and the specific standards for the rate claimed. In addition, the combined mailing must meet the eligibility and mail preparation standards for the rate claimed.

**Minimum Volume** For combined mailings prepared under [1.2a](#), more than one Periodicals publication, or edition of a publication, may be combined to meet the required minimum volume per bundle, sack, or tray for the rate claimed. For combined mailings prepared under [1.2b](#), the appropriate minimum volume requirements in [M210](#), [M220](#), [M810](#), or [M820](#) apply for the rate claimed.

**Labeling** All sacks or trays in a combined mailing are labeled the same, as either “NEWS” (see [M031](#)) or as “PER,” depending on which of the following conditions is met:

- a. If at least 51% of the total number of copies in the combined mailing can qualify for “NEWS” treatment, then all sacks or trays in such a mailing are labeled “NEWS,” unless the mailer chooses to use “PER.”
- b. If less than 51% of the total number of copies in a combined mailing can qualify for “NEWS” treatment, then all sacks or trays in such a mailing are labeled “PER.”

**Documentation** Presort documentation required under [P012](#) must show the total number of addressed pieces and total number of copies for each publication and each edition, if applicable, in the combined mailing claimed at the carrier route, 5-digit, 3-digit, and basic rates. The publisher must also provide a list, by 3-digit ZIP Code prefix, of the number of addressed pieces for each publication and each edition, if applicable, claimed at any destination entry and pallet discounts.

**Postage Statements**

2.5

Postage statements for a combined mailing must be prepared as follows:

- a. Copy weight and advertising percentage determine whether separate postage statements are required for editions of the same publication:
  - (1) If the copy weight and advertising percentage for all editions of a publication are the same, all the editions may be reported on the same postage statement or each edition may be reported on a separate postage statement.
  - (2) If either the copy weight or the advertising percentage is different for each edition of a publication, each edition must be reported on a separate postage statement.
- b. For a combined mailing prepared under [1.2a](#), a separate postage statement that claims all applicable per piece and per pound charges must be prepared for each publication or edition except as provided in [2.5a](#). The mailer must annotate on, or attach to, each postage statement, the title and issue date of each publication or edition included in the combined mailing and indicate that the pieces were prepared as part of a combined mailing under [1.2a](#).
- c. For mailings prepared under [1.2b](#), a separate postage statement claiming the applicable per pound charges must be prepared for each publication or edition in the combined mailing except as provided in [2.5a](#). The mailer must annotate on, or attach to, each postage statement, the title and issue date of each publication or edition included in the combined mailing and indicate that the copies were prepared as part of a combined mailing under [1.2b](#). The per piece charges must be claimed as follows:
  - (1) If all copies in a combined mailing prepared under [1.2b](#) are eligible for the Classroom or Nonprofit discount, the per piece charges must be claimed only on the postage statement for the publication that contains the highest amount of advertising.
  - (2) If all copies in a combined mailing prepared under [1.2b](#) are not eligible for the Classroom or Nonprofit discount, the per piece charges must be claimed only on the postage statement for the publication that contains the highest amount of advertising.
  - (3) If a portion of the copies in a combined mailing prepared under [1.2b](#) are eligible for the Classroom or Nonprofit discount and a portion are not eligible for those discounts, the per piece charges must be claimed only on the postage statement for the publication that contains the highest amount of advertising and is not eligible for the Classroom or Nonprofit discount. The Classroom or Nonprofit per piece discount must not be claimed.