



- M700 Package Services
- M720 Bound Printed Matter

## M723 Carrier Route Bound Printed Matter

**Summary** M723 describes the preparation, sortation, and documentation requirements for Carrier Route Bound Printed Matter mailings.

### 1.0 BASIC STANDARDS

**General** All mailings of Carrier Route Bound Printed Matter (BPM) are subject to the standards in 2.0 through 5.0 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 5.0 or palletized under M045.
  - d. Subject to M012, pieces must be marked “Bound Printed Matter” (or “BPM”) and “Carrier Route Presort” (or “CAR-RT SORT”).

**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 for verification if any of the following apply:

1.3

- a. Full 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 manager, Business Mailer Support, USPS Headquarters. The mail must be prepared and documented under one of the following:

1.4

- a. Under P910 or P930.
- 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 (if applicable), the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone and 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.

**Residual Pieces**  
1.5 Residual pieces not sorted under 2.0, 3.0, or 4.0 may be prepared as a Presorted Bound Printed Matter mailing under M722 provided that they are part of the same mailing job and reported on the same postage statement. Residual pieces paid at the Presorted rate do not need to meet a separate 300 piece minimum. These pieces must be separated from the Carrier Route portion when presented to the USPS for verification. Presorted flats weighing 1 pound or less are not eligible for DDU rates.

**2.0 [10-30-03] PREPARATION—FLATS**

**Required Bundling**  
2.1 A carrier route bundle (or bundles) must be prepared when there are 10 or more addressed pieces or 10 or more pounds, whichever occurs first, for an individual carrier route. Smaller volumes are not permitted. The maximum weight of each physical bundle is 40 pounds. Each bundle must contain at least two addressed pieces except for the last bundle for each carrier route destination under M020. Bundles must be labeled with a facing slip unless the bundle is labeled using a carrier route information line (M014) or an optional endorsement line (M013). Bundling 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 bundle by the actual piece count or mail weight for each bundle, 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.

**Required Sacking**  
2.2 A direct carrier route sack must be prepared when the quantity of mail for an individual carrier route reaches a minimum of 20 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. Remaining bundles must be placed in a 5-digit scheme carrier routes sack and/or a 5-digit carrier



routes sack, which have no minimum sack size. Carrier route 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

2.3

**[10-30-03]** Preparation sequence and Line 1 sack labeling:

- a. Carrier route: required; for Line 1, use city, state, and 5-digit ZIP Code on mail (see [M031](#) for overseas military mail).
- b. 5-digit scheme carrier routes: required (no minimum); for Line 1, use [L001](#), Column B.
- c. 5-digit carrier routes: required (no minimum); for Line 1, use city, state, and 5-digit ZIP Code destination of bundles (see [M031](#) for military mail).

### Sack Label Line 2

2.4

Line 2 information:

- a. Carrier route: "PSVC FLTS CR," followed by the route type and number.
- b. 5-digit scheme carrier routes: "PSVC FLTS CR-RTS SCH."
- c. 5-digit carrier routes: "PSVC FLTS CR-RTS."

### Exception to Sacking

2.5

Sacking is not required for bundles that are prepared for and entered at DDU rates; such bundles may be bedloaded and may weigh up to 40 pounds each.

3.0

### **[10-30-03] PREPARATION—IRREGULAR PARCELS WEIGHING LESS THAN 10 POUNDS**

### Bundle Preparation

3.1

Bundling is not required in direct carrier route sacks. Otherwise, a carrier route bundle (or bundles) must be prepared when the quantity of addressed pieces for a carrier route reaches a minimum of 10 pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. The maximum weight of each physical bundle is 40 pounds. Each bundle must contain at least two addressed pieces except for the last bundle for each carrier route destination under [M020](#). Bundles must be labeled with a facing slip unless the bundle is labeled using a carrier route information line ([M014](#)) or an optional endorsement line ([M013](#)). Bundling 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 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 bundle by the actual piece count or mail weight for each bundle



destination, provided that documentation can be provided with the mailing that shows (specifically for each bundle) 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.

### Required Sacking

3.2

A direct carrier route sack must be prepared when the quantity of mail for an individual carrier route reaches a minimum of 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. Remaining bundles must be placed in 5-digit scheme or 5-digit carrier routes sacks, which have no minimum sack size. Carrier route sacks also are 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 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.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

### Sack Preparation

3.3

**[10-30-03]** Sack preparation sequence and Line 1 labeling:

- a. Carrier route: required; for Line 1, use city, state, and 5-digit ZIP Code on mail (see [M031](#) for overseas military mail).
- b. 5-digit scheme carrier routes: optional (no minimum); for Line 1, use [L606](#), Column B.
- c. 5-digit carrier routes: required (no minimum); for Line 1, use city, state, and 5-digit ZIP Code destination of bundles (for military mail, the ZIP Code is preceded by the prefixes under [M031](#)).

### Sack Label Line 2

3.4

Line 2 information:

- a. Carrier route: "PSVC IRREG CR," followed by the route type and number.
- b. 5-digit scheme carrier routes: "PSVC IRREG CR-RTS SCH."
- c. 5-digit carrier routes: "PSVC IRREG CR-RTS."

### Exception to Sacking

3.5

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

4.0

### **[10-30-03] PREPARATION—IRREGULAR PARCELS WEIGHING 10 POUNDS OR MORE**

Irregular parcels must be prepared only in direct carrier route sacks. Each carrier route sack must contain a minimum of 20 pounds. Required preparation:

- a. Line 1: use city, state, and 5-digit ZIP Code destination of the pieces.
- b. Line 2: "PSVC IRREG CR," followed by the route type and number.

**5.0 [10-30-03] PREPARATION—MACHINABLE PARCELS****Required Carrier  
Route Sacking**

5.1

Machinable parcels may be prepared only in direct carrier route sacks. Each carrier route sack must contain a minimum of 10 addressed pieces or 20 pounds, whichever occurs first. Carrier route sacks also are 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 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.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

**Sack Label**

5.2

Required preparation:

- a. Line 1: Use city, state, and 5-digit ZIP Code destination of the pieces.
- b. Line 2: "PSVC MACH CR," followed by the route type and number.

