

# 165 Mail Preparation

## Overview

### 1.0 Preparation for Bound Printed Matter

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### 1.1 Basic Preparation

There are no presort, sacking, or labeling standards for single-piece rate Bound Printed Matter.

### 1.2 Delivery and Return Addresses

All Bound Printed Matter must bear a delivery address. The delivery address on each article must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Except for unendorsed Bound Printed Matter, each piece must bear the sender's return address.

### 1.3 Basic Markings

The basic required Bound Printed Matter marking—“Bound Printed Matter” or “BPM”—must be printed on each piece. The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see [Exhibit 102.3.3, Package Services Indicators](#)):

- a. The service icon that will identify Bound Printed Matter will be a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.
- b. The service banner must appear directly below the postage payment area and the service icon, and it must extend across the shipping label. If the service banner is used, the marking “BOUND PRINTED MATTER” must be preceded by the text “USPS” and must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.

