



363 Rates and Eligibility

Overview

- 1.0 Rates and Fees for Bound Printed Matter
- 2.0 Content Standards for Bound Printed Matter Flats
- 3.0 Basic Standards for Bound Printed Matter Flats
- 4.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Flats
- 5.0 Additional Eligibility Standards for Barcoded Bound Printed Matter Flats

1.0 Rates and Fees for Bound Printed Matter

1.1 Rate Application

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece.

1.2 Bound Printed Matter Rate Application

The presorted Bound Printed Matter rate has a per piece charge and a per pound charge. The minimum postage rate for an addressed piece is one unit of the per piece charge plus the per pound charge for an addressed piece weighing 1 pound. Postage is based on the rate that applies to the weight (postage) increment of each addressed piece and, on the zone to which the piece is addressed.

1.3 Bound Printed Matter Rates

1.3.1 Bound Printed Matter Presorted and Carrier Route Rates

Each piece is subject to both a piece rate and a pound rate. For the barcoded discount on Presorted flats, deduct \$0.03 per piece (automatable flats only). The barcoded discount is not available for flats mailed at carrier route rates.

1.3.2 Bound Printed Matter Destination Entry Rates

Each piece is subject to both a piece rate and a pound rate. For the barcoded discount on Presorted flats, deduct \$0.03 per piece (automatable flats only). The barcoded discount is not available for flats mailed at Presorted DDU rates or carrier route rates. Presorted DDU rates are not available for flats that weigh 1 pound or less.



Exhibit 1.3 Bound Printed Matter Presorted, Carrier Route, and Destination Entry Rates

Each piece is subject to both a per piece rate and a pound rate ¹		Presorted ²			Carrier Route		
		Rate per piece	+	Rate per pound	Rate per piece	+	Rate per pound
Zone	Local, 1&2	\$1.136	+	\$0.095	\$1.031	+	\$0.095
	3	1.136	+	0.118	1.031	+	0.118
	4	1.136	+	0.157	1.031	+	0.157
	5	1.136	+	0.209	1.031	+	0.209
	6	1.136	+	0.261	1.031	+	0.261
	7	1.136	+	0.325	1.031	+	0.325
	8	1.136	+	0.442	1.031	+	0.442
	<i>Destination Entry</i>						
DBMC	1&2	0.862	+	0.077	0.757	+	0.077
	3	0.862	+	0.108	0.757	+	0.108
	4	0.862	+	0.147	0.757	+	0.147
	5	0.862	+	0.197	0.757	+	0.197
DSCF		0.636	+	0.063	0.531	+	0.063
DDU		0.561 ³	+	0.032	0.456	+	0.032

1. Multiply the number of pounds in the mailing by rate per pound. Multiply the number of pieces in the mailing by rate per piece. Add both totals.
2. For barcoded discount, deduct \$0.03 per piece (automation compatible flats only). Barcoded discount not available for pieces mailed at presorted DDU rates.
3. Each flat must weigh more than 1 pound to be eligible for presorted DDU rate.

1.4 Destination Entry Mailing Fee

Destination entry mailing fees for Bound Printed Matter, per 12-month period: \$160.00.

1.5 Computing Postage for Bound Printed Matter

1.5.1 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

1.5.2 Computing Postage for Affixed Postage

Presorted and Carrier Route Bound Printed Matter mailings with postage affixed are charged a per pound rate and a per piece rate as follows:

- a. For each addressed piece, calculate the per pound rate:
 1. If the piece weighs 1 pound or less, the per pound rate is the rate listed in [1.3.1](#) or [1.3.2](#) for the rate category and zone.

2. If the piece weighs more than 1 pound, compute the per pound rate by multiplying the unrounded weight of the piece by the pound rate for the category and zone. Do not round this result.
- b. Postage per piece. Compute the postage for each piece by adding the calculated per pound rate to the per piece rate for the category and zone. Round this number up to the next tenth of a cent. Affix this amount of postage to the piece.
- c. Total Postage for Mailing. Add all of the affixed postage amounts for each piece in the mailing.

1.5.3 Computing Postage for Permit Imprint

Presorted and Carrier Route Bound Printed Matter mailings paid with permit imprint are charged a per pound rate and a per piece rate as follows:

- a. Per pound rate:
 1. *For pieces weighing 1 pound or less*, compute the per pound rate by multiplying the total number of addressed pieces by the 1-pound rate for the rate category and zone. Do not round this result.
 2. *For pieces weighing more than 1 pound*, compute the per pound rate by multiplying the unrounded total weight of the addressed pieces by the pound rate for the category and zone. Do not round this result.
- b. Per piece rate. Multiply the total number of addressed pieces by the applicable piece rate.
- c. Total Postage. Calculate total postage by adding the total per piece calculation to the total per pound calculation. Round off the total postage to the nearest whole cent.

2.0 Content Standards for Bound Printed Matter Flats

2.1 Basic Content Standards

Bound Printed Matter (BPM) is a subclass of Package Services and must:

- a. Meet the basic standards in [2.0](#).
- b. Weigh no more than 15 pounds. Pieces might be subject to other minimum weights or dimensions based on the standards for specific rates.
- c. Consist of advertising, promotional, directory, or editorial material (or any combination of such material).
- d. Be securely bound by permanent fastenings such as staples, spiral binding, glue, or stitching. Loose-leaf binders and similar fastenings are not considered permanent.
- e. Consist of sheets of which at least 90% are imprinted by any process other than handwriting or typewriting with words, letters, characters, figures, or images (or any combination of them).
- f. Not have the nature of personal correspondence.



363.2.2

- g. Not be stationery, such as pads of blank printed forms.
- h. Consist of mailable matter that is neither mailed or required to be mailed as First-Class Mail or Customized MarketMail under [705.1.0](#) nor entered as Periodicals (except as permitted under [2.2](#) or permitted or required under [707.7.9](#)).

2.2 Attachments or Enclosures of Periodicals Sample Copies

Sample copies of authorized and pending Periodicals publications may be enclosed or attached with merchandise sent at BPM rates. Postage at BPM rates is based on the combined weight of the host piece and the sample copies enclosed.

2.3 Postal Inspection

Bound Printed Matter is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Bound Printed Matter rates constitutes consent by the mailer to postal inspection of the contents.

2.4 Attachments and Enclosures

2.4.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Bound Printed Matter piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

2.4.2 Incidental First-Class Attachments and Enclosures

Incidental First-Class matter may be enclosed in or attached to any Bound Printed Matter piece without payment of First-Class postage. An incidental First-Class attachment or enclosure must be matter that, if mailed separately, would require First-Class postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Bound Printed Matter rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure.

2.4.3 Additional Enclosures

Bound Printed Matter may have the following additions and enclosures:

- a. Any printed matter mailable as Standard Mail.
- b. Nonprint attachments and enclosures. The combined weight of all nonprint attachments and enclosures in the mailpiece must be less than or equal to 25% of the weight of the BPM in the mailpiece. The individual cost of each nonprint attachment or enclosure must be less than or equal to the cost of a "low cost" item as defined in [703.1.6.11](#), *Products Mailable at Nonprofit Standard Mail*

Rates. In addition, the combined cost of all nonprint attachments and enclosures must not exceed two times the cost of a “low cost” item as defined in [703.1.6.11](#).

2.5 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class rates. The following written additions and enclosures do not require additional First-Class postage:

- a. The sender’s and the addressee’s names, occupations, and addresses, preceded by “From” or “To,” and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as “Do Not Open Until Christmas” and “Happy Birthday, Mother.”
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

3.0 Basic Standards for Bound Printed Matter Flats

3.1 Rate Eligibility

BPM rates are based on the weight of a single addressed piece or 1 pound, whichever is higher, and the zone (where applicable) to which the piece is addressed. Rate categories are as follows:

- a. Presorted Rate. The Presorted rate applies to BPM prepared in a mailing of at least 300 pieces, prepared and presorted as specified in [705.8.0, Preparation for Pallets](#), or [365.5.0, Preparation for Presorted Flats](#).
- b. Carrier Route Rate. The Carrier Route rate applies to BPM prepared in a mailing of at least 300 pieces presorted to carrier routes, prepared and presorted as specified in [705.8.0, Preparation for Pallets](#), or [365.6.0, Preparation for Carrier Route Flats](#).
- c. Barcoded Discount—Flats. The barcoded discount applies only to BPM flat-size pieces that bear a correct, readable ZIP+4 or delivery point barcode (DPBC) under [708.4.0](#) for the ZIP+4 Code or numeric DPBC of the delivery



address. The pieces must be part of a single-piece rate mailing of 50 or more flat-size pieces or part of a presort rate mailing of at least 300 BPM flat-size pieces prepared under [705.8.0, Preparation for Pallets](#), and [365.7.0, Preparation for Barcoded Flats](#). The barcoded discount is not available for flat-size pieces mailed at Presorted DDU rates or carrier route rates. To qualify for the barcoded discount, the flat-size piece must meet the flat sorting machine requirements under [301.3.3, Criteria for AFSM 100 Flats](#).

3.2 Nonidentical Weight Pieces

Mailings may contain nonidentical-weight pieces only if the correct postage is affixed to each piece or if Business Mailer Support (BMS) has authorized payment of postage by permit imprint under [705.2.0, Manifest Mailing System \(MMS\)](#), or [705.4.0, Alternate Mailing System \(AMS\)](#).

3.3 ZIP Code Accuracy

3.3.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain rates under [3.3.1d](#) that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.3.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Bound Printed Matter Presorted and Carrier Route rates, regardless of any required surcharges, must meet the ZIP Code accuracy standard.

3.3.2 USPS-Approved Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
 1. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
 2. Any mailing list service in [507.6.0](#).

3. An authorized service provider.
4. CASS-certified matching software.
5. USPS Web site www.usps.com.

3.3.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

3.4 Delivery and Return Addresses

All Bound Printed Matter mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) or detached address labels under [602.4.0](#) may be used. Except for unendorsed Bound Printed Matter, each piece must bear the sender's return address.

4.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Flats

4.1 Additional Standards for Presorted Bound Printed Matter

In addition to the basic standards in [2.0, Content Standards for Bound Printed Matter Flats](#), and [3.2, Nonidentical Weight Pieces](#), all pieces in a Bound Printed Matter Presorted rate mailing must:

- a. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
 1. The ZIP Code accuracy standard in [3.3](#).
 2. If the barcoded discount for flat-size pieces is claimed (see [3.1](#)), the additional address matching and coding standards in [5.3, Address Standards for Barcode Discount](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).
 3. If an alternative addressing format is used, the additional standards in [602.3.0](#).
 4. If pieces are prepared with detached address labels, the additional standards in [602.4.0](#).
- b. Meet the preparation standards under [705.8.0, Preparation for Pallets](#), or [365.5.0, Preparation for Presorted Flats](#), or, for flat-size mail claiming the barcoded discount, under [365.7.0, Preparation for Barcoded Flats](#), or [705.8.0, Preparation for Pallets](#).

4.2 Additional Standards for Carrier Route Bound Printed Matter

In addition to the basic standards in [2.0, Content Standards for Bound Printed Matter Flats](#), and [3.2, Nonidentical Weight Pieces](#), all pieces in a Bound Printed Matter carrier route rate mailing must:

- a. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:



363.4.3

1. The carrier route accuracy standard in [4.3](#).
 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
 3. If pieces are prepared with detached address labels, the additional standards in [602.4.0](#).
- b. Meet the preparation standards in [365.6.0, Preparation for Carrier Route Flats](#), or [705.8.0, Preparation for Pallets](#).

4.3 Carrier Route Accuracy

4.3.1 Basic Standards

The carrier route accuracy standard is a means of ensuring that the carrier route code correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific carrier route code. Addresses used on pieces claiming carrier route rates that are subject to the carrier route accuracy standard must meet these requirements:

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [4.3.2](#).
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and rate is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and rate.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Bound Printed Matter Carrier Route rates must meet the ZIP Code accuracy standards.

4.3.2 USPS-Approved Methods

Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to [509.1.0, Address Information System Products](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).

4.3.3 Mailer Certification

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS.



5.0 Additional Eligibility Standards for Barcoded Bound Printed Matter Flats

5.1 Basic Eligibility Standards for Barcoded Bound Printed Matter

The barcoded discount applies only to BPM flat-size pieces that bear a correct, readable ZIP+4 or delivery point barcode (DPBC) under [708.4.0, *Barcoding Standards for Letters and Flats*](#), for the ZIP+4 code or numeric DPBC of the delivery address. The pieces must be part of a single-piece rate mailing of 50 or more flat-size pieces or part of a presort rate mailing of at least 300 BPM flat-size pieces prepared under [705.8.0, *Preparation for Pallets*](#), and [365.7.0, *Preparation for Barcoded Flats*](#). The barcoded discount is not available for flat-size pieces mailed at Presorted DDU rates or carrier route rates. To qualify for the barcoded discount, the flat-size piece must meet the flat sorting machine requirements under [301.3.3, *Criteria for AFSM 100 Flats*](#).

5.2 Weight Standard

Maximum weight limit for barcoded Bound Printed Matter is 20 ounces.

5.3 Address Standards for Barcode Discount

5.3.1 Basic Address Standards

To qualify for barcode discounts, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode as defined in [708.2.0](#) that appears on a mailpiece claimed at an automation rate must be the correct barcode for the corresponding delivery address on the piece.

5.3.2 Numeric ZIP+4

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.

5.3.3 Numeric DPBC

A numeric equivalent of the delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in [708.4.0](#). The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

5.3.4 Address Elements

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product.

5.3.5 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a



363.5.3.6

unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

5.3.6 Secondary Designator

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

5.3.7 Rural and Highway Contract Routes

If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line.

5.3.8 Post Office Box

A post office box address must contain a post office box number that can be exactly matched with the USPS ZIP+4 Product in effect.