



# 115 Mail Preparation

## Overview

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## 1.0 Express Mail Supplies

### 1.1 Packaging Provided by USPS

Express Mail packaging provided by the USPS must be used only for Express Mail. The USPS-produced Express Mail Legal Flat Rate Envelope is not available at retail Post Office locations but may be ordered online at [www.usps.com/shop](http://www.usps.com/shop).

### 1.2 Labels

Any matter bearing a USPS-provided Express Mail label or single-ply Express Mail label generated through Click-N-Ship or other USPS-approved method is charged the appropriate Express Mail price.

## 2.0 Express Mail Next Day and Second Day

### 2.1 Mailing Label

For each Express Mail item, the mailer must complete Label 11-B or Label 11-F for Post Office to Addressee service, Label 11-HFPU for Hold for Pickup service, or a single-ply Express Mail label generated through Click-N-Ship or an USPS-approved method. Mailers authorized to present Next Day or Second Day Express Mail items using an Express Mail Manifesting System are required to follow label preparation procedures in Publication 97, *Express Mail Manifesting Technical Guide*.

### 2.2 Waiver of Signature

A mailer sending an Express Mail item may instruct the USPS to deliver an Express Mail Next Day Delivery or Express Mail Second Day Delivery item without obtaining the signature of the addressee or the addressee's agent by checking and signing the waiver of signature on Label 11-B or Label 11-F, Express Mail Post Office to Addressee, or indicating waiver of signature is requested on single-ply commercial label. Completion of the waiver of signature authorizes the delivery employee to sign upon delivery. The item is delivered to the addressee's mail receptacle or other secure location. Mailers who request waiver of signature will be provided only the delivery date and time, and not an image of the signature when accessing delivery information on the Internet or when calling the toll-free number.

### 2.3 ZIP Code Determination

For Express Mail Next Day Delivery, the mailer must determine whether the item is destined to a ZIP Code area to which Express Mail Next Day Delivery is offered from the point of origin. An Express Mail Next Day Delivery directory, showing detailed local information about Express Mail Next Day Delivery, is available at Post Offices. If the destination is not listed, the mailer must use Express Mail Second Day Delivery.



## 3.0 Firm Mailing Book

### 3.1 **Completing a Firm Mailing Book**

Form 3877 is available at no cost to any mailer who mails an average of three or more Express Mail items at one time, following these instructions:

- a. The mailer must prepare Express Mail Next Day Delivery or Second Day Delivery items as described above.
- b. Form 3877 must be presented with the items to be mailed.
- c. The mailer must enter on Form 3877 the full number of each Express Mail item and the addressee's name and address.
- d. All entries must be made in duplicate. One copy is kept by the accepting employee. The other is receipted and returned to the mailer.
- e. All unused parts of the address column in Form 3877 must be obliterated by drawing a diagonal line through the unused part. Any alteration must be initialed by the mailer and accepting employee.
- f. For Express Mail Manifesting, a special verification manifest is used to present Express Mail items for acceptance as described in Publication 97, *Express Mail Manifesting Technical Guide*. Form 3877, *Firm Mailing Book for Accountable Mail*, may be used only to list items for which extra services have been requested. See [705.2.6, Express Mail Manifesting Agreements](#), for information.