



425 Mail Preparation

Overview

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1.0 General Information for Mail Preparation

1.1 Priority Mail Packaging Provided by the USPS

Priority Mail packaging provided by the USPS must be used only for Priority Mail. Regardless of how the packaging is reconfigured or how markings may be obliterated, any matter mailed in USPS-provided Priority Mail packaging is charged the appropriate Priority Mail price.

1.2 Required Use

The sender's domestic return address must appear legibly on Priority Mail.

2.0 Marking

2.1 Product Marking

The marking "Priority Mail" must be placed prominently on the address side of each piece of Priority Mail.

2.2 Price Marking

Except for pieces paid using permit imprint or Merchandise Return Service, Priority Mail pieces claiming the commercial base or commercial plus price must bear the appropriate price marking, printed on the piece or produced as part of the meter imprint or PC Postage indicia. Place the marking directly above, directly below, or to the left of the postage. Markings are as follows:

- a. "Commercial Base Price," "Commercial Base Pricing," or "ComBasPrice."
- b. "Commercial Plus Price," "Commercial Plus Pricing," or "ComPlsPrice."

2.3 Price Marking for Commercial Plus Cubic Prices - PC Postage

Priority Mail pieces claiming the commercial plus cubic price must bear the appropriate marking that reflects the respective price tier printed on the piece or produced as part of the meter imprint or PC Postage indicia. The ranges are determined by pieces measuring up to the threshold, i.e. pieces from .01 up to .10, from .101 up to .20, etc. Place the marking directly above, directly below, or to the left of the postage. Markings are as follows:

- a. "Cubic .10"
- b. "Cubic .20"
- c. "Cubic .30"
- d. "Cubic .40"



- e. "Cubic .50"

2.4 Price Marking for Commercial Plus Cubic Prices - Permit Imprint Indicia

Priority Mail pieces claiming the commercial plus cubic price must bear the appropriate marking, printed on the piece or produced as part of the permit imprint indicia. Place the marking directly above, directly below, or to the left of the postage. Markings are as follows:

- a. Cubic
- b. CUBIC
- c. cubic

3.0 Preparation

3.1 Preparing a Commercial Plus Cubic Mailing

Commercial plus cubic mailpieces for multiple price tiers may be combined in the same container.

3.2 Preparing a Permit Imprint Mailing

To use a permit imprint, the pieces must be of identical weight and, unless all the pieces are in a weight category for which the price does not vary by zone, the pieces must be separated by zone when presented to the Post Office.

3.3 Payment Method

A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.