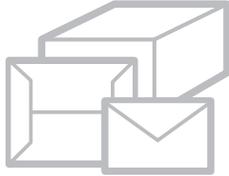


Design Standards

- TOPICS
101 Physical Standards
102 Elements on the Face of a Mailpiece



101 Physical Standards

- 1.0 Physical Standards for Letters**
 - 1.1 Dimensional Standards for Letters
 - 1.2 Nonmachinable Criteria
- 2.0 Physical Standards for Flats**
 - 2.1 General Definition of Flat-Size Mail
 - 2.2 Length and Height of Flats
 - 2.3 Minimum Flexibility Criteria for Flat-Size Pieces
 - 2.4 Uniform Thickness
 - 2.5 Flat-Size Pieces Not Eligible for Flat-Size Pricing
- 3.0 Physical Standards for Parcels**
 - 3.1 Processing Categories
 - 3.2 Maximum Weight and Size
 - 3.3 Two or More Packages
 - 3.4 Machinable Parcels
 - 3.5 Soft Goods and Enveloped Printed Matter
 - 3.6 Irregular Parcels
 - 3.7 Outside Parcel
- 4.0 Additional Physical Standards for Express Mail**
 - 4.1 Physical Standards of Mailpieces
 - 4.2 Two or More Packages
- 5.0 Additional Physical Standards for Priority Mail**
 - 5.1 Physical Standards of Mailpieces
 - 5.2 Two or More Packages
 - 5.3 Balloon Price
 - 5.4 Dimensional Weight Price
- 6.0 Additional Physical Standards for First-Class Mail**
 - 6.1 Maximum Weight and Size
 - 6.2 Minimum Standards
 - 6.3 Cards Claimed at Card Prices
 - 6.4 Nonmachinable Pieces
 - 6.5 Parcels
 - 6.6 Two or More Packages
- 7.0 Additional Physical Standards for Parcel Post**
 - 7.1 Dimension and Weight Standards
- 8.0 Additional Physical Standards for Media Mail**
 - 8.1 Dimension and Weight Standards

9.0 Additional Physical Standards for Library Mail

- 9.1 Dimension and Weight Standards

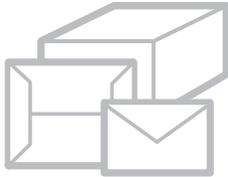
102 Elements on the Face of a Mailpiece

- 1.0 All Mailpieces**
 - 1.1 Clear Space
 - 1.2 Delivery and Return Address
 - 1.3 Postage Payment
- 2.0 Address Placement for Letters**
 - 2.1 Delivery Address Placement
 - 2.2 Address Placement Causing Mail to be Nonmailable or Nonmachinable
- 3.0 Placement and Content of Mail Markings**
 - 3.1 Placement of Priority Mail Marking
 - 3.2 Placement of First-Class Mail Markings
 - 3.3 Mail Markings
- 4.0 Endorsement Placement**
 - 4.1 Endorsements for Delivery Instructions and Ancillary Services
 - 4.2 Return Address
 - 4.3 Placement of Endorsement
 - 4.4 Physical Standards for Endorsements

110 Express Mail

TOPICS

- 113 Prices and Eligibility
- 114 Postage Payment Methods
- 115 Mail Preparation
- 116 Deposit



113 Prices and Eligibility

1.0 Express Mail Prices and Fees

- 1.1 Prices Charged Per Piece
- 1.2 Price Application
- 1.3 Prices
- 1.4 Flat Rate Packaging
- 1.5 Sunday and Holiday Premium
- 1.6 Pickup on Demand
- 1.7 Computing Postage

2.0 Basic Eligibility Standards for Express Mail

- 2.1 Definition
- 2.2 Matter Closed Against Postal Inspection

3.0 Content Standards for Express Mail

- 3.1 Eligibility
- 3.2 Matter Required to be Mailed as First-Class Mail

4.0 Service Features of Express Mail

- 4.1 General
- 4.2 Express Mail Next Day Delivery
- 4.3 Express Mail Second Day Delivery
- 4.4 Express Mail Military Service (EMMS)
- 4.5 Custom Designed
- 4.6 Express Mail Open and Distribute

114 Postage Payment Methods

1.0 Postage Payment Methods

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Mailings
- 1.3 Prepaid Reply Postage

2.0 Postage Refunds

115 Mail Preparation

1.0 Express Mail Supplies

- 1.1 Packaging Provided by USPS
- 1.2 Labels

2.0 Express Mail Next Day and Second Day

- 2.1 Mailing Label
- 2.2 Waiver of Signature

- 2.3 Signature Required
- 2.4 ZIP Code Determination

3.0 Firm Mailing Book

- 3.1 Completing a Firm Mailing Book

116 Deposit

1.0 Express Mail Next Day and Second Day Delivery

- 1.1 Deposit of Next Day and Second Day Delivery

2.0 Express Mail Military Service

- 2.1 Deposit

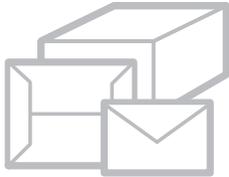
3.0 Pickup on Demand Service

- 3.1 Availability
- 3.2 Pickup on Demand Fee

120 Priority Mail

TOPICS

- 123 Prices and Eligibility
- 124 Postage Payment Methods
- 125 Mail Preparation
- 126 Deposit



123 Prices and Eligibility

1.0 Priority Mail Prices and Fees

- 1.1 Price Application
- 1.2 Prices
- 1.3 Balloon Price
- 1.4 Dimensional Weight Price for Low-Density Parcels to Zones 5-8
- 1.5 Flat Rate Envelopes and Boxes
- 1.6 Regional Rate Boxes
- 1.7 Prices for Keys and Identification Devices
- 1.8 Keys and Identification Devices
- 1.9 Pickup on Demand Fee
- 1.10 Determining Single-Piece Weight
- 1.11 Computing Postage

2.0 Basic Eligibility Standards for Priority Mail

- 2.1 Definition
- 2.2 Service Objectives
- 2.3 Matter Closed Against Postal Inspection

3.0 Content Standards for Priority Mail

- 3.1 Eligibility
- 3.2 Matter Required to be Mailed as First-Class Mail

124 Postage Payment Methods

1.0 Basic Standards for Postage Payment

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Mailings
- 1.3 Forever Prepaid Flat Rate Packaging

125 Mail Preparation

1.0 Preparation

- 1.1 Priority Mail Packaging Provided by the USPS
- 1.2 Required Use

2.0 Marking for Priority Mail

126 Deposit

1.0 Deposit

- 1.1 Pieces Weighing 13 Ounces or Less
- 1.2 Pieces Weighing More than 13 Ounces
- 1.3 Returns

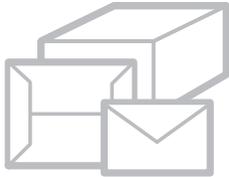
2.0 Pickup on Demand Service

- 2.1 Availability

130 First-Class Mail

TOPICS

- 133 Prices and Eligibility
- 134 Postage Payment Methods
- 135 Mail Preparation
- 136 Deposit



133 Prices and Eligibility

1.0 First-Class Mail Prices and Fees

- 1.1 First-Class Mail Single-Piece Price Application
- 1.2 Price Computation for First-Class Mail
- 1.3 Determining Single-Piece Weight
- 1.4 Keys and Identification Devices
- 1.5 Nonmachinable Surcharge
- 1.6 Computing Postage—First-Class Mail

2.0 Basic Eligibility Standards for First-Class Mail

- 2.1 Description of Service
- 2.2 Defining Characteristics

3.0 Content Standards

- 3.1 General Eligibility
- 3.2 Bills and Statements of Account
- 3.3 Personal Information
- 3.4 Handwritten and Typewritten Material
- 3.5 Matter Marked Postcard or Double Postcard
- 3.6 Matter Not Required to be Mailed as First-Class Mail
- 3.7 Prohibited Air Transportation

134 Postage Payment Methods

1.0 Postage Payment Methods for First-Class Mail

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Price Mailings
- 1.3 More Than One Mailer
- 1.4 More Than One Letter
- 1.5 Agent

2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

135 Mail Preparation

1.0 Preparation for First-Class Mail

- 1.1 Preparation of First-Class Mail

136 Deposit

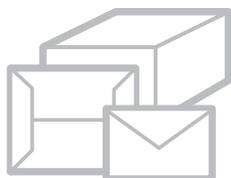
1.0 Deposit for First-Class Mail

- 1.1 Single-Piece and Card Mailings
- 1.2 Returns

150 Parcel Post

TOPICS

- 153 Prices and Eligibility
- 154 Postage Payment Methods
- 155 Mail Preparation
- 156 Deposit



153 Prices and Eligibility

1.0 Parcel Post Prices and Fees

- 1.1 Price Eligibility
- 1.2 Determining Single-Piece Weight
- 1.3 Parcel Post Price Application
- 1.4 Computing Postage—Parcel Post With Permit Imprint
- 1.5 Computing Postage—Parcel Post With Postage Affixed
- 1.6 Pickup on Demand Fees
- 1.7 Prices

2.0 Basic Eligibility Standards for Parcel Post

- 2.1 Definition of Parcel Post
- 2.2 Service Objectives
- 2.3 Postal Inspection
- 2.4 Delivery and Return Addresses

3.0 Content Standards

- 3.1 General Content Standards
- 3.2 Attachments or Enclosures of Periodicals Sample Copies

4.0 Attachments and Enclosures

- 4.1 Enclosures
- 4.2 Written Additions
- 4.3 Invoice
- 4.4 Incidental First-Class Mail Attachments and Enclosures

154 Postage Payment Methods

1.0 Postage Payment Methods for Parcel Post

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Mailings

2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

155 Mail Preparation

1.0 Preparation for Parcel Post

- 1.1 Basic Preparation
- 1.2 Delivery and Return Addresses

- 1.3 Basic Markings
- 1.4 Required Use

156 Deposit

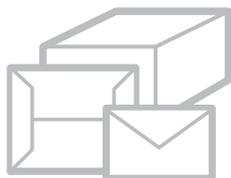
1.0 Deposit for Parcel Post

- 1.1 Single-Piece Mailings
- 1.2 Designated Mailing Office
- 1.3 Redirected Mailings
- 1.4 NDC Acceptance of Zoned Parcel Post
- 1.5 Pickup on Demand Fees
- 1.6 Stamped Pieces over 13 Ounces
- 1.7 Returns

170 Media Mail and Library Mail

TOPICS

- 173 Prices and Eligibility
- 174 Postage Payment and Documentation
- 175 Mail Preparation
- 176 Deposit and Entry



173 Prices and Eligibility

1.0 Media Mail and Library Mail Prices

- 1.1 Prices
- 1.2 Determining Single-Piece Weight
- 1.3 Price Application
- 1.4 Computing Postage—Pieces With Permit Imprint
- 1.5 Computing Postage—Pieces With Postage Affixed

2.0 Basic Eligibility Standards for Media Mail and Library Mail

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses

3.0 General Content Standards

4.0 Content Standards for Media Mail

- 4.1 Qualified Items
- 4.2 Enclosures in Books Mailed as Media Mail

5.0 Content Standards for Library Mail

- 5.1 Eligible Senders and Addressees
- 5.2 Qualified Mailings Between Entities
- 5.3 Qualified Mailings “To” or “From”
- 5.4 Enclosures in Books and Sound Recordings Mailed as Library Mail
- 5.5 Other Material in Library Mail

6.0 Enclosures and Attachments for both Media Mail and Library Mail

- 6.1 Loose Enclosures
- 6.2 Written Additions
- 6.3 Invoice
- 6.4 Incidental First-Class Mail Attachments and Enclosures

174 Postage Payment and Documentation

1.0 Postage Payment Methods for Media Mail and Library Mail

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Price Mailings

2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

175 Mail Preparation

1.0 Preparation for Media Mail and Library Mail

- 1.1 Basic Preparation
- 1.2 Delivery and Return Addresses
- 1.3 Basic Markings

176 Deposit and Entry

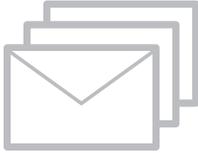
1.0 Deposit for Media Mail and Library Mail

- 1.1 Single-Piece Mailings
- 1.2 Stamped Pieces over 13 Ounces

Design Standards

TOPICS

- 201 Physical Standards
- 202 Elements on the Face of a Mailpiece



201 Physical Standards

1.0 Physical Standards for Machinable Letters and Cards

- 1.1 Physical Standards for Machinable Letters
- 1.2 Physical Standards for Cards Claimed at Card Prices

2.0 Physical Standards for Nonmachinable Letters

- 2.1 Criteria for Nonmachinable Letters
- 2.2 Additional Criteria for First-Class Mail Nonmachinable Letters
- 2.3 Additional Criteria for Standard Mail Nonmachinable Letters
- 2.4 Additional Criteria for Periodicals Nonmachinable Letters
- 2.5 Express Mail, Priority Mail, and Critical Mail Letters

3.0 Physical Standards for Machinable and Automation Letters and Cards

- 3.1 Basic Standards for Automation Letters and Cards
- 3.2 Paper Weight
- 3.3 Dimensions and Shape
- 3.4 Standards for Letter-Size Pieces Containing One Disc (CD or DVD)
- 3.5 Maximum Weight, Machinable and Automation Letters and Cards
- 3.6 Heavy Letter Mail (over 3 ounces)
- 3.7 Aspect Ratio
- 3.8 Wraps and Closures
- 3.9 Staples and Saddle Stitching
- 3.10 Rigid and Odd-Shaped Items
- 3.11 Tabs, Tape, and Glue
- 3.12 Flexibility Standards for Automation Letters
- 3.13 Labels, Stickers, Release Cards, and Perforated Pockets Affixed to the Outside of Letter-Size Mailpieces
- 3.14 Folded Self-Mailers
- 3.15 Booklets
- 3.16 Postcard
- 3.17 Enclosed Reply Cards and Envelopes

202 Elements on the Face of a Mailpiece

1.0 All Mailpieces

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

2.0 Address Placement

- 2.1 Address Placement Causing Mail to be Nonmailable and Nonmachinable

3.0 Placement and Content of Mail Markings

- 3.1 Enclosures
- 3.2 Printing and Designs
- 3.3 Express Mail, Priority Mail, and Critical Mail Markings
- 3.4 Placement of First-Class Mail and Standard Mail Markings
- 3.5 Exceptions to Markings
- 3.6 Marking Hazardous Materials

4.0 Placement and Physical Standards for Endorsements

- 4.1 Endorsements for Delivery Instructions and Ancillary Services
- 4.2 Return Address
- 4.3 Placement of Endorsement
- 4.4 Physical Standards for Endorsements

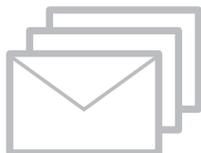
5.0 Barcode Placement

- 5.1 Barcode Clear Zone
- 5.2 General Barcode Placement for Letters
- 5.3 Barcode on a Mailpiece
- 5.4 5-Digit and ZIP+4 Barcode Permissibility
- 5.5 5-Digit Barcode Placement in Clear Zone
- 5.6 DPBC Numeric Equivalent
- 5.7 Barcode in Address Block
- 5.8 Barcode on Insert
- 5.9 Edges of Barcode Window
- 5.10 Window Construction
- 5.11 Window Cover

210 Express Mail Letters and Cards

TOPICS

- 213 Prices and Eligibility
- 214 Postage Payment and Documentation
- 215 Mail Preparation
- 216 Enter and Deposit



213 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Prices Charged Per Piece
- 1.2 Price Application
- 1.3 Commercial Base Prices
- 1.4 Commercial Plus Prices
- 1.5 Flat Rate Envelopes
- 1.6 Sunday and Holiday Premium
- 1.7 Pickup on Demand
- 1.8 Delivery Stop
- 1.9 Determining Single-Piece Weight

2.0 Content Standards for Express Mail

- 2.1 General
- 2.2 Matter Required to be Mailed as First-Class Mail

3.0 Basic Standards for Express Mail

- 3.1 Definition
- 3.2 IMpb Standards
- 3.3 Matter Closed Against Postal Inspection

4.0 Service Features of Express Mail

- 4.1 General
- 4.2 Express Mail Next Day Delivery
- 4.3 Express Mail Second Day Delivery
- 4.4 Express Mail Custom Designed
- 4.5 Express Mail Military Service (EMMS)
- 4.6 Drop Shipment

214 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment Options

- 1.1 Commercial Base Pricing
- 1.2 Commercial Plus Pricing

2.0 Corporate Accounts

- 2.1 Availability
- 2.2 Account
- 2.3 Postage Liability
- 2.4 Payment Method
- 2.5 USPS Report
- 2.6 Closing Account

3.0 Postage Refunds

215 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Express Mail Packaging Provided by the USPS
- 1.2 Price Marking

2.0 Express Mail Next Day and Second Day

- 2.1 Mailing Label
- 2.2 Waiver of Signature
- 2.3 Signature Required
- 2.4 ZIP Code Determination

3.0 Express Mail Custom Designed

- 3.1 Forms
- 3.2 Signature Required
- 3.3 Pouches

4.0 Firm Mailing Book

216 Enter and Deposit

1.0 Express Mail Next Day and Second Day Delivery

2.0 Express Mail Custom Designed

3.0 Express Mail Military Service

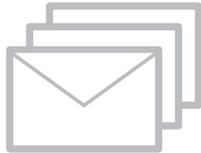
4.0 Pickup on Demand Service

- 4.1 Availability
- 4.2 Pickup on Demand Fee

220 Priority Mail Letters and Cards

TOPICS

- 223 Prices and Eligibility
- 224 Postage Payment and Documentation
- 225 Mail Preparation
- 226 Enter and Deposit



223 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Price Application
- 1.2 Commercial Base Prices
- 1.3 Commercial Plus Prices
- 1.4 Critical Mail Prices
- 1.5 Flat Rate Envelopes
- 1.6 Hold For Pickup
- 1.7 Pickup on Demand Fee
- 1.8 Determining Single-Piece Weight
- 1.9 Computing Postage

2.0 Content Standards for Priority Mail

- 2.1 General
 - 2.2 Matter Required to be Mailed as First-Class Mail
- ### 3.0 Basic Standards for Priority Mail
- 3.1 Definition
 - 3.2 Additional Standards for Critical Mail Letters
 - 3.3 IMpb Standards
 - 3.4 Service Objectives
 - 3.5 Matter Closed Against Postal Inspection

224 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Affixing Postage—Single-Piece Mailings

2.0 Postage Paid with Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

225 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Priority Mail Packaging Provided by the USPS
- 1.2 Required Use of Return Address

2.0 Markings

3.0 Preparation of Permit Imprint Mailings

- 3.1 Identical Weight Pieces
- 3.2 Nonidentical Weight Pieces

4.0 Additional Standards for Preparing Critical Mail Letters

- 4.1 Preparing Critical Mail Letters in Trays
- 4.2 Postage for Critical Mail and Priority Mail

226 Enter and Deposit

1.0 Deposit

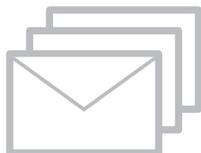
- 1.1 General
- 1.2 Stamped Pieces

2.0 Pickup on Demand Service

230 First-Class Mail Letters and Cards

TOPICS

- 233 Prices and Eligibility
- 234 Postage Payment and Documentation
- 235 Mail Preparation
- 236 Enter and Deposit



233 Prices and Eligibility

1.0 Prices and Fees for First-Class Mail

- 1.1 Price Application
- 1.2 Price Computation for First-Class Mail Letters
- 1.3 Presorted and Automation Prices for Cards and Letters
- 1.4 Nonmachinable Surcharge
- 1.5 Presort Mailing Fee
- 1.6 Computing Postage for First-Class Mail
- 1.7 Determining Single-Piece Weight

2.0 Content Standards for First-Class Mail Letters

- 2.1 General
- 2.2 Bills and Statements of Account
- 2.3 Personal Information
- 2.4 Handwritten and Typewritten Material
- 2.5 Matter Marked Postcard or Double Postcard
- 2.6 Matter Not Required to be Mailed as First-Class Mail
- 2.7 Prohibited Air Transportation
- 2.8 Round-Trip Mailings with One Optical Disc

3.0 Basic Standards for First-Class Mail Letters

- 3.1 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for First-Class Mail
- 3.4 Presort Mailing Fee
- 3.5 Move Update Standard
- 3.6 ZIP Code Accuracy

4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Letters

- 4.1 Additional Standards for Machinable First-Class Mail
- 4.2 Barcodes
- 4.3 Nonmachinable Surcharge for Letter-Size Pieces

5.0 Additional Eligibility Standards for Automation First-Class Mail Letters

- 5.1 Basic Standards for Automation First-Class Mail Letters

- 5.2 Additional Eligibility Standards for Full-Service Automation First-Class Mail Letters

- 5.3 Maximum Weight for Automation Letters

- 5.4 Price Application—Automation Cards and Letters

- 5.5 Address Standards for Barcoded Pieces

- 5.6 Reply Cards and Envelopes Enclosed in Automation Price First-Class Mail

6.0 Eligibility Standards for Card Price First-Class Mail

- 6.1 Card Price

- 6.2 Cards and Letters

234 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted and Automation Letters

- 2.1 Payment Methods
- 2.2 Affixing Postage for Presorted and Automation First-Class Mail
- 2.3 Postage Affixed at Lowest Price to All Pieces

3.0 Mailing Documentation

- 3.1 Completing Postage Statements
- 3.2 Basic Documentation Standards
- 3.3 Documentation Standards for Automation Mailings
- 3.4 Documentation Submission—Full-Service Automation Option
- 3.5 Preparing Documentation
- 3.6 Multiple Standards
- 3.7 Standard Format for Documentation
- 3.8 Providing Additional Information
- 3.9 Reporting Multiple Mailings on One Statement
- 3.10 Facsimile Postage Statements

230
First-Class Mail
Letters and Cards

235
Mail Preparation

1.0 General Definition of Terms

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions
- 1.5 Optional Containerization

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle (“Facing”)
- 2.3 Preparing Bundles
- 2.4 Securing Bundles
- 2.5 Exception to Bundle Preparation— Full Single-Sort-Level Trays
- 2.6 Pieces With Simplified Address
- 2.7 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.8 Labeling Bundles

3.0 Letter Trays

- 3.1 Standard Containers
- 3.2 Letter Tray Sizes
- 3.3 Letter Tray Preparation
- 3.4 Tray Sleeving and Strapping
- 3.5 Strapping Exception
- 3.6 Origin/Entry 3-Digit/Scheme Trays

4.0 Tray Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Tray Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information
- 4.8 Placement of Tray Label
- 4.9 Barcoded Tray Labels

5.0 Preparing Nonautomation Letters

- 5.1 Basic Standards
- 5.2 Machinable Preparation
- 5.3 Nonmachinable Preparation

6.0 Preparing Automation Letters

- 6.1 Basic Standards

- 6.2 Mailings
- 6.3 Marking
- 6.4 General Preparation
- 6.5 Cards
- 6.6 Tray Preparation
- 6.7 Tray Line 2
- 6.8 Presentation

236
Enter and Deposit

1.0 Deposit

- 1.1 Service Objectives
- 1.2 Time and Location of Deposit
- 1.3 Approved Collections
- 1.4 Permit Imprint Collection

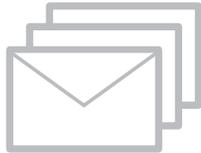
2.0 Verification

- 2.1 USPS Verification and Mailer Correction
- 2.2 Timeframe for Corrective Action
- 2.3 Payment at Single-Piece Price Rather Than Correcting Errors

240 Standard Mail Letters and Cards

TOPICS

- 243 Prices and Eligibility
- 244 Postage Payment and Documentation
- 245 Mail Preparation
- 246 Enter and Deposit



243 Prices and Eligibility

1.0 Prices and Fees for Standard Mail

- 1.1 Price Application
- 1.2 Standard Mail Price Application
- 1.3 Regular Standard Mail—ECR, Automation, and Nonautomation Prices
- 1.4 Nonprofit Standard Mail—ECR, Automation, and Nonautomation Prices
- 1.5 Fees
- 1.6 Computing Postage for Standard Mail

2.0 Content Standards for Standard Mail Letters

- 2.1 Definition and Weight
- 2.2 Personal Information
- 2.3 Bills and Statements of Account
- 2.4 Handwritten and Typewritten Matter
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

3.0 Basic Standards for Standard Mail Letters

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for Standard Mail
- 3.4 Presort Mailing Fees
- 3.5 Merging Similar Standard Mailings
- 3.6 Residual Volume Requirement
- 3.7 Residual Mail Subject to First-Class Mail or Priority Mail Prices
- 3.8 ZIP Code Accuracy
- 3.9 Move Update Standard

4.0 Price Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Prices
- 4.3 Piece/Pound Prices

5.0 Additional Eligibility Standards for Nonautomation Standard Mail Letters

- 5.1 Basic Standards
- 5.2 Weight Standards for Machinable Pieces
- 5.3 Price Application
- 5.4 Machinable Price Application
- 5.5 Nonmachinable Price Application

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Letters

- 6.1 General Enhanced Carrier Route Standards
- 6.2 Carrier Route Accuracy
- 6.3 Basic Price Enhanced Carrier Route Standards
- 6.4 High Density Enhanced Carrier Route Standards
- 6.5 Saturation ECR Standards

7.0 Eligibility Standards for Automation Standard Mail

- 7.1 Basic Eligibility Standards for Automation Standard Mail
- 7.2 Additional Eligibility Standards for Full-Service Automation Standard Mail Letters
- 7.3 Maximum Weight for Automation Letters
- 7.4 Price Application for Automation Letters
- 7.5 Address Standards for Barcoded Pieces
- 7.6 Enclosed Reply Cards and Envelopes
- 7.7 Discount for Heavy Automation Letters

8.0 Incentive Programs for Standard Mail Letters

- 8.1 General Description
- 8.2 Saturation and High Density Incentive Program

244 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted and Enhanced Carrier Route Letters

- 2.1 Identical-Weight Pieces
- 2.2 Nonidentical-Weight Pieces
- 2.3 Combined Price

3.0 Postage Payment for Automation Letters

- 3.1 All Pieces

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Standard Mail
Letters and Cards

- 3.2 Affixing Postage for Automation Standard Mail Letters
- 3.3 Mixed Price Mailing Documentation

4.0 Mailing Documentation

- 4.1 Completing Postage Statements
- 4.2 Basic Documentation Standards
- 4.3 Documentation Standards for Automation Mailings
- 4.4 Documentation Submission— Full-Service Intelligent Mail Automation Option
- 4.5 Preparing Documentation
- 4.6 Multiple Standards
- 4.7 Standard Format for Documentation
- 4.8 Providing Additional Information
- 4.9 Reporting Multiple Mailings on One Statement
- 4.10 Facsimile Postage Statements

5.0 Residual Pieces

- 5.1 Residual Standard Mail Subject to First-Class Mail Prices
- 5.2 Residual Standard Mail Subject to Priority Mail Prices

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Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle (“Facing”)
- 2.3 Preparing Bundles
- 2.4 Securing Bundles
- 2.5 Exception to Bundle Preparation— Full Single-Sort-Level Trays
- 2.6 Pieces With Simplified Address
- 2.7 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.8 Labeling Bundles
- 2.9 Use of Carrier Route Information Lines

- 2.10 Facing Slips—All Carrier Route Mail

3.0 Letter Trays

- 3.1 Standard Containers
- 3.2 Tray Sizes
- 3.3 Letter Tray Preparation
- 3.4 Tray Sleeving and Strapping
- 3.5 Strapping Exception
- 3.6 Origin/Entry 3-Digit/Scheme Trays

4.0 Tray Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of Tray Labels
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information
- 4.8 Placement of Tray Label
- 4.9 Barcoded Tray Labels

5.0 Preparing Nonautomation Letters

- 5.1 Basic Standards
- 5.2 Marking
- 5.3 Machinable Preparation
- 5.4 Nonmachinable Preparation

6.0 Preparing Enhanced Carrier Route Letters

- 6.1 Basic Standards
- 6.2 Marking
- 6.3 Residual Pieces
- 6.4 Carrier Route Bundle Preparation
- 6.5 Bundles and Trays With Fewer Than the Minimum Number of Pieces Required
- 6.6 General Traying and Labeling
- 6.7 Traying and Labeling for Automation-Compatible ECR Letters
- 6.8 Delivery Sequence Standards
- 6.9 Delivery Sequence Documentation

7.0 Preparing Automation Letters

- 7.1 Basic Standards
- 7.2 Mailings
- 7.3 Marking
- 7.4 General Preparation
- 7.5 Tray Preparation
- 7.6 Tray Line 2
- 7.7 Presentation

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Standard Mail
Letters and Cards

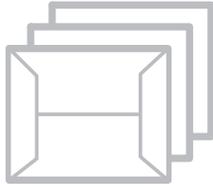
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Enter and Deposit

- 1.0 Presenting a Mailing**
 - 1.1 Basic Standards for Standard Mail Deposit
 - 1.2 Separation of Mailings
- 2.0 Destination Entry**
 - 2.1 General
 - 2.2 Minimum Volume
 - 2.3 Postage Payment and Documentation
 - 2.4 Plant Loads
 - 2.5 Verification
 - 2.6 Deposit
- 3.0 Destination Network Distribution Center (DNDC) Entry**
 - 3.1 Definition
 - 3.2 Eligibility
 - 3.3 Eligibility for ADC or AADC Mailpieces
 - 3.4 Eligibility for Mixed ADC Bundles, Trays, or Mixed AADC Trays
 - 3.5 Vehicles
 - 3.6 Form 4410
- 4.0 Destination Sectional Center Facility (DSCF) Entry**
 - 4.1 Definition
 - 4.2 Eligibility
 - 4.3 Vehicles
- 5.0 Destination Delivery Unit (DDU) Entry**
 - 5.1 Definition
 - 5.2 Eligibility

Design Standards

TOPICS

- 301 Physical Standards
- 302 Elements on the Face of a Mailpiece



301 Physical Standards

1.0 Physical Standards for Flats

- 1.1 General Definition of Flat Size Mail
- 1.2 Length and Height of Flats
- 1.3 Minimum Flexibility for Flat-Size Pieces
- 1.4 Uniform Thickness
- 1.5 Polywrap Coverings
- 1.6 Maximum Deflection for Flat-Size Mailpieces
- 1.7 Flat-Size Pieces Not Eligible for Flat-Size Prices
- 1.8 Labels, Stickers, and Release Cards
- 1.9 Catalogs

2.0 Physical Standards for Nonautomation Flats

- 2.1 First-Class Mail
- 2.2 Standard Mail
- 2.3 Bound Printed Matter
- 2.4 Media Mail
- 2.5 Library Mail
- 2.6 Express Mail, Priority Mail, and Critical Mail Flats

3.0 Physical Standards for Automation Flats

- 3.1 Basic Standards for Automation Flats
- 3.2 Additional Criteria for Automation Flats
- 3.3 Prohibitions
- 3.4 Tabs, Wafer Seals, Tape, and Glue
- 3.5 Uniformity and Exterior Format

302 Elements on the Face of a Mailpiece

1.0 All Mailpieces

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

2.0 Address Placement

- 2.1 Basic Standards
- 2.2 Address Placement on Enveloped or Polywrapped Pieces
- 2.3 Address Placement on Bound or Folded Pieces
- 2.4 Type Size and Line Spacing

3.0 Placement and Content of Mail Markings

- 3.1 Express Mail, Priority Mail, and Critical Mail Markings
- 3.2 First-Class Mail and Standard Mail Markings
- 3.3 Bound Printed Matter, Media Mail, and Library Mail Markings
- 3.4 Enclosures
- 3.5 Printing and Designs
- 3.6 Marking Hazardous Materials

4.0 Placement and Physical Standards for Endorsements

- 4.1 Endorsements for Delivery Instructions and Ancillary Services
- 4.2 Return Address
- 4.3 Placement of Endorsements
- 4.4 Physical Standards for Endorsements

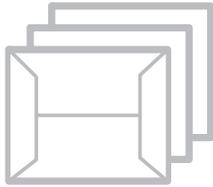
5.0 Barcode Placement

- 5.1 General Barcode Placement for Flats
- 5.2 Applying One Barcode
- 5.3 Applying Second Barcode
- 5.4 5-Digit and ZIP+4 Barcodes
- 5.5 DPBC Numeric Equivalent
- 5.6 Barcode in Address Block
- 5.7 Window Cover

310 Express Mail Flats

TOPICS

- 313 Prices and Eligibility
- 314 Postage Payment and Documentation
- 315 Mail Preparation
- 316 Enter and Deposit



313 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Prices Charged Per Piece
- 1.2 Price Application
- 1.3 Commercial Base Prices
- 1.4 Commercial Plus Prices
- 1.5 Flat Rate Envelopes
- 1.6 Sunday and Holiday Premium
- 1.7 Pickup on Demand
- 1.8 Delivery Stop
- 1.9 Determining Single-Piece Weight

2.0 Content Standards for Express Mail

- 2.1 General
- 2.2 Matter Required to be Mailed as First-Class Mail

3.0 Basic Standards for Express Mail

- 3.1 Definition
- 3.2 IMpb Standards
- 3.3 Matter Closed Against Postal Inspection

4.0 Service Features of Express Mail

- 4.1 General
- 4.2 Express Mail Next Day Delivery
- 4.3 Express Mail Second Day Delivery
- 4.4 Express Mail Custom Designed
- 4.5 Express Mail Military Service (EMMS)
- 4.6 Drop Shipment

314 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment Options

- 1.1 Commercial Base Pricing
- 1.2 Commercial Plus Pricing

2.0 Corporate Accounts

- 2.1 Availability
- 2.2 Account
- 2.3 Postage Liability
- 2.4 Payment Method
- 2.5 USPS Report
- 2.6 Closing Account

3.0 Postage Refunds

315 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Express Mail Packaging Provided by the USPS
- 1.2 Price Marking

2.0 Express Mail Next Day and Second Day

- 2.1 Mailing Label
- 2.2 Waiver of Signature
- 2.3 Signature Required
- 2.4 ZIP Code Determination

3.0 Express Mail Custom Designed

- 3.1 Forms
- 3.2 Signature Required
- 3.3 Pouches

4.0 Firm Mailing Book

316 Enter and Deposit

1.0 Express Mail Next Day and Second Day Delivery

2.0 Express Mail Custom Designed

3.0 Express Mail Military Service

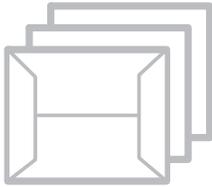
4.0 Pickup on Demand Service

- 4.1 Availability
- 4.2 Pickup on Demand Fee

320 Priority Mail Flats

TOPICS

- 323 Prices and Eligibility
- 324 Postage Payment and Documentation
- 325 Mail Preparation
- 326 Enter and Deposit



323 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Price Application
- 1.2 Commercial Base Prices
- 1.3 Commercial Plus Prices
- 1.4 Critical Mail Prices
- 1.5 Flat Rate Envelopes-Basic Standards
- 1.6 Hold For Pickup
- 1.7 Pickup on Demand Fee
- 1.8 Determining Single-Piece Weight
- 1.9 Computing Postage

2.0 Content Standards for Priority Mail

- 2.1 General
 - 2.2 Matter Required to be Mailed as First-Class Mail
- ### 3.0 Basic Standards for Priority Mail
- 3.1 Definition
 - 3.2 Additional Standards for Critical Mail Flats
 - 3.3 IMpb Standards
 - 3.4 Service Objectives
 - 3.5 Matter Closed Against Postal Inspection

324 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Affixing Postage—Single-Piece Mailings

2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

325 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Priority Mail Packaging Provided by the USPS
- 1.2 Required Use of Return Address

2.0 Markings

3.0 Preparation of Permit Imprint Mailings

- 3.1 Identical Weight Pieces
- 3.2 Nonidentical Weight Pieces

4.0 Additional Standards for Preparing Critical Mail Flats

- 4.1 Preparing Critical Mail Flats in Trays
- 4.2 Postage for Critical Mail and Priority Mail

326 Enter and Deposit

1.0 Deposit

- 1.1 General
- 1.2 Stamped Pieces

2.0 Pickup on Demand Service

330 First-Class Mail Flats

TOPICS

- 333 Prices and Eligibility
- 334 Postage Payment and Documentation
- 335 Mail Preparation
- 336 Enter and Deposit



333 Prices and Eligibility

1.0 Prices and Fees for First-Class Mail

- 1.1 Price Application
- 1.2 Price Computation for First-Class Mail Flats
- 1.3 Presorted and Automation Prices for Flats
- 1.4 Presort Mailing Fee
- 1.5 Computing Postage for First-Class Mail
- 1.6 Determining Single-Piece Weight

2.0 Content Standards for First-Class Mail Flats

- 2.1 General
- 2.2 Bills and Statements of Account
- 2.3 Personal Information
- 2.4 Handwritten and Typewritten Material
- 2.5 Matter Not Required to be Mailed as First-Class Mail
- 2.6 Prohibited Air Transportation
- 2.7 Round-Trip Mailings with One Optical Disc

3.0 Eligibility Standards for First-Class Mail Flats

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for First-Class Mail
- 3.4 Presort Mailing Fee
- 3.5 Move Update Standards
- 3.6 ZIP Code Accuracy

4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Flats

- 4.1 Basic Standards for Nonautomation First-Class Mail
- 4.2 Barcodes on Nonautomation First-Class Mail
- 4.3 Nonmachinable Flat-Size Pieces

5.0 Additional Eligibility Standards for Automation First-Class Mail Flats

- 5.1 Basic Standards for Automation First-Class Mail
- 5.2 Eligibility Standards for Full-Service Automation First-Class Mail Flats
- 5.3 Price Application—Bundle-Based Flats

- 5.4 Price Application—Tray-Based Flats
- 5.5 Address Standards for Barcoded Pieces
- 5.6 Reply Cards and Envelopes Enclosed in Automation Price First-Class Mail

334 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted and Automation Flats

- 2.1 Payment Methods
- 2.2 Affixing Postage for Presorted and Automation First-Class Mail
- 2.3 Postage Affixed at Lowest Price to All Pieces

3.0 Mailing Documentation

- 3.1 Completing Postage Statements
- 3.2 Basic Documentation Standards
- 3.3 Documentation Standards for Automation Mailings
- 3.4 Documentation Submission—Full-Service Automation Option
- 3.5 Preparing Documentation
- 3.6 Multiple Standards
- 3.7 Standard Format for Documentation
- 3.8 Providing Additional Information
- 3.9 Reporting Multiple Mailings on One Statement
- 3.10 Facsimile Postage Statements

335 Mail Preparation

1.0 General Definition of Terms

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle (“Facing”)

330
First-Class Mail
Flats

- 2.3 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.4 Securing Bundles
- 2.5 Exception to Bundle Preparation— Full Single-Sort-Level Trays
- 2.6 Pieces With Simplified Address
- 2.7 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.8 Labeling Bundles

3.0 Flat Trays

- 3.1 Presort
- 3.2 Standard Containers
- 3.3 Flat Tray and Letter Tray Sizes
- 3.4 Preparation for Flats in Flat Trays
- 3.5 Preparation for Flats in EMM Letter Trays
- 3.6 Origin/Entry 3-Digit/Scheme Trays

4.0 Tray Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Tray Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information
- 4.8 Placement of a Tray Label
- 4.9 Barcoded Tray Labels

5.0 Preparation of Nonautomation Flats

- 5.1 Basic Standards
- 5.2 Single-Piece Price Pieces Presented With Presort Mailings
- 5.3 Nonautomation Pieces
- 5.4 Bundling and Labeling
- 5.5 Traying and Labeling
- 5.6 Cotraying and Cobundling With Automation Price Mail

6.0 Preparation of Automation Flats

- 6.1 Basic Standards
- 6.2 Mailings
- 6.3 Marking
- 6.4 General Preparation
- 6.5 First-Class Mail Required Bundle-Based Preparation

- 6.6 First-Class Mail Optional Tray-Based Preparation
- 6.7 5-Digit Scheme Bundle Preparation
- 6.8 Cotraying and Cobundling With Presorted Price Mail

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Enter and Deposit
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1.0 Deposit

- 1.1 Service Objectives
- 1.2 Time and Location of Deposit
- 1.3 Approved Collections
- 1.4 Permit Imprint Collection

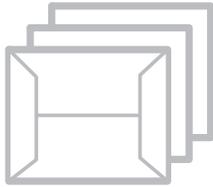
2.0 Verification

- 2.1 USPS Verification and Mailer Correction
- 2.2 Timeframe for Corrective Action
- 2.3 Payment at Single-Piece Price Rather than Correcting Errors

340 Standard Mail Flats

TOPICS

- 343 Prices and Eligibility
- 344 Postage Payment and Documentation
- 345 Mail Preparation
- 346 Enter and Deposit



343 Prices and Eligibility

1.0 Prices and Fees for Standard Mail

- 1.1 Price Application
- 1.2 Standard Mail Price Application
- 1.3 Regular and Nonprofit Standard Mail—Presorted, Enhanced Carrier Route, and Automation Prices
- 1.4 Fees
- 1.5 Computing Postage — Standard Mail

2.0 Content Standards for Standard Mail Flats

- 2.1 Definition and Weight
- 2.2 Personal Information
- 2.3 Bills and Statements of Account
- 2.4 Handwritten and Typewritten Matter
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

3.0 Basic Standards for Standard Mail Flats

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for Standard Mail
- 3.4 Presort Mailing Fees
- 3.5 Merging Similar Standard Mailings
- 3.6 Residual Volume Requirement
- 3.7 Residual Mail Subject to First-Class Mail or Priority Mail Prices
- 3.8 ZIP Code Accuracy
- 3.9 Move Update Standard

4.0 Price Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Prices
- 4.3 Piece/Pound Prices
- 4.4 Shape, Flexibility, and Uniform Thickness

5.0 Additional Eligibility Standards for Nonautomation Standard Mail Flats

- 5.1 Basic Standards
- 5.2 Price Application
- 5.3 5-Digit Prices for Flats
- 5.4 3-Digit Prices for Flats
- 5.5 ADC Prices for Flats
- 5.6 Mixed ADC Prices for Flats

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats

- 6.1 General Enhanced Carrier Route Standards
- 6.2 Carrier Route Code Accuracy
- 6.3 Basic Price Enhanced Carrier Route Standards
- 6.4 High Density Enhanced Carrier Route Standards
- 6.5 Saturation Enhanced Carrier Route Standards

7.0 Additional Eligibility Standards for Automation Standard Mail Flats

- 7.1 Basic Eligibility Standards for Automation Standard Mail
- 7.2 Eligibility Standards for Full-Service Automation Standard Mail Flats
- 7.3 Price Application
- 7.4 Address Standards for Barcoded Pieces
- 7.5 Enclosed Reply Cards and Envelopes

8.0 Incentive Programs for Standard Mail Flats

- 8.1 General Description
- 8.2 Saturation and High Density Incentive Program

344 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted and Enhanced Carrier Route Flats

- 2.1 Identical-Weight Pieces
- 2.2 Nonidentical-Weight Pieces
- 2.3 Combined Price

3.0 Postage Payment for Automation Flats

- 3.1 All Pieces
- 3.2 Affixing Postage for Automation Standard Mail Flats
- 3.3 Mixed Price Mailing Documentation

4.0 Mailing Documentation

- 4.1 Completing Postage Statements
- 4.2 Basic Documentation Standards

340 Standard Mail Flats

- 4.3 Documentation Standards for Automation Mailings
- 4.4 Documentation Submission— Full-Service Automation Option
- 4.5 Preparing Documentation
- 4.6 Multiple Standards
- 4.7 Standard Format for Documentation
- 4.8 Providing Additional Information
- 4.9 Reporting Multiple Mailings on One Statement
- 4.10 Facsimile Postage Statements

5.0 Residual Pieces

- 5.1 Residual Standard Mail Subject to First-Class Mail Prices
- 5.2 Residual Standard Mail Subject to Priority Mail Prices

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Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions
- 1.5 Optional Containerization

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.5 Securing Bundles
- 2.6 Preparing Bundles in Sacks
- 2.7 Additional Standards for Unsacked Bundles Entered at DDU Facilities
- 2.8 Exception to Bundle Preparation— Full Single-Sort-Level Trays
- 2.9 Pieces With Simplified Address
- 2.10 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.11 Labeling Bundles
- 2.12 Use of Carrier Route Information Lines
- 2.13 Facing Slips—All Carrier Route Mail

3.0 Sacks and Trays

- 3.1 Standard Containers
- 3.2 Sack Preparation
- 3.3 Tray Sizes
- 3.4 Preparing Flats in Letter Trays
- 3.5 Tray Sleeving and Strapping
- 3.6 Strapping Exception
- 3.7 Origin/Entry 3-Digit Sacks

4.0 Sack and Tray Labels

- 4.1 Basic Standards
- 4.2 Line 1 (Destination Line)
- 4.3 Line 2 (Content Line)
- 4.4 Line 3 (Office of Mailing or Mailer Information Line)
- 4.5 Abbreviations for Lines 1 and 3
- 4.6 Placement of Extraneous Information
- 4.7 Sack Label
- 4.8 Tray Labels
- 4.9 Use of Barcoded Sack and Tray Labels

5.0 Preparing Nonautomation Flats

- 5.1 Basic Standards
- 5.2 Required Bundling
- 5.3 Bundling and Labeling
- 5.4 Loose Packing
- 5.5 Required Sacking or Traying
- 5.6 Drop Shipment
- 5.7 Sacking and Labeling
- 5.8 Cotraying and Cobundling Flats With Automation Mail
- 5.9 Merged Containerization of Carrier Route, Automation, and Nonautomation Flats

6.0 Preparing Enhanced Carrier Route Flats

- 6.1 Basic Standards
- 6.2 Residual Pieces
- 6.3 Carrier Route Bundle Preparation
- 6.4 Bundles, Trays, and Sacks With Fewer Than the Minimum Number of Pieces Required
- 6.5 Multi Carrier Routes Bundle
- 6.6 Required Sack Minimums
- 6.7 Sack Preparation
- 6.8 Merged Containerization of Carrier Route, Automation, and Presorted Price Flats
- 6.9 Delivery Sequence Standards
- 6.10 Delivery Sequence Documentation

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Standard Mail
Flats

- 7.0 Preparing Automation Flats**
- 7.1 Basic Standards
- 7.2 Mailings
- 7.3 Marking
- 7.4 Standard Mail Bundle Preparation
- 7.5 Scheme Bundle Preparation
- 7.6 Merged Containerization With Presorted and Carrier Route Flats
- 7.7 Exception—Automation and Nonautomation Pieces on Pallets

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Enter and Deposit

- 1.0 Presenting a Mailing**
- 1.1 Basic Standards for Standard Mail Deposit
- 1.2 Separation of Mailing
- 2.0 Destination Entry**
- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment and Documentation
- 2.4 Plant Loads
- 2.5 Verification
- 2.6 Deposit
- 3.0 Destination Network Distribution Center (DNDC) Entry**
- 3.1 Definition
- 3.2 Eligibility
- 3.3 Eligibility for ADC Mailpieces
- 3.4 Eligibility for Mixed ADC Bundles, Sacks or Trays
- 3.5 Vehicles
- 3.6 Form 4410
- 4.0 Destination Sectional Center Facility (DSCF) Entry**
- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles
- 5.0 Destination Delivery Unit (DDU) Entry**
- 5.1 Definition
- 5.2 Eligibility

360 Bound Printed Matter Flats

TOPICS

- 363 Prices and Eligibility
- 364 Postage Payment and Documentation
- 365 Mail Preparation
- 366 Enter and Deposit



363 Prices and Eligibility

1.0 Prices and Fees for Bound Printed Matter

- 1.1 Nonpresorted Bound Printed Matter
- 1.2 Commercial Bound Printed Matter

2.0 Basic Eligibility Standards for Bound Printed Matter

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses

3.0 Content Standards for Bound Printed Matter Flats

- 3.1 Basic Content Standards
- 3.2 Attachments or Enclosures of Periodicals Sample Copies
- 3.3 Attachments and Enclosures
- 3.4 Written Additions

4.0 Price Eligibility for Bound Printed Matter Flats

- 4.1 Price Eligibility
- 4.2 Nonidentical Weight Pieces
- 4.3 ZIP Code Accuracy

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

- 5.1 Basic Standards
- 5.2 Additional Standards for Carrier Route Bound Printed Matter
- 5.3 Full-Service Intelligent Mail Eligibility Standards for Carrier Route Flats
- 5.4 Carrier Route Accuracy

6.0 Additional Eligibility Standards for Barcoded Bound Printed Matter Flats

- 6.1 Basic Eligibility Standards for Barcoded Bound Printed Matter
- 6.2 Eligibility Standards for Full-Service Automation Bound Printed Matter Flats
- 6.3 Weight Standard
- 6.4 Address Standards for Barcode Discount

364 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Minimum Volume Requirements

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Documentation for Nonpresorted, Nonidentical-Weight Mailpieces
- 2.4 Documentation Submission— Full-Service Automation Option
- 2.5 Preparing Documentation
- 2.6 Multiple Standards
- 2.7 Standard Format for Documentation
- 2.8 Providing Additional Information
- 2.9 Reporting Multiple Mailings on One Statement
- 2.10 Facsimile Postage Statements

365 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Basic Preparation—Nonpresorted
- 1.2 Definition of Presort Process
- 1.3 Definition of Mailings
- 1.4 Terms for Presort Levels
- 1.5 Preparation Definitions and Instructions

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.5 Securing Bundles
- 2.6 Preparing Bundles
- 2.7 Additional Standards for Unsacked Bundles Entered at DDU Facilities
- 2.8 Bundle Sizes
- 2.9 Pieces With Simplified Addresses
- 2.10 Labeling Bundles

**360
Bound
Printed Matter
Flats**

- 2.11 Use of Carrier Route Information Lines
- 2.12 Facing Slips—All Carrier Route Mail
- 3.0 Sacks**
 - 3.1 Preparation
- 4.0 Sack Labels**
 - 4.1 Basic Standards
 - 4.2 Physical Characteristics of a Sack Label
 - 4.3 Additional Standards for Barcoded Sack Labels
 - 4.4 Line 1 (Destination Line)
 - 4.5 Line 2 (Content Line)
 - 4.6 Line 3 (Office of Mailing or Mailer Information Line)
 - 4.7 Abbreviations for Lines 1 and 3
 - 4.8 Placement of Extraneous Information
 - 4.9 Basic Standards for Barcoded Sack Labels
- 5.0 Preparing Presorted Flats**
 - 5.1 Basic Standards
 - 5.2 Bundling
 - 5.3 Sacking
- 6.0 Preparing Carrier Route Flats**
 - 6.1 Basic Standards
 - 6.2 Required Bundling
 - 6.3 Sacking
- 7.0 Preparing Barcoded Flats**
 - 7.1 Basic Standards
 - 7.2 Mailings
 - 7.3 Bundling
 - 7.4 Sacking
 - 7.5 Mixed Price Preparation
- 2.5 NDC Acceptance
- 2.6 Drop Shipment Information
- 3.0 Destination Entry**
 - 3.1 General
 - 3.2 Minimum Volume
 - 3.3 Postage Payment
 - 3.4 Mailing Fee
 - 3.5 Documentation
 - 3.6 Plant Loads
 - 3.7 Mailings of Unsacked Bundles
 - 3.8 Verification
 - 3.9 Deposit
- 4.0 Destination Network Distribution Center (DNDC) Entry**
 - 4.1 Eligibility
 - 4.2 Presorted and Carrier Route Flats
- 5.0 Destination Sectional Center Facility (DSCF) Entry**
 - 5.1 Eligibility
 - 5.2 Presorted Flats
 - 5.3 Carrier Route Flats
- 6.0 Destination Delivery Unit (DDU) Entry**
 - 6.1 Eligibility
 - 6.2 Presorted Flats
 - 6.3 Carrier Route Flats

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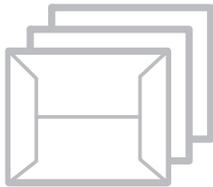
Enter and Deposit

- 1.0 Deposit of Nonpresorted Bound Printed Matter**
 - 1.1 Nonpresorted Mailings
- 2.0 Presenting a Mailing**
 - 2.1 Verification and Entry—Presorted, Carrier Route, Destination Entry, and Barcoded Mailings
 - 2.2 Verification and Entry—Nonpresorted Mailings
 - 2.3 Office of Mailing
 - 2.4 Redirected Mailings

370 Media Mail and Library Mail Flats

TOPICS

- 373 Prices and Eligibility
- 374 Postage Payment and Documentation
- 375 Mail Preparation
- 376 Enter and Deposit



373 Prices and Eligibility

1.0 Prices and Fees for Media Mail and Library Mail

- 1.1 Price Application
- 1.2 Shape, Flexibility, and Thickness
- 1.3 Media Mail Prices and Library Mail Presorted Prices
- 1.4 Mailing Fees for Presorted Prices
- 1.5 Computing Postage

2.0 General Content Standards for Media Mail and Library Mail Flats

- 2.1 General
- 2.2 Delivery and Return Addresses
- 2.3 Postal Inspection
- 2.4 Enclosures

3.0 Content Standards for Media Mail Flats

- 3.1 Content Standards
- 3.2 Enclosures in Books

4.0 Content Standards for Library Mail Flats

- 4.1 Sender and Recipient Qualifications
- 4.2 Content Standards for Mailings Between Entities
- 4.3 Qualified Mailings “To” or “From”
- 4.4 Enclosures in Books and Sound Recordings

5.0 Enclosures and Attachments

- 5.1 Invoice
- 5.2 Incidental First-Class Mail Attachments and Enclosures
- 5.3 Loose Enclosures
- 5.4 Written Additions

6.0 Price Eligibility for Media Mail and Library Mail Flats

- 6.1 Basic Weight Standards
- 6.2 Price Eligibility Standards
- 6.3 Price Categories for Media Mail and Library Mail

374 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Reporting Multiple Mailings on One Statement
- 2.4 Facsimile Postage Statements

375 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.5 Securing Bundles
- 2.6 Bundle Sizes
- 2.7 Other Bundle Sizes
- 2.8 Labeling Bundles

3.0 Sacks and Sack Labels

- 3.1 Maximum Weight of Sacks
- 3.2 Basic Standards for Sack Labels
- 3.3 Physical Characteristics of a Sack Label
- 3.4 Line 1 (Destination Line)
- 3.5 Line 2 (Content Line)
- 3.6 Line 3 (Office of Mailing or Mailer Information Line)
- 3.7 Abbreviations for Lines 1 and 3
- 3.8 Placement of Extraneous Information

4.0 Preparing Presorted Flats

- 4.1 Basic Standards
- 4.2 Bundling
- 4.3 Sacking

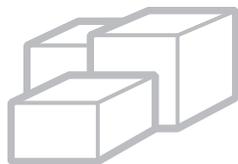
376 Enter and Deposit

1.0 Verification and Deposit

Design Standards

TOPICS

- 401 Physical Standards
- 402 Elements on the Face of a Mailpiece



401 Physical Standards

1.0 Physical Standards for Parcels

- 1.1 Processing Categories
- 1.2 Minimum Size
- 1.3 Maximum Weight and Size
- 1.4 Two or More Packages
- 1.5 Machinable Parcels
- 1.6 Irregular Parcel
- 1.7 Outside Parcel

2.0 Additional Physical Standards by Class of Mail

- 2.1 Express Mail
- 2.2 Priority Mail
- 2.3 First-Class Package Service Parcels
- 2.4 Standard Mail Parcels
- 2.5 Parcel Select
- 2.6 Bound Printed Matter Parcels

402 Elements on the Face of a Mailpiece

1.0 All Mailpieces

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

2.0 Placement and Content of Markings

- 2.1 Express Mail and Priority Mail Markings
- 2.2 Priority Mail Commercial Plus Cubic Markings
- 2.3 First-Class Package Service Markings
- 2.4 Standard Mail Markings
- 2.5 Parcel Select, Bound Printed Matter, Media Mail, and Library Mail Markings
- 2.6 Enclosures
- 2.7 Printing and Designs
- 2.8 Marking Hazardous Materials

3.0 Placement and Physical Standards for Endorsements

- 3.1 Endorsements for Delivery Instructions and Ancillary Services
- 3.2 Return Address
- 3.3 Placement of Endorsements

- 3.4 Physical Standards for Endorsements

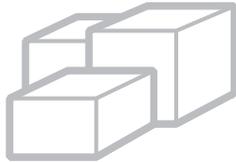
4.0 General Barcode Placement for Parcels

- 4.1 GS1-128 Routing Barcode or Intelligent Mail Package Barcode Location
- 4.2 Clear Zone for GS1-128 Routing Barcode or Intelligent Mail Package Barcode
- 4.3 POSTNET Barcodes, GS1-128 Routing Barcodes and Intelligent Mail Package Barcodes

410 Express Mail Parcels

TOPICS

- 413 Prices and Eligibility
- 414 Postage Payment and Documentation
- 415 Mail Preparation
- 416 Enter and Deposit



413 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Prices Charged Per Piece
- 1.2 Price Application
- 1.3 Commercial Base Prices
- 1.4 Commercial Plus Prices
- 1.5 Flat Rate Packaging
- 1.6 Sunday and Holiday Premium
- 1.7 Pickup on Demand
- 1.8 Delivery Stop
- 1.9 Determining Single-Piece Weight

2.0 Content Standards for Express Mail

- 2.1 General
- 2.2 Matter Required to be Mailed as First-Class Mail

3.0 Basic Standards for Express Mail

- 3.1 Definition
- 3.2 IMpb Standards
- 3.3 Matter Closed Against Postal Inspection

4.0 Service Features of Express Mail

- 4.1 General
- 4.2 Express Mail Next Day Delivery
- 4.3 Express Mail Second Day Delivery
- 4.4 Express Mail Custom Designed
- 4.5 Express Mail Military Service (EMMS)
- 4.6 Drop Shipment

414 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment Options

- 1.1 Commercial Base Pricing
- 1.2 Commercial Plus Pricing

2.0 Corporate Accounts

- 2.1 Availability
- 2.2 Account
- 2.3 Postage Liability
- 2.4 Payment Method
- 2.5 USPS Report
- 2.6 Closing Account

3.0 Postage Refunds

415 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Express Mail Packaging Provided by the USPS
- 1.2 Price Marking

2.0 Express Mail Next Day and Second Day

- 2.1 Mailing Label
- 2.2 Waiver of Signature
- 2.3 Signature Required
- 2.4 ZIP Code Determination

3.0 Express Mail Custom Designed

- 3.1 Forms
- 3.2 Signature Required
- 3.3 Pouches

4.0 Firm Mailing Book

416 Enter and Deposit

1.0 Express Mail Next Day and Second Day Delivery

2.0 Express Mail Custom Designed

3.0 Express Mail Military Service

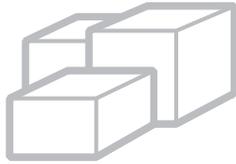
4.0 Pickup on Demand Service

- 4.1 Availability
- 4.2 Pickup on Demand Fee

420 Priority Mail Parcels

TOPICS

- 423 Prices and Eligibility
- 424 Postage Payment and Documentation
- 425 Mail Preparation
- 426 Enter and Deposit



423 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Price Application
- 1.2 Commercial Base Prices
- 1.3 Commercial Plus Prices
- 1.4 Commercial Plus Cubic
- 1.5 Balloon Price
- 1.6 Dimensional Weight Price for Low-Density Parcels to Zones 5-8
- 1.7 Flat Rate Envelopes and Boxes
- 1.8 Pickup on Demand Fee
- 1.9 Hold For Pickup
- 1.10 Determining Single-Piece Weight
- 1.11 Computing Postage

2.0 Content Standards for Priority Mail

- 2.1 General
- 2.2 Matter Required to be Mailed as First-Class Mail

3.0 Basic Standards for Priority Mail

- 3.1 Definition
- 3.2 IMpb Standards
- 3.3 Service Objectives
- 3.4 Matter Closed Against Postal Inspection

424 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Affixing Postage—Single-Piece Mailings

2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

425 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Priority Mail Packaging Provided by the USPS
- 1.2 Required Use

2.0 Marking

- 2.1 Product Marking
- 2.2 Price Marking
- 2.3 Price Marking for Commercial Plus Cubic Prices

3.0 Preparation

- 3.1 Preparing a Commercial Plus Cubic Mailing
- 3.2 Preparing a Permit Imprint Mailing
- 3.3 Payment Method

426 Enter and Deposit

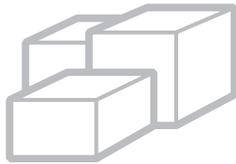
1.0 Time and Location of Deposit

2.0 Pickup on Demand Service

430 First-Class Package Service Parcels

TOPICS

- 433 Prices and Eligibility
- 434 Postage Payment and Documentation
- 435 Mail Preparation
- 436 Enter and Deposit



433 Prices and Eligibility

1.0 Prices and Fees for First-Class Package Service

- 1.1 Price Application
- 1.2 Price Determination for First-Class Package Service Parcels
- 1.3 Commercial Base Prices
- 1.4 Commercial Plus Prices
- 1.5 Surcharge
- 1.6 Presort Mailing Fee
- 1.7 Computing Postage for First-Class Package Service
- 1.8 Determining Single-Piece Weight

2.0 Content Standards for First-Class Package Service Parcels

- 2.1 General
- 2.2 Matter Required to be Mailed as First-Class Mail
- 2.3 Restricted Air Transportation

3.0 Basic Standards for First-Class Package Service Parcels

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards
- 3.4 IMpb Standards
- 3.5 Move Update Standard
- 3.6 ZIP Code Accuracy

4.0 Price Eligibility for Presorted First-Class Package Service Parcels

- 4.1 5-Digit Price
- 4.2 3-Digit Price
- 4.3 ADC Price
- 4.4 Single-Piece Price

434 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted First-Class Package Service Parcels

- 2.1 Permit Imprint Postage

- 2.2 Affixed Postage for First-Class Package Service Parcels

3.0 Mailing Documentation

- 3.1 Completing Postage Statements
- 3.2 Basic Documentation Standards
- 3.3 Preparing Documentation
- 3.4 Multiple Standards
- 3.5 Providing Additional Information
- 3.6 Reporting Multiple Mailings on One Statement
- 3.7 Facsimile Postage Statements

435 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

2.0 Sacks

- 2.1 Presort
- 2.2 Standard Containers
- 2.3 Sack Preparation

3.0 Sack Labels

- 3.1 Basic Standards
- 3.2 Line 1 (Destination Line)
- 3.3 Line 2 (Content Line)
- 3.4 Line 3 (Origin Line)
- 3.5 Electronic Verification System
- 3.6 Abbreviations for Lines 1 and 3
- 3.7 Placement of Extraneous Information

4.0 Preparing Parcels

- 4.1 Basic Standards
- 4.2 Single-Piece Mail
- 4.3 Bundling
- 4.4 Sacking and Labeling

436 Enter and Deposit

1.0 Deposit

- 1.1 Time and Location of Deposit
- 1.2 Approved Collections
- 1.3 Permit Imprint Collection

430
First-Class Mail
Parcels

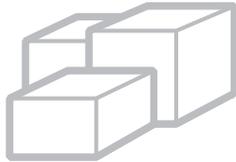
2.0 Verification

- 2.1 USPS Verification and Mailer Correction
- 2.2 Timeframe for Corrective Action
- 2.3 Payment at Single-Piece Price Rather than Correcting Errors

440 Standard Mail Parcels

TOPICS

- 443 Prices and Eligibility
- 444 Postage Payment and Documentation
- 445 Mail Preparation
- 446 Enter and Deposit



443 Prices and Eligibility

1.0 Prices and Fees for Standard Mail

- 1.1 Standard Mail Price Application
- 1.2 Regular and Nonprofit Standard Mail—Marketing Parcel Prices
- 1.3 Nonprofit Standard Mail—Machinable and Irregular Parcel Prices
- 1.4 Presort MailingFee
- 1.5 Computing Postage for Standard Mail

2.0 Content Standards for Standard Mail Parcels

- 2.1 Definition and Weight
- 2.2 Personal Information
- 2.3 Bills and Statements of Account
- 2.4 Handwritten and Typewritten Matter
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

3.0 Basic Standards for Standard Mail Parcels

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for Standard Mail
- 3.4 Presort Mailing Fees
- 3.5 Merging Similar Standard Mailings
- 3.6 Residual Volume Requirement
- 3.7 Residual Mail Subject to First-Class Mail or Priority Mail Prices
- 3.8 ZIP Code Accuracy
- 3.9 Move Update Standard

4.0 Price Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Prices
- 4.3 Piece/Pound Prices
- 4.4 Surcharge
- 4.5 Extra Services for Standard Mail

5.0 Additional Eligibility Standards for Presorted Standard Mail Pieces

- 5.1 Basic Standards
- 5.2 Price Application
- 5.3 Prices for Machinable Parcels
- 5.4 Prices for Irregular Parcels and Marketing Parcels

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Marketing Parcels

- 6.1 General Enhanced Carrier Route Standards
- 6.2 Carrier Route Accuracy
- 6.3 Basic Price Enhanced Carrier Route Standards
- 6.4 High Density Enhanced Carrier Route Standards
- 6.5 Saturation Enhanced Carrier Route Standards

444 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted and Enhanced Carrier Route Parcels

- 2.1 Identical-Weight Pieces
- 2.2 Nonidentical-Weight Pieces
- 2.3 Combined Price

3.0 Mailing Documentation

- 3.1 Completing Postage Statements
- 3.2 Basic Documentation Standards
- 3.3 Preparing Documentation
- 3.4 Multiple Standards
- 3.5 Standard Format for Documentation
- 3.6 Providing Additional Information
- 3.7 Reporting Multiple Mailings on One Statement
- 3.8 Facsimile Postage Statements

4.0 Residual Pieces

- 4.1 Postage Payment for Ineligible Standard Mail
- 4.2 Postage Payment for Barcoded Machinable Parcels

445 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels

440
Standard Mail
Parcels

- 1.4 Preparation Definitions and Instructions
- 2.0 Bundles**
- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.5 Securing Bundles
- 2.6 Preparing Bundles in Sacks
- 2.7 Pieces With Simplified Address
- 2.8 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.9 Labeling Bundles
- 2.10 Use of Carrier Route Information Lines
- 2.11 Facing Slips—All Carrier Route Mail

- 3.0 Sacks**
- 3.1 Standard Containers
- 3.2 Sack Preparation
- 4.0 Sack Labels**
- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Origin Line)
- 4.6 Electronic Verification System
- 4.7 Abbreviations for Lines 1 and 3
- 4.8 Placement of Extraneous Information

- 5.0 Preparing Presorted Parcels**
- 5.1 Basic Standards
- 5.2 Markings
- 5.3 Preparing Marketing Parcels (6 Ounces or More) and Machinable Parcels
- 5.4 Preparing Marketing Parcels (Less Than 6 Ounces) and Irregular Parcels

- 6.0 Preparing Enhanced Carrier Route Parcels**
- 6.1 Basic Standards
- 6.2 Marking
- 6.3 Residual Pieces
- 6.4 Bundling

- 6.5 Preparing Carrier Route Marketing Parcels
- 6.6 Delivery Sequence Standards
- 6.7 Delivery Sequence Documentation

446
Enter and Deposit
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- 1.0 Presenting a Mailing**
- 1.1 Basic Standards for Standard Mail Deposit
- 1.2 Separation of Mailings

- 2.0 Destination Entry**
- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment and Documentation
- 2.4 Plant Loads
- 2.5 Verification
- 2.6 Deposit

- 3.0 Destination Network Distribution Center (DNDC) Entry**
- 3.1 Definition
- 3.2 Eligibility
- 3.3 Additional Standards for Machinable Parcels
- 3.4 Vehicles
- 3.5 Form 4410

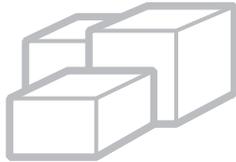
- 4.0 Destination Sectional Center Facility (DSCF) Entry**
- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles

- 5.0 Destination Delivery Unit (DDU) Entry**
- 5.1 Definition
- 5.2 Eligibility

450 Parcel Select Parcels

TOPICS

- 453 Prices and Eligibility
- 454 Postage Payment and Documentation
- 455 Mail Preparation
- 456 Enter and Deposit



453 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Price Application
- 1.2 Parcel Select Prices
- 1.3 Annual Mailing Fee
- 1.4 Computing Postage

2.0 Content Standards

- 2.1 Definition of Parcel Select
- 2.2 Basic Content Standards
- 2.3 Attachments or Enclosures of Periodicals Sample Copies
- 2.4 Postal Inspection
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

3.0 Price Eligibility for Parcel Select, Parcel Select Regional Ground, and Parcel Select Lightweight

- 3.1 Destination Entry Price Eligibility
- 3.2 Parcel Select NDC and ONDC Presort Price Eligibility
- 3.3 Parcel Select Nonpresort Price Eligibility
- 3.4 Parcel Select Regional Ground
- 3.5 Parcel Select Lightweight
- 3.6 Oversized Price
- 3.7 Balloon Price
- 3.8 Delivery and Return Addresses
- 3.9 Hold For Pickup

454 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 NDC as Agent
- 1.3 Completing Postage Statements
- 1.4 Documentation
- 1.5 Basic Documentation Standards
- 1.6 Preparing Documentation
- 1.7 Multiple Standards
- 1.8 Providing Additional Information
- 1.9 Reporting Multiple Mailings on One Statement
- 1.10 Facsimile Postage Statements

455 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Basic Standards
- 1.2 Definition of Presort Process
- 1.3 Definition of Mailings
- 1.4 Terms for Presort Level
- 1.5 Preparation Definitions and Instructions
- 1.6 Separation
- 1.7 Commingled Zones
- 1.8 Parcel Select Markings

2.0 Sacks

- 2.1 Maximum Weight

3.0 Sack Labels

- 3.1 Basic Standards
- 3.2 Physical Characteristics of a Sack Label
- 3.3 Line 1 (Destination Line)
- 3.4 Line 2 (Content Line)
- 3.5 Line 3 (Origin Line)
- 3.6 Electronic Verification System
- 3.7 Abbreviations for Lines 1 and 3
- 3.8 Placement of Extraneous Information

4.0 Preparing Destination Entry Parcel Select

- 4.1 Preparing Destination Delivery Unit (DDU) Parcel Select
- 4.2 Preparing Destination SCF (DSCF) Parcel Select
- 4.3 Preparing Destination NDC (DNDC) Parcel Select

5.0 Preparing NDC Presort and ONDC Presort Parcel Select

- 5.1 Definitions
- 5.2 Basic Standards

6.0 Preparing Machinable Parcels

- 6.1 Definition
- 6.2 Basic Standards
- 6.3 Sacking and Labeling

7.0 Preparing Parcel Select Regional Ground

- 7.1 Definition
- 7.2 Basic Standards
- 7.3 Sacking and Labeling

**450
Parcel Post
Parcels**

**8.0 Preparing Parcel Select
Lightweight**

- 8.1 Basic Standards
- 8.2 Preparing Machinable Parcels
- 8.3 Preparing Irregular Parcels

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Enter and Deposit
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1.0 Verification

- 1.1 Verification and Entry
- 1.2 Office of Mailing
- 1.3 Redirected Mailings
- 1.4 NDC Acceptance
- 1.5 Drop Shipment Information

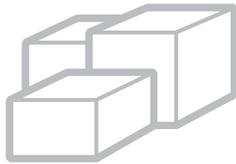
2.0 Deposit

- 2.1 Bedloaded Parcels
- 2.2 Mailer Transport
- 2.3 Freight
- 2.4 Mail Separation and Presentation of
Destination Entry Mailings
- 2.5 NDC as Agent
- 2.6 Appointments
- 2.7 Exception to Scheduling Standard
- 2.8 Redirection by USPS
- 2.9 Advance Scheduling
- 2.10 Deposit Conditions
- 2.11 Recurring Appointments
- 2.12 Vehicle Unloading
- 2.13 Demurrage
- 2.14 Appeals
- 2.15 Documentation
- 2.16 DNDC Parcel Select—Acceptance
at Designated SCF-USPS Benefit
- 2.17 DNDC Parcel Select—Acceptance
at Designated SCF
- 2.18 Parcel Select Regional Ground—
Deposit at OSCF
- 2.19 Parcel Select Regional Ground—
Deposit at ONDC

460 Bound Printed Matter Parcels

TOPICS

- 463 Prices and Eligibility
- 464 Postage Payment and Documentation
- 465 Mail Preparation
- 466 Enter and Deposit



463 Prices and Eligibility

1.0 Prices and Fees for Bound Printed Matter

- 1.1 Nonpresorted Bound Printed Matter
- 1.2 Commercial Bound Printed Matter

2.0 Basic Eligibility Standards for Bound Printed Matter

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses

3.0 Content Standards for Bound Printed Matter Parcels

- 3.1 Basic Content Standards
- 3.2 Attachments or Enclosures of Periodicals Sample Copies
- 3.3 Attachments and Enclosures
- 3.4 Written Additions

4.0 Price Eligibility for Bound Printed Matter Parcels

- 4.1 Price Eligibility
- 4.2 Nonidentical Weight Pieces
- 4.3 ZIP Code Accuracy

5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Parcels

- 5.1 Basic Standards
- 5.2 Carrier Route Accuracy

464 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Minimum Volume Requirements

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Documentation for Nonpresorted, Nonidentical-Weight Mailpieces
- 2.4 Preparing Documentation
- 2.5 Multiple Standards
- 2.6 Providing Additional Information
- 2.7 Reporting Multiple Mailings on One Statement
- 2.8 Facsimile Postage Statements

465 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Basic Preparation—Nonpresorted
- 1.2 Definition of Presort Process
- 1.3 Definition of Mailings
- 1.4 Terms for Presort Levels
- 1.5 Preparation Definitions and Instructions

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.5 Securing Bundles
- 2.6 Bundle Sizes
- 2.7 Additional Standards for Unsacked Bundles Entered at DDU Facilities
- 2.8 Pieces With Simplified Addresses
- 2.9 Labeling Bundles
- 2.10 Use of Carrier Route Information Lines
- 2.11 Facing Slips—All Carrier Route Mail

3.0 Sacks

- 3.1 Preparation

4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Origin Line)
- 4.6 Electronic Verification System
- 4.7 Abbreviations for Lines 1 and 3
- 4.8 Placement of Extraneous Information

5.0 Preparing Presorted Parcels

- 5.1 Basic Standards
- 5.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds
- 5.3 Preparing Irregular Parcels Weighing 10 Pounds or More
- 5.4 Preparing Machinable Parcels Not Claiming DNDC Prices

460 Bound Printed Matter Parcels

5.5 Preparing Machinable Parcels
Claiming DNDC Prices

6.0 Preparing Carrier Route Parcels

6.1 Basic Standards

6.2 Preparing Irregular Parcels Weighing
Less Than 10 Pounds

6.3 Preparing Irregular Parcels Weighing
10 Pounds or More

6.4 Preparing Machinable Parcels

7.0 Standards for Barcode Discounts

7.1 Standards for Barcoded Mail

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Enter and Deposit

1.0 Deposit of Nonpresorted Bound Printed Matter

1.1 Nonpresorted Mailings

2.0 Presenting a Mailing

2.1 Verification and Entry—Presorted,
Carrier Route, Destination Entry, and
Barcoded Mailings

2.2 Verification and Entry—
Nonpresorted Mailings

2.3 Office of Mailing

2.4 Redirected Mailings

2.5 NDC Acceptance

2.6 Drop Shipment Information

3.0 Destination Entry

3.1 General

3.2 Minimum Volume

3.3 Postage Payment

3.4 Mailing Fee

3.5 Documentation

3.6 Plant Loads

3.7 Mailings of Unsacked Bundles

3.8 Verification

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4.2 Acceptance at Designated SCF—
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4.3 Presorted Machinable Parcels

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4.5 Carrier Route Machinable Parcels

4.6 Carrier Route Irregular Parcels

5.0 Destination Sectional Center Facility (DSCF) Entry

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5.2 Presorted Machinable Parcels

5.3 Presorted Irregular Parcels

5.4 Carrier Route Machinable Parcels

5.5 Carrier Route Irregular Parcels

6.0 Destination Delivery Unit (DDU) Entry

6.1 Eligibility

6.2 Presorted Machinable Parcels

6.3 Presorted Irregular Parcels

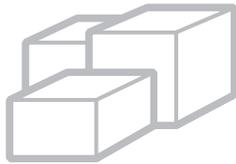
6.4 Carrier Route Machinable Parcels

6.5 Carrier Route Irregular Parcels

470 Media Mail and Library Mail Parcels

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- 473 Prices and Eligibility
- 474 Postage Payment and Documentation
- 475 Mail Preparation
- 476 Enter and Deposit



473 Prices and Eligibility

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- 1.1 Price Application
- 1.2 Prices for Media Mail and Library Mail Parcels
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- 4.1 Sender and Recipient Qualifications
- 4.2 Content Standards for Mailings Between Entities
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- 1.1 Postage Payment Options

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- 2.2 Basic Documentation Standards
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- 2.4 Multiple Standards
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475 Mail Preparation

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- 1.1 Definition of Presort Process
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- 2.6 Bundle Sizes
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- 3.1 Sack Preparation

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- 4.2 Physical Characteristics of a Sack Label
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- 4.7 Abbreviations for Lines 1 and 3
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- 5.1 Basic Standards
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Media Mail
Parcels

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Enter and Deposit

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505 Return Services
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508 Recipient Services
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503 Extra Services

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- 3.1 Certified Mail Fees
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- 4.1 Insured Mail Fees
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- 5.1 Certificate of Mailing Fees
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- 6.1 Return Receipt Fees
- 6.2 Basic Information
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- 7.1 Restricted Delivery Fee
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- 8.1 Prices
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- 8.4 Privately Printed Labels
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- 9.1 Return Receipt for Merchandise Fees
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- 10.1 Delivery Confirmation Fee
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11.0 Signature Confirmation

- 11.1 Signature Confirmation Fees
- 11.2 Basic Information
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- 12.1 Collect on Delivery Fees
- 12.2 Basic Information
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- 12.4 Mailing
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- 13.2 Basic Information

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- 15.1 Fees for Money Orders
- 15.2 Issuing Money Orders
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1.0 Business Reply Mail (BRM)

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- 1.2 Qualified Business Reply Mail (QBRM) Prices
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- 3.2 Basic Standards
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- 4.2 Permits, Authorizations and Fees
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- 4.4 Pricing
- 4.5 Computing Postage
- 4.6 Label Requirements
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- 5.1 Basic Information
- 5.2 Postage and Fees
- 5.3 Prices
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- 6.1 Bulk Parcel Return Service (BPRS) Fees

- 6.2 Charges and Fees
- 6.3 General Information
- 6.4 Permits
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Mailer Services

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- 1.1 Nondelivery of Mail
- 1.2 USPS Address Adjustments
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- 1.4 Basic Treatment
- 1.5 Treatment for Ancillary Services by Class of Mail
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- 2.1 Change-of-Address Order
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- 3.1 Prices and Fees
- 3.2 Basic Standards
- 3.3 Preparation
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- 4.1 Address Correction Service
- 4.2 Address Change Service (ACS)
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- 5.1 Description of Service
- 5.2 Postage and Fees
- 5.3 Adding Extra Services
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- 6.1 Request Process

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- 7.1 Pickup on Demand Service Fee
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- 7.4 On-Call Service
- 7.5 Scheduled Service
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8.0 Mailing List Services

- 8.1 Mailing List Service Fees
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- 8.3 Fee Assessment
- 8.4 Name and Address List Correction
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9.0 Address Sequencing Services

- 9.1 Address Sequencing Service Fees
- 9.2 Service Levels
- 9.3 Card Preparation and Submission
- 9.4 Sequencing Cards With Blanks for Missing Addresses or Sequencing Address Files With Missing Sequence Numbers
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- 2.1 City Delivery Service
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- 3.1 Basic Information for Customer Mail Receptacles
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- 4.1 Fees for Post Office Box Service
- 4.2 Basic Information for Post Office Box Service
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- 4.4 Conditions of Use
- 4.5 Basis of Fees and Payment
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- 4.7 Fee Refund
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5.0 Caller Service

- 5.1 Caller Service Fees
- 5.2 Basic Information
- 5.3 Service
- 5.4 Conditions of Use
- 5.5 Basis of Fees and Payment
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- 6.1 Purpose
- 6.2 Service Restrictions
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- 7.1 Fees and Postage
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- 8.1 Purpose
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- 9.1 Prohibitory Order
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- 1.2 Address Element Correction
- 1.3 Address Matching System Application Program Interface
- 1.4 Advance Notification and Tracking System
- 1.5 AEC II Service
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- 601 Mailability
- 602 Addressing
- 604 Postage Payment
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- 607 Mailer Compliance and
Appeals of
Classification Decisions
- 608 Postal Information and
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- 1.1 Determining Mail Processing
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- 1.2 Minimum Dimensions
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- 1.5 Nonmailable and
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- 2.1 General
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- 2.3 Odd-Shaped Items in
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- 2.6 Perishable, Hazardous, and
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- 3.4 Paper Bags and Wraps
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- 4.1 Volume
- 4.2 Multiple Items Within Container
- 4.3 Tape
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- 5.1 Handling, Content, and
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- 6.1 Express Mail and
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- 6.2 6.2 Critical Mail Envelopes
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9.7 Nonmailable Plant Pests,
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10.0 Hazardous Materials

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- 10.3 USPS Standards for Hazardous
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**12.0 Other Restricted and Nonmailable
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- 12.1 Firearms
- 12.2 Rifles and Shotguns
- 12.3 Legal Opinions on Mailing Firearms
- 12.4 Replica or Inert Explosive Devices
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- 12.9 Liquids and Powders
- 12.10 Motor Vehicle Master Keys and
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- 12.12 Drug Paraphernalia
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- 12.17 Battery-Powered Devices
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- 12.19 Building Construction Material
- 12.20 Prohibition on Sharp Instruments
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- 12.21 Mail Weighing More Than 13
Ounces

**13.0 Written, Printed, and
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- 13.1 Solicitations in Guise of Bills,
Invoices, or Statements of Account
(39 USC 3001(D); 39 USC 3005)
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- 13.3 Lottery Matter (18 USC 1302)
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- 13.5 Other Nonmailable Matter
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3001(K)(3)(A))
- 13.7 Skill Contests (39 USC
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- 13.10 Removal of Names from Mailing
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Basic Standards
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- 13.11 Unauthorized Decisions by Postmasters
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- 1.1 Clear Space
- 1.2 Delivery Address
- 1.3 Address Elements
- 1.4 Complete Addresses
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- 1.6 Ancillary Services
- 1.7 Attachment of Different Class
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- 1.9 Additional Addressing Standards by Class

2.0 Restrictions

- 2.1 Dual Address
- 2.2 More Than One Post Office
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3.0 Use of Alternative Addressing

- 3.1 General Information
- 3.2 Simplified Address
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4.0 Detached Address Labels (DALs) and Detached Marketing Labels (DMLs)

- 4.1 DAL and DML Use
- 4.2 Label Preparation
- 4.3 Mail Preparation
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- 4.5 Postage

5.0 Move Update Standards

- 5.1 Basic Standards
- 5.2 USPS-Approved Methods
- 5.3 Mailer Certification

6.0 ZIP Code Accuracy Standards

- 6.1 Basic Standards
- 6.2 USPS-Approved Methods
- 6.3 Mailer Certification

**604
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- 1.1 Postage Stamp Denominations
- 1.2 Postage Stamps Valid for Use
- 1.3 Postage Stamps Invalid for Use
- 1.4 Imitations of Stamps
- 1.5 Imitations of Markings
- 1.6 Stamp Reproduction
- 1.7 Position of Stamp on Mailpiece
- 1.8 Reuse of Stamps
- 1.9 Perforating Stamps
- 1.10 Additional Standards for Forever Stamps
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- 1.12 Paying for Stamps
- 1.13 Seals and Stickers

2.0 Stamped Stationery

- 2.1 Plain Stamped Envelope
- 2.2 Personalized Stamped Envelopes
- 2.3 Other Stationery
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3.0 Precanceled Stamps

- 3.1 General Information
- 3.2 Permit to Use Precanceled Stamps
- 3.3 USPS Precanceled Stamps
- 3.4 Precancellation of Stamps by Mailer
- 3.5 Stamp Collectors
- 3.6 Using High Value Stamps

4.0 Postage Meters and PC Postage Products (“Postage Evidencing Systems”)

- 4.1 Basic Information
- 4.2 Authorization to Use Postage Evidencing Systems
- 4.3 Postage Payment
- 4.4 Shortpaid and Unpaid Information-Based Indicia (IBI)
- 4.5 Special Indicia
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5.0 Permit Imprint (Indicia)

- 5.1 General Standards
- 5.2 Suspension and Revocation

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5.3 Indicia Design, Placement, and Content

6.0 Payment of Postage

- 6.1 Basic Standards
- 6.2 Unpaid Mailable Matter for Private Delivery
- 6.3 Payment for Postage Due Mail
- 6.4 Advance Deposit Account
- 6.5 Annual Accounting Fee for Extra Services

7.0 Computing Postage

- 7.1 General Standards

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- 8.1 Insufficient Postage
- 8.2 Omitted Postage
- 8.3 Mailable Matter Without Postage in or on Mail Receptacles

9.0 Refunds and Exchanges

- 9.1 Stamp Exchanges
- 9.2 Postage and Fee Refunds
- 9.3 Refund Request for Postage Evidencing Systems and Metered Postage
- 9.4 Value Added Refunds
- 9.5 Express Mail Postage Refund

10.0 Revenue Deficiency

- 10.1 General
- 10.2 Nonprofit Standard Mail

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**Mailer Compliance and Appeals
of Classification Decisions**

1.0 Mailer Compliance With Mailing Standards

- 1.1 Mailer Responsibility
- 1.2 Postage Payment
- 1.3 Request for Exception to Standards

2.0 Rulings on Mailing Standards

- 2.1 Local Decision
- 2.2 Expedited Oral Decision
- 2.3 Classification While Appeal Pending
- 2.4 Decisions on National Rulings
- 2.5 PCSC Decision
- 2.6 Corresponding Standards

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Resources**

1.0 About the Domestic Mail Manual

- 1.1 Content of the DMM
- 1.2 Copies of the DMM
- 1.3 Revisions to the DMM
- 1.4 Terms in the DMM

2.0 Domestic Mail

- 2.1 Definition of “Domestic”
- 2.2 Mail Treated as Domestic
- 2.3 International Mail
- 2.4 Customs Forms Required
- 2.5 Foreign Trade Regulations—U.S. Department of Commerce, U.S. Bureau of the Census

3.0 Post Offices and Holidays

- 3.1 Management of Post Offices
- 3.2 Holiday Service

4.0 Philatelic (Stamp Collecting) Services

- 4.1 Basic Standards
- 4.2 Special Cancellations

5.0 Private Express Statutes

- 5.1 Private Express Statutes

6.0 Complaints and Postal Law Violations

- 6.1 Consumer Complaints and Inquiries
- 6.2 Postal Law Violations

7.0 Trademarks and Copyrights of the USPS

- 7.1 Trademarks and Service Marks
- 7.2 Copyrights
- 7.3 Inquiries about USPS Trademarks and Copyrights

8.0 USPS Contact Information

- 8.1 Postal Service
- 8.2 Federal Agencies
- 8.3 Other Agencies
- 8.4 PCSC and District Business Mail Entry Offices Contact Information

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Basic Standards
For All Mailing
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Filing Indemnity Claims for Loss
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1.0 General Filing Instructions

- 1.1 Extra Services With Indemnity
- 1.2 Bulk Insured Claims
- 1.3 Who May File
- 1.4 When to File
- 1.5 Where to File
- 1.6 How to File
- 1.7 Filing Duplicate Claims

2.0 Providing Proof of Loss or Damage

- 2.1 Missing Contents
- 2.2 Proof of Damage

3.0 Providing Evidence of Insurance and Value

- 3.1 Evidence of Insurance
- 3.2 Evidence of Value

4.0 Claims

- 4.1 Payable Claim
- 4.2 Payable Express Mail Claim
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- 705 Advanced Preparation and Special Postage Payment Systems
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703 Nonprofit Standard Mail and Other Unique Eligibility

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- 1.2 Qualified Nonprofit Organizations
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- 1.5 Identification of Nonprofit Organization
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- 2.4 Military Ordinary Mail (MOM)
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- 3.1 Availability
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- 4.1 Letters Sent Postage Collect
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- 7.2 Postage And Fees

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- 7.5 Services, Classes, Prices, Preparation, And Detention
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- 7.11 Penalty Business Reply Mail (BRM)
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- 8.1 Basic Standards
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- 9.1 Basic Information
- 9.2 Eligibility for Attachments of Different Classes
- 9.3 Eligibility for an Enclosure in Periodicals Publication
- 9.4 Eligibility for an Enclosure in Standard Mail, Parcel Select, and Package Services Parcels
- 9.5 Eligibility for an Incidental First-Class Mail Attachment or Enclosure
- 9.6 Eligibility for Combined Mailing of Media Mail and Bound Printed Matter
- 9.7 Markings on Mixed Mail
- 9.8 Postage Payment for Attachments of Different Classes
- 9.9 Postage Payment for Enclosure in Periodicals Publication
- 9.10 Postage Payment for Enclosure in Standard Mail, Parcel Select, or Package Services Parcel
- 9.11 Postage Payment for Incidental First-Class Mail Attachment or Enclosure
- 9.12 Postage Payment for Combined Mailings of Media Mail and Bound Printed Matter
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Advanced Preparation and
Special Postage Payment
Systems

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- 1.1 Basic Standards
- 1.2 Prices
- 1.3 Extra Services
- 1.4 Preparation Standards

2.0 Manifest Mailing System

- 2.1 Description
- 2.2 Basic Standards
- 2.3 Keyline
- 2.4 Authorization
- 2.5 Revocation
- 2.6 Express Mail Manifesting Agreements
- 2.7 Basic Standards
- 2.8 Applications, Agreement Renewals, Modifications, Suspensions, and Cancellations
- 2.9 Electronic Verification System

3.0 Optional Procedure Mailing System

- 3.1 Basic Information
- 3.2 Authorization
- 3.3 Records

4.0 Alternate Mailing System

- 4.1 Basic Information
- 4.2 Authorization

5.0 First-Class Mail or Standard Mail Mailings With Different Payment Methods

- 5.1 Basic Provisions
- 5.2 Postage
- 5.3 Producing the Combined Mailing
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6.0 Combining Mailings of Standard Mail, Package Services, and Parcel Select Parcels

- 6.1 Basic Standards for Combining Parcels
- 6.2 Combining Parcels—DNDC Entry
- 6.3 Combining Parcels—Parcel Select ONDC Presort, NDC Presort, DSCF, and DDU Prices
- 6.4 Combining Package Services, Parcel Select, and Standard Mail—Optional 3-Digit SCF Entry

7.0 Combining Package Services and Parcel Select Parcels for Destination Entry

- 7.1 Combining Parcels—DSCF and DDU Entry
- 7.2 Combining Parcel Select and Package Services Machinable Parcels for DNDC Entry
- 7.3 Postage Payment
- 7.4 Documentation
- 7.5 Authorization

8.0 Preparing Pallets

- 8.1 Physical Characteristics
- 8.2 Top Caps
- 8.3 Stacking Pallets
- 8.4 Pallet Boxes
- 8.5 General Preparation
- 8.6 Pallet Placards
- 8.7 Copalletized, Combined, or Mixed-Price Level Palletized Mailings
- 8.8 Basic Uses
- 8.9 Bundles on Pallets
- 8.10 Pallet Presort and Labeling
- 8.11 Bundle Reallocation to Protect SCF Pallet for Periodicals Flats and Irregular Parcels and Standard Mail Flats on Pallets
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- 8.14 Pallets of Bundles, Sacks, and Trays
- 8.15 Sacks
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- 8.17 Pallets of Machinable Parcels
- 8.18 Parcel Select—Network Distribution Center (NDC) Presort Discount
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- 8.21 Parcel Select DSCF Prices—Sacks on Pallets
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9.0 Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks

- 9.1 First-Class Mail
- 9.2 Periodicals
- 9.3 Standard Mail
- 9.4 Bound Printed Matter

10.0 Merging Bundles of Flats in Sacks and Pallets Using the City State Product

- 10.1 Periodicals
- 10.2 Standard Mail

11.0 Combining Automation Price and Nonautomation Price Flats in Bundles

- 11.1 First-Class Mail
- 11.2 Periodicals
- 11.3 Standard Mail
- 11.4 Bound Printed Matter

12.0 Merging Bundles of Flats on Pallets Using a 5% Threshold

- 12.1 Periodicals
- 12.2 Standard Mail

13.0 Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold

- 13.1 Periodicals
- 13.2 Standard Mail

14.0 Combining Bundles of Flats Within FSS Zones

- 14.1 General
- 14.2 Periodicals
- 14.3 Standard Mail
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15.0 Combining Standard Mail Flats and Periodicals Flats

- 15.1 Basic Standards
- 15.2 Combining Standard Mail Flats and Periodicals Flats in the Same Bundle
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- 15.4 Pallet Preparation

16.0 Plant Load Mailings

- 16.1 Basic Information
- 16.2 Application for Plant Load Privileges
- 16.3 Plant Load Operations
- 16.4 Expedited Plant Load Shipment
- 16.5 Mailer Responsibilities

- 16.6 Intradistrict Plant-Loaded Shipments
- 16.7 Interdistrict Plant-Loaded Shipments

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- 17.1 Description
- 17.2 Program Participation
- 17.3 Liability
- 17.4 Standard Mail Documentation
- 17.5 Parcel Select and Package Services PVDS Option

18.0 Express Mail Open and Distribute and Priority Mail Open and Distribute

- 18.1 Prices and Fees
- 18.2 Basic Standards
- 18.3 Additional Standards for Express Mail Open and Distribute
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- 18.5 Preparation
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19.0 Express Mail Reshipment Service

- 19.1 Basic Information

20.0 Metered Mail Drop Shipment

- 20.1 Basic Information
- 20.2 Authorization
- 20.3 Option 1: Deposit at P&DC/F
- 20.4 Option 2: Deposit at Another Post Office
- 20.5 Option 3: Consolidated Drop Shipment With Endorsement
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21.0 Postage Due Weight Averaging Program

- 21.1 Basic Information
- 21.2 Authorization

22.0 Optional Combined Parcel Mailings

- 22.1 Basic Standards for Combining Parcel Select, Package Services, and Standard Mail Parcels
- 22.2 Price Eligibility
- 22.3 Mail Preparation

23.0 Repositionable Notes (RPNs)

- 23.1 Use
- 23.2 Mailpiece Characteristics
- 23.3 RPN Characteristics

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- 23.4 RPNs on Automation-Price Mailpieces
- 23.5 Prices
- 23.6 Compliance

24.0 Full-Service Automation Option

- 24.1 Description
- 24.2 General Eligibility Standards
- 24.3 Eligibility for Waiver of Annual Fees and Waiver of Deposit of Permit Imprint Mail Restrictions
- 24.4 Preparation
- 24.5 Additional Standards

25.0 Scan Based Payment

- 25.1 Basic Information
- 25.2 Authorization
- 25.3 Price Adjustment

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Periodicals**
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1.0 Prices and Fees

- 1.1 Outside-County—Including Science-of-Agriculture
- 1.2 In-County
- 1.3 Ride-Along Price
- 1.4 Fees

2.0 Price Application and Computation

- 2.1 Price Application
- 2.2 Computing Postage

3.0 Physical Characteristics and Content Eligibility

- 3.1 Physical Characteristics
- 3.2 Addressing
- 3.3 Permissible Mailpiece Components
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- 3.5 Mailpiece Construction
- 3.6 Printed Features

4.0 Basic Eligibility Standards

- 4.1 Second-Class Mail
- 4.2 Qualification Categories
- 4.3 General
- 4.4 Periodical Publications
- 4.5 Printed Sheets
- 4.6 Known Office of Publication
- 4.7 Regular Issuance
- 4.8 Eligible Formats
- 4.9 Issues

- 4.10 Editions
- 4.11 Back Issues and Reprints
- 4.12 Identification
- 4.13 Advertising Standards
- 4.14 Fees

5.0 Applying for Periodicals Authorization

- 5.1 Original Entry Application
- 5.2 Mailing While Application Pending
- 5.3 Decision on Application
- 5.4 Revocation or Suspension of Privileges

6.0 Qualification Categories

- 6.1 General Publication
- 6.2 Publications of Institutions and Societies
- 6.3 Publications of State Departments of Agriculture
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- 6.5 Foreign Publications
- 6.6 News Agent Registry

7.0 Mailing to Nonsubscribers or Nonrequesters

- 7.1 Sample Copies
- 7.2 Simplified Address
- 7.3 Advertising Copies
- 7.4 Gift Subscriptions
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- 7.6 Expired Subscription
- 7.7 Complimentary Copies
- 7.8 Proof Copies
- 7.9 Nonrequester and Nonsubscriber Copies

8.0 Record Keeping Standards for Publishers

- 8.1 Basic Standards
- 8.2 Verification
- 8.3 Statement of Ownership, Management, and Circulation
- 8.4 Nonsubscriber and Nonrequester Copy Distribution

9.0 Changing Title, Frequency, or Known Office of Publication

- 9.1 General
- 9.2 Changing Qualification Categories
- 9.3 Application for Reentry

10.0 Preferred Periodicals

- 10.1 Nonprofit Eligibility—Basic Standards

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- 10.2 Nonprofit Eligibility—Qualified Organizations
- 10.3 Nonprofit Eligibility—Other Qualified Organizations
- 10.4 Classroom Eligibility
- 10.5 Application
- 10.6 Mailing While Application Pending
- 10.7 Decision on Application

11.0 Basic Eligibility

- 11.1 Outside-County Prices
- 11.2 Outside-County Science-of-Agriculture Prices
- 11.3 In-County Prices
- 11.4 Discounts
- 11.5 Copies Mailed by Public

12.0 Nonbarcoded (Presorted) Eligibility

- 12.1 Basic Standards
- 12.2 Prices—Outside-County
- 12.3 Prices—In-County
- 12.4 ZIP Code Accuracy

13.0 Carrier Route Eligibility

- 13.1 Basic Standards
- 13.2 Sorting
- 13.3 Walk-Sequence Prices
- 13.4 Full-Service Intelligent Mail Eligibility Standards
- 13.5 Carrier Route Accuracy

14.0 Barcoded (Automation) Eligibility

- 14.1 Basic Standards
- 14.2 Eligibility Standards for Full-Service Automation Periodicals
- 14.3 Prices—Outside-County
- 14.4 Prices—In-County
- 14.5 Address Standards for Barcoded Pieces

15.0 Ride-Along Eligibility

- 15.1 General
- 15.2 Basic Standards
- 15.3 Physical Characteristics
- 15.4 Marking

16.0 Postage Payment

- 16.1 Filing Each Issue
- 16.2 Filing Marked Copy
- 16.3 Mailer and Publisher Responsibility
- 16.4 Payment Method
- 16.5 Periodicals Accuracy, Grading, and Evaluation Program

17.0 Documentation

- 17.1 Postage Statement
- 17.2 Documentation
- 17.3 Basic Standards for Documentation
- 17.4 Basic Standards for Postage Statements
- 17.5 Monthly Postage Statements
- 17.6 Detailed Zone Listing for Periodicals
- 17.7 Additional Standards

18.0 General Mail Preparation

- 18.1 Definition of Presort
- 18.2 Definition of Mailings
- 18.3 Presort Terms
- 18.4 Mail Preparation Terms

19.0 Bundles

- 19.1 Definition of a Bundle
- 19.2 Arranging Pieces in a Bundle (“Facing”)
- 19.3 Preparing Bundles of Nonuniform Pieces (“Counterstacking”)
- 19.4 Securing Bundles
- 19.5 Letter-Size Bundles
- 19.6 Flat-Size Bundles
- 19.7 Exception to Bundle Preparation—Full Single-Sort-Level Trays
- 19.8 Preparing Bundles in Sacks
- 19.9 Preparing Bundles on Pallets
- 19.10 Pieces With Simplified Addresses
- 19.11 Bundles With Fewer Than the Minimum Pieces Required
- 19.12 Address Visibility
- 19.13 Labeling Bundles
- 19.14 Carrier Route Information Lines
- 19.15 Facing Slips for Carrier Route Mail

20.0 Sacks and Trays

- 20.1 Basic Standards
- 20.2 Letter Tray Preparation
- 20.3 Sack Preparation
- 20.4 Use of Flat Trays (Optional)

21.0 Sack and Tray Labels

- 21.1 Basic Standards
- 21.2 Sack Labels
- 21.3 Tray Labels
- 21.4 Use of Barcoded Sack and Tray Labels

22.0 Preparing Nonbarcoded (Presorted) Periodicals

- 22.1 Basic Standards

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- 22.2 Bundle Preparation
- 22.3 Firm Bundles
- 22.4 Bundles With Fewer Than Six Pieces
- 22.5 Tray Preparation—Letter-Size Pieces
- 22.6 Sack Preparation—Flat-Size Pieces and Parcels
- 22.7 Optional Tray Preparation—Flat-Size Nonbarcoded Pieces

23.0 Preparing Carrier Route Periodicals

- 23.1 Basic Standards
- 23.2 Bundle Preparation
- 23.3 Preparation—Letter-Size Pieces
- 23.4 Preparation—Flat-Size Pieces and Irregular Parcels
- 23.5 Firm Bundles
- 23.6 Bundles With Fewer Than Six Pieces
- 23.7 Multi-Box Section Bundles—Optional Preparation
- 23.8 Delivery Sequence Information
- 23.9 Delivery Sequence Documentation

24.0 Preparing Letter-Size Barcoded (Automation) Periodicals

- 24.1 Basic Standards
- 24.2 Additional Standards

25.0 Preparing Flat-Size Barcoded (Automation) Periodicals

- 25.1 Basic Standards
- 25.2 Physical Standards
- 25.3 Bundling and Labeling
- 25.4 Sacking and Labeling
- 25.5 Optional Tray Preparation—Flat-Size Barcoded Pieces

26.0 Physical Criteria for Nonmachinable Flat-Size Periodicals

- 26.1 General
- 26.2 Weight and Size
- 26.3 Flexibility and Deflection
- 26.4 Additional Criteria

27.0 Combining Multiple Editions or Publications

- 27.1 Description
- 27.2 Authorization
- 27.3 Minimum Volume
- 27.4 Labeling
- 27.5 Documentation

- 27.6 Additional Standards
- 27.7 Postage Statements
- 27.8 Postage Payment
- 27.9 Deposit of Mail

28.0 Enter and Deposit

- 28.1 Service Objectives
- 28.2 Basic Standards
- 28.3 Exceptional Dispatch
- 28.4 Deposit at AMC/AMF

29.0 Destination Entry

- 29.1 Basic Standards
- 29.2 Destination Network Distribution Center
- 29.3 Destination Area Distribution Center
- 29.4 Destination Sectional Center Facility
- 29.5 Destination Delivery Unit

30.0 Additional Entry

- 30.1 Basic Standards
- 30.2 Authorization
- 30.3 Use of Additional Entry
- 30.4 Modification
- 30.5 Cancellation, Revocation, and Restoration

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Technical Specifications

1.0 Standardized Documentation for First-Class Mail, Periodicals, Standard Mail, and Flat-Size Bound Printed Matter

- 1.1 Basic Standards
- 1.2 Format and Content
- 1.3 Price Level Column Headings
- 1.4 Sortation Level
- 1.5 Combined, Copalletized, and Merged Mailings
- 1.6 Detailed Zone Listing for Periodicals
- 1.7 Bundle and Container Reports for Outside-County Periodicals Mail
- 1.8 Optional Information

2.0 Presort Accuracy Validation and Evaluation (PAVE)

- 2.1 Presort Accuracy Validation and Evaluation (PAVE)

3.0 Coding Accuracy Support System (CASS)

- 3.1 Basic Information
- 3.2 Software Certification

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- 3.3 Date of Address Matching and Coding
- 3.4 Definitions—Mailing and Address Lists
- 3.5 Documentation
- 3.6 CASS Certification
- 4.0 Standards for POSTNET and Intelligent Mail Barcodes**
 - 4.1 General
 - 4.2 POSTNET Barcode
 - 4.3 Intelligent Mail Barcodes
 - 4.4 Reflectance
 - 4.5 Skew and Baseline Shift
 - 4.6 Barcode Software and Hardware Certification
- 5.0 Standards for Package and Extra Service Barcodes**
 - 5.1 Intelligent Mail Package Barcode
 - 5.2 Other Package Barcodes
- 6.0 Standards for Barcoded Tray Labels, Sack Labels, and Container Placards**
 - 6.1 General
 - 6.2 Specifications for Barcoded Tray and Sack Labels
 - 6.3 Additional Standards—Barcoded 2-Inch Sack Labels and Barcoded Tray Labels
 - 6.4 Additional Standards—Barcoded 1-Inch Sack Labels
 - 6.5 Intelligent Mail Tray Labels
 - 6.6 Intelligent Mail Container Placards (Labels)
- 7.0 Optional Endorsement Lines (OELs)**
 - 7.1 OEL Use
 - 7.2 OEL Format
- 8.0 Carrier Route Information Lines**
 - 8.1 Basic Information
 - 8.2 Format and Content
- 9.0 Facing Identification Mark (FIM)**
 - 9.1 Using FIMs
 - 9.2 Pattern
 - 9.3 Specification
 - 9.4 Dimensional Tolerances
 - 9.5 Reflectance
- 10.0 Postal Zones**
 - 10.1 Basis
 - 10.2 Application

- 10.3 Zone Charts
- 10.4 Specific Zones

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- 1.0 General Requirements for Negotiated Service Agreements (NSAs)**
 - 1.1 Basic Information
 - 1.2 Candidate Factors and Requirements
 - 1.3 Application Process
 - 1.4 Market Dominant First-Class Mail and Standard Mail Letters NSAs
- 2.0 Alternate Postage Payment Method for Greeting Cards**
 - 2.1 Description and Purpose
 - 2.2 Prices and Fees
 - 2.3 Eligibility for Participation
 - 2.4 Early Termination
 - 2.5 Mailpiece Characteristics
 - 2.6 USPS Responsibility
- 3.0 Two-Dimensional Mobile Barcode Promotion**
 - 3.1 Program Description and Scope
 - 3.2 Eligibility Standards
 - 3.3 Discount

