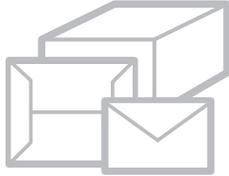


# Design Standards

- 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

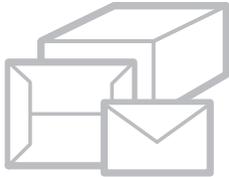
## 102 Elements on the Face of a Mailpiece

- 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

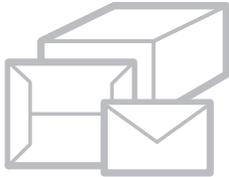
### 3.0 Pickup on Demand Service

- 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

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### 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

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### 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

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### 1.0 Preparation

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

## 2.0 Marking for Priority Mail

## 126 Deposit

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### 1.0 Deposit

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

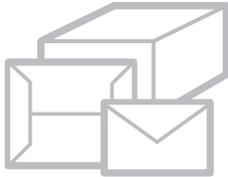
### 2.0 Pickup on Demand Service

- 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

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### 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

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### 1.0 Preparation for First-Class Mail

- 1.1 Preparation of First-Class Mail

## 136 Deposit

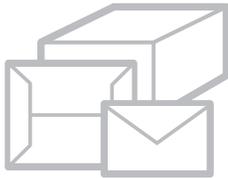
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### 1.0 Deposit for First-Class Mail

**140**  
**Every Door Direct  
Mail-Retail  
(EDDM-Retail)**

TOPICS

- 143 Prices and Eligibility
- 144 Postage Payment and Documentation
- 145 Mail Preparation
- 146 Enter and Deposit



143  
Prices and Eligibility

---

**1.0 Description, Price, and Fees**

- 1.1 General Description of EDDM-Retail Service
- 1.2 EDDM-Retail Flats Characteristics
- 1.3 Price
- 1.4 Fees and Services

**2.0 Content Standards for EDDM-Retail 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 Inspection of Contents

**3.0 Basic Standards for EDDM-Retail Flats**

- 3.1 Basic Standards
- 3.2 Forwarding and Return Service
- 3.3 Extra Services
- 3.4 Additional Standards for EDDM-Retail Flats

144  
Postage Payment and Documentation

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**1.0 Basic Standards for Postage Payment**

- 1.1 Postage Payment Options
- 1.2 Customer Registration
- 1.3 Postage Indicia

**2.0 Mailing Documentation**

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards

145  
Mail Preparation

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**1.0 Preparation of EDDM-Retail Flats**

- 1.1 General Information
- 1.2 Quantity per Mailing
- 1.3 Delivery Statistics, Sortation, and Bundling

146  
Enter and Deposit

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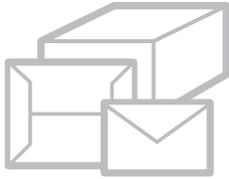
**1.0 Basic Options**

- 1.1 Entry at Delivery Post Office
- 1.2 Alternate Entry by Priority Mail

## 150 Standard Post

### TOPICS

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



## 153 Prices and Eligibility

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### 1.0 Standard Post Prices and Fees

- 1.1 Price Eligibility
- 1.2 Standard Post Price Application
- 1.3 Computing Postage—Standard Post With Postage Affixed
- 1.4 Pickup on Demand Fees

### 2.0 Basic Eligibility Standards for Standard Post

- 2.1 Definition of Standard 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

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### 1.0 Postage Payment Methods for Standard Post

## 155 Mail Preparation

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### 1.0 Preparation for Standard Post

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

## 156 Deposit

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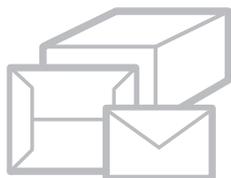
### 1.0 Deposit for Standard Post

- 1.1 Deposit
- 1.2 Pickup on Demand Fees
- 1.3 Stamped Pieces over 13 Ounces

## 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

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### 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

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### 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

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### 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

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### 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 Other Unenveloped Mailpieces
- 3.16 Booklets
- 3.17 Postcard
- 3.18 Enclosed Reply Cards and Envelopes

## 202 Elements on the Face of a Mailpiece

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### 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

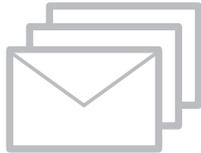
### 5.0 Barcode Placement

- 5.1 Barcode Clear Zone
- 5.2 General Barcode Placement for Letters
- 5.3 Barcode on a Mailpiece
- 5.4 Additional Barcode Permissibility
- 5.5 5-Digit Barcode Placement in Clear Zone
- 5.6 Barcode in Address Block
- 5.7 Barcode on Insert in Barcode Window
- 5.8 Edges of Barcode Window
- 5.9 Window Construction
- 5.10 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

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### 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

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### 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

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### 1.0 Express Mail Next Day and Second Day Delivery

### 2.0 Express Mail Custom Designed

### 3.0 Express Mail Military Service

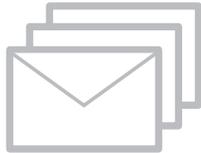
### 4.0 Pickup on Demand Service

- 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

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### 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

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### 1.0 Deposit

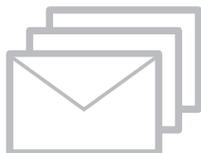
- 1.1 General
- 1.2 Stamped Pieces

### 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

### 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

## 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

**230**  
**First-Class Mail**  
**Letters and Cards**

- 1.4 Preparation Definitions and Instructions
- 1.5 Optional Containerization

**2.0 Bundles**

- 2.1 General

**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

**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

236  
Enter and Deposit

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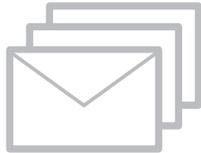
**1.0 Deposit**

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

## 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

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### 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 and High Density Plus (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 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

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

**240**  
**Standard Mail**  
**Letters and Cards**

**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**

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**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 General

**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
- 5.5 Residual Pieces

**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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**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

**240**  
**Standard Mail**  
**Letters and Cards**

**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

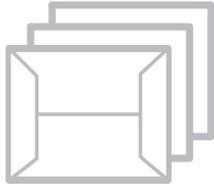
**5.0 Destination Delivery Unit (DDU) Entry**

- 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

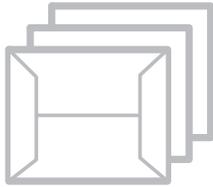
### 5.0 Barcode Placement

- 5.1 Barcode Placement for Flats
- 5.2 5-Digit and ZIP+4 Barcodes
- 5.3 Delivery Point Routing Code Numeric Equivalent
- 5.4 Barcode in Address Block
- 5.5 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

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### 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

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### 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

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### 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

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### 1.0 Express Mail Next Day and Second Day Delivery

### 2.0 Express Mail Custom Designed

### 3.0 Express Mail Military Service

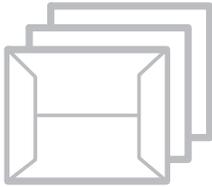
### 4.0 Pickup on Demand Service

- 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

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### 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

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### 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

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### 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

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### 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

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### 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

## 334 Postage Payment and Documentation

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### 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

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### 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 General

### 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

**330**  
**First-Class Mail**  
**Flats**

- 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

**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

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Enter and Deposit

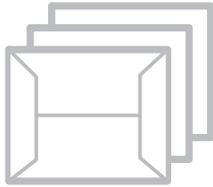
**1.0 Deposit**

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

## 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

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### 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 and High Density Plus (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

### 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

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### 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
- 4.3 Documentation Standards for Automation Mailings

**340**  
**Standard Mail**  
**Flats**

- 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**  
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**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 General

**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
- 5.10 Residual Pieces

**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

**7.0 Preparing Automation Flats**

- 7.1 Basic Standards
- 7.2 Mailings
- 7.3 Marking
- 7.4 Standard Mail Bundle Preparation

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**Enter and Deposit**  
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**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

**340**  
**Standard Mail**  
**Flats**

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**

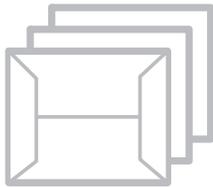
5.1 Definition

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 General
- 2.2 Preparing Bundles
- 2.3 Bundle Sizes

### 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)

## **360 Bound Printed Matter Flats**

- 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

### **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

366

## **Enter and Deposit**

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### **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

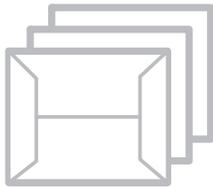
### **3.0 Destination Entry**

- 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
- 3.9 Deposit

## 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

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### 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 General

### 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

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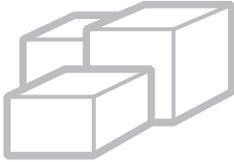
### 1.0 Verification and Deposit



## Design Standards

### TOPICS

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



## 401 Physical Standards

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### 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

- 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 Intelligent Mail Barcodes and POSTNET Barcodes

## 402 Elements on the Face of a Mailpiece

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### 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, Standard Post, Bound Printed Matter, Media Mail, and Library Mail Markings
- 2.6 Enclosures
- 2.7 Printing and Designs
- 2.8 Marking Hazardous Materials

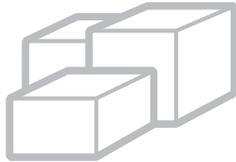
### 3.0 Placement and Physical Standards for Endorsements

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

## 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

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### 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

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### 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

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### 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

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### 1.0 Express Mail Next Day and Second Day Delivery

### 2.0 Express Mail Custom Designed

### 3.0 Express Mail Military Service

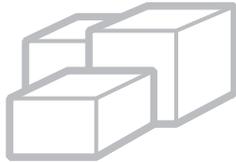
### 4.0 Pickup on Demand Service

- 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

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### 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

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### 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

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### 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

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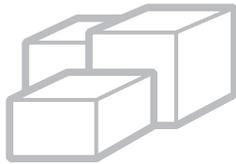
### 1.0 Time and Location of Deposit

### 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

### 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

### 2.0 Verification

- 2.1 USPS Verification and Mailer Correction

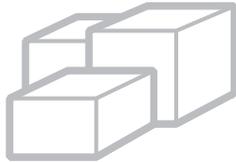
**430**  
**First-Class Mail**  
**Parcels**

- 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

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### 1.0 Prices and Fees for Standard Mail

- 1.1 Standard Mail Price Application
- 1.2 Regular and Nonprofit Standard Mail—Marketing Parcel and Product Sample Prices
- 1.3 Nonprofit Standard Mail—Machinable and Irregular Parcel Prices
- 1.4 Presort Mailing Fee
- 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 Mail 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 Marketing Parcels Mailed as Product Samples

- 6.1 General Product Sample Standards
- 6.2 Carrier Route Accuracy
- 6.3 Additional Standards for Targeted Product Samples
- 6.4 Additional Standards for Saturation (Every Door) Product Samples
- 6.5 Saturation Enhanced Carrier Route Standards

## 444 Postage Payment and Documentation

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### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Additional Postage Payment Standards

- 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

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### 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

## **440 Standard Mail Parcels**

### **2.0 Bundles**

- 2.1 General
- 2.2 Facing Slips

### **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 Product Sample Parcels**

- 6.1 Basic Standards
- 6.2 Marking
- 6.3 Residual Pieces
- 6.4 Bundling
- 6.5 Preparing Product Samples
- 6.6 Delivery Sequence Documentation
- 6.7 Delivery Sequence Documentation

### 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

## 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

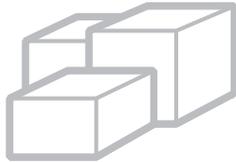
### **2.0 Destination Entry**

- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment and Documentation
- 2.4 Plant Loads
- 2.5 Verification

## 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

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### 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 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 Lightweight
- 3.5 Oversized Price
- 3.6 Balloon Price
- 3.7 Delivery and Return Addresses
- 3.8 Hold For Pickup

## 454 Postage Payment and Documentation

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### 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 Lightweight

- 7.1 Basic Standards
- 7.2 Preparing Machinable Parcels
- 7.3 Preparing Irregular Parcels

**450  
Parcel Post  
Parcels**

456  
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

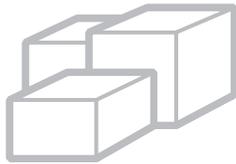
**2.0 Deposit**

- 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

## 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

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### 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

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### 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

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### 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 General
- 2.2 Bundle Sizes for Irregular Parcels

### 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
- 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

**460**  
**Bound**  
**Printed Matter**  
**Parcels**

466  
Enter and Deposit

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**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

3.9 Deposit

**4.0 Destination Network Distribution Center (DNDC) Entry**

4.1 Eligibility

4.2 Acceptance at Designated SCF—Mailer Benefit

4.3 Presorted Machinable Parcels

4.4 Presorted Irregular Parcels

4.5 Carrier Route Machinable Parcels

4.6 Carrier Route Irregular Parcels

**5.0 Destination Sectional Center Facility (DSCF) Entry**

5.1 Eligibility

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

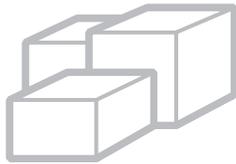
6.4 Carrier Route Machinable Parcels

6.5 Carrier Route Irregular Parcels

## 470 Media Mail and Library Mail Parcels

### TOPICS

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



## 473 Prices and Eligibility

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### 1.0 Media Mail and Library Mail Prices and Fees

- 1.1 Price Application
- 1.2 Prices for Media Mail and Library Mail Parcels
- 1.3 Mailing Fees
- 1.4 Computing Postage

### 2.0 General Content Standards for Media Mail and Library Mail Parcels

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

### 3.0 Content Standards for Media Mail Parcels

- 3.1 Basic Content Standards
- 3.2 Enclosures in Books

### 4.0 Content Standards for Library Mail Parcels

- 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 Parcels

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

## 474 Postage Payment and Documentation

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### 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 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

## 475 Mail Preparation

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### 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 General
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counter-stacking”)
- 2.5 Securing Bundles
- 2.6 Bundle Sizes
- 2.7 Exception to Bundle Sizes
- 2.8 Labeling Bundles

### 3.0 Sacks

- 3.1 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 Media Mail and Library Mail Parcels

- 5.1 Basic Standards
- 5.2 Preparing Machinable Parcels

**470**  
**Media Mail**  
**Parcels**

5.3 Preparing Irregular Parcels

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Enter and Deposit

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**1.0 Verification and Deposit**

1.1 Verification and Entry

**500**  
**Additional**  
**Services**

## 500 Additional Services

### TOPICS

503 Extra Services  
505 Return Services  
507 Mailer Services  
508 Recipient Services  
509 Other Services

## 503 Extra Services

### 1.0 Extra Services for Express Mail

- 1.1 Available Services
- 1.2 Express Mail Drop Shipment

### 2.0 Registered Mail

- 2.1 Registered Mail Fees
- 2.2 Basic Information About Registered Mail
- 2.3 Fees and Liability
- 2.4 Mailing
- 2.5 Delivery
- 2.6 Inquiry on Uninsured Article

### 3.0 Certified Mail

- 3.1 Certified Mail Fees
- 3.2 Basic Information
- 3.3 Mailing

### 4.0 Insured Mail

- 4.1 Insured Mail Fees
- 4.2 Basic Information
- 4.3 Mailing
- 4.4 Bulk Insurance for Standard Mail
- 4.5 Delivery

### 5.0 Certificate of Mailing

- 5.1 Certificate of Mailing Fees
- 5.2 Basic Information
- 5.3 Presentation
- 5.4 Other Bulk Quantities—Certificate of Bulk Mailing

### 6.0 Return Receipt

- 6.1 Return Receipt Fees
- 6.2 Basic Information
- 6.3 Obtaining Service
- 6.4 Delivery
- 6.5 Requests for Delivery Information

### 7.0 Bulk Proof of Delivery

- 7.1 Description
- 7.2 Eligibility
- 7.3 Certification
- 7.4 Prices and Fees

### 8.0 Restricted Delivery

- 8.1 Restricted Delivery Fee
- 8.2 Basic Information
- 8.3 Obtaining Service
- 8.4 Delivery

### 9.0 Adult Signature

- 9.1 Prices
- 9.2 Basic Information
- 9.3 Basic Delivery Standards
- 9.4 Privately Printed Labels
- 9.5 Where to Mail
- 9.6 Firm Sheets - Three or More Pieces

### 10.0 Return Receipt for Merchandise

- 10.1 Return Receipt for Merchandise Fees
- 10.2 Basic Information
- 10.3 Mailing
- 10.4 Delivery

### 11.0 USPS Tracking/Delivery Confirmation

- 11.1 USPS Tracking/Delivery Confirmation Fee
- 11.2 Basic Information
- 11.3 Labels
- 11.4 Barcodes
- 11.5 Electronic File Transmission
- 11.6 Acceptance

### 12.0 Signature Confirmation

- 12.1 Signature Confirmation Fees
- 12.2 Basic Information
- 12.3 Labels
- 12.4 Barcodes
- 12.5 Electronic File Transmission
- 12.6 Acceptance

### 13.0 Collect on Delivery (COD)

- 13.1 Collect on Delivery Fees
- 13.2 Basic Information
- 13.3 Forms
- 13.4 Mailing
- 13.5 Delivery

### 14.0 Special Handling

- 14.1 Fees for Special Handling
- 14.2 Basic Information

### 15.0 IMb Tracing

- 15.1 Basic Information
- 15.2 Barcodes

### 16.0 Money Orders

- 16.1 Fees for Money Orders
- 16.2 Issuing Money Orders
- 16.3 Cashing Money Orders
- 16.4 Federal Reserve System

**500  
Additional  
Services**

505  
Return Services

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**1.0 Business Reply Mail (BRM)**

- 1.1 Business Reply Mail (BRM) Prices and Fees
- 1.2 Qualified Business Reply Mail (QBRM) Prices
- 1.3 Qualified Business Reply Mail (QBRM) Basic Standards
- 1.4 General Information
- 1.5 Permits
- 1.6 Postage, Per Piece Fees, and Account Maintenance Fees
- 1.7 Mailpiece Characteristics
- 1.8 Format Elements
- 1.9 Additional Standards for Letter-Size and Flat-Size BRM
- 1.10 Additional Standards for Qualified Business Reply Mail (QBRM)
- 1.11 BRM Distributed and Received by Agents of a Permit Holder
- 1.12 Bulk Weight Averaged Nonletter-size BRM

**2.0 Permit Reply Mail**

- 2.1 General Information
- 2.2 Authorization and Revocation
- 2.3 Format Elements
- 2.4 Permit Imprint Account
- 2.5 Company Permit Reply Mail Imprint

**3.0 Merchandise Return Service**

- 3.1 Prices and Fees
- 3.2 Basic Standards
- 3.3 Additional Standards for Permit Holder
- 3.4 Additional Standards for Permit Holder's Customer
- 3.5 Preparation
- 3.6 Enter and Deposit
- 3.7 Priority Mail Reshipment

**4.0 USPS Return Services**

- 4.1 Description
- 4.2 Permits, Authorizations and Fees
- 4.3 Extra Services
- 4.4 Pricing
- 4.5 Computing Postage
- 4.6 Label Requirements
- 4.7 Priority Mail Return Service
- 4.8 First-Class Package Return Service
- 4.9 Ground Return Service

**5.0 Parcel Return Service**

- 5.1 Basic Information
- 5.2 Postage and Fees
- 5.3 Prices
- 5.4 Label Formats

**6.0 Parcel Return Service—Full Network**

- 6.1 Description
- 6.2 Application
- 6.3 Postage and Fees
- 6.4 Prices
- 6.5 Label Formats

**7.0 Bulk Parcel Return Service**

- 7.1 Bulk Parcel Return Service (BPRS) Fees
- 7.2 Charges and Fees
- 7.3 General Information
- 7.4 Permits
- 7.5 Label Requirements
- 7.6 Format

507  
Mailer Services

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**1.0 Treatment of Mail**

- 1.1 Nondelivery of Mail
- 1.2 USPS Address Adjustments
- 1.3 Directory Service
- 1.4 Basic Treatment
- 1.5 Treatment for Ancillary Services by Class of Mail
- 1.6 Attachments and Enclosures
- 1.7 Mixed Classes
- 1.8 Returning Mail
- 1.9 Dead Mail

**2.0 Forwarding**

- 2.1 Change-of-Address Order
- 2.2 Forwardable Mail
- 2.3 Postage for Forwarding

**3.0 Premium Forwarding Service**

- 3.1 Prices and Fees
- 3.2 Basic Standards
- 3.3 Preparation

**4.0 Address Correction Services**

- 4.1 Address Correction Service
- 4.2 Address Change Service (ACS)
- 4.3 *FASTforward*
- 4.4 Sender Instruction

## 500 Additional Services

### 5.0 Package Intercept

- 5.1 Description of Service
- 5.2 Postage and Fees
- 5.3 Adding Extra Services
- 5.4 Registered Mail
- 5.5 Request for Intercept

### 6.0 Requesting Withdrawal and Disposal of a Mailing

- 6.1 Request Process

### 7.0 Pickup on Demand Service

- 7.1 Pickup on Demand Service Fee
- 7.2 Basic Standards
- 7.3 Postage and Fees
- 7.4 On-Call Service
- 7.5 Scheduled Service
- 7.6 Express Mail Reshipment Service

### 8.0 Mailing List Services

- 8.1 Mailing List Service Fees
- 8.2 General Information
- 8.3 Fee Assessment
- 8.4 Name and Address List Correction
- 8.5 Occupant Lists
- 8.6 Sortation of Lists on Cards by 5-Digit ZIP Code
- 8.7 Election Boards and Voter Registration Commissions

### 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
- 9.5 Sequencing With Address Cards or Address File Sequencing With Addresses Added for Missing and New Addresses
- 9.6 Service Charges
- 9.7 Submitting Properly Sequenced Mailings

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## Recipient Services

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### 1.0 Recipient Options

- 1.1 Basic Recipient Concerns
- 1.2 Carrier Release Endorsement for Parcels

- 1.3 Jointly Addressed
- 1.4 Delivery to Addressee's Agent
- 1.5 Delivery to Individual at Organization
- 1.6 Delivery at Hotels, Institutions, Schools, and Similar Places
- 1.7 Conflicting Delivery Orders
- 1.8 Commercial Mail Receiving Agencies

### 2.0 Conditions of Delivery

- 2.1 City Delivery Service
- 2.2 Rural Delivery Service
- 2.3 Highway Contract Delivery Service

### 3.0 Customer Mail Receptacles

- 3.1 Basic Information for Customer Mail Receptacles
- 3.2 Curbside Mailboxes
- 3.3 Wall-Mounted Centralized Mail Receptacles

### 4.0 Post Office Box Service

- 4.1 Fees for Post Office Box Service
- 4.2 Basic Information for Post Office Box Service
- 4.3 Service
- 4.4 Conditions of Use
- 4.5 Basis of Fees and Payment
- 4.6 Fee Group Assignments
- 4.7 Fee Refund
- 4.8 Keys and Locks
- 4.9 Service Refusal or Termination

### 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
- 5.6 Fee Refund
- 5.7 Service Refusal or Termination
- 5.8 Accelerated Reply Mail (ARM)

### 6.0 General Delivery

- 6.1 Purpose
- 6.2 Service Restrictions
- 6.3 Delivery to Addressee
- 6.4 Holding Mail

### 7.0 Hold For Pickup

- 7.1 Fees and Postage
- 7.2 Basic Information
- 7.3 Preparation Definitions and Instructions

## 500 Additional Services

### 8.0 Firm Holdout

- 8.1 Purpose
- 8.2 Obtaining and Using Service
- 8.3 Service Cancellation

### 9.0 Pandering Advertisements

- 9.1 Prohibitory Order
- 9.2 Taking Action Against Violations

### 10.0 Sexually Oriented Advertisements

- 10.1 Basic Information for Sexually Oriented Advertisements
- 10.2 Applying for Listing
- 10.3 Requesting Removal From List
- 10.4 Availability of USPS Lists
- 10.5 Envelope Marking
- 10.6 Violations
- 10.7 Reporting Unsolicited Advertisements

## 509

### Other Services

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#### 1.0 Address Information System Services

- 1.1 General Information
- 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
- 1.6 Address Information Service Viewer
- 1.7 Carrier Route Information System
- 1.8 CASS Certification
- 1.9 Change-of-Address Information for Election Boards and Registration Commissions
- 1.10 City State
- 1.11 Computerized Delivery Sequence (CDS)
- 1.12 Delivery Statistics
- 1.13 Delivery Type
- 1.14 Delivery Point Validation
- 1.15 DSF2 Service
- 1.16 eLine-Of-Travel Service
- 1.17 FASTforward Multi-line Optical Character Reader
- 1.18 Five-Digit ZIP
- 1.19 Labeling Lists
- 1.20 LACS<sup>Link</sup>
- 1.21 MAC Batch System Certification

- 1.22 MAC Gold System Certification
- 1.23 MAC System Certification
- 1.24 MASS Certification
- 1.25 NCOA<sup>Link</sup>
- 1.26 NCOA<sup>Link</sup> — ANK<sup>Link</sup> Service Option
- 1.27 Official National Zone Charts
- 1.28 Periodicals Accuracy, Grading, and Evaluation System Certification
- 1.29 PAVE System Certification
- 1.30 RDI Service
- 1.31 Topological Integrated Geographic Encoding and Referencing
- 1.32 Z4CHANGE
- 1.33 Z4INFO
- 1.34 ZIP+4 Service
- 1.35 ZIPMove
- 1.36 ZIP Code Sortation of Address Lists
- 1.37 99 Percent Accurate Method

#### 2.0 Nonpostal Services

- 2.1 Bird Hunting Stamps
- 2.2 U.S. Savings Stamps
- 2.3 U.S. Savings Bonds
- 2.4 Postal Savings

## 600 Basic Standards For All Mailing Services

### TOPICS

- 601 Mailability
- 602 Addressing
- 604 Postage Payment  
Methods
- 607 Mailer Compliance and  
Appeals of  
Classification Decisions
- 608 Postal Information and  
Resources
- 609 Filing Indemnity Claims  
for Loss or Damage

## 601 Mailability

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### 1.0 General Standards

- 1.1 Determining Mail Processing  
Categories
- 1.2 Minimum Dimensions
- 1.3 Maximum Dimensions and Weight
- 1.4 Length and Height
- 1.5 Nonmailable and  
Nonmachinable Placement of  
Address
- 1.6 General Mailability and  
Right of Refusal
- 1.7 Mailer's Responsibility

### 2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle  
("Facing")
- 2.3 Preparing Bundles of Letters
- 2.4 Exception to Bundle Preparation—  
Full Trays
- 2.5 Securing Bundles of Flats
- 2.6 Address Visibility for Flats and  
Parcels
- 2.7 Counterstacking Flats or Parcels in  
Bundles
- 2.8 Preparing Bundles in Sacks
- 2.9 Preparing Bundles on Pallets
- 2.10 Additional Standards for Unsacked  
Bundles Entered at DDU Facilities
- 2.11 Pieces with Simplified Address
- 2.12 Bundles with Fewer Than the  
Minimum Number of Pieces  
Required
- 2.13 Labeling Bundles
- 2.14 Identifying Carrier Route Information
- 2.15 Facing Slips—Carrier Route  
Bundles

### 3.0 Packaging

- 3.1 General
- 3.2 Stationery
- 3.3 Odd-Shaped Items in  
Paper Envelopes
- 3.4 Liquids
- 3.5 Aerosols
- 3.6 Perishable, Hazardous, and  
Restricted Items
- 3.7 High-Density Items
- 3.8 Load Type
- 3.9 General Cushioning Standards

- 3.10 Tape and Tape Size
- 3.11 Adhesive
- 3.12 Banding
- 3.13 Staples and Steel Stitching

### 4.0 Acceptable Mailing Containers

- 4.1 Envelopes
- 4.2 Boxes
- 4.3 Fiberboard Tubes  
and Similar Long Containers
- 4.4 Paper Bags and Wraps
- 4.5 Plastic Bags
- 4.6 Plastic Film
- 4.7 Cloth Bags
- 4.8 Difficult Load
- 4.9 Bales
- 4.10 Cans and Drums

### 5.0 Handling, Content, and Extra Service Markings

- 5.1 Handling, Content, and  
Extra Service
- 5.2 Method

### 6.0 Mailing Containers—Special Types of Envelopes and Packaging

- 6.1 Express Mail and  
Priority Mail Packaging
- 6.2 6.2 Critical Mail Envelopes
- 6.3 Green Diamond Border Envelope
- 6.4 Window Envelope
- 6.5 Reusable Mailpiece
- 6.6 Alternative Reusable Mailpieces That  
Originate as Permit Imprint Mailings

### 7.0 Packaging Standards for Mail Processed at Network Distribution Centers

- 7.1 High-Density Items
- 7.2 Books
- 7.3 Soft Goods
- 7.4 Sound Recordings
- 7.5 Magnetic Tapes

### 8.0 Nonmailable and Restricted Articles and Substances Generally

- 8.1 Nonmailable Matter—General
- 8.2 Basic Premise
- 8.3 Other Nonmailable Matter
- 8.4 Restricted Matter—General
- 8.5 Harmful Matter—General
- 8.6 Hazardous Materials
- 8.7 Marking of Restricted Articles  
or Substances

**600**  
**Basic Standards**  
**For All Mailing**  
**Services**

- 8.8 Mailer Responsibility
- 8.9 Statutory System
- 8.10 Other Laws and Regulations
- 8.11 Refusal of Nonmailable Matter
- 8.12 Authorizing Mailability
- 8.13 Protecting Employees
- 8.14 Applicability to Military Postal System

**9.0 Perishables**

- 9.1 Time Factor
- 9.2 Preparation of Perishables
- 9.3 Live Animals
- 9.4 Dead Wild Animals
- 9.5 Furs, Hides, Skins, And Pelts
- 9.6 Mailing Plants
- 9.7 Nonmailable Plant Pests, Injurious Animals, and Illegally Taken Fish or Wildlife

**10.0 Hazardous Materials**

- 10.1 Definitions
- 10.2 U.S. Department of Transportation Regulations of Hazardous Material
- 10.3 USPS Standards for Hazardous Material
- 10.4 Hazard Class
- 10.5 Mailer Responsibility for Mailing Hazardous Materials
- 10.6 Mailability Rulings for Hazardous Materials
- 10.7 Warning Labels for Hazardous Materials
- 10.8 Package Markings for Hazardous Materials
- 10.9 Shipping Papers for Hazardous Materials
- 10.10 Air Transportation Prohibitions for Hazardous Materials
- 10.11 Explosives (Hazard Class 1)
- 10.12 Gases (Hazard Class 2)
- 10.13 Flammable and Combustible Liquids (Hazard Class 3)
- 10.14 Flammable Solids (Hazard Class 4)
- 10.15 Oxidizing Substances, Organic Peroxides (Hazard Class 5)
- 10.16 Toxic Substances (Hazard Class 6, Division 6.1)
- 10.17 Infectious Substances (Hazard Class 6, Division 6.2)
- 10.18 Radioactive Materials (Hazard Class 7)

- 10.19 Corrosives (Hazard Class 8)
- 10.20 Miscellaneous Hazardous Materials (Hazard Class 9)
- 10.21 Other Regulated Materials—Magnetized Materials

**11.0 Cigarettes and Smokeless Tobacco**

- 11.1 Definitions
- 11.2 Nonmailability
- 11.3 Mailability Exceptions
- 11.4 Mailing Within Noncontiguous States
- 11.5 Exception for Business/Regulatory Purposes
- 11.6 Exception for Certain Individuals
- 11.7 Consumer Testing Exception
- 11.8 Public Health Exception

**12.0 Other Restricted and Nonmailable Matter**

- 12.1 Firearms
- 12.2 Rifles and Shotguns
- 12.3 Legal Opinions on Mailing Firearms
- 12.4 Replica or Inert Explosive Devices
- 12.5 Knives and Sharp Instruments
- 12.6 Prohibited Parcel Marking
- 12.7 Intoxicating Liquor
- 12.8 Matter Emitting Obnoxious Odor
- 12.9 Liquids and Powders
- 12.10 Motor Vehicle Master Keys and Locksmithing Devices
- 12.11 Drugs
- 12.12 Drug Paraphernalia
- 12.13 Household Substance
- 12.14 Pesticide
- 12.15 Fragrance Advertising Sample
- 12.16 Compliance Certificate
- 12.17 Battery-Powered Devices
- 12.18 Abortive and Contraceptive Devices
- 12.19 Building Construction Material
- 12.20 Prohibition on Sharp Instruments Intended for Use in an Animal Fighting Venture
- 12.21 Mail Weighing More Than 13 Ounces

**13.0 Written, Printed, and Graphic Matter Generally**

- 13.1 Solicitations in Guise of Bills, Invoices, or Statements of Account (39 USC 3001(D); 39 USC 3005)

## 600 Basic Standards For All Mailing Services

- 13.2 Solicitations Deceptively Implying Federal Connection, Approval, or Endorsement (39 USC 3001(H) and 3001(I); 39USC3005)
- 13.3 Lottery Matter (18 USC 1302)
- 13.4 Advertising Matter
- 13.5 Other Nonmailable Matter
- 13.6 Sweepstakes Matter (39 USC § 3001(K)(3)(A))
- 13.7 Skill Contests (39 USC 3001(K)(3)(B))
- 13.8 Facsimile Check (39 USC § 3001(K)(3)(C))
- 13.9 Exclusions and Disclosures (39 USC §§ 3001(K)(4) & 3001(K)(5))
- 13.10 Removal of Names from Mailing Lists (39 USC § 3001(L))
- 13.11 Unauthorized Decisions by Postmasters
- 13.12 Refusal Due to Improper Preparation

## 602 Addressing

### 1.0 Elements of Addressing

- 1.1 Clear Space
- 1.2 Delivery Address
- 1.3 Address Elements
- 1.4 Complete Addresses
- 1.5 Return Addresses
- 1.6 Ancillary Services
- 1.7 Attachment of Different Class
- 1.8 ZIP Codes
- 1.9 Additional Addressing Standards by Class

### 2.0 Restrictions

- 2.1 Dual Address
- 2.2 More Than One Post Office
- 2.3 Mail Addressed to CMRAs

### 3.0 Use of Alternative Addressing

- 3.1 General Information
- 3.2 Simplified Address
- 3.3 Occupant Address
- 3.4 Exceptional Address

### 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
- 4.4 Disposition of Excess or Undeliverable Material
- 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 Postage Payment Methods

### 1.0 Stamps

- 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
- 1.11 Additional Standards for Semipostal Stamps
- 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
- 2.4 Stamp Fulfillment Service

### 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

## **600 Basic Standards For All Mailing Services**

- 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
- 4.6 Mailings
- 4.7 Authorization to Produce and Distribute Postage Evidencing Systems
- 5.0 Permit Imprint (Indicia)**
  - 5.1 General Standards
  - 5.2 Suspension and Revocation
  - 5.3 Indicia Design, Placement, and Content
  - 5.4 Picture Permit Imprint Indicia
- 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
- 8.0 Insufficient or Omitted Postage**
  - 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

## **607 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

## **608 Postal Information and 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

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Basic Standards  
For All Mailing  
Services**

**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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Filing Indemnity Claims for Loss  
or Damage

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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
- 4.3 Nonpayable Claims

**5.0 Compensation**

- 5.1 Payment Limit
- 5.2 Depreciation
- 5.3 Insufficient Fee
- 5.4 Loss or Total Damage
- 5.5 Dual Claim
- 5.6 Incompetent or Deceased
- 5.7 Recovered Article

**6.0 Adjudication of Claims**

- 6.1 Initial Adjudication of Claims
- 6.2 Appealing a Claim Decision
- 6.3 Final USPS Decision of Claims

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Standards**

## 700 Special Standards

### TOPICS

- 703 Nonprofit Standard Mail and Other Unique Eligibility
- 705 Advanced Preparation and Special Postage Payment Systems
- 707 Periodicals
- 708 Technical Specifications
- 709 Negotiated Service Agreements and Experimental and Temporary Classifications

## 703 Nonprofit Standard Mail and Other Unique Eligibility

### 1.0 Nonprofit Standard Mail

- 1.1 Basic Standards
- 1.2 Qualified Nonprofit Organizations
- 1.3 Qualified Political Committees and State or Local Voting Registration Officials
- 1.4 Ineligible Organizations
- 1.5 Identification of Nonprofit Organization
- 1.6 Eligible and Ineligible Matter
- 1.7 Authorization—Application
- 1.8 Confirmation of Authorization to Mail at Nonprofit Standard Mail Prices
- 1.9 Mailing While Application Pending
- 1.10 Ruling on Application
- 1.11 Revocation

### 2.0 Overseas Military Mail

- 2.1 Basic Standards
- 2.2 Addressing Military Mail
- 2.3 General Restrictions
- 2.4 Military Ordinary Mail (MOM)
- 2.5 Parcel Airlift (PAL)
- 2.6 Express Mail Military Service (EMMS)
- 2.7 Delivery of Military Mail

### 3.0 Department of State Mail

- 3.1 Availability
- 3.2 Conditions For Authorized Mail
- 3.3 Mail Security

### 4.0 Mail Sent by U.S. Armed Forces

- 4.1 Letters Sent Postage Collect
- 4.2 Matter Sent Free

### 5.0 Free Matter for the Blind and Other Physically Handicapped Persons

- 5.1 Basic Information
- 5.2 Matter Sent To Blind or Other Physically Handicapped Persons
- 5.3 Matter Sent By Blind or Other Physically Handicapped Persons
- 5.4 Preparation

### 6.0 Official Mail (Franked)

- 6.1 Basic Information
- 6.2 Addressing

### 7.0 Official Mail (Penalty)

- 7.1 Definitions
- 7.2 Postage And Fees

- 7.3 Eligibility
- 7.4 Authorization
- 7.5 Services, Classes, Prices, Preparation, And Detention
- 7.6 General Standards for Penalty Indicia
- 7.7 Penalty Meter
- 7.8 Penalty Permit Imprint
- 7.9 Penalty Postage Stamps and Stationery
- 7.10 General Standards for Penalty Reply Mail
- 7.11 Penalty Business Reply Mail (BRM)
- 7.12 Penalty Merchandise Return Service
- 7.13 Penalty Periodicals
- 7.14 Penalty Express Mail
- 7.15 Contractors

### 8.0 Absentee Balloting Materials

- 8.1 Basic Standards
- 8.2 Marking

### 9.0 Mixed Classes

- 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
- 9.13 Extra Services for Mixed Classes

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Advanced Preparation and  
Special Postage Payment  
Systems

**1.0 Customized MarketMail**

- 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
- 5.4 Documentation

**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
- 8.12 Bundle Reallocation to Protect ADC Pallet for Periodicals Flats and Irregular Parcels on Pallets
- 8.13 Bundle Reallocation to Protect NDC Pallet for Standard Mail Flats on Pallets
- 8.14 Pallets of Bundles, Sacks, and Trays
- 8.15 Sacks
- 8.16 Copalletized Letter-size and Flat-size Pieces—Periodicals or Standard Mail
- 8.17 Pallets of Machinable Parcels
- 8.18 Parcel Select—Network Distribution Center (NDC) Presort Discount
- 8.19 Parcel Select—Origin Network Distribution Center (ONDC) Presort Discount
- 8.20 Parcel Select DSCF Prices—Parcels on Pallets
- 8.21 Parcel Select DSCF Prices—Sacks on Pallets
- 8.22 Parcel Select and Bound Printed Matter DDU Prices

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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

### **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
- 14.4 Bound Printed Matter

### **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
- 15.3 Combining Bundles of Standard Mail Flats and Periodicals Flats on the Same Pallet
- 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

### **17.0 Plant-Verified Drop Shipment**

- 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
- 18.4 Additional Standards for Priority Mail Open and Distribute
- 18.5 Preparation
- 18.6 Enter and Deposit

### **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
- 20.6 Option 4: Consolidated Drop Shipment Without Endorsement

### **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

**26.0 Alaska Bypass Service**

- 26.1 Prices
- 26.2 Price Eligibility

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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
- 3.4 Impermissible Mailpiece Components
- 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
- 6.4 Requester Publications
- 6.5 Electronic Copies
- 6.6 Foreign Publications
- 6.7 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
- 7.5 Exchange Copies
- 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

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9.3 Application for Reentry

**10.0 Preferred Periodicals**

10.1 Nonprofit Eligibility—Basic Standards

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 General

**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

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

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- 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 Mailing Offices**

- 30.1 Basic Standards
- 30.2 Additional Standards

## 708 Technical Specifications

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### **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
- 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 Intelligent Mail and POSTNET 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

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- 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

## 709 Negotiated Service Agreements and Experimental and Temporary Classifications

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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 Holiday Mobile Shopping Promotion

- 3.1 Program Description and Scope
- 3.2 Eligibility Standards
- 3.3 Discounts
- 3.4 Mobile Barcode Placement





