

# 315 Mail Preparation

## Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Priority Mail Express Next Day and Second Day](#)
- [3.0 Priority Mail Express Custom Designed](#)
- [4.0 Firm Mailing Book](#)

## 1.0 General Information for Mail Preparation

### 1.1 **Priority Mail Express Packaging Provided by the USPS**

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

### 1.2 **Price Marking**

See [302.3.1](#) for price markings.

## 2.0 Priority Mail Express Next Day and Second Day

### 2.1 **Mailing Label**

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

### 2.2 **Waiver of Signature**

For editions of Priority Mail Express Label 11-B or Label 11-F, Priority Mail Express *Post Office to Addressee*, printed before January 2012, a mailer sending a Priority Mail Express item may instruct the USPS to deliver a Priority Mail Express Next Day Delivery or Priority Mail Express Second Day Delivery item without obtaining the signature of the addressee or the addressee's agent by checking and signing the waiver of signature on Label 11-B or Label 11-F, or indicating waiver of signature is requested on single-ply commercial label. Completion of the waiver of signature authorizes the delivery employee to sign upon delivery. The item is delivered to the addressee's mail receptacle or other secure location. Mailers who request waiver of signature are provided only the delivery date and time, and not an image of a signature when accessing delivery information on the Internet or by phone.

### 2.3 **Signature Required**

For editions of Priority Mail Express Label 11-B or Label 11-F printed on or after January, 2012, a mailer sending a Priority Mail Express item, *and requiring the addressee's signature*, must instruct USPS to obtain a signature from the addressee



315.2.4

upon delivery of the item by checking the “signature required” box on Label 11-B or Label 11-F or indicating signature is requested on single-ply commercial label. If the signature required box is selected, an image of the signature will be provided when accessing delivery information.

### **2.4 ZIP Code Determination**

For Priority Mail Express Next Day Delivery, the mailer determines if the item is destined to a ZIP Code area to which Priority Mail Express Next Day Delivery is offered from the point of origin by accessing a Priority Mail Express Next Day Delivery directory, available at Post Offices. If the destination is not listed, only Priority Mail Express Second Day Delivery is available.

## **3.0 Priority Mail Express Custom Designed**

### **3.1 Forms**

The mailer must complete Form 5625 and, when appropriate, Form 3877. The completed form is placed in an EP-13 envelope that is affixed to the Priority Mail Express pouch.

### **3.2 Signature Required**

The addressee’s (or agent’s) signature is required for all Priority Mail Express Custom Designed service.

### **3.3 Pouches**

Priority Mail Express Custom Designed items must be presented in sealed Priority Mail Express pouches.

## **4.0 Firm Mailing Book**

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

- a. The mailer must prepare Priority Mail Express Custom Designed and Priority Mail Express Next Day Delivery or Second Day Delivery items as described above and present the completed form with the items to be mailed.
- b. The mailer must enter on Form 3877 the full number of each Priority Mail Express item and the addressee’s name and address.
- c. All entries must be made in duplicate by typewriter, ink, or ballpoint pen. One copy is kept by the accepting employee. The other is receipted and returned to the mailer.
- d. All unused parts of the address column in Form 3877 must be obliterated by drawing a diagonal line through the unused part. Any alteration must be initialed by the mailer and accepting employee.

- e. For Priority Mail Express Manifesting, a special manifest is used to present Priority Mail Express items for acceptance as described in Publication 97, Priority Mail Express Manifesting Technical Guide. Form 3877 may be used only to list items for which extra services have been requested. See [705.2.6](#) for more information.

