

264 Postage Payment and Documentation

Overview

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1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage and fees for Bound Printed Matter must be paid by permit imprint, as defined in [604.5.0](#). Mailings may contain nonidentical-weight pieces only when authorized by Business Mailer Support unless mailed under [2.2](#).

Identical-weight pieces must be separated at acceptance into groups that contain pieces all subject to the same zone and same combination of prices (e.g., all are zone 4), unless mailed under [705.2.0](#) through [705.4.0](#) in Advanced Preparation and Special Postage Payment Systems.

1.2 Minimum Volume Requirements

Bound Printed Matter mailings must meet the following minimum volume requirements:

- a. Presorted and Carrier Route. Must have at least 300 pieces
- b. Nonpresorted. No minimum volume required

2.0 Mailing Documentation

2.1 Completing Postage Statements and Documentation Standards

See [203.1.0](#) and [203.2.0](#) for postage statement and documentation standards.

2.2 Documentation for Nonpresorted, Nonidentical-Weight Mailpieces

Nonpresorted, nonidentical-weight pieces may be separated by weight, reported on separate postage statements and documented under [2.2](#) or must be documented or authorized as follows:

- a. A maximum of 299 nonpresorted, nonidentical-weight pieces may be individually numbered and listed by the mailer on PS Form 8042, *Bound Printed Matter Documentation*, and submitted with a properly completed postage statement.
- b. Mailings of 300 or more nonpresorted, nonidentical-weight pieces must be authorized by Business Mailer Support and mailed under [705.2.0](#) through [705.4.0](#).



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Commercial Flats: Bound Printed Matter Postage Payment and Documentation

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