

2 Conditions for Mailing

210 Global Express Guaranteed

211 Description and Physical Characteristics

211.1 General

Global Express Guaranteed® (GXG®) service is an international expedited delivery service provided through an alliance with FedEx Express. It provides reliable, high-speed, guaranteed, and day-definite service from selected Post Office facilities in the United States to a large number of international destinations. (See the “Countries and Cities Served” section of Publication 141, *Global Express Guaranteed Service Guide*, for destination service commitments.) Global Express Guaranteed service is guaranteed to meet the specified service standards or the postage paid may be refunded. For almost all network destinations, liability insurance is provided for lost or damaged shipments. See [212.45](#).

211.2 Physical Characteristics

211.21 Weight Limits

The maximum weight limit for any Global Express Guaranteed shipment is 70 pounds.

211.22 Dimensions

211.221 Maximum Size

Maximum size dimensions for Global Express Guaranteed service are noted in the Individual Country Listings; however, dimensions may not exceed the following:

- a. Length: 46 inches.
- b. Width: 35 inches.
- c. Height: 46 inches.
- d. Combined length and girth: 108 inches.

211.222 Minimum Size

The surface area of the address side of the item to be mailed must be large enough to completely contain the Global Express Guaranteed Air Waybill/ Shipping Invoice (shipping label), postage, endorsement, and any applicable markings. The shipping label is approximately 5.5 inches high and 9.5 inches long.

212 Eligibility

212.1 General — All Global Express Guaranteed Shipments

Documents and general correspondence (nondutiable items) and non-documents (all dutiable items including merchandise) may be shipped using Global Express Guaranteed service. Mailers must certify that the shipment does not contain any restricted or dangerous goods prohibited by the destination country or postal regulations and does not require the filing of Electronic Export Information (EEI), formerly known as the Shipper's Export Declaration (SED). The maximum value of a Global Express Guaranteed document or non-document shipment is \$2,499 or a lesser amount as limited by country, content, or value. The sender is responsible for determining if the item is allowable despite any statement made in Publication 141, on the Global Express Guaranteed Web site, or by a Postal Service employee or the Postal Service's agents.

212.2 Customs Forms Required

PS Form 6182, *Commercial Invoice*, is required for certain commodities and destinations. To determine if PS Form 6182 is required for a specific mailing, refer to the "Documentation Requirement" section of the specific destination country in Publication 141.

212.3 Mail Sealed Against Inspection

Global Express Guaranteed mailpieces containing only documents are sealed against inspection. Global Express Guaranteed mailpieces containing non-documents are not sealed against inspection. Regardless of physical closure, the mailing of Global Express Guaranteed mailpieces containing non-documents constitutes consent by the mailer to inspection of the contents.

212.4 Inquiries, Service Guarantees, Postage Refunds, and Indemnity

212.41 Service Guarantee

The Postal Service guarantees delivery within the service standards specified in Publication 141 or the sender may be entitled to a full refund of the postage paid. For the purpose of the money-back guarantee, the date and time of delivery, attempted delivery, or availability for delivery constitutes delivery.

212.42 Transit Days for Shipments

Transit days are available from participating Post Office facilities, online through Click-N-Ship service, and in the "Countries and Cities Served" section of Publication 141. Total transit days for Global Express Guaranteed service may be affected by factors beyond the Postal Service's control, which may include but are not limited to the following:

- a. General customs delays.
- b. Specific customs commodity delays.
- c. Holidays observed in the destinating country.

212.43 Inquiries

Make inquiries concerning the delivery of Global Express Guaranteed items by calling 800-222-1811 or through the Postal Service Web site at www.usps.com/shipping/trackandconfirm.htm.

212.44 Postage Refunds

Postage may be refunded for a shipment accepted at a participating Post Office facility by the specified deposit time and not delivered to the recipient in accordance with the transit times defined in Publication 141. In accordance with the money-back guarantee standards in Publication 141, a refund request may be filed if the carrier at the destination county does not deliver the shipment, does not attempt to deliver the shipment, or does not make the shipment available on or before close of business in the local time zone in the delivery location. To request a refund or obtain details on how to file a claim, contact a customer service representative at 800-222-1811. The original receipt of the Global Express Guaranteed Air Waybill/Shipping Invoice (shipping label) is required for a postage refund. Requests for postage refunds must be made no later than 30 days from the date of mailing. The signature of the recipient or recipient's agent is required upon delivery of the refund. The money-back guarantee does not apply to shipments to post office box addresses acceptable for delivery or other exclusions defined in the "Summary of Our Terms and Conditions" section of Publication 141.

212.45 Global Express Guaranteed Insurance and Indemnity

Document reconstruction insurance (the reasonable costs incurred in reconstructing duplicates of nonnegotiable documents mailed) and non-document insurance for loss or damage up to \$100 per shipment are included at no additional charge. (See the Individual Country Listings for availability.) Additional insurance may be purchased for document and non-document shipments (see [212.5](#)). The total cost of document reconstruction or for insurance purchased for non-documents cannot exceed \$2,499 or a lesser amount as limited by country, content, or value. Coverage, terms, and limitations are subject to change.

212.46 Indemnity Claims

If a shipment is lost or damaged, the sender may file a claim for document reconstruction costs (for document items) or for the declared value of the shipment costs (for non-document items). The sender must submit all claims within 30 days of the shipment date by contacting a customer service representative at 800-222-1811. The sender must submit all supporting documentation within 9 months of the mailing date. The representative provides more details on how to file a claim. The original receipt of the Global Express Guaranteed Air Waybill/Shipping Invoice may be required when filing a claim. Consult Publication 141 for limitations and restrictions on indemnity payments for Global Express Guaranteed items. The Global Express Guaranteed customer service office adjudicates refunds for Global Express Guaranteed service. Contact the Global Express Guaranteed customer service office at 800-222-1811. The Postal Service makes the final approval and payment.

212.47 Liability for Lost or Damaged Contents

Unless additional insurance is purchased, liability for a lost or damaged Global Express Guaranteed shipment is limited to the lowest of the following:

- a. \$100.
- b. The actual amount of the loss or damage.
- c. The actual value of the contents.

“Actual value” means the lowest cost of replacing, reconstructing, or reconstituting the allowable contents of the shipment (determined at the time and place of acceptance).

212.5 Extra Services – Insurance

Additional insurance coverage above \$100, up to a maximum of \$2,499 may be purchased at the sender’s option. Amounts vary by country, content, or value. Coverage, terms, and limitations are subject to change. See the Individual Country Listings for insurance limits. See [Exhibit 212.5](#) for the fee schedule for optional Global Express Guaranteed document reconstruction insurance or non-document insurance coverage.

Exhibit 212.5

Global Express Guaranteed Insurance Fees

Insured Amount Not Over	Fee
\$100	No Fee
200	\$1.00
300	2.00
400	3.00
500	4.00

For document reconstruction insurance or non-document insurance coverage above \$500, add \$1.00 per \$100 or fraction thereof, up to a maximum of \$2,499 per shipment.

\$2,499	\$24.00
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213 Prices and Postage Payment Methods**213.1 Availability and Price Application – General**

Global Express Guaranteed shipments are charged postage for each addressed piece according to its weight (or dimensional weight) and zone. See the Individual Country Listings for availability, additional details, and prices.

213.2 Postage Payment Methods – General

Global Express Guaranteed shipments may be paid with postage stamps, postage validation imprinter (PVI) labels, postage meter stamps, information-based indicia (IBI), PC Postage service, or other payment methods noted on the Global Express Guaranteed Web site at usps.com/gxg.

213.3 **Determining Postage for Global Express Guaranteed Service**

213.31 **USPS-Produced Global Express Guaranteed Envelopes**

Postage for items mailed in USPS-produced Global Express Guaranteed envelopes is based on the weight of the piece. For items weighing 0.5 pound or less, the postage is the 0.5-pound price. For all other items, the postage is charged per pound or fraction thereof — any fraction of a pound is rounded up to the next whole pound.

213.32 **Mailer-Supplied Packaging**

Postage for items not mailed in USPS-produced Global Express Guaranteed envelopes is based on the dimensional weight, as calculated under [213.4](#), or the per-pound weight or fraction thereof rounded up to the next whole pound, whichever is greater.

213.4 **Dimensional Weight**

213.41 **Determining Dimensional Weight for a Rectangular-Shaped Parcel**

Follow these steps to determine the dimensional weight for a rectangular-shaped parcel:

- a. Determine the length, width, and height in inches. Round off each measurement to the nearest whole inch.
- b. Multiply the length by the width by the height.
- c. Divide the result by 166. For weights less than 0.5 pound, round up to 0.5 pound. For all other weights, round up to the next whole pound.

213.42 **Determining Dimensional Weight for a Nonrectangular-Shaped Parcel**

Follow these steps to determine the dimensional weight for a nonrectangular-shaped parcel:

- a. Determine the length, width, and height in inches. Measure the length, width, and height at their extreme dimensions. Round off each measurement to the nearest whole inch.
- b. Multiply the length by the width by the height.
- c. Multiply the result by an adjustment factor of 0.785.
- d. Divide the result by 166. For weights less than 0.5 pound, round up to 0.5 pound. For all other weights, round up to the next whole pound.

213.5 **Destinating Countries and Price Groups**

Global Express Guaranteed service is available to the destinating countries and territories listed in [Exhibit 213.5](#). Countries are placed into one of eight price groups.

Exhibit 213.5

Destinating Countries and Price Groups

* Only documents may be sent to these countries.

Country	GXG Price Group
Afghanistan	6
Albania	4
Algeria	4
Andorra*	5
Angola	4
Anguilla	7
Antigua and Barbuda	7
Argentina	8
Armenia	4
Aruba	7
Ascension	No Service
Australia	6
Austria	5
Azerbaijan	4
Bahamas	7
Bahrain	6
Bangladesh	6
Barbados	7
Belarus	4
Belgium	3
Belize	8
Benin	4
Bermuda	7
Bhutan*	6
Bolivia	8
Bosnia and Herzegovina	4
Botswana	4
Brazil	8
British Virgin Islands	7
Brunei Darussalam	4
Bulgaria	4
Burkina Faso	4
Burma (Myanmar)	No Service
Burundi	4
Cambodia	8
Cameroon	4
Canada	1
Cape Verde	4
Cayman Islands	7
Central African Republic	No Service
Chad	4

Country	GXG Price Group
Chile	8
China	6
Colombia	8
Comoros	No Service
Congo, Democratic Republic of the	4
Congo, Republic of the	4
Costa Rica	8
Cote d'Ivoire (Ivory Coast)	4
Croatia	4
Cuba	No Service
Cyprus	6
Czech Republic	4
Denmark	5
Djibouti	4
Dominica	7
Dominican Republic	7
Ecuador	8
Egypt	6
El Salvador	8
Equatorial Guinea	No Service
Eritrea	4
Estonia	4
Ethiopia	4
Falkland Islands	No Service
Faroe Islands	5
Fiji	8
Finland	5
France	3
French Guiana	8
French Polynesia	4
Gabon	4
Gambia	4
Georgia, Republic of	4
Germany	3
Ghana	4
Gibraltar	4
Great Britain and Northern Ireland	3
Greece	5
Greenland	5
Grenada	7
Guadeloupe	7
Guatemala	8
Guinea	4
Guinea-Bissau	No Service

Country	GXG Price Group
Guyana	8
Haiti	7
Honduras	8
Hong Kong	3
Hungary	4
Iceland	5
India	6
Indonesia	6
Iran	No Service
Iraq	6
Ireland (Eire)	3
Israel	6
Italy	3
Jamaica	7
Japan	3
Jordan	6
Kazakhstan	4
Kenya	4
Kiribati	No Service
Korea, Democratic People's Rep. of (North)	No Service
Korea, Republic of (South)	6
Kosovo, Republic of	4
Kuwait	6
Kyrgyzstan	4
Laos	8
Latvia	4
Lebanon	6
Lesotho	4
Liberia	4
Libya	4
Liechtenstein	5
Lithuania	4
Luxembourg	3
Macao	3
Macedonia, Republic of	4
Madagascar	4
Malawi	4
Malaysia	6
Maldives	6
Mali	4
Malta	5
Martinique	7
Mauritania	4
Mauritius	4

Country	GXG Price Group
Mexico	2
Moldova	4
Mongolia	4
Montenegro	4
Montserrat	7
Morocco	4
Mozambique	4
Namibia	4
Nauru	No Service
Nepal	6
Netherlands	3
Netherlands Antilles	7
New Caledonia	8
New Zealand	6
Nicaragua	8
Niger	4
Nigeria	4
Norway	5
Oman	6
Pakistan	6
Panama	8
Papua New Guinea	8
Paraguay	8
Peru	8
Philippines	6
Pitcairn Island	No Service
Poland	4
Portugal	5
Qatar	6
Reunion	4
Romania	4
Russia	4
Rwanda	4
St. Christopher (St. Kitts) and Nevis	7
Saint Helena	No Service
Saint Lucia	7
Saint Pierre and Miquelon	No Service
Saint Vincent and the Grenadines	7
San Marino	3
Sao Tome and Principe	No Service
Saudi Arabia	4
Senegal	4
Serbia, Republic of	4
Seychelles	4

Country	GXG Price Group
Sierra Leone	No Service
Singapore	3
Slovak Republic (Slovakia)	4
Slovenia	4
Solomon Islands	No Service
Somalia	No Service
South Africa	4
Spain	5
Sri Lanka	6
Sudan	No Service
Suriname	8
Swaziland	4
Sweden	5
Switzerland	5
Syrian Arab Republic (Syria)	No Service
Taiwan	3
Tajikistan	No Service
Tanzania	4
Thailand	6
Togo	4
Tonga	4
Trinidad and Tobago	7
Tristan da Cunha	No Service
Tunisia	4
Turkey	6
Turkmenistan	No Service
Turks and Caicos Islands	7
Tuvalu	No Service
Uganda	4
Ukraine	4
United Arab Emirates	6
Uruguay	8
Uzbekistan	4
Vanuatu	8
Vatican City	3
Venezuela	8
Vietnam	6
Wallis and Futuna Islands	4
Western Samoa	No Service
Yemen	6
Zambia	4
Zimbabwe	4

213.6 Commercial Base Prices

Global Express Guaranteed commercial base prices are 10 percent below retail prices when postage is paid using any of the online methods described in [213.7](#). Commercial base pricing does not apply to Global Express Guaranteed shipments that are paid for at participating Post Office facilities.

213.7 Online Postage Payment Method**213.71 Online Prices**

For selected destination countries, Global Express Guaranteed items receive a 10-percent incentive below retail prices for the following online shipping methods:

- a. Click-N-Ship service.
- b. An authorized PC Postage vendor.
- c. An information-based indicia (IBI) postage meter used by the end-user customer.

The commercial base price is automatically applied to each shipment. The incentive applies only to the postage portion of the Global Express Guaranteed price. It does not apply to any other charges or fees, such as fees for Pickup on Demand service, insurance, or shipments made under a customized agreement.

213.72 Computing Online Postage

For each addressed mailpiece, compute the online postage price as follows:

- a. Find the retail price by weight and price group of the country in the Individual Country Listings.
- b. Multiply the retail price by 10 percent to obtain the discount amount.
- c. Subtract the discount amount (without rounding off) from the retail price, and then round off the result as explained in [152.32](#).

213.73 Notification

For shipments paid online with Click-N-Ship service, an e-mail notification is provided to each customer showing the applicable postage amount, acceptance time, and date.

213.74 Postage Adjustments of Online Shipments

Use of the online service is subject to subsequent verification of the shipment's payment, weight, and time of entry upon acceptance by the Postal Service. Shortpaid Global Express Guaranteed (GXG) shipments paid with Click-N-Ship service is collected automatically through this system (see [423.21](#)).

213.75 Deposit of Online Shipments within 24 Hours

Customers paying postage online must enter their shipment via any of the methods outlined in [215.21](#) within 24 hours of the time when the label is printed or the transaction is voided.

213.8 Official Mail**213.81 Mailings by Federal Agencies**

Global Express Guaranteed shipments that are entered by federal agencies and departments are subject to the same standards under [210](#) as Global Express Guaranteed shipments that are entered by nongovernmental entities.

213.82 Postal Service Mailings

Global Express Guaranteed shipments that are entered by U.S. Postal Service entities are subject to the same standards under [210](#) as Global Express Guaranteed shipments that are entered by nongovernmental entities, except that U.S. Postal Service mailings must bear the G-10 permit indicia that are prescribed for all Postal Service official mail. See [142.2](#).

214 Mail Preparation**214.1 Preparation by the Sender**

Prior to mailing, the sender must do the following:

- a. Prepare the item as a large envelope (flat) or package using either the Global Express Guaranteed envelope provided by the Postal Service or mailer-supplied packaging. Mailers using their own envelope or wrapping must also affix a Global Express Guaranteed sticker (Item 107PGG3) to the front and back of the item.
- b. Complete the Global Express Guaranteed Air Waybill/Shipping Invoice (Item 11FGG1) to show the complete address of the sender and addressee. Do not address items to APO or FPO addresses. Post Office box addresses may be allowed for certain international locations. See Publication 141 for information about areas served in the destination country.
- c. Complete the shipment details to show the contents in detail. For documents, include the estimated cost of reconstruction. For non-documents, include a valuation and country of manufacture. Shipments cannot have a value that exceeds \$2,499, or a lower value set by the destinating country. Sign and date each Global Express Guaranteed shipment on the mailer agreement.
- d. Enclose the Global Express Guaranteed Air Waybill/Shipping Invoice (Item 11FGG1) and, if applicable, PS Form 6182 into PS Form 2976-E (plastic envelope). Apply the self-adhesive PS Form 2976-E with its contents to the address side of the mailpiece.

214.2 Preparation by Acceptance Employee

Prior to acceptance, Postal Service acceptance employees must do the following:

- a. Check that the sender has properly completed the Global Express Guaranteed Air Waybill/Shipping Invoice.
- b. Complete the postage transaction if the item is not prepaid.
- c. Complete the "Origin" information.

- d. Remove the customer's copy of the Global Express Guaranteed Air Waybill/Shipping Invoice and give it to the customer. Process the Global Express Guaranteed Air Waybill/Shipping Invoice according to directions on the shipping document.

215 Mail Entry and Deposit

215.1 Entry Service Areas – U.S. Origins

Global Express Guaranteed items must be entered through selected Post Office facilities that are located in the ZIP Code areas listed in [Exhibit 215.1](#). Not all facilities within a 3-digit ZIP Code area accept Global Express Guaranteed items. Check with a local Post Office facility for the nearest participating facilities.

Exhibit 215.1

Global Express Guaranteed: Participating 3-Digit ZIP Codes

State	Code	ZIP Code Areas
Alabama	AL	350, 351, 352, 354–369
Alaska	AK	995–999
Arizona	AZ	850–853, 855–857, 859, 860, 863–865
Arkansas	AR	716–729
California	CA	900, 902–908, 910–928, 930–937, 939–941, 943–961
Colorado	CO	800–816
Connecticut	CT	060–069
Delaware	DE	197–199
District of Columbia	DC	200, 202, 203, 205
Florida	FL	320–339, 341, 342, 344, 346, 347, 349
Georgia	GA	300–319, 398
Hawaii	HI	968
Idaho	ID	832–838
Illinois	IL	600–620, 622–629
Indiana	IN	460–479
Iowa	IA	500–508, 510–516, 520–528
Kansas	KS	660–662, 664–679
Kentucky	KY	400–418, 420–427
Louisiana	LA	700, 701, 703–708, 710–714
Maine	ME	039–049
Maryland	MD	206–212, 214–219
Massachusetts	MA	010–027
Michigan	MI	480–499
Minnesota	MN	550, 551, 553, 554, 556–567
Mississippi	MS	386–397
Missouri	MO	630, 631, 633–641, 644–648, 650–658
Montana	MT	590–599
Nebraska	NE	680, 681, 683–693
Nevada	NV	890, 891, 893–895, 897, 898
New Hampshire	NH	030–038
New Jersey	NJ	070–089
New Mexico	NM	870, 871, 873–875, 877–884
New York	NY	100–149
North Carolina	NC	270–289
North Dakota	ND	580–588
Ohio	OH	430–458
Oklahoma	OK	730, 731, 734–741, 743–749

State	Code	ZIP Code Areas
Oregon	OR	970–979
Pennsylvania	PA	150–191, 193–196
Puerto Rico	PR	006–009
Rhode Island	RI	028, 029
South Carolina	SC	290–299
South Dakota	SD	570–577
Tennessee	TN	370–374, 376–385
Texas	TX	750–770, 772–799
Utah	UT	840, 841, 843–847
Vermont	VT	050–054, 056–058
Virgin Islands	VI	008
Virginia	VA	201, 220–246
Washington	WA	980–986, 988–994
West Virginia	WV	247–268
Wisconsin	WI	530–532, 534, 535, 537–549
Wyoming	WY	820–831

215.2 Place of Mailing

215.21 Items Paid With Methods Other Than Postage Stamps

Global Express Guaranteed shipments paid with online postage, postage meters, or information-based indicia (IBI) may be deposited by one of the following methods:

- a. At a retail counter of any participating Global Express Guaranteed Post Office facility.
- b. Through Pickup on Demand service (see [215.3](#)).
- c. Through Carrier Pickup service (see [215.4](#)).
- d. In a Postal Service Express Mail collection box served by a participating Global Express Guaranteed Post Office facility.

215.22 Items Weighing 13 Ounces or Less and Paid With Postage Stamps

Global Express Guaranteed shipments weighing 13 ounces or less and bearing only postage stamps may be deposited by one of the following methods:

- a. At a retail counter of any participating Global Express Guaranteed Post Office facility.
- b. Through Pickup on Demand service (see [215.3](#)).
- c. Through Carrier Pickup service (see [215.4](#)).
- d. In a Postal Service Express Mail collection box served by a participating Global Express Guaranteed Post Office facility.

215.23 Items Weighing More Than 13 Ounces and Paid With Postage Stamps

A customer may *not* deposit a Global Express Guaranteed item weighing more than 13 ounces and bearing only postage stamps into a collection box, Postal Service lobby drop, Automated Postal Center (APC) drop, or customer mailbox, or at a Postal Service dock or other unattended location. In addition, these mailpieces are precluded from Pickup on Demand service under [215.3](#) and Carrier Pickup service under [215.4](#). Customers must

present such items to an employee at a Post Office retail service counter. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

215.24 **Acceptance of Shipments**

For purposes of computing the delivery guarantee, Postal Service acceptance of a Global Express Guaranteed shipment occurs when it is received and scanned at a participating Global Express Guaranteed Post Office facility. Collection box deposit and Carrier Pickup service do not constitute Postal Service acceptance of a Global Express Guaranteed shipment. Acceptance occurs when the shipment is brought back to the Post Office facility and the acceptance office performs a retail system scan and verifies the weight, dimensions, and postage of the shipment. For items paid with Click-N-Ship service, the customer will receive an e-mail verification of the acceptance date, time, and weight, as well as a verification of the amount of postage applicable for the shipment.

Note: Customers paying postage online must enter their shipment via any of the authorized methods outlined in [215.21](#) within 24 hours of the time when the label is printed, or the transaction will be void.

215.3 **Pickup On Demand Service**

Subject to the standards in [215.2](#), Pickup On Demand service is available for Global Express Guaranteed items. The charge for Pickup On Demand service is \$15.30, regardless of the number of items scheduled for pickup. A pickup can include any or all of the following items:

- a. Global Express Guaranteed items.
- b. Express Mail International items.
- c. Priority Mail International items.
- d. Express Mail items.
- e. Priority Mail items.
- f. Package Services items.

215.4 **Carrier Pickup Service**

No pickup fee is charged when a Global Express Guaranteed item or items are picked up during a letter carrier's regular delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with the information in DMM 507.6; for more information, also visit the online site at usps.com/pickup.

220 Express Mail International

221 **Description and Physical Characteristics**

221.1 **General**

Express Mail International is a reliable high-speed mail service available to certain countries (see the Individual Country Listings for service availability).

Express Mail International service is available at designated Postal Service facilities authorized to accept domestic Express Mail shipments.

221.2 **Express Mail International With Guarantee Service**

Express Mail International With Guarantee service offers a date-certain, postage-refund guarantee. This postage-refund guarantee is not available for items paid via a permit imprint under [223.221](#). This service is available only to the following countries:

- a. Australia.
- b. China.
- c. France (does not include Corsica and Monaco).
- d. Great Britain and Northern Ireland.
- e. Hong Kong.
- f. Japan.
- g. Republic of Korea (South Korea).
- h. Singapore.
- i. Spain (does not include Canary Islands).

221.3 **Express Mail International Flat-Rate Envelope**

A USPS-produced flat-rate envelope is charged at a flat rate regardless of weight or destination. See the Individual Country Listings for countries that offer Express Mail International service.

221.4 **Physical Characteristics**

221.41 **Weight Limits**

Weight limits for Express Mail International service vary by country and are noted in the Individual Country Listings. However, the maximum weight limit for any Express Mail International shipment is 70 pounds.

221.42 **Dimensions — Express Mail International Parcels**

Maximum size dimensions for Express Mail International service vary by country and are noted in the Individual Country Listings. See [Exhibit 231.23](#) for determining length or length and girth combined for rectangular and nonrectangular parcels.

222 **Eligibility**

222.1 **General — All Express Mail International Shipments**

Except for the items noted in [222.2](#), any item not prohibited in international mail may be sent using Express Mail International service. For additional individual country prohibitions, refer to the “Country Conditions for Mailing” in the Individual Country Listings.

222.2 **Prohibited Items in All Express Mail International Shipments**

The following items are prohibited in all Express Mail International shipments:

- a. Coins.
- b. Banknotes.

- c. Currency notes, including paper money.
- d. Securities of any kind payable to bearer.
- e. Traveler's checks.
- f. Platinum, gold, and silver.
- g. Precious stones.
- h. Jewelry.
- i. Watches.
- j. Other valuable articles.

Note: International postal money orders are admissible in Express Mail International shipments, but they are negotiable only if the proper form is used.

222.3 **Express Mail International Flat-Rate Envelope**

Mailers are eligible for the flat-rate envelope price only with the use of a USPS-produced flat-rate envelope. The contents must fit securely in the envelope and be confined within the envelope, with the provided adhesive as the means of closure. The envelope flap must be able to close within the prefabricated folds. Tape may be applied to the flap and seams for closure or to reinforce the envelope, provided the design of the envelope is not enlarged by opening the sides of the envelope and taping or reconstructing the envelope in any way. All other Express Mail International standards and customs requirements apply.

222.4 **Customs Forms Required**

See the Individual Country Listings for countries that offer Express Mail International service. Mailers are responsible for determining customs requirements and complying with them. Before mailing merchandise, mailers should confirm whether an import license is required for that class of goods.

222.5 **Mail Sealed Against Inspection**

Express Mail International mailpieces are sealed against inspection.

222.6 **Express Mail International Insurance and Indemnity**

222.61 **Merchandise Insurance**

Express Mail International shipments containing merchandise are insured against loss, damage, or missing contents up to \$100 at no additional charge. Indemnity is paid by the U.S. Postal Service as provided in [935](#) and in DMM 503 and 609. Additional insurance coverage up to a maximum of \$5,000 may be purchased at the sender's option (see [222.71](#)).

222.62 **Document Reconstruction Insurance**

Express Mail International shipments containing nonnegotiable documents are insured against loss, damage, or missing contents up to \$100 at no additional charge. Indemnity is paid by the U.S. Postal Service as provided in [935](#) and in DMM 503 and 609.

222.63 **Indemnity for Delivery Delays**

Express Mail International items are *not* insured against delay in delivery, and indemnity payments are not made in the event of delay. Postage *refunds* for

delay are considered only for shipments sent to countries with Express Mail International With Guarantee service under [221.2](#).

222.7 **Extra Services**

222.71 **Merchandise Insurance**

Additional insurance coverage above \$100, up to a maximum of \$5,000, may be purchased at the sender's option. See the Individual Country Listings for merchandise insurance limits. See [Exhibit 222.71](#) for the fee schedule for optional Express Mail International merchandise insurance coverage.

Exhibit 222.71

Express Mail International Merchandise Insurance

Insured Amount Not Over	Fee
\$100	\$0.00
200	0.75
500	2.15
1,000	3.55
1,500	4.95
2,000	6.35
2,500	7.75
3,000	9.15
3,500	10.55
4,000	11.95
4,500	13.35
5,000	14.75

222.72 **Return Receipt Service**

Return receipt service for Express Mail International items is available *only* to the countries listed in [Exhibit 222.72](#). There is no additional charge for this service. See [340](#) for preparation procedures.

Exhibit 222.72

Return Receipt Service for Express Mail International Items

Argentina	Pakistan
Australia	Qatar
Bahrain	Singapore
Guinea-Bissau	South Africa
Hong Kong	Taiwan
Korea, Republic of (South Korea)	Tunisia
Kuwait	

223 **Prices and Postage Payment Methods**

223.1 **Prices**

223.11 **Availability and Price Application – General**

Except under [223.12](#), Express Mail International shipments are charged postage for each addressed piece according to its weight and zone. For shipments presented in Express Mail pouches under an Express Mail Custom Designed Service agreement, each pouch is considered an

addressed piece. See the Individual Country Listings for countries that offer Express Mail International service.

223.12 Express Mail International Flat-Rate Envelope Prices

Regardless of the actual weight of the mailpiece, the Express Mail International flat-rate envelope is charged at a flat rate. Postage is required for each piece (see [Exhibit 223.12](#)). A domestic Express Mail flat-rate envelope with prepaid postage may also be used for an Express Mail International item provided that appropriate additional postage is added before mailing.

Exhibit 223.12

Express Mail International Flat-Rate Envelope

Canada & Mexico	\$26.95
All other countries	\$28.95

223.2 Postage Payment Methods

223.21 General

Express Mail International shipments may be paid with postage stamps, postage validation imprinter (PVI) labels, postage meter stamps, information-based indicia (IBI), PC Postage service, or a permit imprint under [223.22](#), or through the use of an Express Mail corporate account (EMCA). A written application is required prior to mailing with an Express Mail corporate account (see DMM 414.2).

223.22 Permit Imprint

223.221 Permit Imprint – General

Payment for Express Mail International shipments paid with a permit imprint through an advance deposit account is allowed only when guidelines for commercial base price incentives (see [223.222](#)) are followed. Postage paid with a permit imprint is subject to the general conditions in [152.4](#), and DMM 604 and 705. An Express Mail International shipment using a permit imprint does not qualify for postage-refund guarantees under [221.2](#) for Express Mail International With Guarantee service destination countries.

223.222 Permit Imprint – Commercial Base Prices

Express Mail International commercial base postage prices are 8 percent below retail prices for all postage paid with a permit imprint. The commercial base price incentive applies only to the postage portion of Express Mail International prices. It does not apply to any other charges or fees, such as Pickup on Demand service, additional merchandise insurance coverage, or shipments made under a customized agreement.

To receive this commercial base price incentive, customers must meet the following requirements:

- a. Use USPS-produced Global Shipping Software (GSS). (To request information about GSS, send an e-mail to GSSHelp@usps.gov.)
- b. Pay for postage with a permit imprint through an advance deposit account or an Express Mail corporate account (see [223.23](#)).
- c. Meet manifesting and permit imprint requirements.

Customers who are capable, on an annualized basis, of using Express Mail International service to tender at least 2,500 pieces or pay at least \$50,000 in international postage should contact the Postal Service to discuss customized agreements (see [297](#)).

223.23 **Express Mail Corporate Account**

223.231 **Express Mail Corporate Account – Commercial Base and Volume Prices**

Express Mail International commercial base prices are 8 percent, 10 percent, or 12 percent below retail prices for postage paid directly through an Express Mail corporate account (EMCA) as shown in [Exhibit 223.231](#). There is no minimum volume requirement to receive the 8-percent incentive. The commercial base price incentives and the commercial volume price incentives apply only to the postage portion of Express Mail International prices. They do not apply to any other charges or fees, such as those for Pickup on Demand service, additional merchandise insurance coverage, or shipments made under a customized agreement. To receive commercial price incentives on postage, customers must use USPS-produced Global Shipping Software (GSS). Incentives are applied to each mailing (see [223.232](#)).

Exhibit 223.231

Express Mail Corporate Account Volume/Revenue Requirements

Annual Volume or Annual Postage		Commercial Base Price Incentive	Commercial Volume Price Incentive
Annual Volume	Annual Postage		
No minimum	No minimum	8%	None
1,000–2,999 pieces	\$20,000–\$59,999	None	10%
3,000 pieces and above	\$60,000 and above	None	12%

223.232 **Application of Commercial Volume Price Incentive**

A customer receives an incentive of 8 percent during the first postal quarter of the initial mailing and through the subsequent full postal quarter. Thereafter, the incentive for each postal quarter is determined by the actual annualized volume of Express Mail International shipments mailed in the previous full postal quarter or the actual annualized amount of postage paid for Express Mail International shipments in the previous full postal quarter, whichever is higher.

223.24 **Online Postage Payment Method**

223.241 **Online Prices**

For selected destination countries, Express Mail International items receive an 8-percent incentive below retail prices for the following online shipping methods:

- a. Click-N-Ship service.
- b. An authorized PC Postage vendor.
- c. An information-based indicia (IBI) postage meter used by the end-user customer, provided the meter electronically transmits customs data to the Postal Service.

The commercial base price is automatically applied to each shipment. The incentive applies only to the postage portion of the Express Mail International price. It does not apply to any other charges or fees, such as fees for Pickup on Demand service, insurance, or shipments made under a customized agreement.

223.242 Computing Online Postage

For each addressed mailpiece, compute the online postage price as follows:

- a. Find the retail price by weight and price group of the country in the Individual Country Listings.
- b. Multiply the retail price by 8 percent to obtain the discount amount.
- c. Subtract the discount amount (without rounding off) from the retail price, and then round off the result as explained in [152.32](#).

223.3 Official Mail

223.31 Mailings by Federal Agencies

Express Mail International shipments that are entered by federal agencies and departments are subject to the same standards under [220](#) as Express Mail International shipments that are entered by nongovernmental entities.

223.32 Postal Service Mailings

Express Mail International shipments that are entered by U.S. Postal Service entities are subject to the same standards under [220](#) as Express Mail International shipments that are entered by nongovernmental entities, except that U.S. Postal Service mailings must bear the G-10 permit indicia that are prescribed for all Postal Service official mail. See [142.2](#).

224 Mail Preparation

224.1 Preparation by Sender

Prior to mailing, the sender must do the following:

- a. Complete the “From” and “To” portions of Label 11-B, *Express Mail Post Office to Addressee*, or the online label for each piece of mail and affix the completed label to each piece.
- b. Prepare and affix the appropriate customs form to the piece of mail. For required customs forms, see the Individual Country Listings for countries that offer Express Mail International service.

224.2 Preparation by Acceptance Employee

Prior to acceptance, employees must do the following:

- a. Check the address label to ensure that the sender has completed the “From” and “To” portions.
- b. Verify that the customer has properly completed the appropriate customs form, if required.
- c. Enter the originating facility ZIP Code, date and time received, weight, merchandise insurance fee (if applicable — see [222.61](#) and [222.62](#)), total postage, and initials. Ensure that the correct amount of postage is affixed to the mailpiece.

- d. Give the Customer Receipt copy to the mailer and retain the Finance Copy. Peel off the backing of the remaining portion and affix it to the item. For online shipments, customer receipts are not necessary; for non-IRT or non-POS offices, record the required finance information on the special form provided for this purpose.
- e. After acceptance, place each item in the appropriate working pouch and forward it to the international exchange office authorized to dispatch Express Mail International shipments to that destination. (See Handbook T-5, *International Mail Operations*.)

225 Mail Entry and Deposit

225.1 Place of Mailing

225.11 Items Requiring a Completed Customs Declaration

Except as provided in [225.12](#), a mailer may not deposit an Express Mail International item that requires a completed customs form into a collection box, Postal Service lobby drop, Automated Postal Center (APC) drop, or customer mailbox, or at a Postal Service dock or other unattended location. In addition, these mailpieces are precluded from Pickup on Demand service under [225.2](#) and Carrier Pickup service under [225.3](#). Customers must present such items to an employee at a Post Office retail service counter. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

225.12 Exceptional Items Requiring a Completed Customs Declaration

Express Mail International items paid through an Express Mail Corporate Account (EMCA), or items that have the mailing label, customs form (including an electronic round stamp), and postage prepared and paid online through Click-N-Ship service on *usps.com*, the eBay integrated shipping solution, or an authorized PC Postage vendor Web site, may be deposited by one of the following methods:

- a. At a Postal Service retail counter.
- b. Through Pickup on Demand service (see [225.2](#)).
- c. Through Carrier Pickup service (see [225.3](#)).
- d. Into a Postal Service lobby drop.
- e. Into an Automated Postal Center (APC) drop.
- f. In a collection box.
- g. In a customer mailbox.

225.13 Items Not Requiring a Customs Declaration

225.131 Items Weighing 13 Ounces or Less and Paid With Postage Stamps

An Express Mail International item weighing 13 ounces or less, bearing only postage stamps, and not requiring a customs declaration (see the applicable Individual Country Listing) may be deposited by one of the following methods:

- a. At a Postal Service retail counter.
- b. Through Pickup on Demand service (see [225.2](#)).

- c. Through Carrier Pickup service (see [225.3](#)).
- d. Into a Postal Service lobby drop.
- e. Into an Automated Postal Center (APC) drop.
- f. In a collection box.
- g. In a customer mailbox.

225.132 **Items Weighing More Than 13 Ounces and Paid With Postage Stamps**

A customer may *not* deposit an Express Mail International item weighing more than 13 ounces, bearing only postage stamps, and not requiring a customs declaration (see the applicable Individual Country Listing) into a collection box, Postal Service lobby drop, Automated Postal Center (APC) drop, or customer mailbox, or at a Postal Service dock or other unattended location. In addition, these mailpieces are precluded from Pickup on Demand service under [225.2](#) and Carrier Pickup service under [225.3](#). Customers must present such items to an employee at a Post Office retail service counter. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

225.133 **Items Paid With Methods Other Than Postage Stamps**

An Express Mail International item paid with online postage, postage meters, or information-based indicia (IBI) and not requiring a customs declaration (see the applicable Individual Country Listing) may be deposited by one of the following methods:

- a. At a Postal Service retail counter.
- b. Through Pickup on Demand service (see [225.2](#)).
- c. Through Carrier Pickup service (see [225.3](#)).
- d. Into a Postal Service lobby drop.
- e. Into an Automated Postal Center (APC) drop.
- f. In a collection box.
- g. In a customer mailbox.

225.2 **Pickup On Demand Service**

Subject to the standards in [225.1](#), Pickup On Demand service is available for Express Mail International items. The charge for Pickup On Demand service is \$15.30, regardless of the number of items scheduled for pickup. A pickup can include any or all of the following items:

- a. Global Express Guaranteed items.
- b. Express Mail International items.
- c. Priority Mail International items.
- d. Express Mail items.
- e. Priority Mail items.
- f. Package Services items.

225.3 Carrier Pickup Service

No pickup fee is charged when an Express Mail International item or items are picked up during a letter carrier's regular delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with the information in DMM 507.6; for more information, also visit the online site at usps.com/pickup.

230 Priority Mail International

231 Description and Physical Characteristics**231.1 General**

Priority Mail International service is considered a parcel stream for mail exchange purposes, with the exception of the flat-rate envelope and the small flat-rate box.

231.2 Physical Characteristics**231.21 Weight Limits****231.211 Priority Mail International Flat-Rate Envelope and Small Flat-Rate Box**

The maximum weight for items mailed using the flat-rate envelope and small flat-rate box is 4 pounds.

231.212 Priority Mail International Regular/Medium and Large Flat-Rate Boxes

The weight limit for items mailed using the regular/medium and large flat-rate boxes is 20 pounds.

231.213 Priority Mail International Ordinary Parcels

Weight limits for Priority Mail International service vary by country and are noted in the Individual Country Listings. However, the maximum weight limit for any Priority Mail International shipment is 70 pounds.

231.22 Dimensions — Priority Mail International Parcels

The minimum and maximum dimensions for Priority Mail International parcels are as follows:

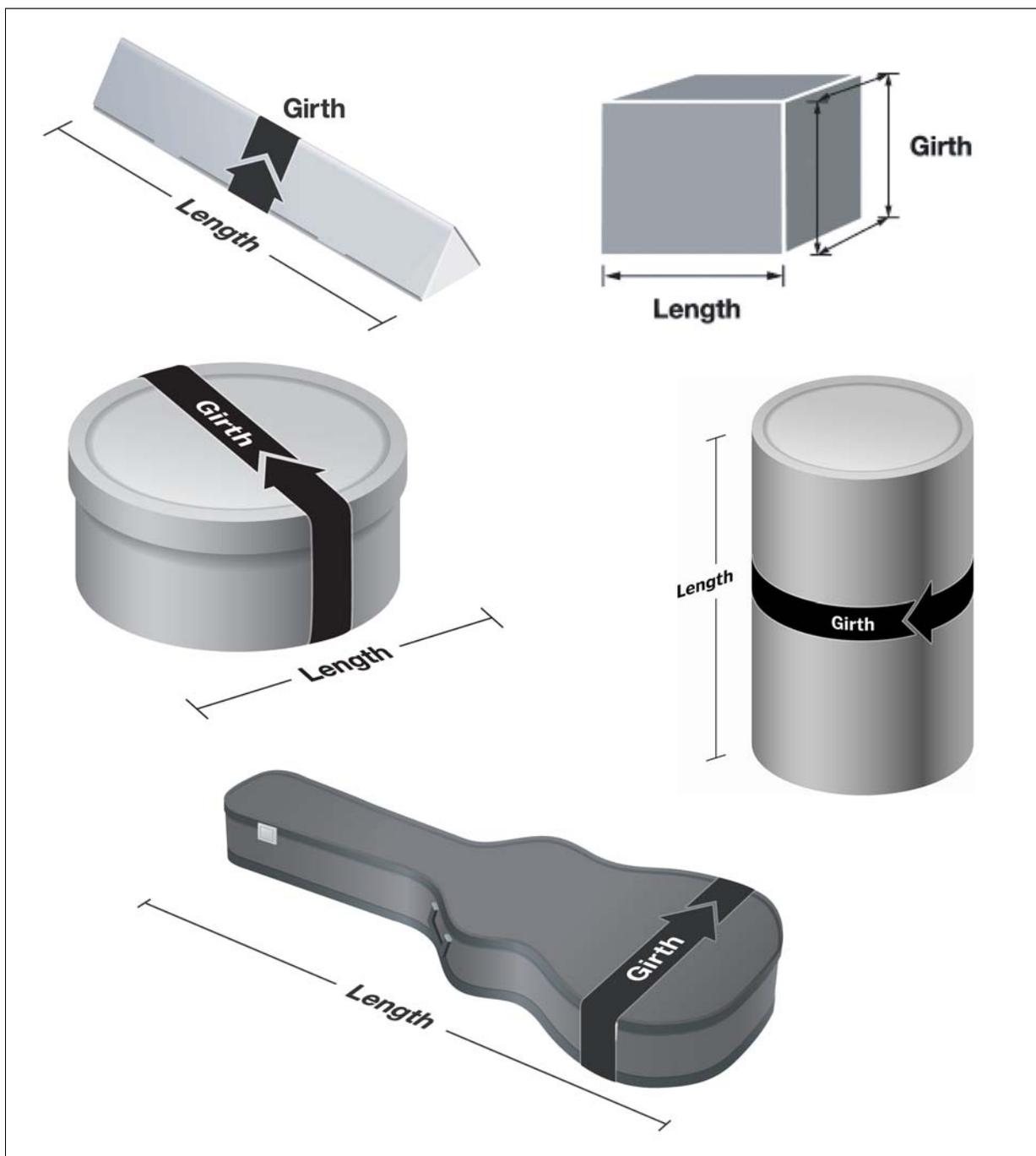
- a. For all parcels, the minimum length and width is 5-1/2 inches by 3-1/2 inches.
- b. The maximum size dimensions for Priority Mail International parcels vary by country and are noted in the Individual Country Listings. See [231.23](#) for determining length or length and girth combined for rectangular and nonrectangular parcels.

231.23 Measuring Parcel Dimensions

For all parcels, length is the longest side of the parcel, and girth is the measurement around the thickest part that is perpendicular to the length. The following examples can assist mailers in determining length or length and girth combined for rectangular and nonrectangular parcels. See [Exhibit 231.23](#).

Exhibit 231.23

Measuring Parcel Dimensions



232 **Eligibility**

232.1 **Priority Mail International Flat-Rate Envelope and Small Flat-Rate Box**

All items that may be sent with First-Class Mail International service (see [241](#)) may be sent in the Priority Mail International flat-rate envelope or small flat-rate box provided the contents are mailable, they fit securely in the envelope

or box, and they are entirely confined within the container with the provided adhesive as the means of closure. The flap must close within the prefabricated fold. Tape may be applied to the flap and seams for closure or for reinforcement, provided the design of the container is not enlarged by opening the sides and taping or reconstructing the container in any way. Refer to the Individual Country Listings for additional prohibitions for each country. Insurance is not available. Registered Mail service may be available — see [330](#) and the Individual Country Listings for Registered Mail service availability, limitations, and coverage.

232.2 **Priority Mail International Regular/Medium and Large Flat-Rate Boxes**

All mailable items that qualify to be sent as Priority Mail International parcels may also be sent in the Priority Mail International regular/medium and large flat-rate boxes. Written communication having the nature of current and personal correspondence may be included, provided it is exchanged between the sender and the addressee or other persons living with the addressee. Archived correspondence (e.g., personnel records) is also permitted and may be sent to any addressee. The contents must fit securely and must be entirely confined within the box. The box flaps must be able to close within the prefabricated folds. Tape may be applied to the flap and seams for closure or reinforcement, provided the design of the container is not enlarged by opening the sides and taping or reconstructing the container in any way. Refer to the Individual Country Listings for additional prohibitions for each country. Regular/medium and large flat-rate boxes may be insured — see [320](#) and the Individual Country Listings for insurance availability, limitations, and coverage. Registered Mail service is not available.

232.3 **Priority Mail International Parcels**

Priority Mail International parcel service is designed for the carriage of outbound international postal parcels. Written communication having the nature of current and personal correspondence may be included, provided it is exchanged between the sender and the addressee or other persons living with the addressee. Archived correspondence (e.g, personnel records) is also permitted and may be sent to any addressee. Refer to the Individual Country Listings for additional prohibitions for each country. Priority Mail International parcels may be insured — see [320](#) and the Individual Country Listings for insurance availability, limitations, and coverage. Registered Mail service is not available.

232.4 **Customs Forms Required**

232.41 **Priority Mail International Flat-Rate Envelope and Small Flat-Rate Box**

A Priority Mail International flat-rate envelope might be required to bear PS Form 2976 depending on its physical characteristics and may not exceed \$400 in value.

Each Priority Mail International small flat-rate box must bear a properly completed PS Form 2976 and may not exceed \$400 in value.

See [123.61](#) for more information on customs forms usage with Priority Mail International flat-rate envelopes and small flat-rate boxes.

232.42 **Priority Mail International Regular/Medium and Large Flat-Rate Boxes**

Each Priority Mail International regular/medium or large flat-rate box must bear a properly completed PS Form 2976-A.

232.43 **Priority Mail International Ordinary and Insured Parcels**

Each Priority Mail International ordinary and insured parcel must bear a properly completed PS Form 2976-A.

232.5 **Mail Sealed Against Inspection**

Only Priority Mail International flat-rate envelopes and small flat-rate boxes are sealed against inspection. All other Priority Mail International items (USPS-produced flat-rate boxes, USPS-produced Tyvek envelopes, or customer-supplied boxes) are not sealed against inspection. Regardless of physical closure, the mailing of Priority Mail International items constitutes consent by the mailer to inspection of the contents.

232.6 **Priority Mail International Insurance and Indemnity**

232.61 **Indemnity**

Ordinary — i.e., uninsured — Priority Mail International parcels, except the small flat-rate box, include indemnity coverage against loss, damage, or missing contents up to the amounts shown in [Exhibit 232.63](#). Indemnity is limited to the lesser of the actual value of the contents or the maximum indemnity based on the weight of the article. If the parcel has been delivered to the addressee, payment for damage and missing contents is made to the addressee unless the addressee waives payment, in writing, in favor of the sender.

Note: International insured mail service provides insurance coverage greater than the indemnity limits for ordinary Priority Mail International parcels (including the regular/medium and large flat-rate boxes) to many countries. See [320](#) and the Individual Country Listings for availability and limitations of coverage. When international insurance is purchased, it replaces the ordinary indemnity coverage.

232.62 **Exclusions**

Ordinary indemnity coverage is not paid for the following:

- a. Parcels containing coins; banknotes; currency notes, including paper money; securities of any kind payable to the bearer; traveler's checks; platinum, gold, and silver; precious stones; jewelry; watches; and other valuable articles.
- b. Consequential losses, delay, concealed damage, spoilage of perishable items, articles improperly packaged, articles too fragile to withstand normal handling in the mail, or prohibited articles.

- 232.63 **Ordinary Priority Mail International Weight and Indemnity Limits**
[Exhibit 232.63](#) lists the weight and indemnity limits for ordinary Priority Mail International parcels.

Exhibit 232.63

Ordinary Priority Mail International Weight and Indemnity Limits

Weight not over (lbs.)	Indemnity	Weight not over (lbs.)	Indemnity	Weight not over (lbs.)	Indemnity
1	\$63.93	25	\$138.33	49	\$212.73
2	67.03	26	141.43	50	215.83
3	70.13	27	144.53	51	218.93
4	73.23	28	147.63	52	222.03
5	76.33	29	150.73	53	225.13
6	79.43	30	153.83	54	228.23
7	82.53	31	156.93	55	231.33
8	85.63	32	160.03	56	234.43
9	88.73	33	163.13	57	237.53
10	91.83	34	166.23	58	240.63
11	94.93	35	169.33	59	243.73
12	98.03	36	172.43	60	246.83
13	101.13	37	175.53	61	249.93
14	104.23	38	178.63	62	253.03
15	107.33	39	181.73	63	256.13
16	110.43	40	184.83	64	259.23
17	113.53	41	187.93	65	262.33
18	116.63	42	191.03	66	265.43
19	119.73	43	194.13	67	268.53
20	122.83	44	197.23	68	271.63
21	125.93	45	200.33	69	274.73
22	129.03	46	203.43	70	277.83
23	132.13	47	206.53	—	—
24	135.23	48	209.63	—	—

232.7 **Extra Services**

232.71 **Certificate of Mailing**

Certificate of mailing service is available for purchase for only the following Priority Mail International items:

- a. Priority Mail International flat-rate envelopes or small flat-rate boxes.
- b. Ordinary (uninsured) Priority Mail International parcels including regular/medium and large flat-rate boxes.

232.72 **Merchandise Insurance**

Insured mail service provides insurance coverage greater than the indemnity limits for ordinary Priority Mail International parcels (including the regular/medium and large flat-rate boxes) to many countries. When international insurance is purchased, it replaces the ordinary indemnity coverage. See [320](#) and the Individual Country Listings for availability and limitations of coverage. See [Exhibit 232.72](#) for the fee schedule for optional Priority Mail International merchandise insurance coverage.

Exhibit 232.72

Priority Mail International Merchandise Insurance

Maximum indemnity varies by country. (Canada’s maximum indemnity is \$675.)

Indemnity Limit Not Over	Fee	
	Canada	All Other Countries
\$50	\$1.75	\$2.50
100	2.25	3.40
200	2.75	4.40
300	4.70	5.40
400	5.70	6.40
500	6.70	7.40
600	7.70	8.40
675	8.70	—
700	N/A	9.40
Each additional \$100 or fraction over \$100	N/A	\$1.00

232.73 **Return Receipt Service**

Return receipt service is available for purchase for the following items:

- a. Priority Mail International parcels when purchased with insurance.
- b. Priority Mail International flat-rate envelopes when purchased with Registered Mail service.
- c. Priority Mail International small flat-rate boxes when purchased with Registered Mail service.

In addition, return receipt service for the Priority Mail International items noted above is available *only* to the countries listed in [Exhibit 232.73](#).

See [340](#) for preparation procedures.

Exhibit 232.73

Return Receipt Service for Applicable Priority Mail International Items

Argentina	Pakistan
Australia	Qatar
Bahrain	Singapore
Guinea-Bissau	South Africa
Hong Kong	Taiwan
Korea, Republic of (South Korea)	Tunisia
Kuwait	

232.74 **Registered Mail Service**

Registered Mail service is available for purchase for only the following Priority Mail International items:

- a. Flat-rate envelopes, including free matter for the blind items.
- b. Small flat-rate boxes, including free matter for the blind items.

232.75 **Restricted Delivery**

Restricted delivery service is available for purchase for only the following Priority Mail International items:

- a. Flat-rate envelopes that use both Registered Mail service and a return receipt.

- b. Small flat-rate boxes that use both Registered Mail service and a return receipt.

In addition, restricted delivery service for the applicable Priority Mail International items noted above is available only to certain destinations — see the Individual Country Listings for availability.

233 Prices and Postage Payment Methods

233.1 Prices

233.11 Availability and Price Application — General

Except under [233.12](#) and [233.13](#), Priority Mail International shipments are charged postage for each addressed piece according to its weight and zone. See the Individual Country Listings for countries that offer Priority Mail International service.

233.12 Priority Mail International Flat-Rate Envelope and Small Flat-Rate Box

The Priority Mail International flat-rate envelope and small flat-rate box are charged at a flat rate. The price does not depend on the weight of the item, but the weight cannot exceed the 4-pound weight limit. Postage is required for each piece (see [Exhibit 233.12](#)). A domestic Priority Mail flat-rate envelope with prepaid postage may also be used for a Priority Mail International item provided that appropriate additional postage is added before mailing.

Exhibit 233.12

Priority Mail International Flat-Rate Envelope and Small Flat-Rate Box

Canada & Mexico	\$11.45
All other countries	\$13.45

233.13 Priority Mail International Regular/Medium and Large Flat-Rate Boxes

The Priority Mail International regular/medium and large flat-rate boxes are charged at a flat rate. The price does not depend on the weight of the item, but the weight cannot exceed the 20-pound weight limit. Postage is required for each piece (see [Exhibit 233.13](#)).

Exhibit 233.13

Priority Mail International Regular/Medium and Large Flat-Rate Boxes

International Destination	Regular/Medium	Large
Canada & Mexico	\$26.95	\$33.95
All other countries	\$43.45	\$55.95

233.14 Priority Mail International Parcels

Prices for parcels not using flat-rate packaging vary by weight and country price group. See the Individual Country Listings.

233.2 Postage Payment Methods**233.21 General**

Priority Mail International items may be paid with postage stamps, postage validation imprinter (PVI) labels, postage meter stamps, information-based indicia (IBI), PC Postage service, or permit imprint.

233.22 Permit Imprint**233.221 Permit Imprint – General**

Payment for Priority Mail International items paid with permit imprint through an advance deposit account is allowed only when guidelines for commercial base price incentives (see [233.222](#)) are followed. Postage paid with a permit imprint is subject to the general conditions in [152.4](#), and DMM 604 and 705.

233.222 Permit Imprint – Commercial Base Prices

Priority Mail International commercial base postage prices are 5 percent below retail prices for all postage paid with a permit imprint. The commercial base price incentive applies only to the postage portion of Priority Mail International prices. It does not apply to any other charges or fees, such as Pickup on Demand service, additional merchandise insurance coverage, or shipments made under a customized agreement.

To receive this commercial base price incentive, customers must meet the following requirements:

- a. Use USPS-produced Global Shipping Software (GSS). (To request information about GSS, send an e-mail to GSSHelp@usps.gov.)
- b. Pay for postage with a permit imprint through an advance deposit account.

Customers who are capable, on an annualized basis, of using Priority Mail International service to tender at least 2,500 pieces or pay at least \$50,000 in international postage should contact the Postal Service to discuss customized agreements (see [297](#)).

233.23 Online Postage Payment Method**233.231 Online Prices**

For selected destination countries, Priority Mail International items receive a 5-percent incentive below retail prices for the following online shipping methods:

- a. Click-N-Ship service.
- b. An authorized PC Postage vendor.
- c. An information-based indicia (IBI) postage meter used by the end-user customer, provided the meter electronically transmits customs data to the Postal Service.

The commercial base price is automatically applied to each shipment. The incentive applies only to the postage portion of the Priority Mail International price. It does not apply to any other charges or fees, such as Pickup on Demand service, insurance fees, or shipments made under a customized agreement.

233.232 Computing Online Postage

For each addressed mailpiece, compute the online postage price as follows:

- a. Find the retail price by weight and price group of the country in the Individual Country Listings.
- b. Multiply the retail price by 5 percent to obtain the discount amount.
- c. Subtract the discount amount (without rounding off) from the retail price, and then round off the result as explained in [152.32](#).

233.3 Official Mail**233.31 Mailings by Federal Agencies**

Priority Mail International shipments that are entered by federal agencies and departments are subject to the same standards under [230](#) as Priority Mail International shipments that are entered by nongovernmental entities.

233.32 Postal Service Mailings

Priority Mail International shipments that are entered by U.S. Postal Service entities are subject to the same standards under [230](#) as Priority Mail International shipments that are entered by nongovernmental entities, except that U.S. Postal Service mailings must bear the G-10 permit indicia that are prescribed for all Postal Service official mail. See [142.2](#).

234 Mail Preparation**234.1 Addressing**

Priority Mail International packages are subject to the addressing requirements contained in [122](#). In addition, mailers should include the name and address of the sender and addressee on a separate slip enclosed in the parcel. See [122](#).

234.2 Marking

Priority Mail International items must be marked "AIRMAIL" or "PAR AVION" or bear one of the two prescribed airmail labels (i.e., either PS Label 19-A, *Par Avion Airmail*, or PS Label 19-B, *Par Avion Airmail*). The airmail marking or label should be placed below and to the left of the delivery address.

234.3 Customs Documentation

Mailers must complete the applicable customs form, and, if applicable, fulfill any other nonpostal export requirements described in chapter [5](#).

234.4 Sealing

Mailers must seal their items with clinched staples, banding, adhesives, sewing, tape, or other materials used to seal parcels. See DMM 601. The seal must be sufficient to allow detection of tampering.

234.5 Packaging**234.51 Packaging Requirements — General**

Every parcel must be securely and substantially packed. In packing, the sender must consider the nature of the contents, the climate, the length of the journey, and the numerous handlings involved in the conveyance of international mail. Heavy wrapping paper or waterproof paper is permitted only as the outside covering of a carton. Heavy objects, such as cans of food, must be surrounded with other contents or packing material in order to prevent their shifting within the parcel. For recommended packing procedures, see DMM 601.

234.52 Types of Containers

Ordinary paperboard containers are not acceptable. Parcels must be packed in one of the following:

- a. Canvas or similar material.
- b. Double-faced corrugated or solid (minimum 275-pound test) fiber boxes or cases.
- c. Strong wooden boxes made of lumber at least 1/2-inch thick or plywood of at least three plies.

234.53 Closure Options for Wooden Boxes or Bags

If otherwise acceptable, boxes may be secured with screwed or nailed lids, and bags may be closed by sewing.

235 Mail Entry and Deposit**235.1 Place of Mailing****235.11 Items Requiring a Completed Customs Declaration**

Except as provided in [235.12](#), a mailer may not deposit a Priority Mail International item that requires a completed customs form into a collection box, Postal Service lobby drop, Automated Postal Center (APC) drop, or customer mailbox, or at a Postal Service dock or other unattended location. In addition, these mailpieces are precluded from Pickup on Demand service under [235.2](#) and Carrier Pickup service under [235.3](#). Customers must present such items to an employee at a Post Office retail service counter. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

235.12 Items Bearing a Completed Customs Declaration With an Electronic Round Date

Priority Mail International items that have the mailing label, customs form (including an electronic round stamp), and postage prepared and paid online through Click-N-Ship service on *usps.com*, the eBay integrated shipping solution, or an authorized PC Postage vendor Web site may be deposited by one of the following methods:

- a. At a Postal Service retail counter.
- b. Through Pickup on Demand service (see [235.2](#)).
- c. Through Carrier Pickup service (see [235.3](#)).

- d. Into a Postal Service lobby drop.
- e. Into an Automated Postal Center (APC) drop.
- f. In a collection box.
- g. In a customer mailbox.

235.13 **Priority Mail International Flat Rate Envelopes Not Requiring a Customs Declaration**

235.131 **General**

A Priority Mail International Flat Rate Envelope meeting the conditions in [123.6](#) is the only Priority Mail International item that can be mailed without a customs label. See [235.132](#) through [235.134](#) for specific conditions.

235.132 **Priority Mail International Flat Rate Envelopes Weighing 13 Ounces or Less and Paid With Postage Stamps**

A Priority Mail International Flat Rate Envelope weighing 13 ounces or less, bearing only postage stamps, and not requiring a customs declaration (see [123.6](#)) may be deposited by one of the following methods:

- a. At a Postal Service retail counter.
- b. Through Pickup on Demand service (see [235.2](#)).
- c. Through Carrier Pickup service (see [235.3](#)).
- d. Into a Postal Service lobby drop.
- e. Into an Automated Postal Center (APC) drop.
- f. In a collection box.
- g. In a customer mailbox.

235.133 **Priority Mail International Flat Rate Envelopes Weighing More Than 13 Ounces and Paid With Postage Stamps**

A customer may *not* deposit a Priority Mail International Flat Rate Envelope weighing more than 13 ounces, bearing only postage stamps, and not requiring a customs declaration (see [123.6](#)) into a collection box, Postal Service lobby drop, Automated Postal Center (APC) drop, or customer mailbox, or at a Postal Service dock or other unattended location. In addition, these mailpieces are precluded from Pickup on Demand service under [235.2](#) and Carrier Pickup service under [235.3](#). Customers must present such items to an employee at a Post Office retail service counter. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

235.134 **Priority Mail International Flat Rate Envelopes Using Payment Methods Other Than Postage Stamps**

A Priority Mail International Flat Rate Envelope paid with online postage, postage meters, or information-based indicia (IBI) weighing less than 16 ounces and not requiring a customs declaration (see [123.6](#)) may be deposited by one of the following methods:

- a. At a Postal Service retail counter.
- b. Through Pickup on Demand service (see [235.2](#)).
- c. Through Carrier Pickup service (see [235.3](#)).
- d. Into a Postal Service lobby drop.
- e. Into an Automated Postal Center (APC) drop.

- f. In a collection box.
- g. In a customer mailbox.

235.2 **Pickup On Demand Service**

Subject to the standards in [235.1](#), Pickup On Demand service is available for Priority Mail International items. The charge for Pickup On Demand service is \$15.30, regardless of the number of items scheduled for pickup. A pickup can include any or all of the following items:

- a. Global Express Guaranteed items.
- b. Express Mail International items.
- c. Priority Mail International items.
- d. Express Mail items.
- e. Priority Mail items.
- f. Package Services items.

235.3 **Carrier Pickup Service**

No pickup fee will be charged when a Priority Mail International item or items are picked up during a letter carrier's regular delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with the information in DMM 507.6; for more information, also visit the online site at usps.com/pickup.

240 First-Class Mail International

241 **Description and Physical Characteristics**

241.1 **General**

The First-Class Mail International classification encompasses all categories of international mail that before May 14, 2007, were categorized as airmail letter-post and economy letter-post, postcards, printed matter, and small packets that were formerly categorized as LC (letters and cards) and AO (other articles).

241.2 **Physical Characteristics**

241.21 **Physical Standards – Letters**

241.211 **Weight Limit**

The weight limit for a letter-size First-Class Mail International mailpiece is 3.5 ounces. Letter-size items exceeding 3.5 ounces are charged the First-Class Mail International flat-size price.

241.212 **Dimensions**

Letter-size mail must be rectangular and must meet the following dimensions:

- a. Not less than 5-1/2 inches long or 3-1/2 inches high or 0.007-inch thick.

- b. Not more than 11-1/2 inches long or 6-1/8 inches high or 1/4-inch thick.

Note: For the purpose of determining mailability or machinability of a letter-sized piece, the length is the dimension parallel to the delivery address as read, and the height is the dimension perpendicular to the length.

241.213 **Color**

Light-colored envelopes that do not interfere with the reading of the address and postmark must be used. Brilliant colored envelopes are not authorized.

241.214 **Quality**

Envelopes and packaging materials must be constructed to be strong enough to withstand normal handling. Highly glazed paper or paper with a design that affects readability or processing is not acceptable.

241.215 **Bordered Envelopes and Cards**

Envelopes and cards that have green bars or red- and blue-striped borders may be used for the sending of First-Class Mail International items.

241.216 **Window Envelopes**

Address windows for letter-size envelopes must be used under the following conditions:

- a. The address window must be parallel with the length of the envelope and must be in the lower portion of the address side.
- b. Nothing but the name, address, and any key number used by the mailer may appear through the address window.
- c. The return address should appear in the upper-left corner. If there is no return address and the delivery address does not show through the window, the piece is handled as undeliverable mail.
- d. The address disclosed through the window must be on white paper or paper of a very light color.
- e. When used for Registered Mail, window envelopes must conform to the conditions in DMM 503.
- f. All window envelopes for international mail must include a transparent material covering the window opening — i.e., open-panel envelopes are not acceptable.

241.217 **Nonmachinable Surcharge**

Regardless of a letter's weight, a \$0.20 per-piece surcharge applies to a First-Class Mail International letter that is nonmachinable for any of the following reasons:

- a. Has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5.
- b. Is polybagged, polywrapped, or enclosed in any plastic material.
- c. Has clasps, strings, buttons, or similar closure devices.
- d. Contains items such as pens, pencils, or loose keys or coins that cause the thickness of the mailpiece to be uneven.
- e. Is too rigid (does not bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn).

- f. Is more than 4-1/4 inches high or 6 inches long and less than 0.009 inch thick.
- g. Has a delivery address parallel to the shorter dimension of the mailpiece.

241.22 **Physical Standards – Cards**

241.221 **Postcard Dimensions**

Each postcard claimed at a card price must be rectangular and must meet the following dimensions:

- a. Not less than 3-1/2 inches high or 5-1/2 inches long or 0.007 inch thick.
- b. Not more than 4-1/4 inches high or 6 inches long or 0.016 inch thick.

Note: Unenclosed cards exceeding the size limits for postcards are mailable at the First-Class Mail International letter price if they do not exceed 4-3/4 inches high or 9-1/4 inches long.

241.222 **Color**

Light-colored envelopes that do not interfere with the reading of the address and postmark must be used. Brilliant colored envelopes are not authorized.

241.223 **Quality**

Cards must be constructed to be strong enough to withstand normal handling. Highly glazed card stock or card stock with a design that affects readability or processing is not acceptable.

241.224 **Additional Standards**

To claim the card price, postcards must meet the following conditions:

- a. Postcards must consist of single cards sent without a wrapper or envelope.
- b. Privately manufactured postcards, except picture postcards, must bear the heading "Postcard."

241.225 **Right Half of Postcard**

The right half of the address side of a card must be reserved for the address of the addressee and postal notations or labels.

241.226 **Left Half and Reverse Side of Postcard**

The left half of the address side of the card and the reverse side can be used for a message or permissible attachments. If a return address is used, it must appear in the upper-left half of the address side.

241.227 **Acceptable Attachments**

The following attachments may be applied to a postcard as noted, provided the attachment is made of paper or other thin material and adheres completely to the card:

- a. To the left half or the back side of the card: clippings of any kind, illustrations or photographs, or labels other than address labels.
- b. Only to the back side of the card: stamps likely to be confused with postage stamps.
- c. Only to the address side of the card for addressing purposes: address labels.

241.228 Unacceptable Attachments

The following attachments to a card are not acceptable:

- a. An attachment that is not made of paper.
- b. An attachment that does not totally adhere to the card surface.
- c. An attachment that is an encumbrance to postal processing.

241.229 Folded (Double) Cards

Folded (double) cards must be mailed in envelopes at the First-Class Mail International letter price.

241.23 Physical Standards – Large Envelopes (Flats)**241.231 Weight Limit**

The weight limit for a First-Class Mail International large envelope (flat) is 4 pounds.

241.232 Dimensions and Characteristics

Large envelopes (flats) must meet the following dimensions and characteristics:

- a. More than 11-1/2 inches long or 6-1/8 inches high or 1/4-inch thick.
- b. Not more than 15 inches long or 12 inches high or 3/4-inch thick.
- c. Flexible (see [241.236](#)).
- d. Rectangular.
- e. Uniformly thick as stated in [241.235](#).

Note: The length of a large envelope (flat) is the longest dimension. The height is the dimension perpendicular to the length. A First-Class Mail International large envelope (flat) that does not meet the standards in [241.23](#) correct is not eligible for the large envelope (flat) size price and is charged the applicable package (small packet) price.

241.233 Color

Light-colored envelopes that do not interfere with the reading of the address and postmark must be used. Brilliant colored envelopes are not authorized.

241.234 Quality

Flats must be constructed to be strong enough to withstand normal handling. Highly glazed paper or paper with a design that affects readability or processing is not acceptable.

241.235 Uniform Thickness

Large envelopes (flats) must be uniformly thick so that any bumps, protrusions, or other irregularities do not cause more than a 1/4-inch variance in thickness. When determining variance in thickness, exclude the outside edges of a mailpiece (1 inch from each edge) when the contents do not extend into those edges. Also, exclude the selvage of any polywrap covering from this determination. Mailers must secure nonpaper contents to prevent shifting of more than 2 inches within the mailpiece if shifting would cause the piece to be nonuniform in thickness or would result in the contents bursting out of the mailpiece.

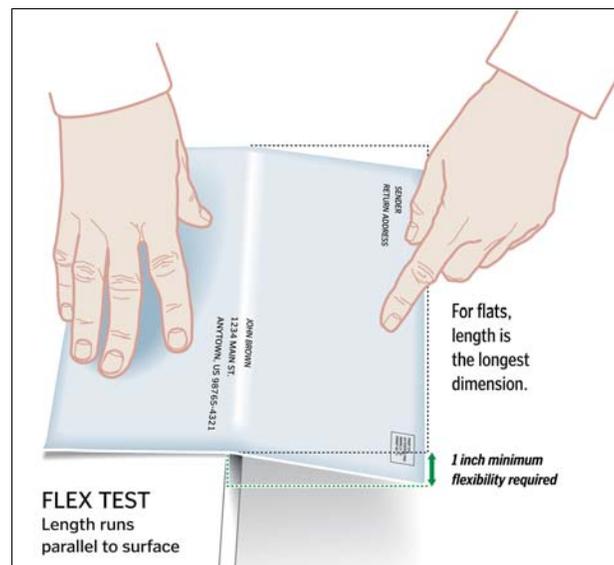
241.236 Minimum Flexibility

Large envelopes (flats) must be flexible. Boxes with or without hinges, gaps, or breaks that allow the piece to bend are not considered large envelopes

(flats). Tight envelopes or wrappers that are filled with one or more boxes are not considered large envelopes (flats). Customers have the option to perform the tests described below and illustrated in [Exhibit 241.236a–Exhibit 241.236c](#) on their own mailpieces. When a Postal Service employee observes a customer demonstrating that a flat-size piece is flexible according to these standards, the employee does not need to perform the test. Test flats as follows:

- a. All large envelopes (flats) (see [Exhibit 241.236a](#)):
 - (1) Place the piece with the length parallel to the edge of a flat surface and extend the piece halfway off the surface.
 - (2) Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's length, exerting steady pressure.
 - (3) The piece is not flexible if it cannot bend at least 1 inch vertically without being damaged.
 - (4) The piece is flexible if it can bend at least 1 inch vertically without being damaged and does not contain a rigid insert. No further testing is necessary.
 - (5) If the piece can bend at least 1 inch vertically without being damaged but contains a rigid insert, test the piece according to [241.236b](#) or [241.236c](#).

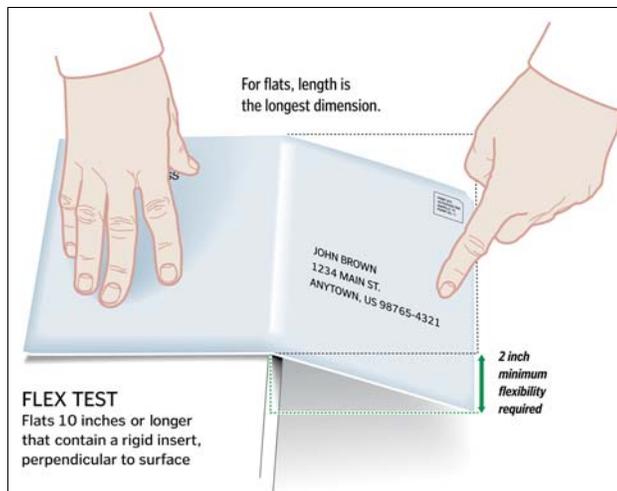
Exhibit 241.236a

Flexibility Test — All Large Envelopes (Flats)

- b. Large envelopes 10 inches or longer that demonstrate the required flexibility in 241.236a but that contain a rigid insert (see [Exhibit 241.236b](#)):
 - (1) Place the piece with the length perpendicular to the edge of a flat surface and extend the piece 5 inches off the surface.
 - (2) Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's width, exerting steady pressure.

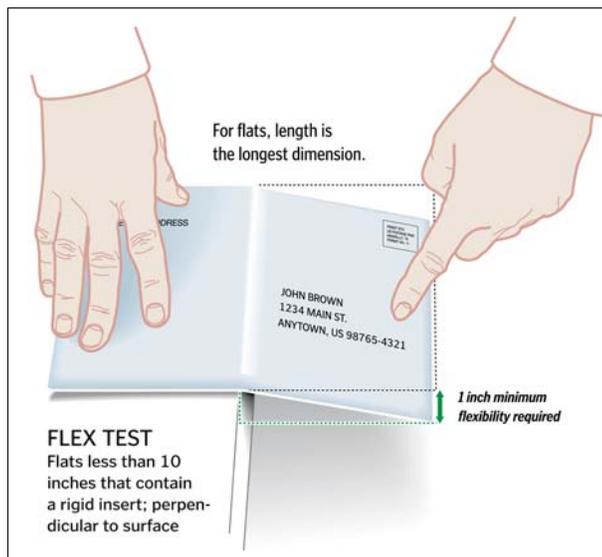
- (3) Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 2 inches vertically without being damaged.

Exhibit 241.236b

Flexibility Test – Large Envelopes (Flats) 10 Inches or Longer

- c. Large envelopes less than 10 inches long that demonstrate the required flexibility in 241.236a but that contain a rigid insert (see [Exhibit 241.236c](#)):
 - (1) Place the piece with the length perpendicular to the edge of a flat surface and extend the piece halfway off the surface.
 - (2) Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's width, exerting steady pressure.
 - (3) Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 1 inch vertically without being damaged.

Exhibit 241.236c

Flexibility Test – Large Envelopes (Flats) Less Than 10 Inches Long

241.24 Physical Standards – Packages (Small Packets)**241.241 Weight Limit**

The weight limit for a First-Class Mail International package (small packet) is 4 pounds.

241.242 Dimensions – Other Than Rolls

Packages (small packets) other than rolls must be within the following dimensions:

- a. Maximum length: 24 inches. Length is the longest dimension.
- b. Maximum length, height, and depth (thickness) combined: 36 inches.
- c. Minimum size: Large enough to accommodate the postage, address, customs form, and other required elements on the address side.

241.243 Dimensions – Rolls

Rolls must be within the following dimensions:

- a. Minimum length: 4 inches.
- b. Minimum length plus twice the diameter combined: 6-3/4 inches.
- c. Maximum length: 36 inches.
- d. Maximum length plus twice the diameter combined: 42 inches.

241.244 Quality

Packages (small packets) must be constructed to be strong enough to withstand normal handling.

242 Eligibility**242.1 Content Eligibility**

Subject to applicable weight and size limits, any article that is otherwise acceptable and not prohibited by the Postal Service or the country of destination may be mailed at the First-Class Mail International price.

242.2 Customs Forms Required**242.21 Dutiable Merchandise**

The following conditions apply to dutiable merchandise mailed with First-Class Mail International service:

- a. Any merchandise sent to another country may be subject to duty under the customs regulations of that country. The Postal Service does not maintain or provide information concerning the assessment of customs duty.
- b. First-Class Mail International items may contain dutiable merchandise unless the country of destination prohibits dutiable merchandise in letters. (See the Individual Country Listings.)
- c. When mailing an article that may be dutiable, the sender must use PS Form 2976 (see [123](#)) and must also follow the special instructions under “Customs Forms Required” and “Observations” in the Individual Country Listings.

- d. The maximum value for dutiable merchandise is \$400. Items exceeding \$400 must be mailed using Global Express Guaranteed service, Express Mail International service, or Priority Mail International service (but not with the Priority Mail International flat-rate envelope or small flat-rate box).

242.22 **Nondutiable Merchandise**

Nondutiable merchandise may be mailed (at the sender’s risk) to countries that do not accept dutiable merchandise. The Postal Service assumes no responsibility for the treatment such items may receive in the country of destination.

Note: Because PS Form 2976 generally denotes dutiable contents, it should be omitted from First-Class Mail International letter-size and flat-size mailpieces weighing less than 16 ounces when the contents are not dutiable (see [123.61](#)).

242.3 **Mail Sealed Against Inspection**

First-Class Mail International mailpieces are sealed against inspection.

242.4 **Extra Services**

242.41 **Certificate of Mailing**

Certificate of mailing service is available for purchase for First-Class Mail International items.

242.42 **Return Receipt Service**

Return receipt service is available for purchase for only First-Class Mail International items that use Registered Mail service and *only* to the countries listed in [Exhibit 242.42](#). See [340](#) for preparation procedures.

Exhibit 242.42

Return Receipt Service for Applicable First-Class Mail International Items

Argentina	Pakistan
Australia	Qatar
Bahrain	Singapore
Guinea-Bissau	South Africa
Hong Kong	Taiwan
Korea, Republic of (South Korea)	Tunisia
Kuwait	

242.43 **Registered Mail Service**

Registered Mail service is available for purchase for First-Class Mail International items, including for such items mailed as free matter for the blind or physically handicapped.

242.44 **Restricted Delivery**

Restricted delivery service is available for purchase for only First-Class Mail International items that use both Registered Mail service and a return receipt, and *only* to certain destinations — see the Individual Country Listings for availability.

243 Prices and Postage Payment Methods

243.1 Prices

243.11 Prices and Price Application – General

First-Class Mail International cards, letters, large envelopes (flats), and packages (small packets) are charged postage for each addressed piece according to its weight and zone. For prices, see the Individual Country Listings.

243.12 Price Computation

Other than postcards, First-Class Mail International prices are charged per ounce or fraction thereof; any fraction of an ounce is rounded up to the next whole ounce. For example, if a piece weighs 1.2 ounces, the weight (postage) increment is 2 ounces. The minimum postage per addressed piece, except for postcards, is that for a piece weighing 1 ounce.

243.13 Destinating Countries and Price Groups

See the Individual Country Listings for First-Class Mail International postage prices that are applicable to specific destination countries. [Exhibit 243.13](#) shows the country-specific price group designations that apply to First-Class Mail International service.

Exhibit 243.13

First-Class Mail International Price Groups

Country	Price Group
Afghanistan	6
Albania	4
Algeria	8
Andorra	5
Angola	7
Anguilla	9
Antigua and Barbuda	9
Argentina	9
Armenia	4
Aruba	9
Ascension	7
Australia	3
Austria	5
Azerbaijan	4
Bahamas	9
Bahrain	8
Bangladesh	6
Barbados	9
Belarus	4
Belgium	5
Belize	9
Benin	7
Bermuda	9
Bhutan	6
Bolivia	9
Bosnia and Herzegovina	4
Botswana	7

Exhibit 243.13

First-Class Mail International Price Groups

Country	Price Group
Brazil	9
British Virgin Islands	9
Brunei Darussalam	6
Bulgaria	4
Burkina Faso	7
Burma	6
Burundi	7
Cambodia	6
Cameroon	7
Canada	1
Cape Verde	7
Cayman Islands	9
Central African Republic	7
Chad	7
Chile	9
China	3
Colombia	9
Comoros	7
Congo, Democratic Republic of the	7
Congo, Republic of the	7
Costa Rica	9
Cote d'Ivoire (Ivory Coast)	7
Croatia	4
Cuba	9
Cyprus	4
Czech Republic	4
Denmark	5
Djibouti	7
Dominica	9
Dominican Republic	9
Ecuador	9
Egypt	8
El Salvador	9
Equatorial Guinea	7
Eritrea	7
Estonia	4
Ethiopia	8
Falkland Islands	9
Faroe Islands	5
Fiji	6
Finland	5
France	5
French Guiana	9
French Polynesia	6
Gabon	7
Gambia	7
Georgia, Republic of	4
Germany	5
Ghana	7
Gibraltar	5

Exhibit 243.13

First-Class Mail International Price Groups

Country	Price Group
Great Britain and Northern Ireland	5
Greece	5
Greenland	5
Grenada	9
Guadeloupe	9
Guatemala	9
Guinea	7
Guinea-Bissau	7
Guyana	9
Haiti	9
Honduras	9
Hong Kong	3
Hungary	4
Iceland	5
India	6
Indonesia	6
Iran	8
Iraq	8
Ireland	5
Israel	8
Italy	5
Jamaica	9
Japan	3
Jordan	8
Kazakhstan	6
Kenya	7
Kiribati	6
Korea, Democratic People's Republic of (North Korea)	6
Korea, Republic of (South Korea)	3
Kosovo, Republic of	5
Kuwait	8
Kyrgyzstan	6
Laos	6
Latvia	4
Lebanon	8
Lesotho	7
Liberia	7
Libya	8
Liechtenstein	5
Lithuania	4
Luxembourg	5
Macao	6
Macedonia, Republic of	4
Madagascar	7
Malawi	7
Malaysia	6
Maldives	6
Mali	7
Malta	5

Exhibit 243.13

First-Class Mail International Price Groups

Country	Price Group
Martinique	9
Mauritania	7
Mauritius	7
Mexico	2
Moldova	4
Mongolia	6
Montenegro	5
Montserrat	9
Morocco	8
Mozambique	7
Namibia	7
Nauru	6
Nepal	6
Netherlands	5
Netherlands Antilles	9
New Caledonia	6
New Zealand	6
Nicaragua	9
Niger	7
Nigeria	7
Norway	5
Oman	8
Pakistan	6
Panama	9
Papua New Guinea	6
Paraguay	9
Peru	9
Philippines	6
Pitcairn Island	6
Poland	4
Portugal	5
Qatar	8
Reunion	9
Romania	4
Russia	4
Rwanda	7
Saint Christopher and Nevis	9
Saint Helena	7
Saint Lucia	9
Saint Pierre and Miquelon	4
Saint Vincent and the Grenadines	9
San Marino	5
Sao Tome and Principe	7
Saudi Arabia	8
Senegal	7
Serbia, Republic of	5
Seychelles	7
Sierra Leone	7
Singapore	6
Slovak Republic	5

Exhibit 243.13

First-Class Mail International Price Groups

Country	Price Group
Slovenia	5
Solomon Islands	6
Somalia	No Service
South Africa	7
Spain	5
Sri Lanka	6
Sudan	7
Suriname	9
Swaziland	7
Sweden	5
Switzerland	5
Syrian Arab Republic	8
Taiwan	6
Tajikistan	6
Tanzania	7
Thailand	6
Togo	7
Tonga	6
Trinidad and Tobago	9
Tristan da Cunha	7
Tunisia	8
Turkey	4
Turkmenistan	6
Turks and Caicos Islands	9
Tuvalu	6
Uganda	7
Ukraine	4
United Arab Emirates	8
Uruguay	9
Uzbekistan	6
Vanuatu	6
Vatican City	5
Venezuela	9
Vietnam	6
Wallis and Futuna Islands	6
Western Samoa	6
Yemen	8
Zambia	7
Zimbabwe	7

243.2 Postage Payment Methods – General

First-Class Mail International items may be paid with postage stamps, postage validation imprinter (PVI) labels, postage meter stamps, information-based indicia (IBI), PC Postage service, or permit imprint.

243.3 Permit Imprint – General

Mailers may use a permit imprint for mailings that contain identical weight pieces. Any of the First-Class Mail International permit imprint formats shown in [Exhibit 152.44](#) is acceptable. Postage is calculated as described in [243.12](#)

and is deducted from the mailer's advance deposit account. Permit imprints must not denote bulk mail, nonprofit, or other domestic or special mail markings. Mailers may use permit imprint with nonidentical weight pieces only if authorized to use postage mailing systems under DMM 705.

243.4 **Official Mail**

243.41 **Mailings by Federal Agencies**

First-Class International shipments that are entered by federal agencies and departments are subject to the same standards under [240](#) as First-Class Mail International shipments that are entered by nongovernmental entities.

243.42 **Postal Service Mailings**

First-Class Mail International shipments that are entered by U.S. Postal Service entities are subject to the same standards under [240](#) as First-Class Mail International shipments that are entered by nongovernmental entities, except that U.S. Postal Service mailings must bear the G-10 permit indicia that are prescribed for all Postal Service official mail. See [142.2](#).

244 **Mail Preparation**

244.1 **Addressing**

First-Class Mail International items are subject to the addressing requirements in [122](#).

244.2 **Marking**

The following markings apply to First-Class Mail International items:

- a. First-Class Mail International postcards, letters, and large envelopes (flats) must be marked "AIRMAIL/PAR AVION" or have PS Label 19-A, *Par Avion Airmail*, or PS Label 19-B, *Par Avion Airmail*, affixed to the address side of the mailpiece.
- b. First-Class Mail International packages (small packets) and rolls — which because of their size, shape, or configuration might be mistaken for another category of international mail — should be marked "LETTER-POST" on the address side of the mailpiece.
- c. First-Class Mail International items that qualify as free matter for the blind or physically handicapped must bear the marking "FREE MATTER FOR THE BLIND" in the upper-right corner of the address side of the mailpiece. See [274.2](#).

244.3 **Sealing**

Unregistered First-Class Mail International items may be sealed at the sender's option. Mailpieces not sealed by conventional means, such as moistening the gummed flaps on envelopes or taping the open flaps for small packets, must be *closed* in such a manner as to prevent the contents from falling out or being damaged during postal handling and transport. First-Class Mail International items that use Registered Mail service must be sealed. (See [334.4](#) for sealing requirements for Registered Mail service.)

244.4 Packaging

The following packaging methods may be used for First-Class Mail International items:

- a. Mailers must package mailpieces to withstand normal transit and handling without content or package breakage, injury to Postal Service employees, or damage to other mail or Postal Service equipment.
- b. Mailers must package their contents to prevent their deterioration.
- c. Mail matter is admissible in envelopes, sleeves, or wrappers of varying sizes and thickness
Note: Transparent plastic packaging is acceptable for international mailing purposes.
- d. Bulkier items are admissible in boxes, cartons, tubes, or other types of containers that are commonly used to transmit shipments that are in package form.
- e. Except as provided in [292.4](#) and [293.4](#), folded mailpieces, without envelopes, are admissible provided that all of the open sides are secured with tape, tabs, or wafer seals of sufficient quantity and strength to prevent the mailpieces from opening or being damaged during postal handling.
- f. First-Class Mail International items in card form are permitted, so long as their overall dimensions do not exceed 4-3/4 inches high or 9-1/4 inches long (see [241.221](#)).

245 Mail Entry and Deposit — Place of Mailing**245.1 Items Requiring a Completed Customs Declaration**

Except as provided in [245.2](#), a mailer may *not* deposit a First-Class Mail International item that requires a completed customs declaration form into a collection box, Postal Service lobby drop, Automated Postal Center (APC) drop, or customer mailbox, or at a Postal Service dock or other unattended location. Customers must present such items to an employee at a Post Office retail service counter. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

245.2 Items Bearing a Completed Customs Declaration With an Electronic Round Date

First-Class Mail International items that have the mailing label, customs form (including an electronic round stamp), and postage prepared and paid online through the eBay integrated shipping solution or an authorized PC Postage vendor Web site may be deposited by one of the following methods:

- a. At a Postal Service retail counter.
- b. Into a Postal Service lobby drop.
- c. Into an Automated Postal Center (APC) drop.
- d. In a collection box.
- e. In a customer mailbox.

245.3 Items Not Requiring a Customs Declaration**245.31 Items Weighing 13 Ounces or Less and Paid With Postage Stamps**

A First-Class Mail International letter-size or flat-size item weighing 13 ounces or less, bearing only postage stamps, and not requiring a customs declaration (see [123.6](#)) may be deposited by one of the following methods:

- a. At a Postal Service retail counter.
- b. Into a Postal Service lobby drop.
- c. Into an Automated Postal Center (APC) drop.
- d. In a collection box.
- e. In a customer mailbox.

245.32 Items Weighing More Than 13 Ounces and Paid With Postage Stamps

A customer may *not* deposit a First-Class Mail International letter-size or flat-size item weighing more than 13 ounces, bearing only postage stamps, and not requiring a customs declaration (see [123.6](#)) into a collection box, Postal Service lobby drop, Automated Postal Center (APC) drop, or customer mailbox, or at a Postal Service dock or other unattended location. Customers must present such items to an employee at a Post Office retail service counter. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

245.4 Items Paid With Methods Other Than Postage Stamps

First-Class Mail International letter-size or flat-size items paid with online postage, postage meters, or information-based indicia (IBI) weighing less than 16 ounces and not requiring a customs declaration (see [123.6](#)) may be deposited by one of the following methods:

- a. At a Postal Service retail counter.
- b. Into a Postal Service lobby drop.
- c. Into an Automated Postal Center (APC) drop.
- d. In a collection box.
- e. In a customer mailbox.

250 (Reserved)

260 Direct Sacks of Printed Matter to One Addressee (M-bags)

261 **Description**

261.1 **General**

M-bags are defined as direct sacks of printed matter (see [261.22](#)) sent to a single foreign addressee at a single address. There are three types of M-bags: Airmail M-bags, International Priority Airmail (IPA) M-bags, and International Surface Air Lift (ISAL) M-bags. All M-bags are subject to the following conditions of mailing:

- a. Maximum weight of a sack: 66 pounds (including the tare weight of the sack). Lower maximum weights apply to certain countries. See the Individual Country Listings.
- b. Availability: All destinations that are referenced in the Individual Country Listings for Airmail M-bags, in [Exhibit 292.452](#) for IPA M-bags, and in [Exhibit 293.452](#) for ISAL M-bags.
- c. Identification: PS Tag 158, *M-bag Addressee Tag*, must be completed and attached to the neck of the sack.
- d. Postage: The applicable postage for Airmail M-bags, International Priority Airmail (IPA), and International Surface Air Lift (ISAL) must be affixed to PS Tag 158.
- e. Extra services: Certificate of mailing is available. Registry and insurance are not available.

261.2 **Eligibility**

261.21 **Printed Matter**

Printed matter is admissible in M-bags. Articles that meet the definition of “printed matter” include newspapers, magazines, journals, books, sheet music, catalogs, directories, commercial advertising, and promotional matter. “Printed matter” is defined as follows:

- a. Papers upon which words, letters, characters, figures, images, or any combinations thereof appear.
- b. Papers that do not have the character of a bill or statement of account.
- c. Papers that do not have the character of current and personal correspondence.

261.22 **Other Articles**

Certain other articles may be enclosed in M-bags, provided that all of the following conditions of mailing are met:

- a. The articles being sent are limited to discs, tapes, and cassettes; commercial samples shipped by manufacturers and distributors; or other non-dutiable commercial articles or informational materials that are not subject to resale.

- b. The articles are related to the printed matter (see [261.21](#)) with which they are being mailed.
- c. The articles are affixed to or are otherwise combined with the accompanying printed matter.
- d. The combined weight of each printed matter mailpiece and the related articles may not exceed 4 pounds.
- e. The M-bag must be accompanied by a fully completed PS Form 2976, *Customs Declaration CN 22 — Sender's Declaration* (green label), which is to be affixed to PS Tag 158, *M-bag Addressee Tag*.

261.23 **Mail Not Sealed Against Inspection**

M-bags are not sealed against inspection. Regardless of physical closure, the mailing of an M-bag, including an airmail, IPA, or ISAL M-bag, constitutes consent by the mailer to inspection of the contents.

262 **Postage Prices and Fees**

262.1 **Airmail M-bags**

Airmail M-bags may contain any type of allowable printed matter and certain other articles (see [261.22](#)). See the Individual Country Listings for the Price Group and maximum weight limit for each country. Each Airmail M-bag that weighs 11 pounds or less is charged the applicable 11-pound price; a bag that exceeds 11 pounds is charged the applicable 11-pound price and the applicable per-pound price for each additional pound or fraction of a pound over 11 pounds.

262.2 **International Priority Airmail (IPA) M-bags**

IPA M-bags that are entered in conjunction with an IPA mailing (see [292](#)) may contain all types of allowable printed matter and certain other items (see [261.22](#)). See [Exhibit 292.31c](#) or [Exhibit 292.31d](#) for the postage price that applies to M-bags mailed to each IPA destination country. Each full service IPA M-bag that weighs 11 pounds or less is charged the applicable 11-pound price; a bag that exceeds 11 pounds is charged the applicable 11-pound price and the applicable per-pound price for each additional pound or fraction of a pound over 11 pounds. Each International Service Center (ISC) drop shipment IPA M-bag that weighs 5 pounds or less is charged the applicable 5-pound price; a bag that exceeds 5 pounds is charged the applicable 5-pound price and the applicable per-pound price for each additional pound or fraction of a pound over 5 pounds.

262.3 **International Surface Air Lift (ISAL) M-bags**

ISAL M-bags that are entered in conjunction with an ISAL mailing (see [293](#)) may contain all types of allowable printed matter and certain other articles (see [261.22](#)). See [Exhibit 293.31c](#) or [Exhibit 293.31d](#) for the postage price that applies to M-bags mailed to each ISAL destination country. Each full service ISAL M-bag that weighs 11 pounds or less is charged the applicable 11-pound price; a bag that exceeds 11 pounds is charged the applicable 11-pound price and the applicable per-pound price for each additional pound or fraction of a pound over 11 pounds. Each International Service Center (ISC) drop shipment ISAL M-bag that weighs 5 pounds or less is

charged the applicable 5-pound price; a bag that exceeds 5 pounds is charged the applicable 5-pound price and the applicable per-pound price for each additional pound or fraction of a pound over 5 pounds.

262.4 **Postage Calculation**

The amount of postage paid by the mailer is determined by the weight of the sack's contents, rounded to the next whole pound. For example, if the total weight of the printed matter in an M-bag is 23.2 pounds, exclusive of the tare weight of the sack, the postage computation is based on a total content weight of 24 pounds.

262.5 **Stamps, Postage Evidencing Systems, PVI Labels, or Permit Imprint**

M-bag postage can be paid by the following means:

- a. By affixing postage stamps, meter stamps, PC Postage, or a postage validation imprinter (PVI) label to PS Tag 158, *M-bag Addressee Tag*.
- b. By placing a permit imprint on PS Tag 158, *M-bag Addressee Tag*, and making payment through an advance deposit account. When this method of payment is used, the minimum quantity requirement (i.e., 200 pieces or 50 pounds) that is normally a prerequisite for permit imprint usage (see [152.43](#)) does *not* apply. The postage amount must be accounted for on PS Form 3700, *Postage Statement – International Mail*.

263 **Weight and Size Limits**

263.1 **Weight Limits**

There is no minimum weight requirement for the entry of Airmail M-bags, IPA M-bags, or ISAL M-bags. The maximum weight limit for M-bags is 66 pounds, which includes the tare weight of the sack. Lower maximum weights apply to certain countries. See the Individual Country Listings.

263.2 **Size Limits**

There are no defined size limits so long as articles being sent can be enclosed in the mailbag.

264 **Mail Preparation**

264.1 **Marking**

Printed matter, or printed matter in combination with merchandise items, must be placed into one or more individual packages bearing the name and address of the sender and addressee. Each package must be marked "POSTAGE PAID – M-BAG."

264.2 **Sacking and Labeling**

264.21 **Equipment**

The sacks and mailing tags (i.e., PS Tag 158) needed for M-bag entry can be obtained from local Post Office facilities. Airmail pouches, if available, will be furnished to customers who intend to utilize that type of M-bag service.

264.22 Tagging

PS Tag 158, M-bag Addressee Tag, must be completed for all types of M-bags and attached to the neck of the sack. It must bear the requisite amount of stamped or metered postage or the sender's authorized permit imprint or indicia (see [262.4](#)). For IPA M-bags, mailers must also attach PS Tag 115, *International Priority Airmail*. For ISAL M-bags, mailers must also attach PS Tag 155, *Surface Air Lift Mail*.

264.23 Multiple Sacks to One Addressee

If multiple sacks are sent to the same foreign addressee, PS Tag 158 must be marked with an identifiable fraction such as 1/5, 2/5, 3/5, etc.

264.24 Country Destination Name

The Post Office facility must label the sack with the name of the country of destination in large letters and the name of the U.S. dispatching exchange office in small letters (for example, Great Britain via New York), and send it to that exchange office for dispatch to destination.

264.3 Customs Forms Required

M-bags that contain potentially dutiable printed matter or any category of printed matter that is combined with allowable merchandise items (see [261.22](#)) must be accompanied by a fully completed PS Form 2976, which is to be affixed to PS Tag 158, *M-bag Addressee Tag*. The maximum allowable value is \$400.

265 Extra Services

Certificate of mailing is available. Return receipts, restricted delivery, registry service, and insurance are not available with M-bags.

270 Free Matter for the Blind or Other Physically Handicapped Persons

271 Description**271.1 General**

Subject to the standards below and DMM 703, matter may be entered free of postage if mailed by or for the use of blind or other persons who cannot read or use conventionally printed materials due to a physical handicap. Matter for the blind in international mail is limited to the following:

- a. Books, periodicals, and other matter (including unsealed letters) impressed in Braille or other special type for the use of the blind.
- b. Plates for embossing literature for the blind.
- c. Discs, tapes, or wires bearing voice recordings and special paper intended solely for the use of the blind, provided they are sent by or addressed to an officially recognized institution for the blind.
- d. Sound recordings or tapes that are mailed by a blind person.

271.2 Eligibility

Eligible participants must be residents of the United States, which includes territories, insular possessions, and the District of Columbia, or American citizens domiciled abroad.

271.3 Matter Sent to or by Blind or Other Physically Handicapped Persons

Acceptable matter and the conditions for mailing such matter that may be sent free under this standard are limited to the items described in [271](#) and DMM 703.

272 Postage Prices

Postage is free for the following eligible items marked “Free Matter for the Blind or Physically Handicapped”:

- a. A First-Class Mail International item (including a Priority Mail International flat-rate envelope or small flat-rate box).
- b. A Priority Mail International parcel weighing up to 15 pounds.

The sender must pay the applicable postage based on the weight and destination (zone) of the article when sending eligible free matter in a Priority Mail International parcel weighing more than 15 pounds, by Global Express Guaranteed service, or by Express Mail International service.

The sender must pay fees for registry service or insurance (see [275](#)).

273 Weight and Size Limits**273.1 Weight Limit**

For First-Class Mail International items (including Priority Mail International flat-rate envelopes and small flat-rate boxes), the weight limit is 4 pounds.

For Priority Mail International items (excluding the flat-rate envelope and the small flat-rate box), the weight limit is 15 pounds.

Note: The 15-pound weight limit for Priority Mail International parcels also applies to any USPS-produced flat-rate packaging that may have higher maximum limits when not mailed as Free Matter for the Blind or Physically Handicapped.

273.2 Size Limits

For First-Class Mail International items, see [241.2](#).

For Priority Mail International parcels, see [231.2](#).

274 Mail Preparation**274.1 Addressing**

See [122](#).

274.2 Marking

In addition to the markings required in [244.2](#) for First-Class Mail International items and in [234.2](#) for Priority Mail International parcels, free matter must be marked “Free Matter for the Blind or Handicapped” in the upper right-hand corner of the address side of the mailpiece.

274.3 Sealing

Matter for the blind must *not* be sealed, even if registered.

274.4 Packaging**274.41 Mail Not Sealed Against Inspection**

Free Matter for the Blind or Other Physically Handicapped Persons items mailed under [270](#) are not sealed against inspection (see ASM 274). Items must be prepared in such a way that the contents are protected but inspection of the contents is not hindered.

274.42 Types of Containers

The items must be placed in wrappers, in rolls, between cardboard, or in bags, boxes, *unsealed* envelopes, or containers. Dangerous fasteners may not be used. The articles may also be tied with string or twine in a manner that will permit them to be easily untied.

275 Extra Services

The sender must pay for extra services for Free Matter for the Blind or Other Physically Handicapped Persons. Only the following extra services are authorized:

- a. Registered Mail service for First-Class Mail International items and for Priority Mail International flat-rate envelopes or small flat-rate boxes.
- b. Insurance service for Priority Mail International parcels up to 15 pounds.

276 Customs Forms Required

As described in [Exhibit 123.61](#), a fully completed PS Form 2976 or 2976-A must be affixed to each item. The known mailer exemption in IMM [123.62](#) does not apply to free matter for the blind or other physically handicapped persons.

280 (Reserved)

290 Commercial Services

291 **(Reserved)**

292 **International Priority Airmail (IPA) Service**

292.1 **Description**

292.11 **General**

International Priority Airmail™ (IPA®) service is available for volume mailings of all First-Class Mail International postcards, letters, large envelopes (flats), and packages (small packets). The sender must prepare mailpieces in accordance with the shape-based requirements of First-Class Mail International service (see [240](#)) and the requirements of this subchapter. Separate prices are provided for International Service Center (ISC) drop shipments, presorted mail, and worldwide nonpresort mail. Volume incentives are available through customized agreements.

292.12 **Mail Sealed Against Inspection**

With the exception of M-bags (see [261.23](#)), IPA mailpieces are sealed against inspection.

292.13 **IPA M-bags**

IPA M-bags (direct sacks of printed matter to one addressee) may be entered in conjunction with an IPA mailing, are subject to the provisions of [260](#), and may be sent to all destination countries that are referenced in [Exhibit 292.452](#). When using this method of mail preparation, the sender must complete PS Tag 115, *International Priority Airmail*, and PS Tag 158, *M-bag Addressee Tag*. Tags must be securely attached to the neck of the sack.

292.2 **Eligibility**

292.21 **Qualifying Mailpieces**

To qualify for IPA service, a mailpiece must meet the First-Class Mail International characteristics as defined in [141.5](#). Mailpieces do not have to be of the same size and weight to qualify. Any item sent with IPA service must conform to the weight and size limits for First-Class Mail International postcards, letters, large envelopes (flats), and packages (small packets) as described in [240](#).

292.22 **Availability**

IPA service is available to all the foreign countries that are as listed in [Exhibit 292.452](#), which shows the price group assigned to each country.

292.23 **Minimum Quantity Requirements**

292.231 **Minimum Quantity**

All mailings must meet a minimum weight quantity of 50 pounds. To achieve the 50-pound minimum, mailings may include a combination of presort mail, worldwide nonpresort mail, or M-bags.

292.232 Presort Eligibility – Full Service

Only a direct country sack containing a minimum of 5 pounds qualifies for the presort price. All remaining mail must be prepared and paid at the worldwide nonpresort price.

292.233 Presort Eligibility – ISC Drop Shipment

Only a direct country sack containing a minimum of 5 pounds or a mixed country sack containing a minimum of 5 pounds qualifies for the presort price. All remaining mail must be prepared and paid at the worldwide nonpresort price.

292.24 Dutiable Items

Dutiable items may be sent in accordance with the applicable rules in this subchapter for each respective category of mail. Priority Mail International items, either ordinary or insured, may not be mailed with IPA service.

292.25 Customs Forms Requirements

See [123](#) for customs forms requirements.

292.26 Extra Services

Extra services are not available for items sent with IPA service.

292.3 Prices and Postage Payment Methods**292.31 Prices**

IPA service has two price options: a presort price with 15 price groups ([Exhibit 292.31a](#)), and a worldwide nonpresort price ([Exhibit 292.31b](#)). Both options offer full service prices ([Exhibit 292.31c](#)) for mail deposited at offices other than the drop shipment offices listed in [292.532](#), and drop shipment prices ([Exhibit 292.31d](#)) for mail deposited at one of the drop shipment offices. The per-piece price and per-pound price are shown in [Exhibit 292.31a](#) and [Exhibit 292.31b](#). The per-piece price applies to each piece regardless of its weight. The per-pound price applies to the net weight (gross weight minus tare weight of sack or tray) of the mail for the specific price group. Fractions of a pound are rounded to the next whole pound for postage calculation.

Exhibit 292.31a

IPA Prices – Direct Country Sacks and Mixed Country Sacks

Price Group	Direct Country Sacks			Mixed Country Sacks		
	Per Piece	Full Service Per Lb.	ISC Drop Shipment Per Lb.	Per Piece	Full Service Per Lb.	ISC Drop Shipment Per Lb.
1	\$0.43	\$7.12	\$4.62	—	—	—
2	0.15	6.69	4.19	—	—	—
3	0.42	9.07	6.57	—	—	—
4	0.45	9.52	7.02	—	—	—
5	0.43	9.26	6.76	—	—	—
6	0.44	9.26	6.76	—	—	—
7	0.42	9.00	6.50	—	—	—
8	0.41	9.00	6.50	—	—	—
9	0.33	9.97	7.47	—	—	—
10	0.41	9.20	6.70	—	—	—
11	0.40	9.00	6.50	\$0.42	—	\$6.83
12	0.15	8.00	5.50	0.16	—	5.78
13	0.16	7.35	4.85	0.17	—	5.10
14	0.15	9.00	6.50	0.16	—	6.83
15	0.12	9.50	7.00	0.13	—	7.35

Exhibit 292.31b

IPA Prices – Worldwide Nonpresort Sacks

Price Group	Per Piece	Full Service Per Lb.	ISC Drop Shipment Per Lb.
WW	\$0.47	\$10.98	\$8.09

Exhibit 292.31c

IPA M-bag Prices – Full Service

Price Group	Full Service Per Lb.
1	\$4.60
2	5.20
3	6.10
4	6.10
5	6.10
6	6.10
7	6.10
8	6.10
9	8.10
10	7.65
11	6.10
12	6.90
13	6.70
14	7.45
15	7.35

Note: IPA full service M-bags are subject to the minimum price for 11 pounds.

Exhibit 292.31d

IPA M-bag Prices – ISC Drop Shipment

Price Group	5 lbs.	6 lbs.	7 lbs.	8 lbs.	9 lbs.	10 lbs.	11 lbs.	Each Additional Pound
1	\$19.30	\$19.75	\$20.20	\$20.65	\$21.10	\$21.55	\$22.00	\$2.00
2	25.00	25.60	26.20	26.80	27.40	28.00	28.60	2.60
3	30.85	31.85	32.85	33.85	34.85	35.85	36.85	3.35
4	30.85	31.85	32.85	33.85	34.85	35.85	36.85	3.35
5	30.85	31.85	32.85	33.85	34.85	35.85	36.85	3.35
6	30.85	31.85	32.85	33.85	34.85	35.85	36.85	3.35
7	30.85	31.85	32.85	33.85	34.85	35.85	36.85	3.35
8	30.85	31.85	32.85	33.85	34.85	35.85	36.85	3.35
9	47.75	49.60	51.45	53.30	55.15	57.00	58.85	5.35
10	44.50	46.25	48.00	49.75	51.50	53.25	55.00	5.00
11	30.85	31.85	32.85	33.85	34.85	35.85	36.85	3.35
12	38.75	39.90	41.05	42.20	43.35	44.50	45.65	4.15
13	38.65	39.45	40.25	41.05	41.85	42.65	43.45	3.95
14	44.80	45.95	47.10	48.25	49.40	50.55	51.70	4.70
15	42.50	43.85	45.20	46.55	47.90	49.25	50.60	4.60

Note: IPA ISC drop shipment M-bags are subject to the minimum price for 5 pounds.

292.32 **Computation of Postage**

Postage is computed on PS Form 3700, *Postage Statement – International Mail*.

292.321 **Computing Worldwide Nonpresort Prices**

Compute postage at the worldwide nonpresort price as follows:

1. Multiply the number of pieces in the mailing by the applicable per-piece price.
2. Multiply the net weight (in whole pounds) of the entire mailing by the applicable per-pound price.
3. Add together the two totals in steps 1 and 2.

292.322 **Computing Presort Prices**

Compute postage at the presorted price as follows:

1. Multiply the number of pieces in the mailing destined for countries in a specific price group by the appropriate per-piece price.
2. Multiply the net weight (in whole pounds) of those pieces by the corresponding per-pound price.
3. Add together the two totals in steps 1 and 2.

292.33 **Postage Payment Methods**292.331 **General**

Postage must be paid by postage meter, permit imprint, or precanceled stamps (see DMM 604).

292.332 Postage Meter

Payments made by postage meter are subject to the following standards:

- a. *Piece Price.* The applicable per-piece postage shown in [Exhibit 292.31a](#) or [Exhibit 292.31b](#) must be affixed to each mailpiece when paying with a meter. A mailer who has an ICM agreement must affix the applicable per-piece postage as set forth in the ICM agreement.
- b. *Pound Price.* Postage for the pound price portion must be paid either by meter stamp(s) attached to the postage statement or from the mailer's authorized permit imprint advance deposit account.
- c. *Postage Endorsement.* Each piece must be legibly endorsed with the words "INTERNATIONAL PRIORITY AIRMAIL."
- d. *Specifications for Endorsement.* The endorsement required in [292.332c](#) must appear on the address side of each piece and must be applied by a printing press, hand stamp, or other similar printing device. It must appear either above the name of the addressee and to the left or below the postage, or adjacent to the meter stamp in either the postal inscription slug area or ad plate area. If the postal endorsement appears in the ad plate area, no other information may appear in the ad plate. The endorsement may not be typewritten or hand-drawn. The endorsement is not considered adequate if it is included as part of a decorative design or advertisement.
- e. *Unmarked Pieces.* Unmarked pieces lacking the postage endorsement are subject to the First-Class Mail International single-piece price.
- f. *Drop Shipment of Metered Mail.* A mailer who wants to enter metered IPA mail at a Post Office facility other than where the meter is licensed must obtain a drop shipment authorization. To obtain an authorization, the mailer must submit a written request to the postmaster at the office where the mail will be entered (see DMM 705).

292.333 Precanceled Stamps

Payments made by precanceled stamps are subject to the following standards:

- a. *Piece Price.* The same denomination of stamp must be affixed to every piece in the mailing.
- b. *Pound Price.* Additional postage is paid at the time of mailing by advance deposit account or meter stamp affixed to the back of the accompanying postage statement.
- c. *Postage Endorsement.* Each piece must be legibly endorsed with the words "INTERNATIONAL PRIORITY AIRMAIL."
- d. *Specifications for Endorsement.* The endorsement required in [292.333c](#) must appear on the address side of each piece and must be applied by a printing press, hand stamp, or other similar printing device. It must appear either above the name of the addressee and to the left or below the postage, or adjacent to the precanceled stamp. The endorsement may not be typewritten or hand-drawn. The endorsement is not considered adequate if it is included as part of a decorative design or advertisement.

- e. *Unmarked Pieces.* Unmarked pieces lacking the postage endorsement are subject to the First-Class Mail International single-piece price.

292.334 **Permit Imprint**

Mailers may use a permit imprint for mailings that contain identical weight pieces. Any of the permit imprint formats shown in [Exhibit 152.44](#) is acceptable but must include the “INTL PRIORITY AIRMAIL” rate marking. Postage is calculated as described in [292.32](#) and is deducted from the mailer’s advance deposit account. Permit imprints must not denote bulk mail, nonprofit, or other domestic or special mail. Mailers may use permit imprint with nonidentical weight pieces only if authorized to use postage mailing systems under DMM 705.

292.4 **Mail Preparation**

292.41 **Addressing and Return Address**

IPA mailpieces are subject to the addressing requirements contained in [122](#), including the requirement of a U.S.-origin return address as defined in [122.2](#).

- a. **Exception – Canada:** IPA items destined for Canada must have the applicable alphanumeric postcode included in the delivery address. See [122.1k](#) for the address formatting requirements that generally apply to mailpieces sent to Canada.
- b. **Exception – Direct Country Sacks:** IPA items in direct country sacks (see [292.461](#)) are not subject to the interline addressing requirement that is specified in [122.1d](#). At the sender’s risk, the English translation of the destination post office or city name may be omitted from an address that is printed in Russian, Greek, Arabic, Hebrew, Cyrillic, Japanese, or Chinese characters. An English translation of the country name (for example, Japan) is still required on the individual mailpieces.

292.42 **Marking**

292.421 **Letter-Size and Flat-Size Mailpieces**

The sender should mark “PAR AVION” or “AIR MAIL” on the address side of each piece. Alternatively, the user may use a bordered airmail envelope that contains an “AIR MAIL” endorsement.

292.422 **Packages (Small Packets)**

Items that might be mistaken for another class of mail because of their size, weight, or appearance should be marked “LETTER-POST” on the address side.

292.43 **Sealing and Packaging**

Mailers must meet the following sealing and packaging standards for IPA mail:

Mixed Country and Worldwide Nonpresort Price. All mailpieces entered at the mixed country and worldwide nonpresort price must meet the sealing and packaging methods for First-Class Mail International service under IMM [244.3](#) and [244.4](#).

Direct Country Price. Flat-size mailpieces and small packets entered at the direct country price must meet the sealing and packaging methods for First-Class Mail International service under IMM [244.3](#) and [244.4](#). Letter-size mailpieces entered at the direct country price must meet one of the following requirements:

1. The sealing and packaging methods for First-Class Mail International service under IMM [244.3](#) and [244.4](#).
2. The physical standards of a machinable letter under DMM 201.3.

292.44 **Physical Characteristics and Requirements for All Bundles**

The following standards apply:

- a. *Thickness.* Bundles of letter-size mail should be no thicker than approximately a handful of mail (4 to 6 inches thick). Bundles of flat-size mail may be thicker than 6 inches but must not weigh more than 11 pounds.
- b. *Securing Bundles.* Each bundle must be securely tied to withstand normal transit. Placing rubber bands around the length and then the girth is the preferred method of securing bundles of letter-size mail. Plastic strapping placed around the length and then the girth is the preferred method of securing bundles of flat-size mail.
- c. *Separation of Bundles.* Letter-size and flat-size mail must be bundled separately.
- d. *Facing of Pieces.* All pieces in bundles must be faced in the same direction.

292.45 **Sortation**

292.451 **Presort Mailings — General**

Follow these steps when preparing IPA presort mail:

- a. *Full Service.* For presort mailings, all mail that is addressed to an individual country and that contains 5 pounds or more must be sorted into direct country bundles and sacked in direct country sacks. Mail that cannot be made up into direct country sacks must be prepared and entered at the worldwide nonpresort price.
- b. *ISC Drop Shipment.* For presort mailings, all mail that is addressed to an individual country and that contains 5 pounds or more must be sorted into direct country bundles and sacked in direct country sacks. All mail that is addressed to individual countries within a single price group and that contains 5 pounds or more must be bundled separately and sacked in mixed country sacks. Mail that ultimately cannot be made up into direct country sacks or mixed country sacks must be prepared and entered at the worldwide nonpresort price.

Note: There are separate preparation requirements for mail to Canada. See [292.47](#).

292.452 **Presorted Mail — Direct Country Bundle Label**

A label (facing slip) for direct country bundles prepared for mixed county sacks must be completed and placed on the address side of the top piece of each bundle in such a manner that it will not become separated from the

bundle. Bundle labels that are addressed to IPA foreign exchange offices (see [Exhibit 292.452](#)) must contain the following:

Line 1: Foreign Exchange Office.

Line 2: Country of Destination.

Line 3: Mailer, Mailer Location.

Example:

1150 VIENNA FLUG
AUSTRIA
RBA COMPANY WASHINGTON DC

Note: The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for IPA service.

Exhibit 292.452 (p. 1)

IPA Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	Destination Code	Price Group
Afghanistan	Kabul	KBL	15
Albania	Tirana	TIA	12
Algeria	Alger Gare	ALG	15
Andorra ¹			11
Angola	Luanda	LAD	15
Anguilla	The Valley	AXA	13
Antigua and Barbuda	St. John's	ANU	13
Argentina	Buenos Aires Avion	BUE	13
Armenia	Yerevan	EVN	15
Aruba	Oranjestad	AUA	13
Ascension ¹			12
Australia ²	Sydney	SYD	9
Austria	1000 Wien	VIE	11
Azerbaijan	Baku	BAK	15
Azores ¹			11
Bahamas	Nassau	NAS	13
Bahrain	Bahrain	BAH	15
Bangladesh	Dhaka Apt	DAC	15
Barbados	Bridgetown	BGI	13
Belarus	Minsk PI 2	MSQ	12
Belgium	Brussels EMC	BRU	11
Belize	Belize City	BZE	13
Benin	Cotonou	COO	15
Bermuda	Hamilton	BDA	13
Bhutan ¹			15
Bolivia	La Paz	LPB	13
Bosnia and Herzegovina	Sarajevo	SJJ	12
Botswana	Gabrone	GBE	15
Brazil	Curitiba	CWB	13
British Virgin Islands	Roadtown	RAD	13
Brunei Darussalam	Bandar Seri Begawan	BWN	14
Bulgaria	Sofia	SOF	12
Burkina Faso	Ouagadougou	OUA	15
Burma (Myanmar)	Yangon CME	RGN	15

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IPA Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	Destination Code	Price Group
Burundi	Bujumbura	BJM	15
Cambodia	Phnom Penh	PNH	14
Cameroon	Douala	DLA	15
Canada	See 292.47 Canadian Labeling Information		1
Cape Verde	Praia	RAI	15
Cayman Islands	Grand Cayman	GCM	13
Central African Republic	Bangui	BGF	15
Chad	N'Djamena	NDJ	15
Chile	Santiago Avion	SCL	13
China	Beijing	BJS	14
Colombia	Bogota Aeropuerto	BOG	13
Comoros Islands ¹			15
Congo, Dem. Rep. of the	Kinshasa CTT	FIH	15
Congo, Rep. of the	Brazzaville	BZV	15
Cook Islands	Rarotonga	RAR	11
Costa Rica	San Jose	SJO	13
Cote d'Ivoire	Abidjan	ABJ	15
Croatia	Zagreb	ZAG	12
Cuba	Havana Avion	HAV	13
Cyprus	Larnaka Air	LCA	15
Czech Republic	Prague 120	PRG	12
Denmark	Copenhagen INC	CPH	11
Djibouti	Djibouti	JIB	15
Dominica	Dominica APT	DOM	13
Dominican Republic	Santo Domingo	SDQ	13
Ecuador	Quito	UIO	13
Egypt	Cairo Int'l Airport	CAI	15
El Salvador	San Salvador	SAL	13
Equatorial Guinea	Malbo	SSG	15
Eritrea	Asmara	ASM	15
Estonia	Tallinn	TLL	12
Ethiopia	Addis Ababa	ADD	15
Falkland Islands ¹			13
Faroe Islands ¹			12
Fiji	Nadi	NAN	14
Finland	Helsinki	HEL	11
France (includes Corsica)	Roissy Courier International	CDG	5
French Guiana	Cayenne	CAY	13
French Polynesia	PPT CTCAIR	FAA	14
Gabon	Libreville	LBV	15
Gambia	Banjul	BJL	15
Georgia, Republic of	Tbilisi	TBS	15
Germany	Frankfurt/M	FRA	4
Ghana	Accra	ACC	15
Gibraltar	Gibraltar	GIB	11

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IPA Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	Destination Code	Price Group
Great Britain (includes England, Scotland, Wales, Northern Ireland, Guernsey, Jersey, Alderney, Sark, and The Isle of Man)	Great Britain	LON	3
Greece	Athens	ATH	11
Greenland ¹			11
Grenada	St. George's	GND	13
Guadeloupe	Pointe-a-Pitre	PTP	13
Guatemala	Guatemala	GUA	13
Guinea	Conakry	CKY	15
Guinea-Bissau	Bissau	AXB	15
Guyana	Georgetown	GEO	13
Haiti	Port-au-Prince	PAP	13
Honduras	Tegucigalpa	TGU	13
Hong Kong	Victoria	HKG	14
Hungary	Budapest 1005	BUD	12
Iceland	Reykjavik	REK	11
India	Delhi Air	DEL	15
Indonesia	Jakarta SH	JKT	14
Iran	Tehran	THR	15
Iraq	Baghdad	BGW	15
Ireland	Dublin	DUB	11
Israel	Tel Aviv-Yafo	TLV	11
Italy	Milan	MIL	7
Jamaica	Kingston	KIN	13
Japan	Narita AP A	NRT	10
Jordan	Amman	AMM	15
Kazakhstan	Almaty PCI-5	ALA	15
Kenya	Nairobi	NBO	15
Kiribati	Tarawa	TRW	14
Korea, Democratic People's Republic of (North) ¹			14
Korea, Republic of (South)	Seoul IPO	SEL	14
Kosovo, Republic of	Pristina	PRN	12
Kuwait	Kuwait MSC	KWI	15
Kyrgyzstan	Bichkek PI-1	FRU	12
Laos	Vientiane	VTE	14
Latvia	Riga OE Letters	RIX	12
Lebanon	Beirut	BEY	15
Lesotho	Maseru	MSU	15
Liberia	Monrovia	MLW	15
Libya	Tripoli	TIP	15
Liechtenstein ¹			11
Lithuania	Vilnius	VNO	12
Luxembourg	Luxembourg Ville	LUX	11
Macao	Macao	MFM	12
Macedonia	1003 SKOP JEB	SKP	12

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IPA Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	Destination Code	Price Group
Madagascar	Antananarivo TRI	TNR	15
Madeira Islands ¹			11
Malawi	Limbe	LBE	15
Malaysia	Kuala Lumpur	KUL	14
Maldives	Male	MLE	15
Mali	Bamako	BKO	15
Malta	Valletta	MAR	15
Martinique	Fort de France	FDL	13
Mauritania	Nouakchott	NKC	15
Mauritius	Port Louis SSR	MRU	15
Mexico	Mexico Aereo DF	MEX	2
Moldova	Kishinev	KIV	15
Monaco	Monaco Post	MON	11
Mongolia	Ulaanbaatar CPO	ULN	14
Montenegro	Montenegro Post	TGD	13
Montserrat	Plymouth	MNI	15
Morocco	Casablanca CCI	CAS	15
Mozambique	CPI Maputo	MPM	15
Namibia	Windhoek	WDH	15
Nauru	Nauru	INU	14
Nepal	Kathmandu	KTM	14
Netherlands	Amsterdam EXP	AMS	8
Netherlands Antilles	Willemstad ³	CUR	13
	St. Maarten ⁴	SXM	13
New Caledonia	Noumea CTC	NOU	14
New Zealand ⁵	Auckland	AKL	11
Nicaragua	Managua	MGA	13
Niger	Niamey CNTLC	NIM	15
Nigeria	Lagos	LOS	15
Norway	Oslo Letter Centre	OSL	11
Oman	Muscat	MCT	15
Pakistan	Islamabad IM	ISB	15
Panama	Panama City	PTY	13
Papua New Guinea	Boroko	BOR	14
Paraguay	Asuion	ASU	13
Peru	Lima Transito	LIM	13
Philippines	Manila	MNL	14
Pitcairn Island ¹			14
Poland	Warsaw Wer	WAW	12
Portugal	Lisbon Province	LIS	11
Qatar	Doha	DOH	15
Reunion	St. Denis	RUN	15
Romania	Bucuresti C	BUH	12
Russia	Moscow PCI-1	MOW	12
Rwanda	Kigali	KGL	15
Saint Christopher (St. Kitts) and Nevis	Basseterre	SKB	13
Saint Helena ¹			13

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IPA Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	Destination Code	Price Group
Saint Lucia	Castries	SLU	13
Saint Pierre and Miquelon ¹			13
Saint Vincent and The Grenadines	Kingstown	KTN	13
San Marino ¹			11
Sao Tome and Principe ¹			12
Saudi Arabia	Dammam Central Post	DMM	15
Senegal	Dakar	DKR	15
Serbia, Republic of	Belgrad C	BEG	12
Seychelles	Seychelles	SEZ	15
Sierra Leone	Freetown	FNA	15
Singapore	Singapore	SIN	14
Slovak Republic (Slovakia)	Bratislava 090	BTS	12
Slovenia	Ljubljana 1003	LJU	12
Solomon Islands	Honiara	HIR	14
Somalia	Mogadishu	MGQ	15
South Africa	Johannesburg	JNB	15
Spain (includes Canary Islands)	Madrid Airport	MAD	11
Sri Lanka	Colombo	CMB	15
Sudan	Khartoum	KRT	15
Suriname	Paramaribo	PBM	13
Swaziland	Manzini	MTS	15
Sweden	Stockholm Flug	STO	11
Switzerland	Zurich 1	ZRH	6
Syria	Damascus	DAM	15
Taiwan	Taipei	TPE	14
Tajikistan	Dushanbe	DYU	15
Tanzania	Dar es Salaam	DAR	15
Thailand	Bangkok	BKK	14
Togo	Lome	LFW	15
Tonga	Nukualofa	TBU	14
Trinidad and Tobago	Port of Spain	POS	13
Tristan da Cunha ¹			15
Tunisia	Tunis	TUN	15
Turkey	Istanbul OE	IST	12
Turkmenistan	Achgabat PI-1	ASB	12
Turks and Caicos Islands	Grand Turk	GDT	13
Tuvalu ¹			14
Uganda	Kampala	KLA	15
Ukraine	Kiev PI-1	IEV	15
United Arab Emirates	Dubai	DXB	15
Uruguay	Montevideo	MVD	13
Uzbekistan	Tashkent	TAS	15
Vanuatu	Port Vila	VLI	14
Vatican City	Vatican City	VAT	11
Venezuela	Caracas	CCS	13
Vietnam	Ho Chi Minh ND	SGN	14

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IPA Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	Destination Code	Price Group
Wallis and Futuna Islands ¹			14
Western Samoa	Apia	APW	14
Yemen	Sanaa	SAH	15
Zambia	Lusaka Airmail	LUN	15
Zimbabwe	Harare CSO	HRE	15

¹ Direct country sacks are not made to these destinations. Prepare direct country packages and include in mixed direct country sacks labeled to the assigned U.S. Exchange Office listed in [Exhibit 292.462](#).

² At the mailer's option, a finer sortation for IPA items addressed to Australia may be used. If this option is chosen, items addressed with postal codes beginning with 0, 1, 2, 4, and 9 and uncoded mail should be sorted and packaged to Sydney. Direct country sacks should be tagged to Sydney as well. Both the three-letter exchange office code ("SYD") and the country name ("Australia") should be entered in the "TO" block of PS Tag 178, Airmail Bag Label LC (CN 35/AV 8) (white). Items addressed with postal codes beginning with 3, 5, 6, 7, and 8 should be sorted and packaged to Melbourne. Direct country sacks should be tagged to Melbourne as well. Both the three-letter exchange office code ("MEL") and the country name ("Australia") should be entered in the "TO" block of PS Tag 178.

³ Includes Bonaire and Curacao.

⁴ Includes Saba and St. Eustatius.

⁵ For all destinations to New Zealand other than Cook Islands. For Cook Islands, see the entry for Cook Islands in this exhibit.

292.453 Worldwide Nonpresort Mail – Bundles

IPA mail paid at the worldwide nonpresort price must be made into bundles as defined in [292.44](#). Letters and flats must be bundled separately, although nonidentical pieces may be commingled within each of these categories. Pieces that cannot be bundled because of their physical characteristics must be placed loose in the sack and do not require labeling (facing slips).

292.46 Sacking Requirements**292.461 Direct Country Sack (5 Pounds or More)**

The following standards apply:

- a. *General.* When there are 5 pounds or more of mail addressed to the same country, the mail must be enclosed in a direct country sack. All types of mail, including letter-size bundles, flat-size bundles, and loose items, can be commingled in the same sack for each destination and counted toward the 5-pound minimum. The maximum weight of the sack and contents must not exceed 66 pounds.
- b. *Direct Country Sack Tags.* Direct country sacks must be labeled with PS Tag 178, *Airmail Bag Label LC (CN 35/AV 8)*, and PS Tag 115, *International Priority Airmail*, as follows:
 - (1) PS Tag 178 is a white tag designed to route the sack to a specific country and airport of destination. The mailer must complete the "To" block showing the destination country. Postal Service personnel — not the mailer — must complete the blocks for date, weight, and dispatch information.

- (2) PS Tag 115 is a pink tag that identifies the mail to ensure it receives priority handling. The mailer must specify the price group on the back of PS Tag 115.
- c. *Direct Country Sack Label.* The sack label must be completed as follows (see [Exhibit 292.462](#) for the list of U.S. Exchange Offices):
 Line 1: Appropriate U.S. Exchange Office and Routing Code
 Line 2: Contents — DRX COUNTRY
 Line 3: Mailer, Mailer Location

Example:

ISC NEW YORK NY	003
IPA — DRX COUNTRY	
ABC STORE ALBANY NY	

292.462 **Mixed Country Sacks (5 Pounds or More — ISC Drop Shipment Only)**

The following standards apply:

- a. *General.* When mail is prepared under the ISC drop shipment option, direct country bundles destined to a specific country that cannot be made up in direct country sacks must be prepared in a mixed country sack. A mixed country sack must be prepared for each price group. Only countries in price groups 11 through 15 are eligible for this price. The maximum weight of the sack and the contents must not exceed 66 pounds.
- b. *Mixed Country Sack Tags.* Mixed country sacks must be labeled with PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. The mailer must specify the price group on the back of PS Tag 115.
- c. *Mixed Country Sack Label.* The sack label must be completed as follows (see [Exhibit 292.462](#) for the list of U.S. Exchange Offices):
 Line 1: Appropriate U.S. Exchange Office and Routing Code
 Line 2: Contents — DRX MIXED
 Line 3: Mailer, Mailer Location

Example:

ISC NEW YORK NY	003
IPA — DRX COUNTRY	
ABC STORE ALBANY NY	

Exhibit 292.462

Labeling of IPA Mail to Postal Service Exchange Offices

IPA Acceptance Office 3-Digit ZIP Code Prefix	U.S. Exchange Office and Routing Code for Line 1
005, 010-089, 100-212, 214-268, 270-297, 400-418, 420-427, 470-477	ISC NEW YORK NY 003
006-009, 298-339, 341-342, 344, 346-347, 349-352, 354-399, 569	ISC MIAMI FL 33112
424, 430-469, 478-516, 520-528, 530-532, 534-535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700-701, 703-708, 710-714, 716-731, 733-741, 743-799, 885	ISC CHICAGO IL 60290
590-599, 821, 832-838, 970-986, 988-999	P&DC SEATTLE 980
800-816, 820, 822-831, 840-847, 893-895, 897-898, 937-961	ISC SAN FRANCISCO CA 94013
850-853, 855-857, 859-860, 863-865, 870-875, 877-884, 889-891, 900-908, 910-928, 930-936	ISC LOS ANGELES CA 900
967-969	P&DC HONOLULU HI 967

292.463 **Worldwide Nonpresort Mail Sacks**

The following standards apply:

- a. *General.* The working bundles of mixed country mail and loose items must be enclosed in sacks unless other equipment is specified by the acceptance office. Nonpresorted letter-size mail may be presented in trays if authorized by the acceptance office. The maximum weight of the sack and the contents must not exceed 66 pounds.
Note: Working bundles of mixed country mail cannot be enclosed in mixed country sacks.
- b. *Worldwide Nonpresort Sack Tags.* Sack tags for worldwide nonpresort sacks must be labeled with PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. The mailer must specify "WW" (for "worldwide") on the back of PS Tag 115.
- c. *Worldwide Nonpresort Mail Sack Label.* The sack label must be completed as follows (see [Exhibit 292.462](#) for the list of U.S. Exchange Offices):

Line 1: Appropriate U.S. Exchange Office and Routing Code

Line 2: Contents WKG

Line 3: Mailer, Mailer Location

Example:

ISC MIAMI FL	33112
IPA — WKG	
ABC COMPANY MIAMI FL	

292.47 **Mail Preparation for Canada**

For letter-size, flat-size, and package-size items destined to Canada, mail must be prepared in separate containers. To qualify for the presort price, the same eligibility requirements apply as for full service (see [293.232](#)) or ISC drop shipment (see [293.233](#)). If the total mailing contains less than 5 pounds of mail for Canada, then the mail qualifies only for the worldwide nonpresort

price but may be included with mail for other countries. Mailings that contain only worldwide nonpresort mail for Canada (50-pound minimum) are prepared under [292.453](#) and [292.463](#). The preparation requirements of presorted mail to Canada are as follows:

- a. *Letter-Size and Flat-Size Mail.* Letter-size items are prepared in letter trays, either 1-foot or 2-foot, depending on volume. Flat-size items are prepared in flat trays. All items must be faced in the same direction, and all trays must be full enough to keep the mail from mixing during transportation. Do not prepare the content of the tray in bundles. Letter-size and flat-size trays must be sleeved or covered and secured with strapping. The mailer must identify each tray label to show the destination in Canada, the content, and the dispatching U.S. exchange office in the following format (see [Exhibit 292.47](#) for Canadian labeling information):

Line 1: Canadian Destination, U.S. Exchange Office Code

Line 2: Contents

Line 3: Mailer, Mailer Location

Example:

MONTREAL QC FWD	003
IPA	
ABC COMPANY NEW YORK NY	

In addition, the mailer must complete PS Tag 115, *International Priority Airmail*. Write "Canada" on the reverse and tape the tag to the tray sleeve. All trays must be banded.

- b. *Packages.* Items that cannot be prepared in trays because of their size or shape must be placed loose in sacks. Mailers must complete PS Tag 115. Write "Canada" on the reverse side of the tag. In addition, mailers must attach a completed PS Tag 178, *Airmail Bag Label LC (CN 35/AV 8) (white)*.

Exhibit 292.47

Canadian Labeling Information

Origin ZIP Code	Exchange Office	Canadian Destination	U.S. Exchange Office Code	Optional Destination Code for Barcoded Tray and Sack Labels
004-005, 010-089, 100-268, 270-297, 400-418, 420-427, 470-471, 476-477	JFK	MONTREAL QC FWD	003	YMQ
298-339, 341-342, 344, 346-347, 349-397, 399, 723	MIA	MONTREAL QC FWD	33112	YMQ
430-469, 472-475, 478-516, 520-528, 530-567, 570-588, 600-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700-708, 710-722, 724-816, 822-831, 840-847, 870-885, 893, 898	ORD	TORONTO ON FWD	60290	For IPA letters and flats: TOR. For IPA packages: YTO. For all ISAL mailings: YTO.
590-599, 821, 832-838, 970-999	SEA	VANCOUVER BC FWD	98158	YVR
820, 894-895, 937-961	SFO	VANCOUVER BC FWD	94013	YVR
850, 852-853, 855-857, 859-860, 863-865, 889-891, 900-908, 910-928, 930-936	LAX	VANCOUVER BC FWD	90899	YVR
967-969	HNL	VANCOUVER BC FWD	96820	YVR

292.5 Mail Entry and Deposit**292.51 Separation by Price Group**

The mailer must specify the price group on the back of PS Tag 115 (for example, with "1" for Canada or "WW" for worldwide nonpresort) and must physically separate the sacks by price group at the time of mailing.

292.52 Full Service

Mailings must be deposited at a Post Office facility where bulk mail is accepted and where the mailer holds an advance deposit account or postage meter license.

292.53 Drop Shipment**292.531 General**

To qualify for the drop shipment price, mailers must present the mail to one of the locations in [292.532](#). The mailer must pay postage at the drop shipment location either through an advance deposit account or postage meter license at the serving Post Office facility. As an alternative, mailers who are participating in the plant-verified drop shipment (PVDS) program may have the mail verified, accepted, and paid for at the mailer's plant or at the origin Post Office facility serving the mailer's plant if authorized under DMM 705. PVDS mail must be transported by the mailer to the drop shipment location, and the mail must be accompanied by PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*.

292.532 Drop Shipment Locations

Drop shipments are available through the following offices:

New York:

JOHN F KENNEDY AIRPORT MAIL CTR
US POSTAL SERVICE
JOHN F KENNEDY INTERNATIONAL AIRPORT BLDG 250
JAMAICA NY 11430-9998

Florida:

MIAMI INTERNATIONAL SERVICE CTR*
US POSTAL SERVICE
11698 NW 25TH ST
MIAMI FL 33112-9997

MIAMI PROCESSING AND DISTRIBUTION CTR
US POSTAL SERVICE
2200 NW 72ND AVE
MIAMI FL 33152-9997

Texas:

NORTH TEXAS P&DC
US POSTAL SERVICE
951 W BETHEL RD
COPPELL TX 75099-8811

Illinois:

JT WEEKER INTERNATIONAL SERVICE CENTER
US POSTAL SERVICE
OHARE INTERNATIONAL AIRPORT
514 EXPRESS CENTER DR
CHICAGO IL 60688-9998

California:

LOS ANGELES ISC
US POSTAL SERVICE
5800 W CENTURY BLVD
LOS ANGELES CA 90009-9998

SAN FRANCISCO ISC
US POSTAL SERVICE
2650 BAYSHORE BLVD
DALY CITY CA 94013-1631

*Only plant-verified mail is transported to this facility by the mailer.

293 International Surface Air Lift (ISAL) Service**293.1 Description****293.11 General**

International Surface Air Lift® (ISAL®) service is a bulk mailing system that provides fast, economical international delivery of First-Class Mail International items. The price is lower than for First-Class Mail International service. ISAL shipments are flown to the foreign destinations and entered into that country's surface or nonpriority mail system for delivery. Separate

prices are provided for International Service Center (ISC) drop shipments, presorted mail, and nonpresorted mail. Volume incentives are available through customized agreements.

293.12 **Mail Sealed Against Inspection**

With the exception of M-bags (see [261.23](#)), ISAL mailpieces are sealed against inspection.

293.13 **ISAL M-bags**

ISAL M-bags (direct sacks of printed matter to one addressee) may be entered in conjunction with an ISAL mailing, are subject to the provisions of [260](#), and may be sent to all destination countries that are referenced in [Exhibit 293.452](#). When using this method of mail preparation, the sender must complete PS Tag 155, *Surface Airlift Mail*, and PS Tag 158, *M-bag Addressee Tag*. Tags must be securely attached to the neck of the sack.

293.2 **Eligibility**

293.21 **Qualifying Mailpieces**

To qualify for ISAL service, a mailpiece must meet the First-Class Mail International characteristics as defined in [141.5](#). Mailpieces do not have to be of the same size and weight to qualify. Any item sent with ISAL service must conform to the weight and size limits for First-Class Mail International postcards, letters, large envelopes (flats), and packages (small packets) as described in [240](#).

293.22 **Availability**

ISAL service is available to all the foreign countries that are listed in [Exhibit 293.452](#), which shows the price group assigned to each country.

293.23 **Minimum Quantity Requirements**

293.231 **Minimum Quantity**

All mailings must meet a minimum weight quantity of 50 pounds. To achieve the 50-pound minimum, mailings may include a combination of presort mail, worldwide nonpresort mail, or M-bags.

293.232 **Presort Eligibility – Full Service**

Only a direct country sack containing a minimum of 5 pounds qualifies for the presort price. All remaining mail must be prepared and paid at the worldwide nonpresort price.

293.233 **Presort Eligibility – ISC Drop Shipment**

Only a direct country sack containing a minimum of 5 pounds or a mixed country sack containing a minimum of 5 pounds qualifies for the presort price. All remaining mail must be prepared and paid at the worldwide nonpresort price.

293.24 **Dutiable Items**

Dutiable items may be sent in accordance with the applicable rules in this subchapter for each respective category of mail. Priority Mail International items, either ordinary or insured, may not be mailed with ISAL service.

293.25 Customs Forms Requirements

See 123 for customs forms requirements.

293.26 Extra Services

Extra services are not available for items sent with ISAL service.

293.3 Prices and Postage Payment Methods**293.31 Prices**

ISAL service has two price options: a presort price with 15 price groups ([Exhibit 293.31a](#)), and a worldwide nonpresort price ([Exhibit 293.31b](#)). Both options offer full service prices ([Exhibit 293.31c](#)) for mail deposited at offices other than the drop shipment offices listed in [293.532](#), and drop shipment prices ([Exhibit 293.31d](#)) for mail deposited at one of the drop shipment offices. The per-piece price and per-pound price are shown in [Exhibit 293.31a](#) and [Exhibit 293.31b](#). The per-piece price applies to each piece regardless of its weight. The per-pound price applies to the net weight (gross weight minus tare weight of sack or tray) of the mail for the specific price group. Fractions of a pound are rounded to the next whole pound for postage calculation.

Exhibit 293.31a

ISAL Prices — Direct Country Sacks and Mixed Country Sacks

Price Group	Direct Country Sacks			Mixed Country Sacks		
	Per Piece	Full Service Per Lb.	ISC Drop Shipment Per Lb.	Per Piece	Full Service Per Lb.	ISC Drop Shipment Per Lb.
1	\$0.43	\$3.85	\$2.85	—	—	—
2	0.12	4.86	3.86	—	—	—
3	0.43	4.49	3.49	—	—	—
4	0.43	4.59	3.59	—	—	—
5	0.43	4.56	3.56	—	—	—
6	0.43	4.45	3.45	—	—	—
7	0.44	4.66	3.66	—	—	—
8	0.43	4.45	3.45	—	—	—
9	0.31	4.76	3.76	—	—	—
10	0.46	4.67	3.67	—	—	—
11	0.43	4.49	3.49	\$0.46	—	\$3.67
12	0.15	5.45	4.45	0.16	—	4.68
13	0.15	5.55	4.55	0.16	—	4.78
14	0.15	5.45	4.45	0.16	—	4.68
15	0.12	6.60	5.60	0.13	—	5.88

Exhibit 293.31b

ISAL Prices — Worldwide Nonpresort Sacks

Price Group	Per Piece	Full Service Per Lb.	ISC Drop Shipment Per Lb.
WW	\$0.51	\$7.63	\$6.47

Exhibit 293.31c
ISAL M-bag Prices – Full Service

Price Group	Full Service Per Lb.
1	\$1.60
2	1.70
3	2.00
4	2.00
5	2.00
6	2.00
7	2.00
8	2.00
9	3.00
10	2.80
11	2.03
12	2.35
13	2.35
14	2.60
15	3.25

Note: ISAL full service M-bags are subject to the minimum price for 11 pounds.

Exhibit 293.31d
ISAL M-bag Prices – ISC Drop Shipment

Price Group	5 lbs.	6 lbs.	7 lbs.	8 lbs.	9 lbs.	10 lbs.	11 lbs.	Each Additional Pound
1	\$15.90	\$16.00	\$16.10	\$16.20	\$16.30	\$16.40	\$16.50	\$1.50
2	14.30	14.85	15.40	15.95	16.50	17.05	17.60	1.60
3	11.45	12.75	14.05	15.35	16.65	17.95	19.25	1.75
4	11.45	12.75	14.05	15.35	16.65	17.95	19.25	1.75
5	11.45	12.75	14.05	15.35	16.65	17.95	19.25	1.75
6	11.45	12.75	14.05	15.35	16.65	17.95	19.25	1.75
7	11.45	12.75	14.05	15.35	16.65	17.95	19.25	1.75
8	11.45	12.75	14.05	15.35	16.65	17.95	19.25	1.75
9	18.25	20.25	22.25	24.25	26.25	28.25	30.25	2.75
10	16.25	18.40	20.55	22.70	24.85	27.00	29.15	2.65
11	11.65	12.99	14.33	15.67	17.01	18.35	19.69	1.79
12	12.90	14.60	16.30	18.00	19.70	21.40	23.10	2.10
13	14.40	15.85	17.30	18.75	20.20	21.65	23.10	2.10
14	12.05	14.35	16.65	18.95	21.25	23.55	25.85	2.35
15	16.20	19.00	21.80	24.60	27.40	30.20	33.00	3.00

Note: ISAL ISC drop shipment M-bags are subject to the minimum price for 5 pounds.

293.32 **Computation of Postage**

Postage is computed on PS Form 3700, *Postage Statement – International Mail*.

293.321 Computing Worldwide Nonpresort Prices

Compute postage at the worldwide nonpresort price as follows:

1. Multiply the number of pieces in the mailing by the applicable per-piece price.
2. Multiply the net weight (in whole pounds) of the entire mailing by the applicable per-pound price.
3. Add together the two totals in steps 1 and 2.

293.322 Computing Presort Prices

Compute postage at the presorted price as follows:

1. Multiply the number of pieces in the mailing destined for countries in a specific price group by the appropriate per-piece price.
2. Multiply the net weight (in whole pounds) of those pieces by the corresponding per-pound price.
3. Add together the two totals in steps 1 and 2.

293.33 Postage Payment Methods**293.331 General**

Postage must be paid by postage meter, permit imprint, or precanceled stamps (see DMM 604).

293.332 Postage Meter

Payments made by postage meter are subject to the following standards:

- a. *Piece Price.* The applicable per-piece postage shown in [Exhibit 293.31a](#) or [Exhibit 293.31b](#) must be affixed to each mailpiece when paying with a meter. A mailer who has an ICM agreement must affix the applicable per-piece postage as set forth in the ICM agreement.
- b. *Pound Price.* Postage for the pound price portion must be paid either by meter stamp(s) attached to the postage statement or from the mailer's authorized permit imprint advance deposit account.
- c. *Postage Endorsement.* Each piece must be legibly endorsed with the words "INTERNATIONAL SURFACE AIR LIFT" or "ISAL."
- d. *Specifications for Endorsement.* The endorsement required in [292.332c](#) must appear on the address side of each piece and must be applied by a printing press, hand stamp, or other similar printing device. It must appear either above the name of the addressee and to the left or below the postage, or adjacent to the meter stamp in either the postal inscription slug area or ad plate area. If the postal endorsement appears in the ad plate area, no other information may appear in the ad plate. The endorsement may not be typewritten or hand-drawn. The endorsement is not considered adequate if it is included as part of a decorative design or advertisement.
- e. *Unmarked Pieces.* Unmarked pieces lacking the postage endorsement are subject to the First-Class Mail International single-piece price.

- f. *Drop Shipment of Metered Mail.* A mailer who wants to enter metered ISAL mail at a Post Office facility other than where the meter is licensed must obtain a drop shipment authorization. To obtain an authorization, the mailer must submit a written request to the postmaster at the office where the mail will be entered (see DMM 705).

293.333 **Precanceled Stamps**

Payments made by precanceled stamps are subject to the following standards:

- a. *Piece Price.* The same denomination of stamp must be affixed to every piece in the mailing.
- b. *Pound Price.* Additional postage is paid at the time of mailing by advance deposit account or meter stamp affixed to the back of the accompanying postage statement.
- c. *Postage Endorsement.* Each piece must be legibly endorsed with the words "INTERNATIONAL SURFACE AIR LIFT" or "ISAL."
- d. *Specifications for Endorsement.* The endorsement required in [293.333c](#) must appear on the address side of each piece and must be applied by a printing press, hand stamp, or other similar printing device. It must appear either above the name of the addressee and to the left or below the postage, or adjacent to the precanceled stamp. The endorsement may not be typewritten or hand-drawn. The endorsement is not considered adequate if it is included as part of a decorative design or advertisement.
- e. *Unmarked Pieces.* Unmarked pieces lacking the postage endorsement are subject to the First-Class Mail International single-piece price.

293.334 **Permit Imprint**

Mailers may use a permit imprint for mailings that contain identical weight pieces. Any of the permit imprint formats shown in [152.44](#) is acceptable but must include the "INTL SURFACE AIR LIFT" rate marking. Postage is calculated as described in [293.32](#) and is deducted from the mailer's advance deposit account. Permit imprints must not denote bulk mail, nonprofit, or other domestic or special mail. Mailers may use permit imprint with nonidentical weight pieces only if authorized to use postage mailing systems under DMM 705.

293.4 **Mail Preparation**

293.41 **Addressing and Return Address**

ISAL mailpieces are subject to the addressing requirements contained in [122](#), including the requirement of a U.S.-origin return address as defined in [122.2](#).

- a. **Exception — Canada:** ISAL items destined for Canada must have the applicable alphanumeric postcode included in the delivery address. See [122.1k](#) for the address formatting requirements that generally apply to mailpieces sent to Canada.
- b. **Exception — Direct Country Sacks:** ISAL items in direct country sacks (see [293.461](#)) are not subject to the interline addressing requirement that is specified in [122.1d](#). At the sender's risk, the English

translation of the destination post office or city name may be omitted from an address that is printed in Russian, Greek, Arabic, Hebrew, Cyrillic, Japanese, or Chinese characters. An English translation of the country name (for example, Japan) is still required on the individual mailpieces.

293.42 **Marking**

293.421 **Letter-Size and Flat-Size Mailpieces**

The sender should mark “INTERNATIONAL SURFACE AIR LIFT” or “ISAL” on the address side of each piece. Use of bordered airmail envelopes is prohibited.

293.422 **Packages (Small Packets)**

Items that might be mistaken for another class of mail because of their size, weight, or appearance should be marked “LETTER-POST” on the address side.

293.43 **Sealing and Packaging**

Mailers must meet the following sealing and packaging standards for ISAL mail:

Mixed Country and Worldwide Nonpresort Price. All mailpieces entered at the mixed country and worldwide nonpresort price must meet the sealing and packaging methods for First-Class Mail International service under IMM [244.3](#) and [244.4](#).

Direct Country Price. Flat-size mailpieces and small packets entered at the direct country price must meet the sealing and packaging methods for First-Class Mail International service under IMM [244.3](#) and [244.4](#). Letter-size mailpieces entered at the direct country price must meet one of the following requirements:

1. The sealing and packaging methods for First-Class Mail International service under IMM [244.3](#) and [244.4](#).
2. The physical standards of a machinable letter under DMM 201.3.

293.44 **Physical Characteristics and Requirements for All Bundles**

The following standards apply:

- a. *Thickness.* Bundles of letter-size mail should be no thicker than approximately a handful of mail (4 to 6 inches thick). Bundles of flat-size mail may be thicker than 6 inches but must not weigh more than 11 pounds.
- b. *Securing Bundles.* Each bundle must be securely tied to withstand normal transit. Placing rubber bands around the length and then the girth is the preferred method of securing bundles of letter-size mail. Plastic strapping placed around the length and then the girth is the preferred method of securing bundles of flat-size mail.
- c. *Separation of Bundles.* Letter-size and flat-size mail must be bundled separately.
- d. *Facing of Pieces.* All pieces in bundles must be faced in the same direction.

293.45 **Sortation**

293.451 **Presort Mailings — General**

Follow these steps when preparing ISAL presort mail:

- a. *Full Service.* For presort mailings, all mail that is addressed to an individual country and that contains 5 pounds or more must be sorted into direct country bundles and sacked in direct country sacks. Mail that cannot be made up into direct country sacks must be prepared and entered at the worldwide nonpresort price.
- b. *ISC Drop Shipment.* For presort mailings, all mail that is addressed to an individual country and that contains 5 pounds or more must be sorted into direct country bundles and sacked in direct country sacks. All mail that is addressed to individual countries within a single price group and that contains 5 pounds or more must be bundled separately and sacked in mixed country sacks. Mail that ultimately cannot be made up into direct country sacks or mixed country sacks must be prepared and entered at the worldwide nonpresort prices.

293.452 **Presorted Mail — Direct Country Bundle Label**

A label (facing slip) for direct country bundles prepared for mixed county sacks must be completed and placed on the address side of the top piece of each bundle showing the country of destination.

Note: The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for ISAL.

Exhibit 293.452 (p. 1)

ISAL Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	3-Letter Exchange Office Code	Price Group
Albania	Tirana	TIA	12
Algeria	Algiers	ALG	15
Angola	Luanda	LAD	15
Argentina	Buenos Aires	BUE	13
Aruba	Oranjestad	AUA	13
Australia	Sydney	SYD	9
Austria	Vienna	VIE	11
Bahrain	Bahrain	BAH	15
Bangladesh	Dhaka	DAC	15
Belgium	Brussels	BRU	11
Belize	Belize City	BZE	13
Benin	Cotonou	COO	15
Bolivia	La Paz	LPB	13
Brazil	Sao Paulo	SAO	13
Bulgaria	Sofia	SOF	12
Burkina Faso	Ouagadougou	OUA	15
Cameroon	Douala	DLA	15
Canada	See 292.47		1
Central African Republic	Bangui	BGF	15
Chile	Santiago	SCL	13
China	Beijing	BJS	14

Exhibit 293.452 (p. 2)

ISAL Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	3-Letter Exchange Office Code	Price Group
Colombia	Bogota	BOG	13
Congo, Democratic Republic of the	Kinshasa	FIH	15
Costa Rica	San Jose	SJO	13
Cote d'Ivoire (Ivory Coast)	Abidjan	ABJ	15
Cuba	Havana	HAV	13
Czech Republic	Prague	PRG	12
Denmark	Copenhagen	CPH	11
Dominican Republic	Santo Domingo	SDQ	13
Ecuador	Guayaquil	GYE	13
Egypt	Cairo	CAI	15
El Salvador	San Salvador	SAL	13
Ethiopia	Addis Ababa	ADD	15
Fiji	Nadi	NAN	14
Finland	Helsinki	HEL	11
France (includes Corsica)	Mitry Mory E	MIM	5
French Guiana	Cayenne	CAY	13
Gabon	Libreville	LBV	15
Germany	Niederaulu	NIA	4
Ghana	Accra	ACC	15
Great Britain	London	LON	3
Greece	Athens	ATH	11
Guatemala	Guatemala City	GUA	13
Guyana	Georgetown	GEO	13
Haiti	Port-au-Prince	PAP	13
Honduras	Tegucigalpa	TGU	13
Hong Kong	Hong Kong	HKG	14
Hungary	Budapest	BUD	12
Iceland	Reykjavik	REK	11
India	Mumbai	BOM	15
Indonesia	Jakarta	JKT	14
Iran	Tehran	THR	15
Ireland	Athlone	AHE	11
Israel	Tel Aviv	TLV	11
Italy	Milan Linate	MIL	7
Jamaica	Kingston	KIN	13
Japan ¹	Osaka Int'l	KIX	10
	Kawasaki	KWS	10
Jordan	Amman	AMM	15
Kenya	Nairobi	NBO	15
Korea, Rep. of (South)	Seoul	SEL	14
Kuwait	Kuwait City	KWI	15
Lebanon	Beirut	BEY	15
Liechtenstein	Zurich 1	ZRH	11
Luxembourg	Luxembourg	LUX	11
Madagascar	Antananariva	TNR	15
Malaysia	Kuala Lumpur	KUL	14
Mali	Bamako	BKO	15

Exhibit 293.452 (p. 3)

ISAL Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	3-Letter Exchange Office Code	Price Group
Mauritania	Nouakchott	NKC	15
Mauritius	Port Louis	MRU	15
Mexico	Mexico City	MEX	2
Morocco	Casablanca	CAS	15
Mozambique	Maputo	MPM	15
Netherlands	Amsterdam	AMS	8
Netherlands Antilles	Willemstad ²	CUR	13
	St. Maarten ³	SXM	13
New Zealand	Auckland	AKL	11
Nicaragua	Managua	MGA	13
Niger	Niamey	NIM	15
Nigeria	Lagos	LOS	15
Norway	Oslo	OSL	11
Oman	Muscat	MCT	15
Pakistan	Karachi	KHI	15
Panama	Panama City	PTY	13
Papua New Guinea	Boroko	BOR	14
Paraguay	Asuncion	ASU	13
Peru	Lima	LIM	13
Philippines	Manila	MNL	14
Poland	Warsaw	WAW	12
Portugal	Lisbon	LIS	11
Qatar	Doha	DOH	15
Reunion Island	St Denis	RUN	15
Romania	Bucharest	BUH	12
Russia	Moscow	MOW	12
Saudi Arabia	Damman CSC	DMM	15
Senegal	Dakar	DKR	15
Singapore	Singapore	SIN	14
Slovak Republic (Slovakia)	Bratislava	BTS	12
South Africa	Johannesburg	JNB	15
Spain (includes Canary Islands)	Madrid	MAD	11
Sri Lanka	Colombo	CMB	15
Sudan	Khartoum	KRT	15
Suriname	Paramaribo	PBM	13
Sweden	Stockholm	STO	11
Switzerland	Zurich 1	ZRH	6
Syria	Damascus	DAM	15
Taiwan	Taipei	TPE	14
Tanzania	Dar es Salaam	DAR	15
Thailand	Bangkok	BKK	14
Togo	Lome	LFW	15
Trinidad and Tobago	Port of Spain	POS	13
Tunisia	Tunis	TUN	15
Turkey	Istanbul	IST	12
Uganda	Kampala	KLA	15
United Arab Emirates	Dubai	DXB	15

Exhibit 293.452 (p. 4)

ISAL Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	3-Letter Exchange Office Code	Price Group
Uruguay	Montevideo	MVD	13
Venezuela	Caracas	CCS	13
Yemen	Sanaa	SAH	15
Zambia	Ndola	NLA	15
Zimbabwe	Harare	HRE	15

¹ To expedite handling, Japan Post has requested that U.S. shippers make the following optional separation of their ISAL mail:

- Mail destined for locations in Japan with post code prefixes 52–93 should be labeled to Osaka International (KIX).
- Mail destined for all other post code prefixes should be labeled to Kawasaki (KWS).
- ISAL mail that is not optionally separated as specified above should be labeled to Kawasaki (KWS).

² Includes Bonaire and Curacao.

³ Includes Saba and St. Eustatius.

293.453 **Worldwide Nonpresort Mail – Bundles**

ISAL mail paid at the worldwide nonpresort price must be made into bundles as defined in 293.44. Letters and flats must be bundled separately, although nonidentical pieces may be commingled within each of these categories. Pieces that cannot be bundled because of their physical characteristics must be placed loose in the sack and do not require labeling (facing slips).

293.46 **Sacking Requirements**293.461 **Direct Country Sack (5 Pounds or More)**

The following standards apply:

- a. *General.* When there are 5 pounds or more of mail addressed to the same country, the mail must be enclosed in a direct country sack. All types of mail, including letter-size bundles, flat-size bundles, and loose items, can be commingled in the same sack for each destination and counted toward the 5-pound minimum. The maximum weight of the sack and contents must not exceed 66 pounds.
- b. *Direct Country Sack Tags.* Direct country sacks must be labeled with PS Tag 155, *Surface Airlift Mail*, which identifies the mail to ensure it receives priority handling. PS Tag 155 must show the destination country, and the mailer must specify the price group on the back of PS Tag 155.
- c. *Direct Country Sack Label.* The sack label must be completed as follows (see [Exhibit 293.462](#) for the list of U.S. Exchange Offices):
 Line 1: Appropriate U.S. Exchange Office and Routing Code
 Line 2: Contents – DRX COUNTRY
 Line 3: Mailer, Mailer Location

Example:

ISC NEW YORK NY 003
ISAL – DRX COUNTRY
ABC STORE ALBANY NY

293.462 **Mixed Country Sacks (5 Pounds or More – ISC Drop Shipment Only)**

The following standards apply:

- a. *General.* When mail is prepared under the ISC drop shipment option, direct country bundles destined to a specific country that cannot be made up in direct country sacks must be prepared in a mixed country sack. A mixed country sack must be prepared for each price group. Only countries in price groups 11 through 15 are eligible for this price. The maximum weight of the sack and the contents must not exceed 66 pounds.
- b. *Mixed Country Sack Tags.* Mixed country sacks must be labeled with PS Tag 155, *Surface Airlift Mail*, which identifies the mail to ensure it receives priority handling. The mailer must specify the price group on the back of PS Tag 155.
- c. *Mixed Country Sack Label.* The sack label must be completed as follows (see [Exhibit 293.462](#) for the list of U.S. Exchange Offices):
 Line 1: Appropriate U.S. Exchange Office and Routing Code
 Line 2: Contents – DRX MIXED
 Line 3: Mailer, Mailer Location

Example:

ISC NEW YORK NY 003
 ISAL – DRX MIXED
 ABC STORE ALBANY NY

Exhibit 293.462

Labeling of ISAL Mail to Postal Service Exchange Offices

ISAL Acceptance Office 3-Digit ZIP Code Prefix	U.S. Exchange Office and Routing Code for Line 1
005, 010–089, 100–212, 214–268, 270–297, 400–418, 420–427, 470–477	ISC NEW YORK NY 003
006–009, 298–339, 341–342, 344, 346–347, 349–352, 354–399, 569	ISC MIAMI FL 33112
424, 430–469, 478–516, 520–528, 530–532, 534–535, 537–551, 553–567, 570–577, 580–588, 600–620, 622–631, 633–641, 644–658, 660–662, 664–681, 683–693, 700–701, 703–708, 710–714, 716–731, 733–741, 743–799, 885	ISC CHICAGO IL 60290
590–599, 821, 832–838, 970–986, 988–999	P&DC SEATTLE 980
800–816, 820, 822–831, 840–847, 893–895, 897–898, 937–961	ISC SAN FRANCISCO CA 94013
850–853, 855–857, 859–860, 863–865, 870–875, 877–884, 889–891, 900–908, 910–928, 930–936 967–969	ISC LOS ANGELES CA 900 P&DC HONOLULU HI 967

293.463 **Worldwide Nonpresort Mail Sacks**

The following standards apply:

- a. *General.* The working bundles of mixed country mail and loose items must be enclosed in sacks unless other equipment is specified by the acceptance office. Nonpresorted letter-size mail may be presented in

trays if authorized by the acceptance office. The maximum weight of the sack and the contents must not exceed 66 pounds.

Note: Working bundles of mixed country mail cannot be enclosed in mixed country sacks.

- b. *Worldwide Nonpresort Sack Tags.* Sack tags for worldwide nonpresort sacks must be labeled with PS Tag 155, *Surface Airlift Mail*, which identifies the mail to ensure it receives priority handling. The mailer must specify "WW" (for "worldwide") on the back of PS Tag 155.
- c. *Worldwide Nonpresort Mail Sack Label.* The sack label must be completed as follows (see [Exhibit 293.462](#) for the list of U.S. Exchange Offices):

Line 1: Appropriate U.S. Exchange Office and Routing Code

Line 2: Contents WKG

Line 3: Mailer, Mailer Location

Example:

ISC MIAMI FL	33112
ISAL — WKG	
ABC COMPANY MIAMI FL	

293.5 **Mail Entry and Deposit**

293.51 **Separation by Price Group**

The mailer must specify the price group on the back of PS Tag 155 (for example, with "1" for Canada or "WW" for worldwide nonpresort) and must physically separate the sacks by price group at the time of mailing.

293.52 **Full Service**

Mailings must be deposited at a Post Office facility where bulk mail is accepted and where the mailer holds an advance deposit account or postage meter license.

293.53 **Drop Shipment**

293.531 **General**

To qualify for the drop shipment price, mailers must present the mail to one of the locations in [293.532](#). The mailer must pay postage at the drop shipment location either through an advance deposit account or postage meter license at the serving Post Office facility. As an alternative, mailers who are participating in the plant-verified drop shipment (PVDS) program may have the mail verified, accepted, and paid for at the mailer's plant or at the origin Post Office facility serving the mailer's plant if authorized under DMM 705. PVDS mail must be transported by the mailer to the drop shipment location, and the mail must be accompanied by PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*.

293.532 Drop Shipment Locations

Drop shipments are available through the following offices:

New York:

JOHN F KENNEDY AIRPORT MAIL CTR
US POSTAL SERVICE
JOHN F KENNEDY INTERNATIONAL AIRPORT BLDG 250
JAMAICA NY 11430-9998

Florida:

MIAMI INTERNATIONAL SERVICE CTR*
US POSTAL SERVICE
11698 NW 25TH ST
MIAMI FL 33112-9997

MIAMI PROCESSING AND DISTRIBUTION CTR
US POSTAL SERVICE
2200 NW 72ND AVE
MIAMI FL 33152-9997

Texas:

NORTH TEXAS P&DC
US POSTAL SERVICE
951 W BETHEL RD
COPPELL TX 75099-8811

Illinois:

JT WEEKER INTERNATIONAL SERVICE CENTER
US POSTAL SERVICE
OHARE INTERNATIONAL AIRPORT
514 EXPRESS CENTER DR
CHICAGO IL 60688-9998

California:

LOS ANGELES ISC
US POSTAL SERVICE
5800 W CENTURY BLVD
LOS ANGELES CA 90009-9998

SAN FRANCISCO ISC
US POSTAL SERVICE
2650 BAYSHORE BLVD
DALY CITY CA 94013-1631

*Only plant-verified mail is transported to this facility by the mailer.

294 **(Reserved)**

295 **(Reserved)**

296 **(Reserved)**

297 **Customized Agreements**

297.1 **Description**

The Postal Service provides Global Expedited Package Services (GEPS) customized agreements to Express Mail International and Priority Mail International customers pursuant to the terms and conditions stipulated between the Postal Service and a particular customer.

297.2 **Qualifying Mailers**

To qualify for a GEPS contract, a mailer must be capable, on an annualized basis, of either tendering at least 2,500 pieces of international mail to the Postal Service, or paying at least \$50,000 in international postage to the Postal Service.

297.3 **Criteria**

Each GEPS customized agreement for international mailings must set forth the following:

- a. The type of mail to be tendered by the mailer.
- b. The term of the agreement.
- c. Weight and size limits.
- d. Preparation requirements.
- e. Makeup requirements.
- f. The services to be provided by the Postal Service.
- g. Minimum volume or postage commitment on the part of the mailer.
- h. Postage and method of payment.
- i. The location at which the mailer is required to tender its items to the Postal Service.
- j. Any other obligations of either party.