# 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 Global Express Guaranteed service is 70 pounds, but lower country-specific weight limits might apply. To determine the maximum weight limit for each country, see the Individual Country Listings.

##### 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 though 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 country 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 Notice 123, *Price List*, for the fee schedule for optional Global Express Guaranteed document reconstruction insurance or non-document insurance coverage.

## 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 permit imprint under 213.8.

### 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 a country marked with an asterisk.*

| Country Name | 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-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 Name | 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 |
| Curacao | 7 |
| 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 |

| Country Name | GXG Price Group |
|---|---|
| Guinea-Bissau | No Service |
| 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 |

| Country Name | GXG Price Group |
|---|---|
| Mauritius | 4 |
| Mexico | 2 |
| Moldova | 4 |
| Mongolia | 4 |
| Montenegro | 4 |
| Montserrat | 7 |
| Morocco | 4 |
| Mozambique | 4 |
| Namibia | 4 |
| Nauru | No Service |
| Nepal | 6 |
| Netherlands | 3 |
| 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 |
| Saint Christopher 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 Name | GXG Price Group |
|---|---|
| Sierra Leone | No Service |
| Singapore | 3 |
| Sint Maarten | 7 |
| 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 |
| Timor-Leste, Democratic Republic of | 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 Prices

### 213.61 Commercial Base Prices

A mailer who pays postage by the online methods described in 213.7, or with a permit imprint under 213.8, qualifies for the Global Express Guaranteed Commercial Base prices, which are less than Global Express Guaranteed retail prices. Commercial Base pricing does not apply to participating retail Post Office locations. See Notice 123, *Price List*, for the applicable price.

### 213.62 Commercial Plus Prices

#### 213.621 General

An approved mailer who pays postage with a permit imprint under 213.8, or through a registered end-user of a USPS-approved PC Postage product, qualifies for the Global Express Guaranteed Commercial Plus prices, which are less than Global Express Guaranteed Commercial Base prices. Commercial Plus pricing does not apply to participating retail Post Office locations. See Notice 123, *Price List*, for the applicable price.

#### 213.622 Commercial Plus Pricing — Eligibility

To qualify for Commercial Plus pricing, customers must agree to all terms and conditions in a standardized agreement with the Postal Service and tender at least $100,000 per year of international shipping products. For this purpose, “international shipping products” includes any combination of Global Express Guaranteed, Priority Mail Express International, Priority Mail International, or First-Class Package International Service items.

#### 213.623 Commercial Plus Pricing — Approval

Mailers meeting the minimum revenue thresholds under 213.622 must complete an agreement with the Postal Service by contacting their account manager, or USPS Global Business via e-mail at *globalcpp@usps.gov*, for a commitment agreement form or for additional information.

## 213.7 Online Methods

### 213.71 Online Prices — Commercial Base or Commercial Plus Prices

For selected destination countries, Global Express Guaranteed items qualify for discounted prices (equal to the Commercial Base price or Commercial Plus price) when mailers use one of the following online shipping methods:

a. Commercial Base Price: Click-N-Ship service using online postage; registered end-users of USPS-approved PC Postage products using online postage; or Click-N-Ship for Business using metered postage.

b. Commercial Plus Price: Registered end-users of USPS-approved PC Postage products.

The Commercial Base or Commercial Plus price is automatically applied to each shipment when using one of the postage payment methods above. The discount 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 Markings Requirements

Global Express Guaranteed mailpieces claiming the Commercial Base or Commercial Plus price paid with PC Postage must bear the appropriate price marking, printed on the piece or produced as part of the PC Postage indicia. Mailers must place the applicable marking directly above, directly below, or to the left of the postage using one of the following formats:

a. Commercial Base Price, Commercial Base Pricing, or ComBasPrice.

b. Commercial Plus Price, Commercial Plus Pricing, or ComPlsPrice.

### 213.73 Determining Online Prices

For each addressed mailpiece, refer to Notice 123, *Price List*, for the applicable Commercial Base or Commercial Plus price.

### 213.74 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.

### 213.75 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).

### 213.76 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 Permit Imprint

### 213.81 Permit Imprint — General

Global Express Guaranteed items paid with a permit imprint through an advance deposit account is permitted only when requirements for Commercial Base prices or Commercial Plus prices (see 213.82) are followed. Postage paid with a permit imprint is subject to the general conditions in IMM and in DMM 604 and 705. See Notice 123, *Price List*, for the applicable prices.

### 213.82 Permit Imprint — Commercial Base or Commercial Plus Prices

A mailer who pays postage with a permit imprint qualifies for the Global Express Guaranteed Commercial Base or Commercial Plus prices, which are less than Global Express Guaranteed retail prices. The Commercial Base or Commercial Plus price applies only to the postage portion of Global Express Guaranteed prices. See Notice 123, *Price List*, for the applicable price. In addition, mailers must meet the following requirements:

a. Use USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at *https://ribbs.usps.gov/index.cfm?page=internationalvendors.* (To request information about these software solutions, send an e-mail to *globalbusiness-sales@usps.gov*.)

b. Pay for postage with a permit imprint through an advance deposit account.

c. Meet manifesting and permit imprint requirements under IMM and DMM 604 and the manifesting requirements under DMM 705.

## 213.9 Official Mail

### 213.91 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.

### 213.92 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 a 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**

| Location | 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 |
| 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 Eligible for Deposit or Pickup

Global Express Guaranteed items may be deposited through any of the following methods at, through, or offered by a participating Global Express Guaranteed Post Office facility, provided postage is paid by a method other than the use of postage stamps:

a. In a private mailbox bearing a return address that matches the address at the point of pick up, when the customer or business is known to reside or do business at that location.

b. Through Pickup on Demand service.

c. Through Package Pickup service.

d. At a Postal Service retail counter.

e. Into a Postal Service lobby drop.

f. In a collection box.

g. At a Contract Postal Unit (CPU).

h. At a USPS Approved Shipper location.

***Note:*** Global Express Guaranteed items weighing 13 ounces or less and bearing only postage stamps may also be deposited through the aforementioned methods.

### 215.22 Items Not Eligible for Deposit or Pickup

Customers must present Global Express Guaranteed items weighing more than 13 ounces and bearing only postage stamps as postage to an employee at a participating Global Express Guaranteed Post Office facility retail service counter. Deposit and pickup methods listed in 215.21 are prohibited. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

### 215.23 Items Paid With a Permit Imprint

Mailers who enter volume mailings paid with a permit imprint under 213.8 must enter such items through a business mail entry unit (BMEU) or, when authorized by the district BMEU manager, through a detached mail unit (DMU) at a mailer's plant.

### 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 Package 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. There is a single charge for Pickup On Demand service (see Notice 123, *Price List*), 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. Priority Mail Express International items.

c. Priority Mail International items.

d. First-Class Package International Service items.

e. Priority Mail Express items.

f. Priority Mail items.

g. Package Services items.

### 215.4 Package 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 507.7; for more information, also visit the online site at *usps.com/pickup*.

# 220 Priority Mail Express International

## 221 Description and Physical Characteristics

### 221.1 General

Priority Mail Express International service is a reliable high-speed mail service available to certain countries (see the Individual Country Listings for service availability). Priority Mail Express International service is available at designated Postal Service facilities authorized to accept domestic Priority Mail Express shipments.

### 221.2 Priority Mail Express International With Guarantee Service

Priority Mail Express International With Guarantee service offers a date-certain, postage-refund guarantee. 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 Priority Mail Express International Flat Rate Envelopes

Only USPS-produced Priority Mail Express International Flat Rate Envelopes are eligible for the Flat Rate price and are charged a flat rate regardless of destination. The maximum weight is 4 pounds. See the Individual Country Listings for countries that offer Priority Mail Express International service.

### 221.4 Priority Mail Express International Flat Rate Boxes

Only USPS-produced Priority Mail Express International Flat Rate Boxes are eligible for the Flat Rate price and are charged a flat rate regardless of destination. The maximum weight is 20 pounds. See the Individual Country Listings for countries that offer Priority Mail Express International service.

### 221.5 Physical Characteristics

#### 221.51 Weight Limits

The maximum weight limit for Priority Mail Express International service is 70 pounds, but lower country-specific weight limits might apply. To determine the maximum weight limit for each country, see the Individual Country Listings.

#### 221.52 Dimensions — Priority Mail Express International Parcels

Maximum size dimensions for Priority Mail Express 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 Priority Mail Express International Shipments

Except for the items noted in 222.2, any item not prohibited in international mail may be sent using Priority Mail Express 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 Priorit y Mail Express International Shipments

The following items are prohibited in all Priority Mail Express 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 Priority Mail Express International shipments, but they are negotiable only if the proper form is used.

## 222.3 Priority Mail Express International Flat Rate Envelopes

Only USPS-produced Priority Mail Express International Flat Rate Envelopes are eligible for Flat Rate pricing as defined in Exhibit 222.3. 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 Priority Mail Express International standards and customs requirements apply.

Exhibit 222.3
**Eligible Priority Mail Express International Flat Rate Envelopes**

| Item | Size | Item No. |
|---|---|---|
| Priority Mail Express International Flat Rate Envelope | 12-1/2" x 9-1/2" | EP-13-F |
| Priority Mail Express International Legal Flat Rate Envelope | 15" x 9-1/2" | EP13-L |
| Priority Mail Express International Padded Flat Rate Envelope | 12-1/2" x 9-1/2" | EP13-PE |

## 222.4 Priority Mail Express International Flat Rate Boxes

Only USPS-produced Priority Mail Express International Flat Rate Boxes are eligible for Flat Rate pricing as defined in Exhibit 222.4. 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. All other Priority Mail Express International standards and customs requirements apply.

Exhibit 222.4
**Eligible Priority Mail Express International Flat Rate Boxes**

| Item | Inside Dimensions (L x W x H) | Outside Dimensions (L x W x H) | Item No. |
|---|---|---|---|
| Priority Mail Express International Flat Rate Box | 11" x 8-1/2" x 5-1/2" | 11-1/4" x 8-3/4" x 6" | EM-FRB1 |
| Priority Mail Express International Flat Rate Box | 13-5/8" x 11-7/8" x 3-3/8" | 14" x 12" x 3-1/2" | EM-FRB2 |

## 222.5 Customs Forms Required

The mailer must complete the applicable customs form for the destination country as specified in the Individual Country Listing and, if applicable, fulfill any other nonpostal export requirements described in chapter 5. See 224 for additional information.

For a mailer using PS Form 2976-B, *Priority Mail Express International Shipping Label and Customs Form*, or an online combined shipping label and customs form that electronically transmits customs-related data, no additional custom form is required because customs information is incorporated into the form that the mailer must complete.

### 222.6 Mail Sealed Against Inspection

Priority Mail Express International mailpieces are sealed against inspection.

### 222.7 Priority Mail Express International Insurance and Indemnity

#### 222.71 Merchandise Insurance

Priority Mail Express International shipments containing merchandise are insured against loss, damage, or missing contents up to $200 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 222.8).

#### 222.72 Document Reconstruction Insurance

Priority Mail Express 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.

#### 222.73 Indemnity for Delivery Delays

Priority Mail Express 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 Priority Mail Express International With Guarantee service under 221.2.

### 222.8 Extra Services — Merchandise Insurance

Additional merchandise insurance coverage above $200, 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 Notice 123, *Price List,* for the fee schedule for optional Priority Mail Express International merchandise insurance coverage.

## 223 Prices and Postage Payment Methods

### 223.1 Prices

#### 223.11 Availability and Price Application — General

Except under 223.14 and 223.15, Priority Mail Express International shipments are charged postage for each addressed piece according to its weight and country price group. For shipments presented in Priority Mail Express pouches under an Priority Mail Express Custom Designed Service agreement, each pouch is considered an addressed piece. See the Individual Country Listings for countries that offer Priority Mail Express International service. Refer to Notice 123, *Price List*, for applicable Priority Mail Express International prices.

### 223.12 Commercial Base Prices

A mailer who pays postage with a permit imprint under 223.222, or with the online methods described in 223.241, qualifies for the Priority Mail Express International Commercial Base prices, which are less than Priority Mail Express International retail prices. See Notice 123, *Price List*, for the applicable price.

### 223.13 Commercial Plus Prices

An approved mailer who pays postage with a permit imprint under 223.222, or through a registered end-user of a USPS-approved PC Postage product, qualifies for the Priority Mail Express International Commercial Plus prices, which are less than Priority Mail Express International Commercial Base prices. See Notice 123, *Price List*, for the applicable price.

#### 223.131 Commercial Plus Pricing — Eligibility

To qualify for Commercial Plus pricing, customers must agree to all terms and conditions in a standardized agreement with the Postal Service and tender at least $100,000 per year of international shipping products. For this purpose, “international shipping products” includes any combination of Global Express Guaranteed, Priority Mail Express International, Priority Mail International, or First-Class Package International Service items.

#### 223.132 Commercial Plus Pricing — Approval

Mailers meeting the minimum revenue thresholds under 223.131 must complete an agreement with the Postal Service by contacting their account manager, or USPS Global Business via e-mail at *globalcpp@usps.gov*, for a commitment agreement form or for additional information.

### 223.14 Priority Mail Express International Flat Rate Envelope Prices

Only USPS-produced Priority Mail Express International Flat Rate Envelopes are eligible for a Flat Rate price regardless of the destination. The maximum weight is 20 pounds. Postage is required for each piece (see Notice 123, *Price List*). A domestic Priority Mail Express Flat Rate Envelope with prepaid postage may also be used for an Priority Mail Express International item provided that appropriate additional postage is added before mailing.

### 223.15 Priority Mail Express International Flat Rate Boxes Prices

Only USPS-produced Priority Mail Express International Flat Rate Boxes are eligible for a Flat Rate price regardless of the destination. The maximum weight is 20 pounds. Postage is required for each piece (see Notice 123, *Price List*).

## 223.2 Postage Payment Methods

### 223.21 General

Priority Mail Express 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 a USPS Corporate Account (USPSCA). A written application is required prior to mailing with an Priority Mail Express corporate account (see DMM 414.2).

## 223.22 Permit Imprint

### 223.221 Permit Imprint — General

Payment for Priority Mail Express International shipments paid with a permit imprint through an advance deposit account is permitted only when requirements for Commercial Base prices or Commercial Plus prices (see 223.222) are followed. Postage paid with a permit imprint is subject to the general conditions in IMM and in DMM 604 and 705. See Notice 123, *Price List*, for the applicable prices.

### 223.222 Permit Imprint — Commercial Base or Commercial Plus Prices

A mailer who pays postage with a permit imprint qualifies for the Priority Mail Express International Commercial Base or Commercial Plus prices, which are generally less than Priority Mail Express International retail prices. The Commercial Base or Commercial Plus price applies only to the postage portion of Priority Mail Express International prices. In addition, mailers must meet the following requirements:

a. Electronically transmit customs declaration information as required under 123.32 by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at *https://ribbs.usps.gov/index.cfm?page=internationalvendors*. (To request information about either of these software solutions, send an e-mail to *globalbusinesssales@ usps.gov*.)

b. Pay for postage with a permit imprint through an advance deposit account.

c. Meet manifesting and permit imprint requirements under IMM and DMM 604 and the manifesting requirements under DMM 705.

***Note:*** When using GSS, no extra services such as insurance are available.

## 223.23 USPS Corporate Account (USPSCA)

Mailers using a USPS Corporate Account under 223.21 must pay the applicable retail price for each mailpiece.

## 223.24 Online Methods

### 223.241 Online Prices — Commercial Base or Commercial Plus Prices

For selected destination countries, Priority Mail Express International items qualify for discounted prices (equal to the Commercial Base price or Commercial Plus price) when mailers use one of the following online shipping methods:

a. Commercial Base Price: Click-N-Ship service using online postage; registered end-users of USPS-approved PC Postage products using online postage; or Click-N-Ship for Business using metered postage.

b. Commercial Plus Price: Registered end-users of USPS-approved PC Postage products.

The Commercial Base or Commercial Plus price is automatically applied to each shipment when using one of the above postage payment methods. The discount applies only to the postage portion of the Priority Mail Express 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 **Markings Requirements**

Priority Mail Express International mailpieces claiming the Commercial Base or Commercial Plus price paid with PC Postage must bear the appropriate price marking, printed on the piece or produced as part of the PC Postage indicia. Mailers must place the applicable marking directly above, directly below, or to the left of the postage using one of the following formats:

a. Commercial Base Price, Commercial Base Pricing, or ComBasPrice.

b. Commercial Plus Price, Commercial Plus Pricing, or ComPlsPrice.

223.243 **Determining Online Prices**

For each addressed mailpiece, refer to Notice 123, *Price List*, for the applicable Commercial Base or Commercial Plus price.

## 223.3 Official Mail

### 223.31 Mailings by Federal Agencies

Priority Mail Express International shipments that are entered by federal agencies and departments are subject to the same standards under 220 as Priority Mail Express International shipments that are entered by nongovernmental entities.

### 223.32 Postal Service Mailings

Priority Mail Express International shipments that are entered by U.S. Postal Service entities are subject to the same standards under 220 as Priority Mail Express 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

### 224.11 Using PS Form 2976-B

Prior to mailing, the sender must fulfill any nonpostal export requirements described in chapter 5 and do the following:

a. Enter both the sender's and addressee's full name and full address in the blocks provided. Provide the sender's telephone/fax number or email address.

b. In block (1), enter, if applicable, a USPS corporate account (USPSCA) number, federal agency account number, or Postal Service account number for payment by account.

c. In block (2), check all applicable boxes to indicate whether the package contains a gift, documents, commercial samples, or other items. Check the box for "Dangerous Goods" if the shipment contains mailable dangerous goods.

d. In block (3), enter the applicable Automated Export System (AES) Internal Transaction Number (ITN) or AES Exemption.

e. In block (4), provide a detailed description, in English, of each article. General descriptions such as "food," "medicine," "gifts," or "clothing" are not acceptable. In addition to the English text, a translation in

another language is permitted. If there is insufficient space on the form to list all contents, use a second form (and additional forms, if necessary) to continue listing the contents, and indicate on the first form that the contents are continued on one or more subsequent forms. When using this option, customers must ensure that the barcodes on the subsequent forms are *totally obliterated* to avoid multiple barcodes being assigned to the package. As noted in item 224.11m, place all subsequent forms listing the contents into PS Form 2976-E (plastic envelope).

f. In blocks (5), (6), and (7), enter the quantity, net weight (in pounds and ounces), and value (in U.S. dollars) of each article.

g. In block (8), enter, if known, the 6-digit Harmonized Tariff Schedule number, which is based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization.

h. In block (9), enter the "Country of Origin," which is the country where the goods originated — i.e., where they were produced/manufactured or assembled.

i. In block (10), enter the total weight (in pounds and ounces) of the package, including packaging (the total weight is used to calculate postage), and enter the total value in U.S. dollars.

j. In block (11), sign and date the form. The sender's signature certifies that all entries are correct and that the item contains no undeclared dangerous, prohibited, or restricted contents per postal, customs, or destination country regulations.

k. In blocks (12) and (13), enter the applicable number if the item requires a sender's customs reference or importer's reference.

l. In blocks (14), (15), and (16), enter license, certificate, and/or invoice number, if applicable.

m. Insert the completed form and all other required documents — e.g., a commercial invoice, additional subsequent forms (see item 224.11e) — into PS Form 2976-E (plastic envelope) and affix PS Form 2976-E to the address side of the package.

n. Allow the Postal Service employee to complete PS Form 2976-B as described in 224.2.

### 224.12 Using an Online Combined Shipping Label and Customs Form That Electronically Transmits Customs-Related Data

Prior to mailing, the sender must fulfill any other nonpostal export requirements described in chapter 5 and fully complete the applicable online customs form.

## 224.2 Preparation by Acceptance Employee

### 224.21 Using PS Form 2976-B

Employees must do the following:

a. Verify that the sender has entered on the form the information required by 224.1 and has signed and dated the declaration.

b. Instruct the sender to complete any incomplete portions of the form. Remind the sender that failure to complete the form properly can delay delivery of the item or inconvenience the sender and addressee. Further, a false, misleading, or incomplete declaration can result in the seizure or return of the item and/or in criminal or civil penalties. The Postal Service assumes no responsibility for the accuracy of information that the sender enters on PS Form 2976-B.

c. To comply with U.S. Census Bureau requirements, it is the customer's responsibility to ensure that an appropriate AES ITN, AES Exemption, or AES Downtime Citation is displayed on PS Form 2976-B, if required. If this information is not entered, remind the customer that he or she may be subject to civil and criminal penalties for noncompliance.

d. If the sender purchases additional insurance against loss, damage, or missing contents, the retail associate will record the insured amount in U.S. dollars on PS Form 2976-B in the space provided.

e. Weigh the Priority Mail Express International package. Enter the weight, insured amount, and insurance fee (if applicable — see 222.71 and 222.72), originating facility ZIP Code, postage, total postage/fees, date and time received, and scheduled delivery date in the shaded areas provided on the form.

f. Apply the correct amount of postage to the mailpiece, or ensure that the correct amount of postage is affixed to the mailpiece.

g. Round stamp the form in the appropriate place on each copy (Copies 1–5).

h. Remove the Post Office copy (Copy 4) and tell the mailer that the Postal Service will retain this document for 30 days as a record of mailing. Remove the Sender copy (Copy 5) and give it to the mailer.

i. Round stamp any uncanceled stamps, and if postage is paid by meter, round stamp the front of the piece near the meter postage.

j. After acceptance, place each item in the appropriate working pouch for forwarding to the international exchange office authorized to dispatch Priority Mail Express International shipments to that destination. (See Handbook T-5, *International Mail Operations*.)

***Note:*** Consistent with 225.12, the customer must present any item bearing a handwritten PS Form 2976-B to an employee at a Post Office retail service counter.

## 224.22 Using an Online Combined Shipping Label and Customs Form That Electronically Transmits Customs-Related Data

Employees must do the following:

a. If presented to a USPS acceptance employee, check to ensure the mailer has completed the sender's information, the addressee's information, and the customs information portions.

b. Apply the correct amount of postage to the mailpiece, or ensure that the correct amount of postage is affixed to the mailpiece.

c. After acceptance, place each item in the appropriate working pouch for forwarding to the international exchange office authorized to dispatch Priority Mail Express International shipments to that destination. (See Handbook T-5, *International Mail Operations*.)

***Note:*** 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.

# 225 Mail Entry and Deposit

## 225.1 Place of Mailing

### 225.11 Items Eligible for Deposit or Pickup

Priority Mail Express International items bearing a computer-generated customs form with customs data that has been electronically transmitted (e.g., using Click-N-Ship service, an authorized PC Postage vendor, or the USPS Web Tools system) may be deposited through any of the following methods, provided postage is paid by a means other than the use of postage stamps:

a. In a private mailbox bearing a return address that matches the address at the point of pick up, when the customer or business is known to reside or do business at that location.

b. Through Pickup on Demand service.

c. Through Package Pickup service.

d. At a Postal Service retail counter.

e. Into a Postal Service lobby drop.

f. In a collection box.

g. At a Contract Postal Unit (CPU).

h. At a USPS Approved Shipper location.

***Note:*** The following items may also be deposited through the aforementioned methods:

a. Priority Mail Express International items weighing 13 ounces or less, bearing only postage stamps, and not requiring a customs form (see the applicable Individual Country Listing).

b. Priority Mail Express International items weighing 16 ounces or less, paid with a USPS Corporate Account (USPSCA) or online postage or postage meters or information-based indicia (IBI), and not requiring a customs form (see the applicable Individual Country Listing).

### 225.12 Items Not Eligible for Deposit or Pickup

Customers must present the following Priority Mail Express International items requiring a customs form to an employee at a Post Office retail service counter. Deposit and pickup methods listed in 225.11 are prohibited. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

a. Any item bearing a customs form and paid with only postage stamps.

b. Any item bearing a handwritten customs form.

c. Any item bearing a customs form that was not computer-generated.

d. Any item for which the customs data was not electronically transmitted.

### 225.13 Items Paid With a Permit Imprint

Mailers who enter volume mailings paid with a permit imprint under 223.22 must enter such items through a business mail entry unit (BMEU) or, when authorized by the district BMEU manager, through a detached mail unit (DMU) at a mailer's plant.

### 225.2 Pickup On Demand Service

Subject to the standards in 225.1, Pickup On Demand service is available for Priority Mail Express International items. There is a single charge for Pickup On Demand service (see Notice 123, *Price List*), 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. Priority Mail Express International items.

c. Priority Mail International items.

d. First-Class Package International Service items.

e. Priority Mail Express items.

f. Priority Mail items.

g. Package Services items.

### 225.3 Package Pickup Service

No pickup fee is charged when an Priority Mail Express 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 507.7; 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 Flat Rate Envelopes and the Small Flat Rate Priced Boxes.

### 231.2 Physical Characteristics

#### 231.21 Weight Limits

##### 231.211 Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes

The maximum weight for items mailed using Flat Rate Envelopes and Small Flat Rate Priced Boxes is 4 pounds.

231.212 **Priority Mail International Medium and Large Flat Rate Boxes**

The weight limit for items mailed using the Medium and Large Flat Rate Boxes is 20 pounds.

231.213 **Priority Mail International Ordinary Parcels**

The maximum weight limit for Priority Mail International service is 70 pounds, but lower country-specific weight limits might apply. To determine the maximum weight limit for each country, see the Individual Country Listings.

## 231.22 Dimensions — Priority Mail International Parcels

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

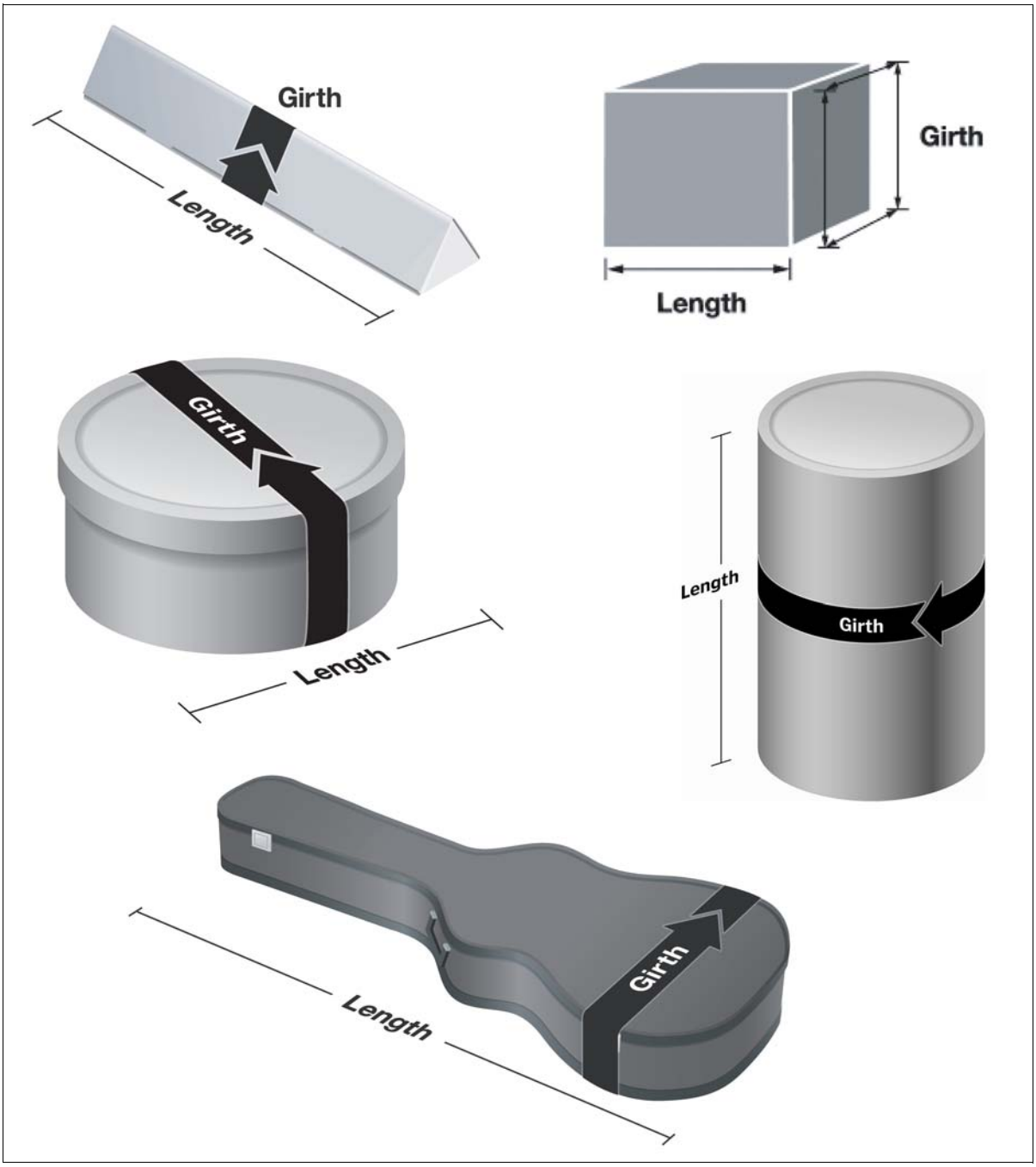
a. For Priority Mail International parcels, the surface area of the address side of the item to be mailed must be large enough to completely contain the postage, PS Form 2976-E (the envelope for the customs label), and any other applicable endorsements or markings. PS Form 2976-E is approximately 10-1/4 inches wide and 7-1/4 inches high.

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
**Measuring Parcel Dimensions**



# 232 Eligibility

## 232.1 Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes

### 232.11 General

All items that may be sent with First-Class Mail International service (see 241) and First-Class Package International Service (see 251) may be sent in Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes 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.

### 232.12 Electronic USPS Delivery Confirmation International

#### 232.121 Description

Electronic USPS Delivery Confirmation International service — abbreviated E-USPS DELCON INTL — is an optional service available for Priority Mail International Flat Rate Envelopes (except for the Gift Card Flat Rate Envelope) and all Small Flat Rate Priced Boxes to select destination countries at no charge. Tracking information includes the date and time an article was delivered or, if delivery was attempted but not completed, the date and time of the delivery attempt. The sender can check delivery status by going to *usps.com* and clicking on the “Track & Confirm” feature.

#### 232.122 Availability

Electronic USPS Delivery Confirmation International service is available only electronically by using USPS-approved PC Postage vendors, Click-N-Ship, Click-N-Ship for Business, Webtools, and Global Shipping Software (GSS) or other USPS-approved software. The service is available only to the countries listed in Exhibit 232.122:

Exhibit 232.122
**Countries Accepting Electronic USPS Delivery Confirmation International Service**
***Note:*** *An asterisk indicates that service was temporarily suspended on June 12, 2014.*

| | |
|---|---|
| Australia | Israel |
| Belgium | Italy* |
| Brazil* | Latvia |
| Canada | Lithuania |
| Croatia | Luxembourg* |
| Denmark* | Malaysia |
| Estonia | Malta |
| Finland | Netherlands |
| France* | New Zealand |
| Germany | Portugal* |
| Gibraltar* | Singapore |
| Great Britain and Northern Ireland | Spain |
| Hungary | Switzerland |

232.123 **Customs Label and Marking**

Mailers must use an electronically generated PS Form 2976 that includes the Post Exprès logo (globe and chevron design) — see Exhibit 232.123.

Exhibit 232.123
**Customs Label and Marking**

232.124 **Additional Standards**

The following additional standards apply to Electronic USPS Delivery Confirmation International service:

a. Electronic USPS Delivery Confirmation International service may not be combined with any other international extra services.

b. Electronic USPS Delivery Confirmation International service is not available for the Priority Mail International Gift Card Flat Rate Envelope.

c. No refunds, inquiries, or claims are offered, and indemnity is not provided.

d. Customers are not able to obtain tracking information by contacting the U.S. Postal Service by telephone.

232.125 **Postage Payment Methods and Price Eligibility**

Mailers may pay for Electronic USPS Delivery Confirmation International items by using postage validation imprinter (PVI) labels, postage meter imprints, USPS-approved PC Postage, Click-N-Ship postage, or permit imprint.

232.126 **Price Eligibility**

Only items paid with USPS-approved PC Postage (including Click-N-Ship) or permit imprint are eligible for the applicable Commercial Base or Commercial Plus price for the postage portion of the mailpiece. Electronically generated customs forms that are not generated with PC Postage or a permit imprint (i.e., Click-N-Ship for Business or Webtools) are charged the retail price. Customers may apply postage with a customer meter or by taking the item to a Post Office for acceptance and payment.

## 232.2 Eligible Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes

Only the items in Exhibit 232.2a and Exhibit 232.2b qualify for the Priority Mail Flat Rate Envelope or Small Flat Rate Box pricing.

Exhibit 232.2a
**Eligible Priority Mail International Flat Rate Envelopes**

| Item | Size | Item No. |
|---|---|---|
| Priority Mail International Flat Rate Envelope | 12-1/2" x 9-1/2" | Item EP 14-F |
| Priority Mail International Gift Card Flat Rate Envelope | 10" x 7" | Item EP 14-GT |
| Priority Mail International Small Flat Rate Envelope | 10" X 6" | Item EP 14-B |
| Priority Mail International Window Flat Rate Envelope | 10" x 5" | Item EP 14-H |
| Priority Mail International Legal Flat Rate Envelope | 15" x 9-1/2" | Item EP 14-L |
| Priority Mail International Padded Flat Rate Envelope | 12-1/2" x 9-1/2" | Item EP 14-PE |

Exhibit 232.2b
**Eligible Priority Mail International Small Flat Rate Priced Boxes**

| Item | Inside Dimensions (L x W x H) | Outside Dimensions (L x W x H) | Item No. |
|---|---|---|---|
| Priority Mail International Small Flat Rate Box | 8-5/8" x 5-3/8" x 1-5/8" | 8-11/16" x 5-7/16" x 1-3/4" | SFBX |
| Priority Mail International DVD Box | 7-9/16" x 5-7/16" x 1-1/8" | 8-3/4" x 5-9/16" x 1-1/2" | O-DVDS |
| Priority Mail International Large Video Box | 9-1/4" x 6-1/4" x 2" | 9-9/16" x 6-7/16" x 2-3/16" | O-1096-L |

## 232.3 Priority Mail International 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 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. 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.

## 232.4 Eligible Priority Mail International Medium and Large Flat Rate Boxes

Only the items in Exhibit 232.4a and Exhibit 232.4b qualify for the Priority Mail International Medium and Large Flat Rate Box pricing.

Exhibit 232.4a
**Eligible Priority Mail International Medium Flat Rate Boxes**

| Item | Inside Dimensions (L x W x H) | Outside Dimensions (L x W x H) | Item No. |
|---|---|---|---|
| Priority Mail International Medium Flat Rate Box | 11" x 8-1/2" x 5-1/2" | 11-1/4" x 8-3/4" x 6" | O-FRB1 |
| Priority Mail International Medium Flat Rate Box | 13-5/8" x 11-7/8" x 3-3/8" | 14" x 12" x 3-1/2" | O-FRB2 |

Exhibit 232.4b
**Eligible Priority Mail International Large Flat Rate Boxes**

| Item | Inside Dimensions (L x W x H) | Outside Dimensions (L x W x H) | Item No. |
|---|---|---|---|
| Priority Mail International Large Flat Rate Box | 12" x 12" x 5-1/2" | 12-1/4" x 12-1/4" x 6" | LFRB |
| Priority Mail International Board Game Large Flat Rate Box | 23-11/16" x 11-3/4" x 3" | 24-1/16" x 11-7/8" x 3-1/8" | GBFRB |

## 232.5 Priority Mail International Parcels

### 232.51 General

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.

### 232.52 Priority Mail International Regional Rate Boxes

Priority Mail International Regional Rate Box prices are available only to commercial customers who have an agreement with the Postal Service specifically for Priority Mail International Regional Rate Boxes. A customer who does not have such an agreement with the Postal Service and who may incidentally use a Priority Mail International Regional Rate Box must pay the applicable Priority Mail International price based on the item's weight and country price group.

## 232.6 Customs Forms Required

### 232.61 Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes

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 Priced 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 Priced Boxes.

### 232.62 Priority Mail International Medium and Large Flat Rate Boxes

Each Priority Mail International Medium or Large Flat Rate Box must bear a properly completed PS Form 2976-A.

### 232.63 Priority Mail International Ordinary and Insured Parcels

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

## 232.7 Mail Sealed Against Inspection

Only Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced 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.

## 232.8 Priority Mail International Insurance and Indemnity

### 232.81 Indemnity

Ordinary — i.e., uninsured — Priority Mail International parcels, except Small Flat Rate Priced Boxes, include indemnity coverage against loss, damage, or missing contents up to the amounts shown in Exhibit 232.83. 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 lost, or if it has been delivered to the addressee in damaged condition or with missing

contents, payment is made to the sender unless the sender waives the right to payment, in writing, in favor of the addressee.

***Note:*** International insured mail service provides insurance coverage greater than the indemnity limits for ordinary Priority Mail International parcels (including the 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.

## 232.82 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.

## 232.83 Ordinary Priority Mail International Weight and Indemnity Limits

Exhibit 232.83 lists the weight and indemnity limits for ordinary Priority Mail International parcels.

Exhibit 232.83
**Ordinary Priority Mail International Weight and Indemnity Limits**

| Weight not over (lbs.) | Indemnity | Weight not over (lbs.) | Indemnity | Weight not over (lbs.) | Indemnity |
|---|---|---|---|---|---|
| 1 | $63.89 | 25 | $138.29 | 49 | $212.69 |
| 2 | 66.99 | 26 | 141.39 | 50 | 215.79 |
| 3 | 70.09 | 27 | 144.49 | 51 | 218.89 |
| 4 | 73.19 | 28 | 147.59 | 52 | 221.99 |
| 5 | 76.29 | 29 | 150.69 | 53 | 225.09 |
| 6 | 79.39 | 30 | 153.79 | 54 | 228.19 |
| 7 | 82.49 | 31 | 156.89 | 55 | 231.29 |
| 8 | 85.59 | 32 | 159.99 | 56 | 234.39 |
| 9 | 88.69 | 33 | 163.09 | 57 | 237.49 |
| 10 | 91.79 | 34 | 166.19 | 58 | 240.59 |
| 11 | 94.89 | 35 | 169.29 | 59 | 243.69 |
| 12 | 97.99 | 36 | 172.39 | 60 | 246.79 |
| 13 | 101.09 | 37 | 175.49 | 61 | 249.89 |
| 14 | 104.19 | 38 | 178.59 | 62 | 252.99 |
| 15 | 107.29 | 39 | 181.69 | 63 | 256.09 |
| 16 | 110.39 | 40 | 184.79 | 64 | 259.19 |
| 17 | 113.49 | 41 | 187.89 | 65 | 262.29 |
| 18 | 116.59 | 42 | 190.99 | 66 | 265.39 |
| 19 | 119.69 | 43 | 194.09 | 67 | 268.49 |
| 20 | 122.79 | 44 | 197.19 | 68 | 271.59 |
| 21 | 125.89 | 45 | 200.29 | 69 | 274.69 |
| 22 | 128.99 | 46 | 203.39 | 70 | 277.79 |
| 23 | 132.09 | 47 | 206.49 | — | — |
| 24 | 135.19 | 48 | 209.59 | — | — |

## 232.9 Extra Services

### 232.91 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 Priced Boxes.

b. Ordinary (uninsured) Priority Mail International parcels including Medium and Large Flat Rate Boxes.

### 232.92 Merchandise Insurance

Insured mail service provides insurance coverage greater than the indemnity limits for ordinary Priority Mail International parcels (including the 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 Notice 123, *Price List,* for the fee schedule for optional Priority Mail International merchandise insurance coverage.

### 232.93 Registered Mail Service

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

a. Flat Rate Envelopes listed in 232.2, including free matter for the blind items.

b. Small Flat Rate Priced Boxes listed in 232.2, including free matter for the blind items.

### 232.94 Return Receipt Service

Return receipt service is available for purchase to certain destinations (see the Individual Country Listings for availability) 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 Priced Boxes when purchased with Registered Mail service.

See 340 for preparation procedures.

# 233 Prices and Postage Payment Methods

## 233.1 Prices

### 233.11 Availability and Price Application — General

Except under 233.14 and 233.15, 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 Commercial Base Prices

A mailer who pays postage with a permit imprint under 233.222, or with the online methods described in 233.231, qualifies for the Priority Mail International Commercial Base prices, which are less than Priority Mail International retail prices. See Notice 123, *Price List*, for the applicable price.

### 233.13 Commercial Plus Prices

An approved mailer who pays postage with a permit imprint under 233.222, or through a registered end-user of a USPS-approved PC Postage product, qualifies for the Priority Mail International Commercial Plus prices, which are less than Priority Mail International Commercial Base prices. See Notice 123, *Price List*, for the applicable price.

#### 233.131 Commercial Plus Pricing — Eligibility

To qualify for Commercial Plus pricing, customers must agree to all terms and conditions in a standardized agreement with the Postal Service and tender at least $100,000 per year of international shipping products. For this purpose, “international shipping products” includes any combination of Global Express Guaranteed, Priority Mail Express International, Priority Mail International, or First-Class Package International Service items.

#### 233.132 Commercial Plus Pricing — Approval

Mailers meeting the minimum revenue thresholds under 233.131 must complete an agreement with the Postal Service by contacting their account manager, or USPS Global Business via e-mail at *globalcpp@usps.gov*, for a commitment agreement form or for additional information.

### 233.14 Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes

Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes 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 Notice 123, *Price List*). 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.

### 233.15 Priority Mail International Medium and Large Flat Rate Boxes

The Priority Mail International 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 Notice 123, *Price List)*.

### 233.16 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

Priority Mail International shipments paid with a permit imprint through an advance deposit account is permitted only when requirements for Commercial Base prices or Commercial Plus prices (see 233.222) are followed. Postage paid with a permit imprint is subject to the general conditions in IMM and in DMM 604 and 705.

### 233.222 Permit Imprint — Commercial Base or Commercial Plus Prices

A mailer who pays postage with a permit imprint qualifies for the Priority Mail International Commercial Base or Commercial Plus prices, which are less than Priority Mail Express International retail prices. The Commercial Base or Commercial Plus price applies only to the postage portion of Priority Mail International prices. In addition, mailers must meet the following requirements:

a. Electronically transmit customs declaration information as required under 123.32 by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at *https://ribbs.usps.gov/index.cfm?page=internationalvendors*. (To request information about either of these software solutions, send an e-mail to *globalbusinesssales@ usps.gov*.)

b. Pay for postage with a permit imprint through an advance deposit account.

c. Meet manifesting and permit imprint requirements under IMM and DMM 604 and the manifesting requirements under DMM 705.

***Note:*** When using GSS, no extra services such as insurance are available.

## 233.23 Online Methods

### 233.231 Online Prices — Commercial Base or Commercial Plus Prices

For selected destination countries, Priority Mail International items qualify for discounted prices (equal to the Commercial Base price or Commercial Plus price) when mailers use one of the following online shipping methods:

a. Commercial Base Price: Click-N-Ship service using online postage; registered end-users of USPS-approved PC Postage products using online postage; or Click-N-Ship for Business using metered postage.

b. Commercial Plus Price: Registered end-users of an authorized PC Postage vendor.

The Commercial Base or Commercial Plus price is automatically applied to each shipment when using one of the above postage payment methods. The discount applies only to the postage portion of the Priority 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.

### 233.232 Marking Requirements

Priority Mail International mailpieces claiming the Commercial Base or Commercial Plus price paid with PC Postage must bear the appropriate price marking, printed on the piece or produced as part of the PC Postage indicia.

Mailers must place the applicable marking directly above, directly below, or to the left of the postage using one of the following formats:

a. Commercial Base Price, Commercial Base Pricing, or ComBasPrice.

b. Commercial Plus Price, Commercial Plus Pricing, or ComPlsPrice.

233.233 **Determining Online Prices**

For each addressed mailpiece, refer to Notice 123, *Price List*, for the applicable Commercial Base or Commercial Plus price.

## 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 Eligible for Deposit or Pickup

Priority Mail International items bearing a computer-generated customs form with customs data that has been electronically transmitted (e.g., using Click-N-Ship service, an authorized PC Postage vendor, or the USPS Web Tools system) may be deposited through any of the following methods, provided postage is paid by a means other than the use of postage stamps:

a. In a private mailbox bearing a return address that matches the address at the point of pick up, when the customer or business is known to reside or do business at that location.

b. Through Pickup on Demand service.

c. Through Package Pickup service.

d. At a Postal Service retail counter.

e. Into a Postal Service lobby drop.

f. In a collection box.

g. At a Contract Postal Unit (CPU).

h. At a USPS Approved Shipper location.

***Note:*** The following items may also be deposited through the aforementioned methods:

a. Priority Mail International Flat Rate Envelopes weighing 13 ounces or less, bearing only postage stamps, and not requiring a customs form (see 123.6).

b. Priority Mail International Flat Rate Envelopes weighing 16 ounces or less, paid with online postage or postage meters or information-based indicia (IBI), and not requiring a customs form (see 123.6).

### 235.12 Items Not Eligible for Deposit or Pickup

Customers must present the following Priority Mail International items requiring a customs form to an employee at a Post Office retail service counter. Deposit and pickup methods listed in 235.11 are prohibited. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

a. Any item bearing a customs form and paid with only postage stamps.

b. Any item bearing a handwritten customs form.

c. Any item bearing a customs form that was not computer-generated.

d. Any item for which the customs data was not electronically transmitted.

### 235.13 Items Paid With a Permit Imprint

Mailers who enter volume mailings paid with a permit imprint under 233.22 must enter such items through a business mail entry unit (BMEU) or, when authorized by the district BMEU manager, through a detached mail unit (DMU) at a mailer's plant.

### 235.2 Pickup On Demand Service

Subject to the standards in 235.1, Pickup On Demand service is available for Priority Mail International items. There is a single charge for Pickup On Demand service (see Notice 123, *Price List*), 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. Priority Mail Express International items.

c. Priority Mail International items.

d. First-Class Package International Service items.

e. Priority Mail Express items.

f. Priority Mail items.

g. Package Services items.

### 235.3 Package 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 507.7; 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 the categories of international mail that before May 14, 2007, were categorized as airmail letter-post and economy letter-post, postcards, and printed matter.

## 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 per-piece surcharge (see Notice 123, *Price List*) 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 cards that do not interfere with the reading of the address and postmark must be used. Brilliant colored cards 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 is not eligible for the large envelope (flat) size price and is charged the applicable First-Class Package International Service (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.

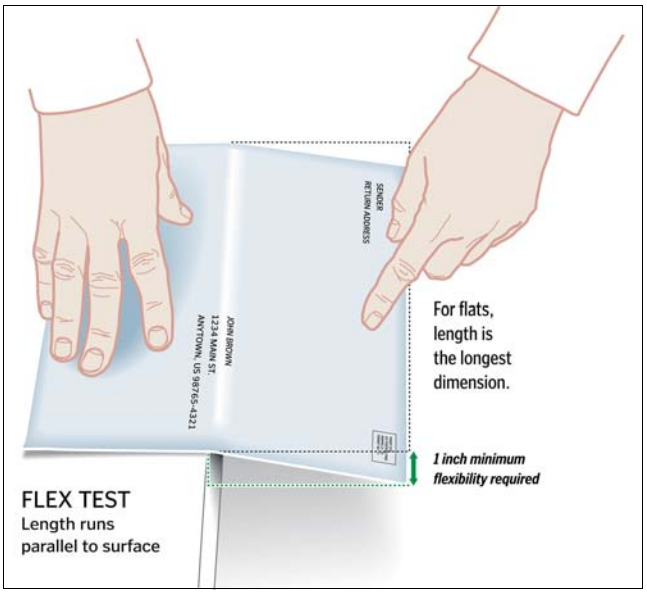
(2) Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's length, exerting steady pressure.

(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)**



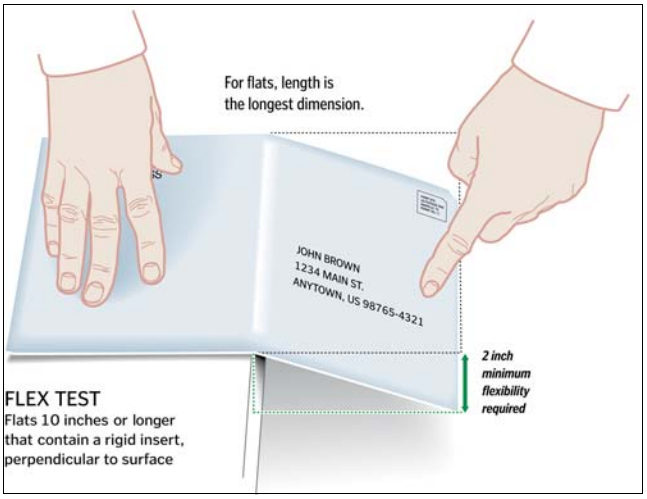

b. Large envelopes 10 inches or longer that demonstrate the required flexibility in 241.236a but that contain a rigid insert (see Exhibit 241.236b):

(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



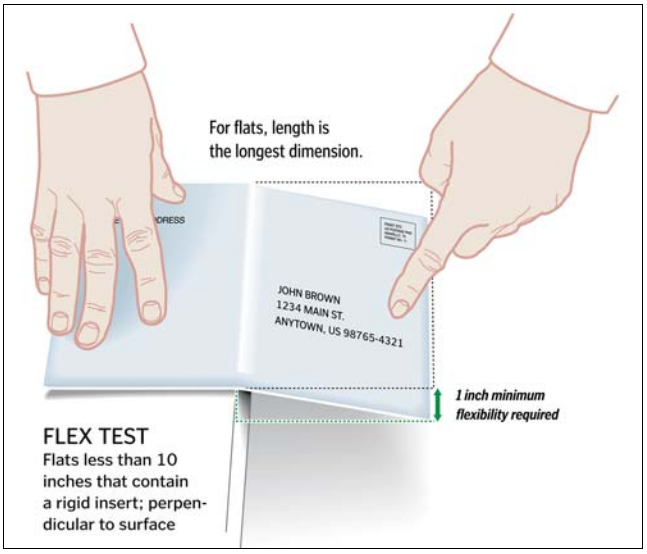
c. Large envelopes less than 10 inches long that demonstrate the required flexibility in 241.236a but that contain a rigid insert (see Exhibit 241.236c):

(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**




# 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, Priority Mail Express International service, or Priority Mail International service (but not with the Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes).

### 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 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.

### 242.43 Return Receipt Service

For First-Class Mail International items, return receipt service is available for purchase only for items that use Registered Mail service to certain destinations — see the Individual Country Listings for availability and 340 for preparation procedures.

# 243 Prices and Postage Payment Methods

## 243.1 Prices

### 243.11 Prices and Price Application — General

First-Class Mail International cards, letters, and large envelopes (flats) are charged postage for each addressed piece according to its weight and zone. For prices, see Notice 123, *Price List*.

### 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

Each Individual Country Listing shows the country-specific price group for First-Class Mail International service. For postage prices, see Notice 123, *Price List*.

## 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 mailing identical- or nonidentical-weight First-Class Mail International items. Any of the First-Class Mail International permit imprint formats shown in Exhibit 152.64 is acceptable. Permit imprints must not denote “bulk mail,” “nonprofit,” or other domestic or special mail markings. For items requiring a customs form, mailers must also meet the following requirements:

a. Pay for postage with a permit imprint through an advance deposit account.

b. For nonidentical-weight items, meet the permit imprint requirements under IMM 152.6 and the manifesting requirements under DMM 604 and DMM 705.

In addition, for items requiring PS Form 2976 (see Exhibit 123.61), mailers must electronically transmit customs declaration information as required under 123.32 by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software. (To request information about either of these software solutions, send an e-mail to *globalbusiness-sales@usps.gov*.)

## 243.4 Official Mail

### 243.41 Mailings by Federal Agencies

First-Class Mail 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 Markings

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 letters and large envelopes (flats) that qualify as Free Matter for the Blind 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, 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 standards apply for packaging letter-size and flat-size 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. 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 glue, tape, tabs, or wafer seals of sufficient quantity and strength to prevent the mailpieces from opening or being damaged during postal handling.

e. 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

## 245.1 Place of Mailing

### 245.11 Items Eligible for Deposit or Pickup

First-Class Mail International items bearing a computer-generated customs form with customs data that has been electronically transmitted (e.g., using Click-N-Ship service, an authorized PC Postage vendor, or the USPS Web Tools system) may be deposited through any of the following methods, provided postage is paid by a means other than the use of postage stamps:

a. In a private mailbox bearing a return address that matches the address at the point of pick up, when the customer or business is known to reside or do business at that location.

b. At a Postal Service retail counter.

c. Into a Postal Service lobby drop.

d. In a collection box.

e. At a Contract Postal Unit (CPU).

f. At a USPS Approved Shipper location.

***Note:*** First-Class Mail International letter-size and flat-size items weighing 13 ounces or less and bearing only postage stamps may also be deposited through the aforementioned methods, if the item does not require a customs form.

### 245.12 Items Not Eligible for Deposit or Pickup

Customers must present the following First-Class Mail International items requiring a customs form to an employee at a Post Office retail service counter. Deposit and pickup methods listed in 245.11 are prohibited. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

a. Any item bearing a customs form and paid with only postage stamps.

b. Any item bearing a handwritten customs form.

c. Any item bearing a customs form that was not computer-generated.

d. Any item for which the customs data was not electronically transmitted.

## 245.2 Items Paid With a Permit Imprint

Mailers who enter volume mailings paid with a permit imprint under 243.3 must enter such items through a business mail entry unit (BMEU) or, when authorized by the district BMEU manager, through a detached mail unit (DMU) at a mailer's plant.

# 250 First-Class Package International Service

## 251 Description and Physical Characteristics

### 251.1 General

The First-Class Package International Service classification encompasses the categories of international mail that before May 14, 2007, were categorized as small packets.

### 251.2 Physical Characteristics and Standards — Packages (Small Packets)

#### 251.21 Weight Limit

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

#### 251.22 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.

#### 251.23 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.

#### 251.24 Quality

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

## 252 Eligibility

### 252.1 Content

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 Package International Service price. The maximum value cannot exceed $400. Items exceeding $400 must be mailed using Global Express Guaranteed service, Priority Mail Express International service, or Priority Mail International service (other than the Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes).

## 252.2 Electronic USPS Delivery Confirmation International

### 252.21 Description

Electronic USPS Delivery Confirmation International service — abbreviated E-USPS DELCON INTL — is an optional service available for First-Class Package International Service items to select destination countries at no charge. Tracking information includes the date and time an article was delivered or, if delivery was attempted but not completed, the date and time of the delivery attempt. The sender can check delivery status by going to *usps.com* and clicking on the "Track & Confirm" feature.

### 252.22 Availability

Electronic USPS Delivery Confirmation International service is available only electronically by using USPS-approved PC Postage vendors, Click-N-Ship, Click-N-Ship for Business, Webtools, and Global Shipping Software (GSS) or other USPS-approved software. The service is available only to the countries listed in Exhibit 252.22:

Exhibit 252.22
**Countries Accepting Electronic USPS Delivery Confirmation International Service**

***Note:*** *An asterisk indicates that service was temporarily suspended on June 12, 2014.*

| | |
|---|---|
| Australia | Israel |
| Belgium | Italy* |
| Brazil* | Latvia |
| Canada | Lithuania |
| Croatia | Luxembourg* |
| Denmark* | Malaysia |
| Estonia | Malta |
| Finland | Netherlands |
| France* | New Zealand |
| Germany | Portugal* |
| Gibraltar* | Singapore |
| Great Britain and Northern Ireland | Spain |
| Hungary | Switzerland |

### 252.23 Customs Label and Marking

Mailers must use an electronically generated PS Form 2976 that includes the Post Exprès logo (globe and chevron design) — see Exhibit 252.23.

Exhibit 252.23
**Customs Label and Marking**

### 252.24 Additional Standards

The following additional standards apply to Electronic USPS Delivery Confirmation International service:

a. Electronic USPS Delivery Confirmation International service may not be combined with any other international extra services.

b. No refunds, inquiries, or claims are offered, and indemnity is not provided.

c. Customers are not able to obtain tracking information by contacting the U.S. Postal Service by telephone.

### 252.25 Postage Payment Methods

Mailers may pay for Electronic USPS Delivery Confirmation International items by using postage validation imprinter (PVI) labels, postage meter imprint, USPS-approved PC Postage, Click-N-Ship postage, or permit imprint.

### 252.26 Price Eligibility

Only items paid with USPS-approved PC Postage (including Click-N-Ship) or permit imprint are eligible for the applicable Commercial Base or Commercial Plus price for the postage portion of the mailpiece. Electronically generated customs forms that are not generated with PC Postage or a permit imprint (i.e., Click-N-Ship for Business or Webtools) are charged the retail price. Customers may apply postage with a customer meter or by taking the item to a Post Office for acceptance and payment.

## 252.3 Customs Forms Required

First-Class Package International Service items always require a fully completed PS Form 2976, *Customs Declaration CN 22 — Sender's Declaration*.

## 252.4 Mail Sealed Against Inspection

First-Class Package International Service items are sealed against inspection.

## 252.5 Extra Services

### 252.51 Certificate of Mailing

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

### 252.52 Registered Mail Service

Registered Mail service is available for purchase for First-Class Package International Service items, including such items mailed as Free Matter for the Blind.

### 252.53 Return Receipt Service

For First-Class Package International Service items, return receipt service is available for purchase only for items that use Registered Mail service to certain destinations — see the Individual Country Listings for availability, and see 340 for preparation procedures.

# 253 Prices and Postage Payment Methods

## 253.1 Prices

### 253.11 Prices and Price Application — General

First-Class Package International Service packages (small packets) are charged postage for each addressed piece according to its weight and price group. For prices, see Notice 123, *Price List*.

### 253.12 Price Computation

First-Class Package International Service 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 is that for a piece weighing 1 ounce.

### 253.13 Destinating Countries and Price Groups

Each Individual Country Listing shows the country-specific price group for First-Class Package International Service. For postage prices, see Notice 123, *Price List*.

### 253.14 Commercial Base Prices

A mailer who pays postage with a permit imprint under 253.222, or by the online methods described in 253.231, qualifies for the First-Class Package International Service Commercial Base prices, which are less than First-Class Package International Service retail prices. For prices, see Notice 123, *Price List*.

### 253.15 Commercial Plus Prices

An approved mailer who pays postage with a permit imprint under 253.222, or through a registered end-user of a USPS-approved PC Postage product, qualifies for the First-Class Package International Service Commercial Plus prices, which are less than the First-Class Package International Service Commercial Base prices. For prices, see Notice 123, *Price List*.

#### 253.151 Commercial Plus Pricing — Eligibility

To qualify for Commercial Plus pricing, customers must agree to all terms and conditions in a standardized agreement with the Postal Service and tender at least $100,000 per year for international shipping products. For this purpose, “international shipping products” includes any combination of Global Express Guaranteed, Priority Mail Express International, Priority Mail International, or First-Class Package International Service items.

#### 253.152 Commercial Plus Pricing — Approval

Mailers meeting the minimum revenue thresholds under 253.151 must complete an agreement with the Postal Service by contacting their account manager, or USPS Global Business via e-mail at *globalcpp@usps.gov*, for a commitment agreement form or for additional information.

## 253.2 Postage Payment Methods

### 253.21 General

First-Class Package International Service 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.

### 253.22 Permit Imprint

#### 253.221 Permit Imprint — General

First-Class Package International Service shipments paid with a permit imprint through an advance deposit account are permitted only when requirements for Commercial Base prices or Commercial Plus prices (see 253.222) are followed. Postage paid with a permit imprint is subject to the general conditions in IMM 152.4 and in DMM 604 and 705.

#### 253.222 Permit Imprint — Commercial Base or Commercial Plus Prices

A mailer who pays postage with a permit imprint qualifies for the First-Class Package International Service Commercial Base or Commercial Plus prices, which are less than First-Class Package International Service retail prices. The Commercial Base or Commercial Plus price applies only to the postage portion of First-Class Package International Service prices. In addition, mailers must meet the following requirements:

a. Electronically transmit customs declaration information as required under 123.32 by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at *https://ribbs.usps.gov/index.cfm?page=internationalvendors*. (To request information about either of these software solutions, send an e-mail to *globalbusinesssales@ usps.gov*.)

b. Pay for postage with a permit imprint through an advance deposit account.

c. Meet manifesting and permit imprint requirements under IMM 152.4 and DMM 604 and the manifesting requirements under DMM 705.

### 253.23 Online Methods

#### 253.231 Online Prices — Commercial Base or Commercial Plus Prices

For selected destination countries, First-Class Package International Service items qualify for discounted prices (equal to the Commercial Base price or Commercial Plus price) when mailers use one of the following online shipping methods:

a. Commercial Base Price: Click-N-Ship service using online postage; registered end-users of USPS-approved PC Postage products using online postage; or Click-N-Ship for Business using metered postage.

b. Commercial Plus Price: Registered end-users of an authorized PC Postage vendor.

The Commercial Base or Commercial Plus price is automatically applied to each shipment that uses one of the above postage payment methods. The discount applies only to the postage portion of the First-Class Package International Service price. It does not apply to any other charges or fees, such as Registered Mail service or shipments made under a customized agreement.

253.232 **Marking Requirements**

First-Class Package International Service items claiming the Commercial Base or Commercial Plus price paid with PC Postage must bear the appropriate price marking, printed on the piece or produced as part of the PC Postage indicia. Mailers must place the applicable marking directly above, directly below, or to the left of the postage using one of the following formats:

a. Commercial Base Price, Commercial Base Pricing, or ComBasPrice.

b. Commercial Plus Price, Commercial Plus Pricing, or ComPlsPrice.

253.233 **Determining Online Prices**

For each addressed mailpiece, refer to Notice 123, Price List, for the applicable Commercial Base or Commercial Plus price.

## 253.3 Official Mail

### 253.31 Mailings by Federal Agencies

First-Class Package International Service shipments that are entered by federal agencies and departments are subject to the same standards under 250 as First-Class Package International Service shipments that are entered by nongovernmental entities.

### 253.32 Postal Service Mailings

First-Class Package International Service shipments that are entered by U.S. Postal Service entities are subject to the same standards under 250 as First-Class Package International Service shipments that are entered by nongovernmental entities, except that U.S. Postal Service mailings must bear the G-10 permit indicia prescribed for all Postal Service official mail. See 142.2.

# 254 Mail Preparation

## 254.1 Addressing

First-Class Package International Service items are subject to the addressing requirements in 122.

## 254.2 Markings

The following markings apply to First-Class Package International Service items:

a. First-Class Package International Service 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.

b. First-Class Package International Service items that qualify as Free Matter for the Blind must bear on the address side of the package a copy of the label shown in Exhibit 274.2.

### 254.3 Sealing

Unregistered First-Class Package International Service items may be sealed at the sender's option. Mailpieces not sealed by conventional means, such as 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 Package International Service items that use Registered Mail service must be sealed. (See 334.4 for sealing requirements for Registered Mail service.)

### 254.4 Packaging

The following standards apply for packaging package-size First-Class Package International Service 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. Mailers may use boxes, cartons, tubes, or other types of containers that are commonly used to transmit shipments that are in package form.

## 255 Mail Entry and Deposit

### 255.1 Place of Mailing

#### 255.11 Items Eligible for Deposit or Pickup

First-Class Package International Service items bearing a computer-generated customs form with customs data that has been electronically transmitted (e.g., using Click-N-Ship service, an authorized PC Postage vendor, or the USPS Web Tools system) may be deposited through any of the following methods, provided postage is paid by a means other than the use of postage stamps:

a. In a private mailbox bearing a return address that matches the address at the point of pick up, when the customer or business is known to reside or do business at that location.

b. Through Pickup on Demand service.

c. Through Package Pickup service.

d. At a Postal Service retail counter.

e. Into a Postal Service lobby drop.

f. In a collection box.

g. At a Contract Postal Unit (CPU).

h. At a USPS-Approved Shipper location.

#### 255.12 Items Not Eligible for Deposit or Pickup

Customers must present the following First-Class Package International Service items requiring a customs form to an employee at a Post Office retail service counter. Deposit and pickup methods listed in 255.11 are prohibited.

The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

a. Any item bearing a customs form and paid with only postage stamps.

b. Any item bearing a handwritten customs form.

c. Any item bearing a customs form that was not computer-generated.

d. Any item for which the customs data was not electronically transmitted.

### 255.2 Items Paid With a Permit Imprint

Mailers who enter volume mailings paid with a permit imprint under 253.22 must enter such items through a business mail entry unit (BMEU) or, when authorized by the district BMEU manager, through a detached mail unit (DMU) at a mailer's plant.

### 255.3 Pickup on Demand Service

Subject to the standards in 255.1, Pickup on Demand service is available for First-Class Package International Service items. There is a single charge for Pickup on Demand service (see Notice 123, *Price List*), 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. Priority Mail Express International items.

c. Priority Mail International items.

d. First-Class Package International Service items.

e. Priority Mail Express items.

f. Priority Mail items.

g. Package Services items.

### 255.4 Package Pickup Service

No pickup fee will be charged when a First-Class Package International Service 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 507.7; for more information, also visit the online site at *usps.com/pickup*.

# 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 292.45a for IPA M-bags, and in Exhibit 293.45a 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. For Airmail M-bags, the combined weight of each printed matter mailpiece and the related articles may not exceed 4 pounds. For IPA and ISAL M-bags, the combined weight of each printed matter mailpiece and the related articles may not exceed 4.4 pounds.

e. The M-bag must be accompanied by a fully completed PS Form 2976, *Customs Declaration CN 22 — Sender's Declaration*, 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 Notice 123, *Price List*, 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 Notice 123, *Price List*, 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. Only the applicable permit imprint formats shown in Exhibit 152.44 are acceptable. 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 152.63) 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 meter 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 Airlift 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 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. When paying with a permit imprint, mailers must electronically transmit customs declaration information as required under 123.32 by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at *https://ribbs.usps.gov/index.cfm?page=internationalvendors*. To request information about either of these software solutions, send an e-mail to *globalbusiness-sales@usps.gov*.

## 265 Extra Services

Certificate of mailing is available. Insurance, Registered Mail service, and return receipt service are not available with M-bags.

# 270 Free Matter for the Blind

## 271 Description and Physical Characteristics

### 271.1 General

Matter may be entered free of postage provided that at least one of the following criteria is met:

a. The item is sent to or by an organization for the blind.

b. The item is sent to or by a person who is registered as blind or who meets the World Health Organization's definition of a blind person or a person with low vision.

***Note:*** An "organization for the blind" (see 271.1a) means an institution or association serving or officially representing blind persons.

### 271.2 Weight Limits

The following weight limits apply to the mail classes identified in 273:

| Maximum Weight Limit | Mail Service |
|---|---|
| 4 Pounds | Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes |
| | First-Class Mail International |
| | First-Class Package International Service |
| 15 pounds | Priority Mail International parcels |
| | Priority Mail International Flat Rate Medium and Large Flat Rate Boxes |

## 272 Eligibility

### 272.1 Eligible Participants

Mailers may send Free Matter for the Blind free of postage provided that at least one of the following conditions is met:

a. The item is sent to or by an organization for the blind.

b. The item is sent to or by a blind person.

### 272.2 Eligible Matter

Mailers may send the following items as Free Matter for the Blind:

a. Letters bearing writing used by the blind and plates bearing the characters of writing used by the blind.

b. Books, periodicals, literature, and other correspondence.

c. Paper, records, tapes, musical scores, or sound recordings.

d. Equipment or materials of any kind adapted to assist blind persons in overcoming the problems of blindness, including reproducers or parts of them for sound reproductions.

e. Specially adapted CDs.

f. Braille writing equipment, typewriters, educational or other materials or devices, or parts thereof used for writing by a blind person or designed or adapted for use by a blind person.

g. Braille watches.

h. White canes.

i. Recording equipment.

### 272.3 Ineligible Matter

Free Matter for the Blind items are solely intended for the use of an eligible participant who is unable to read conventional materials. The following list is not inclusive but provides guidance about ineligible items:

a. The item is for purposes of advertisement.

b. The item is intended as a profit-making transaction. There should be no charge (rental, subscription, or other associated fee) that is in excess of the actual cost.

### 272.4 Customs Forms Required

When required (see Exhibit 123.61), the mailer must affix a fully completed PS Form 2976 or 2976-A to each item. The known mailer exemption in 123.62 does not apply to Free Matter for the Blind items.

### 272.5 Mail Not Sealed Against Inspection

Free Matter for the Blind is not sealed against inspection (see ASM 274). Mailers must prepare items in such a way that the contents are sufficiently protected while permitting quick and easy inspection or verification of the contents.

### 272.6 Extra Services

Mailers must pay for any extra services requested for Free Matter for the Blind items. The Postal Service authorizes only the following extra services:

a. Registered Mail service for First-Class Mail International items, First-Class Package International Service items, and Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes.

b. Insurance service for Priority Mail International parcels up to 15 pounds.

## 273 Postage Prices and Fees

Postage is provided at no charge for Free Matter for the Blind items only for the following classes of mail and products:

a. First-Class Mail International.

b. First-Class Package International Service.

c. Priority Mail International Flat Rate Envelopes.

d. Priority Mail International Small Flat Rate Priced Boxes.

e. Priority Mail International parcels weighing up to 15 pounds.

The sender must pay the applicable total postage based on the weight and destination price group of the article when sending eligible free matter as a Priority Mail International parcel weighing more than 15 pounds.

The sender must pay the applicable fees for Registered Mail or insured services (see 272.6).

## 274 Mail Preparation

### 274.1 Addressing

All international addressing standards apply. See 122.

### 274.2 Markings

In addition to the markings required in 234.2 for Priority Mail International parcels, in 244.2 for First-Class Mail International items, and in 254.2 for First-Class Package International Service items, the mailer must mark the item “Free Matter for the Blind” in the upper right-hand corner of the address side of the mailpiece. In addition, the mailer must affix to the address side of the mailpiece a copy of the label depicted in Exhibit 274.2. The mailer may photocopy the image and apply it to the item.

Exhibit 274.2
**Free Matter for the Blind Label**

# 275 Mail Entry and Deposit

## 275.1 Items Eligible for Deposit or Pickup

Eligible Free Matter for the Blind items bearing a computer-generated customs form with customs data that has been electronically transmitted may be deposited through any of the following methods provided any extra service fees have been paid by a means other than the use of postage stamps:

a. In a private mailbox bearing a return address that matches the address at the point of pickup, when the customer or business is known to reside or do business at that location.

b. At a Postal Service retail counter.

c. Into a Postal Service lobby drop.

d. In a collection box.

e. At a Contract Postal Unit (CPU).

f. At a USPS Approved Shipper location.

***Note:*** The following items may also be deposited through the aforementioned methods:

a. Priority Mail International Flat Rate Envelopes weighing 13 ounces or less, bearing “Free Matter for the Blind” as postage, and not requiring a customs form (see 123.6).

b. First-Class Mail International letter-size and flat-size items weighing 13 ounces or less, bearing “Free Matter for the Blind” as postage, and not requiring a customs form (see 123.6).

## 275.2 Items Not Eligible for Deposit or Pickup

Customers must present the following eligible Free Matter for the Blind items requiring a customs form to an employee at a Post Office retail service counter. Deposit and pickup methods listed in 275.1 are prohibited. The

Postal Service will return improperly presented items to the sender for proper entry and acceptance.

a. Any item bearing a handwritten customs form.

b. Any item bearing a customs form that was not computer-generated.

c. Any item for which the customs data was not electronically transmitted.

# 280 (Reserved)

# 290 Commercial Services

## 291 (Reserved)

## 292 International Priority Airmail (IPA) Service

### 292.1 Description

#### 292.11 General

International Priority Airmail (IPA) service, including IPA M-bags, is a commercial service designed for volume mailings of all First-Class Mail International postcards, letters, and large envelopes (flats), and for volume mailings of First-Class Package International Service packages (small packets). The sender must prepare mailpieces in accordance with the requirements of this subchapter and with the shape-based requirements of the applicable service — see 240 for First-Class Mail International items, and see 250 for First-Class Package International Service items. IPA shipments are typically flown to the foreign destinations (exceptions apply to Canada and Mexico) and are then entered into that country's air or surface priority mail system for delivery. Separate prices are provided for International Service Center (ISC) drop shipments, presorted mail, and 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

#### 292.131 IPA M-bags — General

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 292.45a. 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.

292.132 **IPA M-bags — Customs Forms**

IPA M-bags always require a fully completed PS Form 2976, which is to be affixed to PS Tag 158. Mailers must electronically transmit customs declaration information as required under 123.32 by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at *https://ribbs.usps.gov/index.cfm?page=internationalvendors*. To request information about either of these software solutions, send an e-mail to *globalbusiness-sales@usps.gov*.

## 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 (except for weight — see 292.24) or the First-Class Package International Service characteristics as defined in 141.6 (except for weight — see 292.24). Mailpieces do not have to be of the same size and weight to qualify. Any item sent with IPA service must conform to the size limits for First-Class Mail International postcards, letters, or large envelopes (flats) as described in 240, or for First-Class Package International Service packages (small packets) as described in 250.

### 292.22 Availability

IPA service is available only to the foreign countries that are listed in Exhibit 292.45a, which shows the foreign office of exchange code and the price group assigned to each country. For additional information for Canada, see Exhibit 292.45b.

### 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 container with a minimum of 2 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**

Eligibility for the presort price is as follows:

a. *Direct country price.* For price groups 1–19, a minimum of 2 pounds for each direct country container.

b. *Mixed country price.* For price groups 9–14, a minimum of 5 pounds for each *price group*; for price groups 10–15, a minimum of 5 pounds for each *price group* prepared under 292.482a, or a minimum of 5 pounds for each *sack* prepared under 292.482b.

All remaining mail must be prepared and paid at the worldwide nonpresort price.

### 292.24 Maximum Weight Limits

The maximum weight for an IPA container is 66 pounds. The maximum weight for an individual IPA item is as follows:

a. Letter-size item: 3.5 ounces.

b. Flat-size item: 17.6 ounces.

c. Package-size item: 4.4 pounds.

### 292.25 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.

### 292.26 Customs Forms Requirements

For items requiring PS Form 2976, mailers must electronically transmit customs declaration information as required under 123.32 by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at *https://ribbs.usps.gov/index.cfm?page=internationalvendors*. To request information about either of these software solutions, send an e-mail to *globalbusiness-sales@usps.gov*.

### 292.27 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 19 price groups, and a worldwide nonpresort price. Both options offer full-service prices for mail deposited at offices other than the drop shipment offices listed in 292.532, and drop shipment prices for mail deposited at one of the drop shipment offices. The per-piece price and per-pound price are shown in Notice 123, *Price List*. 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 container) of the mail for the specific price group. Fractions of a pound are rounded to the next whole pound for postage calculation.

### 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 Notice 123, *Price List,* 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 applicable First-Class Mail International or First-Class Package International Service single-piece price.

f. *Drop Shipment of Meter Mail.* A mailer who wants to enter meter 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 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 applicable First-Class Mail International or First-Class Package International Service 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 152.64 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 122.1j for the address formatting requirements that generally apply to mailpieces sent to Canada.

b. *Exception — Direct Country Containers:* IPA letter-size and flat-size pieces not requiring a customs form prepared in direct country containers (see 292.46 and 292.48) 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

### 292.431 Mixed Country and Worldwide Nonpresort Price

All IPA 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, and for First-Class Package International Service under IMM 254.3 and 254.4.

### 292.432 Direct Country Price

Mailers must meet the following sealing and packaging standards for IPA mail entered at the direct country price:

a. *Letters*. 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.

b. *Flats*. Flat-size mailpieces 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.

c. *Small Packets*. Package-size mailpieces (small packets) entered at the direct country price must meet the sealing and packaging methods for First-Class Package International Service under IMM 254.3 and 254.4.

## 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.

***Note:*** Parcel-size pieces do not require bundling.

## 292.45 IPA Foreign Office of Exchange Codes and Price Groups

See Exhibit 292.45a for the IPA foreign office of exchange code and price group assigned to each country. For additional information for Canada, see Exhibit 292.45b.

Exhibit 292.45a
**IPA Foreign Office of Exchange Codes and Price Groups**

| Country Labeling Name | Foreign Office of Exchange Code | Price Group |
|---|---|---|
| Afghanistan | KBL | 19 |
| Albania | TIA | 16 |
| Algeria | ALG | 19 |
| Andorra, via Spain | MAD | 15 |
| Angola | LAD | 19 |
| Anguilla | AXA | 17 |
| Antigua and Barbuda | ANU | 17 |
| Argentina | BUE | 10 |
| Armenia | EVN | 19 |
| Aruba | AUA | 17 |
| Ascension, via Great Britain | LAL | 16 |
| Australia [1] | SYD | 9 |
| Austria | VIE | 12 |
| Azerbaijan | BAK | 19 |
| Bahamas | NAS | 17 |
| Bahrain | BAH | 19 |
| Bangladesh | DAC | 19 |
| Barbados | BGI | 17 |
| Belarus | MSQ | 16 |
| Belgium | BRU | 12 |
| Belize | BZE | 17 |
| Benin | COO | 19 |
| Bermuda | SGE | 17 |
| Bhutan, via Great Britain | LAL | 19 |
| Bolivia | LPB | 17 |
| Bosnia-Herzegovina | SJJ | 16 |
| Botswana | GBE | 19 |
| Brazil | CWB | 10 |
| British Virgin Islands | RAD | 17 |
| Brunei Darussalam | BWN | 18 |
| Bulgaria | SOF | 16 |
| Burkina Faso | OUA | 19 |
| Burma (Myanmar) | RGN | 19 |
| Burundi | BJM | 19 |
| Cambodia | PNH | 18 |
| Cameroon | DLA | 19 |
| Canada | See Canadian Labeling Information in Exhibit 292.45b | 1 |
| Cape Verde | RAI | 19 |
| Cayman Islands | GCM | 17 |
| Central African Republic | BGF | 19 |
| Chad | NDJ | 19 |
| Chile | SCL | 17 |

| Country Labeling Name | Foreign Office of Exchange Code | Price Group |
|---|---|---|
| China | BJS | 14 |
| Colombia | BOG | 17 |
| Comoros Islands, via France | CDG | 19 |
| Congo, Dem. Rep. of the | FIH | 19 |
| Congo, Rep. of the | BZV | 19 |
| Cook Islands | RAR | 9 |
| Costa Rica | SJO | 17 |
| Cote d'Ivoire | ABJ | 19 |
| Croatia | ZAG | 16 |
| Curacao (includes Bonaire, Saba, and Sint Eustatius) | CUR | 17 |
| Cyprus | LCA | 19 |
| Czech Republic | PRG | 16 |
| Denmark | CPH | 12 |
| Djibouti | JIB | 19 |
| Dominica | DOM | 17 |
| Dominican Republic | SDQ | 17 |
| Ecuador | UIO | 17 |
| Egypt | CAI | 19 |
| El Salvador | SAL | 17 |
| Equatorial Guinea | SSG | 19 |
| Eritrea | ASM | 19 |
| Estonia | TLL | 16 |
| Ethiopia | ADD | 19 |
| Falkland Islands, via Great Britain | LAL | 17 |
| Faroe Islands, via Denmark | CPH | 16 |
| Fiji | NAN | 18 |
| Finland | HEL | 12 |
| France [2] | CDG | 5 |
| French Guiana | CAY | 17 |
| French Polynesia | FAA | 18 |
| Gabon | LBV | 19 |
| Gambia | BJL | 19 |
| Georgia, Republic of | TBS | 19 |
| Germany | FRA | 4 |
| Ghana | ACC | 19 |
| Gibraltar | GIB | 15 |
| Great Britain (includes England, Scotland, Wales, Northern Ireland, Guernsey, Jersey, Alderney, Sark, and The Isle of Man) | LAL | 3 |
| Greece | ATH | 13 |
| Greenland, via Denmark | CPH | 15 |
| Grenada | GND | 17 |
| Guadeloupe | PTP | 17 |
| Guatemala | GUA | 17 |
| Guinea | CKY | 19 |
| Guinea-Bissau | OXB | 19 |
| Guyana | GEO | 17 |
| Haiti | PAP | 17 |
| Honduras | TGU | 17 |
| Hong Kong | HKG | 11 |
| Hungary | BUD | 16 |

| Country Labeling Name | Foreign Office of Exchange Code | Price Group |
|---|---|---|
| Iceland | REK | 15 |
| India | DEL | 14 |
| Indonesia | JKT | 18 |
| Iraq | BGW | 19 |
| Ireland | DUB | 13 |
| Israel | TLV | 13 |
| Italy | MIL | 7 |
| Jamaica | KIN | 17 |
| Japan | NRT | 6 |
| Jordan | AMM | 19 |
| Kazakhstan | ALA | 19 |
| Kenya | NBO | 19 |
| Kiribati | TRW | 18 |
| Korea, Republic of (South) | SEL | 11 |
| Kosovo, Republic of | PRN | 16 |
| Kuwait | KWI | 19 |
| Kyrgyzstan | FRU | 16 |
| Laos | VTE | 18 |
| Latvia | RIX | 16 |
| Lebanon | BEY | 19 |
| Lesotho | MSU | 19 |
| Liberia | MLW | 19 |
| Libya | TIP | 19 |
| Liechtenstein, via Switzerland | ZRH | 15 |
| Lithuania | VNO | 16 |
| Luxembourg | LUX | 15 |
| Macao | MFM | 16 |
| Macedonia | FRA | 16 |
| Madagascar | TNR | 19 |
| Malawi | LBE | 19 |
| Malaysia | KUL | 18 |
| Maldives | MLE | 19 |
| Mali | BKO | 19 |
| Malta | MAR | 19 |
| Martinique | FDF | 17 |
| Mauritania | NKC | 19 |
| Mauritius | PLU | 19 |
| Mexico | MEX | 2 |
| Moldova | KIV | 19 |
| Monaco | MON | 12 |
| Mongolia | ULN | 18 |
| Montenegro | TGD | 17 |
| Montserrat | MNI | 17 |
| Morocco | CAS | 19 |
| Mozambique | MPM | 19 |
| Namibia | WDH | 19 |
| Nauru | INU | 18 |
| Nepal | KTM | 18 |
| Netherlands | AMS | 12 |
| New Caledonia | NOU | 18 |
| New Zealand [3] | AKL | 9 |

| Country Labeling Name | Foreign Office of Exchange Code | Price Group |
|---|---|---|
| Nicaragua | MGA | 17 |
| Niger | NIM | 19 |
| Nigeria | LOS | 19 |
| Norway | OSL | 12 |
| Oman | MCT | 19 |
| Pakistan | ISB | 19 |
| Panama | PTY | 17 |
| Papua New Guinea | BOR | 18 |
| Paraguay | ASU | 17 |
| Peru | LIM | 17 |
| Philippines | MNL | 14 |
| Pitcairn Island, via New Zealand | AKL | 18 |
| Poland | WAW | 12 |
| Portugal (includes Azores and Madeira Islands) | LIS | 13 |
| Qatar | DOH | 19 |
| Reunion | RUN | 19 |
| Romania | BUH | 16 |
| Russia | MOW | 16 |
| Rwanda | KGL | 19 |
| Saint Christopher and Nevis | SKB | 17 |
| Saint Helena, via Great Britain | LAL | 19 |
| Saint Lucia | SLU | 17 |
| Saint Pierre and Miquelon, via Canada | See Canadian Labeling Information in Exhibit 292.45b | 17 |
| Saint Vincent and The Grenadines | KTN | 17 |
| San Marino, via Italy | MIL | 12 |
| Sao Tome and Principe, via Portugal | LIS | 16 |
| Saudi Arabia | DMM | 19 |
| Senegal | DKR | 19 |
| Serbia, Republic of | BEG | 16 |
| Seychelles | SEZ | 19 |
| Sierra Leone | FNA | 19 |
| Singapore | SIN | 11 |
| Sint Maarten | SXM | 17 |
| Slovak Republic (Slovakia) | BTS | 16 |
| Slovenia | LJU | 13 |
| Solomon Islands | HIR | 18 |
| South Africa | JNB | 14 |
| Spain (includes Canary Islands) | MAD | 8 |
| Sri Lanka | CMB | 19 |
| Suriname | PBM | 17 |
| Swaziland | MTS | 19 |
| Sweden | STO | 12 |
| Switzerland | ZRH | 12 |
| Taiwan | TPE | 14 |
| Tajikistan | DYU | 19 |
| Tanzania | DAR | 19 |
| Thailand | BKK | 14 |
| Timor-Leste, Democratic Republic of | DIL | 18 |
| Togo | LFW | 19 |
| Tonga | TBU | 18 |

| Country Labeling Name | Foreign Office of Exchange Code | Price Group |
|---|---|---|
| Trinidad and Tobago | POS | 17 |
| Tristan da Cunha, via South Africa | JNB | 19 |
| Tunisia | TUN | 19 |
| Turkey | IST | 16 |
| Turkmenistan | ASB | 16 |
| Turks and Caicos Islands | GDT | 17 |
| Tuvalu, via Fiji | NAN | 18 |
| Uganda | KLA | 19 |
| Ukraine | IEV | 19 |
| United Arab Emirates | DXB | 19 |
| Uruguay | MVD | 17 |
| Uzbekistan | TAS | 19 |
| Vanuatu | VLI | 18 |
| Vatican City | VAT | 15 |
| Venezuela | CCS | 17 |
| Vietnam | SGN | 18 |
| Wallis and Futuna Islands, via New Caledonia | NOU | 18 |
| Western Samoa | APW | 18 |
| Yemen | SAH | 19 |
| Zambia | LUN | 19 |
| Zimbabwe | HRE | 19 |

1 *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 prepared in direct country containers tagged to Sydney. Both the three-letter exchange office code ("SYD") and the country name ("Australia") should be entered in the "To" block of PS Tag 115,* International Priority Airmail. *Items addressed with postal codes beginning with 3, 5, 6, 7, and 8 should be sorted and prepared in direct country containers tagged to Melbourne. Both the three-letter exchange office code ("MEL") and the country name ("Australia") should be entered in the "To" block of PS Tag 115.*

2 *For all destinations to France other than Monaco. For Monaco, see the entry for Monaco in this exhibit.*

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

Exhibit 292.45b
**Canadian Mail Container Labeling Information (Full-service Only)**

| ZIP Code of Entry Post Office* | Canadian Destination | U.S. Exchange Office Code | U.S. Exchange Office (or ISC) | Foreign Office of Exchange Code |
|---|---|---|---|---|
| 005, 010–089, 100–212, 214–268, 270–297, 400–418, 420–427, 470–471, 476–477 | MONTREAL QC FWD | 003 | JFK | YMQ |
| 006–009, 298–339, 341–342, 344, 346–347, 349–352, 354–399, 723 | MONTREAL QC FWD | 33112 | MIA | YMQ |
| 430–469, 472–475, 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, 716–722, 724–731, 733–741, 743–816, 822–831, 840–847, 870–875, 877–885, 893, 897–898 | TORONTO ON FWD | 60290 | ORD | For IPA letter-size: TOR.<br>For IPA package-size: YTO.<br>For IPA flat-size: YTO (the preferred code — this code will be required on 7/27/2014) or TOR (an optional code that can be used until 7/27/2014). |
| 590–599, 820–821, 832–838, 894–895, 937–961, 970–986, 988–999 | VANCOUVER BC FWD | 94013 | SFO | YVR |
| 850–853, 855–857, 859–860, 863–865, 889–891, 900–908, 910–928, 930–936 | VANCOUVER BC FWD | 90899 | LAX | YVR |
| 967–969 | VANCOUVER BC FWD | 96820 | HNL | YVR |

* *The "ZIP Code of Entry Post Office" column is relevant only for a mailing claimed at the full-service price (i.e., not drop shipped at an ISC) to determine its Canadian destination and U.S. exchange office code container information.*

## 292.46 Presort Mailings: Direct Country — Price Groups 1 through 14

### 292.461 General

Price groups 1 through 14 may be prepared in direct country containers (full-service price and ISC drop shipment price). Each direct country container must contain at least 2 pounds of mail. The mailer must separately containerize items bearing customs forms from items not bearing customs forms and must prepare letter-size, flat-size, and package-size items in separate containers as defined in 292.462a and 292.462b. Smaller quantities qualify only for a mixed country price (price groups 9 through 14 only) under 292.47, or for the worldwide nonpresort price under 292.49. The maximum container weight is 66 pounds.

### 292.462 Preparation

The mailer must prepare direct country containers of presorted IPA mail (full-service price and ISC drop shipment price) as follows:

a. *Letter-Size and Flat-Size Mail*. For each direct country container of letter-size or flat-size mail, the mailer must do the following:

(1) *Mail Preparation*. Prepare letter-size items in letter trays, either 1-foot or 2-foot, depending on volume. Prepare flat-size items in flat trays/tubs. Do not prepare the content of trays in bundles. Face all letter-size items and flat-size items in the same direction. Ensure that all trays are full enough to keep the mail from mixing

during transportation. Cover (i.e., sleeve or lid) all letter-size and flat-size trays and secure them with strapping.

(2) *Container Tags*. Complete the front side of PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. Check the appropriate box to indicate if the container contains items *with* or *without* customs forms, identify the destination country, and enter the date of mailing, the 10-digit permit number, the foreign office of exchange code as listed in Exhibit 292.45a or Exhibit 292.45b, and the price group as listed in Exhibit 292.45a. To the front side of the tag, apply a barcode that indicates the mailer's permit number, the product code, the service type code, the container type code, the mail contents shape type code, the foreign office of exchange code, and the serial number of the container. (To request technical specifications for the barcode, send an e-mail to *globalbusiness-sales@usps.gov*.) Finally, tape PS Tag 115 to the tray cover.

b. *Packages*. For each direct country container of package-size items, the mailer must do the following:

(1) *Mail Preparation*. Prepare package-size items by placing them loose in sacks.

(2) *Container Tags*. Complete the front side of PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. Check the appropriate box to indicate if the container contains items *with* or *without* customs forms, identify the destination country, and enter the date of mailing, the 10-digit permit number, the foreign office of exchange code as listed in Exhibit 292.45a or Exhibit 292.45b, and the price group as listed in Exhibit 292.45a. To the front side of the tag, apply a barcode that indicates the mailer's permit number, the product code, the service type code, the container type code, the shape type code, the foreign office of exchange code, and the serial number of the container. (To request technical specifications for the barcode, send an e-mail to *globalbusiness-sales@usps.gov*). Finally, attach PS Tag 115 to the neck of the sack.

(3) *Direct Country Container Label*. A mailer who claims the ISC drop shipment price and enters the mail at an authorized drop shipment location under 292.532 is not required to prepare container labels. A mailer who claims the full-service price must complete 2-inch container labels (and insert them into the applicable container label holder) 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<br>IPA — DRX COUNTRY<br>ABC STORE ALBANY NY |

Exhibit 292.462
**Labeling of IPA Mail to Postal Service Exchange Offices (Full-service only)**

| 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 | 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, 800–816, 820–838, 840–847, 893–895, 897–898, 937–961, 970–986, 988–999 | 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 |

## 292.47 Presort Mailings: Mixed Country — Price Groups 9 through 14

### 292.471 General

The mailer may prepare price groups 9 through 14 in mixed country containers (ISC drop shipment price) only after all possible direct country containers have been prepared. Each mixed country price group must contain at least 5 pounds of mail that is destined within the same price group. The mailer must separately containerize items bearing customs forms from items not bearing customs forms and must prepare letter-size, flat-size, and package-size items in separate containers as defined in 292.472a and 292.472b. Smaller quantities qualify only for the worldwide nonpresort price under 292.49. The maximum container weight is 66 pounds.

### 292.472 Preparation

The mailer must prepare mixed country containers of presorted IPA mail (ISC drop shipment price) as follows:

a. *Letter-Size and Flat-Size Mail*. For each mixed country container of letter-size or flat-size mail, the mailer must do the following:

(1) *Mail Preparation*. Prepare letter-size items in letter trays, either 1-foot or 2-foot, depending on volume. Prepare flat-size items in flat trays/tubs. Bundle letter-size and flat-size pieces as defined in 292.44, and bundle each country separately. Face all letter-size items and flat-size items in the same direction and apply a label (facing slip) to the top item as defined in 292.473. Cover (i.e., sleeve or lid) all letter-size trays and flat-size trays/tubs and secure them with strapping.

(2) *Container Tags*. Complete the front side of PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. Identify the date of mailing, the 10-digit

permit number, and the price group as listed in Exhibit 292.45a followed by the word "Mixed" (e.g., "14–Mixed"). Finally, tape PS Tag 115 to the tray cover.

b. *Packages*. For each mixed country container of package-size items, the mailer must do the following:

(1) *Mail Preparation*. Prepare package-size items by placing them loose in sacks.

(2) *Container Tags*. Complete the front side of PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. Identify the date of mailing, the 10-digit permit number, and the price group as listed in Exhibit 292.45a followed by the word "Mixed" (e.g., "14–Mixed"). Finally, attach PS Tag 115 to the neck of the sack.

### 292.473 Direct Country Bundle Label for Mixed Country Containers

Only letter-size and flat-size direct country bundles prepared for mixed country containers require a label (facing slip). The mailer must complete the label and place it on the address side of the top item of each bundle in such a manner that it will not become separated from the bundle. The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for IPA service. Bundle labels must contain the following information:

Line 1: Foreign Office of Exchange Code. (See Exhibit 292.45a or Exhibit 292.45b.)

Line 2: Country Labeling Name. (See Exhibit 292.45a.)

Line 3: Mailer, Mailer Location (City and State).

***Example:***

| |
|---|
| VIE<br>AUSTRIA<br>ABC COMPANY WASHINGTON DC |

## 292.48 Presort Mailings — Price Groups 15 through 19

### 292.481 General

Mailers must prepare price groups 15 through 19 in direct country containers (full-service price and ISC drop shipment price) or mixed country containers (ISC drop shipment price). Each direct country container must contain at least 2 pounds of mail. Each mixed country *price group* must contain a minimum of 5 pounds when prepared under 292.47, or a minimum of 5 pounds for each *sack* when sorted under 293.483. Smaller quantities qualify only for the worldwide nonpresort price under 292.49. The mailer must separately containerize items bearing customs forms from items not bearing customs forms. The maximum container weight is 66 pounds.

### 292.482 Preparation

The mailer has two options to prepare direct country or mixed country containers of presorted IPA mail, as follows:

a. Prepare mail as described in 292.46 and 292.47, including using letter-size trays for letter-size items, flat-size trays/tubs for flat-size items, and sacks for package-size items.

b. Prepare mail in sacks for all processing categories as defined in 292.483 and 292.484.

292.483 **Direct Country and Mixed Country — Optional Sack Preparation**

The mailer may optionally prepare direct country sacks or mixed country sacks of presorted IPA mail when sacks are used for all processing categories as follows:

a. *Full-Service and ISC Drop Shipment — Direct country sacks*.

(1) *Preparation*. Mail (letter-size, flat-size, and package-size) that is addressed to an individual country and that contains 2 pounds or more must be sorted into direct country sacks. Mail that cannot be made up into direct country sacks must be prepared and entered as mixed country sacks or as worldwide nonpresort sacks. The mailer must bundle letter-size and flat-size items as defined in 292.44. The mailer must bundle letter-size items and flat-size items separately, although nonidentical items may be commingled within each of these categories. Face all letter-size items and flat-size items in the same direction and apply a label (facing slip) to the top item as defined in 292.472. Place package-size items loose in the sack provided that items bearing customs forms are separated from items not bearing customs forms.

(2) *Container Tags*. The mailer must complete the front side of PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. The mailer must check the appropriate box to indicate if the sack contains items *with* or *without* customs forms, identify the destination country, and enter the date of mailing, the 10-digit permit number, the foreign office of exchange code as listed in Exhibit 292.45a and Exhibit 292.45b, and the price group as listed in Exhibit 292.45a. The mailer must apply a barcode to the front side of the tag that indicates the mailer's permit number, the product code, the service type code, the container type, the shape type, the foreign office of exchange code, and the serial number of the sack. (To request technical specifications for the barcode, send an e-mail to *globalbusiness-sales@usps.gov*). Finally, the mailer must attach PS Tag 115 to the neck of the sack.

(3) *Direct Country Container Label*. A mailer who claims the ISC drop shipment price and enters the mail at an authorized drop shipment location under 292.532 is not required to prepare container labels. A mailer who claims the full-service price must complete 2-inch container labels (and insert them into the applicable container label holder) as follows (see Exhibit 292.483 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<br>IPA — DRX COUNTRY<br>ABC STORE ALBANY NY |

Exhibit 292.483
**Labeling of IPA Mail to Postal Service Exchange Offices (Full-service only)**

| 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 | 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, 800–816, 820–838, 840–847, 893–895, 897–898, 937–961, 970–986, 988–999 | 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 |

b. *ISC Drop Shipment — Mixed country sacks*.

(1) *Preparation*. Mixed country sacks can be prepared only after all possible direct country sacks have been prepared. The mailer must prepare mixed country sacks for items that contain 5 pounds or more and that are destined within the same price group. 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. The mailer must bundle letter-size and flat-size items as defined in 292.44. The mailer must bundle letter-size and flat-size items separately, although nonidentical items may be commingled within each of these categories. Face all letter-size items and flat-size items in the same direction and apply a label (facing slip) to the top item as defined in 292.484. Place package-size items that cannot be bundled because of their physical characteristics loose in the sack provided that items bearing customs forms are separated from items not bearing customs forms.

(2) *Container Tags*. The mailer must complete the front side of PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must identify the date of mailing, the 10-digit permit number, and the price group as listed in Exhibit 292.45a followed by the word “Mixed” (e.g., “15–Mixed”). Finally, the mailer must attach PS Tag 115 to the neck of the sack.

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

Only letter-size and flat-size direct country bundles prepared for mixed country sacks require a label (facing slip). The mailer must complete the label and place it on the address side of the top item of each bundle in such a manner that it will not become separated from the bundle. The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for IPA service. Bundle labels must contain the following information:

Line 1: Foreign Office of Exchange Code. (See Exhibit 292.45a and Exhibit 292.45b.)

Line 2: Country Labeling Name. (See Exhibit 292.45a.)

Line 3: Mailer, Mailer Location (City and State).

***Example:***

```
VIE
AUSTRIA
ABC COMPANY WASHINGTON DC
```

## 292.49 Worldwide Nonpresort Preparation

The following standards apply when the mailer prepares worldwide nonpresort IPA mail (full-service price and ISC drop shipment price):

a. *General*. A mailer claiming any mail at the direct country or mixed country price cannot enclose the mail in worldwide nonpresort sacks. The mailer must bundle letter-size and flat-size mail. All types of mail, including letter-size bundles, flat-size bundles, and loose items, can be commingled in the same sack. Labels (facing slips) are not required on any bundles. Containers other than sacks are not authorized unless other equipment is specified by the acceptance office — for example, the mailer may present nonpresorted letter-size mail in trays if authorized by the acceptance office. The maximum weight of any container is 66 pounds.

b. *Worldwide Nonpresort Container Label*. A mailer who claims the ISC drop shipment price and enters the mail at an authorized drop shipment location under 292.532 is not required to prepare container labels. A mailer who claims the full-service price must complete 2-inch container labels (and insert them into the applicable container label holder) as follows (see Exhibit 292.483 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
```

## 292.5 Mail Entry and Deposit

### 292.51 Separation by Price Group

The mailer must physically separate the containers by price group at the time of mailing as indicated on the container tag.

### 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 offices noted in Exhibit 292.532.

***Note:*** California, Illinois, and New York locations accept both "cleared" mail (mail that has been previously presented and paid for at a BMEU) and "uncleared" mail (mail that *has* not been previously presented and paid for at a BMEU). For Florida locations, refer to footnotes 1 and 2 for special requirements.

Exhibit 292.532
**IPA Drop Shipment Locations**

| State | Facility |
|---|---|
| California | LOS ANGELES ISC<br>US POSTAL SERVICE<br>5800 W CENTURY BLVD<br>LOS ANGELES CA 90009-9998<br><br>SAN FRANCISCO ISC<br>US POSTAL SERVICE<br>660 W FIELD RD<br>SAN FRANCISCO CA 94128-3161 |
| Florida | MIAMI ISC [1]<br>US POSTAL SERVICE<br>11698 NW 25TH ST<br>MIAMI FL 33112-9997<br><br>MIAMI PROCESSING AND DISTRIBUTION CTR [2]<br>US POSTAL SERVICE<br>2200 NW 72ND AVE<br>MIAMI FL 33152-9997 |
| Illinois | JT WEEKER ISC<br>US POSTAL SERVICE<br>11600 W IRVING PARK RD<br>CHICAGO IL 60666-9998 |
| New York | JOHN F KENNEDY AIRPORT MAIL CTR<br>US POSTAL SERVICE<br>JOHN F KENNEDY INTERNATIONAL AIRPORT BLDG 250<br>JAMAICA NY 11430-9998 |

1. This facility accepts cleared IPA mail only.
2. This facility accepts cleared and uncleared IPA mail.

For drop shipment locations of ISAL mail, refer to 293.532.

# 293 International Surface Air Lift (ISAL) Service

## 293.1 Description

### 293.11 General

International Surface Air Lift (ISAL) service, including ISAL M-bags, is a commercial service designed for volume mailings of all First-Class Mail International postcards, letters, and large envelopes (flats), and for volume mailings of First-Class Package International Service packages (small packets). The sender must prepare mailpieces in accordance with the requirements of this subchapter and with the shape-based requirements of the applicable service — see 240 for First-Class Mail International items, and see 250 for First-Class Package International Service items. ISAL shipments are typically flown to the foreign destinations (exceptions apply to Canada and Mexico) and are then entered into that country's surface nonpriority mail system for delivery. Separate prices are provided for International Service Center (ISC) drop shipments, presorted mail, and nonpresort 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

#### 293.131 ISAL M-bags — General

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 293.45a. 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.

#### 293.132 ISAL M-bags — Customs Forms

ISAL M-bags always require a fully completed PS Form 2976, which is to be affixed to PS Tag 158. Mailers must electronically transmit customs declaration information as required under 123.32 by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at *https://ribbs.usps.gov/index.cfm?page=internationalvendors*. To request information about either of these software solutions, send an e-mail to *globalbusiness-sales@usps.gov*.

## 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 (except for weight — see 293.24) or the First-Class Package International Service characteristics as defined in 141.6 (except for weight — see 293.24). Mailpieces do not have to be of the same size and weight to qualify. Any item sent with ISAL service must conform to the size limits for First-Class Mail International postcards, letters, or large envelopes (flats) as described in 240, or for First-Class Package International Service packages (small packets) as described in 250.

### 293.22 Availability

ISAL service is available only to the foreign countries that are listed in Exhibit 293.45a, which shows the foreign office of exchange code and the price group assigned to each country. For additional information for Canada, see Exhibit 293.45b.

### 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 container with a minimum of 2 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**

Eligibility for the presort price is as follows:

a. *Direct country price.* For price groups 1–19, a minimum of 2 pounds for each container.

b. *Mixed country price.* For price groups 9–14, a minimum of 5 pounds for each *price group*; for price groups 10–15, a minimum of 5 pounds for each *price group* when prepared under 293.482a, or a minimum of 5 pounds for each *sack* when prepared under 293.482b.

All remaining mail must be prepared and paid at the worldwide nonpresort price.

### 293.24 Maximum Weight Limits

The maximum weight for an ISAL container is 66 pounds. The maximum weight for an individual ISAL item is as follows:

a. Letter-size item: 3.5 ounces.

b. Flat-size item: 17.6 ounces.

c. Package-size item: 4.4 pounds.

### 293.25 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.

### 293.26 Customs Forms Requirements

For items requiring PS Form 2976, mailers must electronically transmit customs declaration information as required under 123.32 by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at *https://ribbs.usps.gov/index.cfm?page=internationalvendors*. To request information about either of these software solutions, send an e-mail to *globalbusiness-sales@usps.gov*.

### 293.27 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 19 price groups, and a worldwide nonpresort price. Both options offer full-service prices for mail deposited at offices other than the drop shipment offices listed in 293.532, and drop shipment prices for mail deposited at one of the drop shipment offices. The per-piece price and per-pound price are shown in Notice 123, *Price List*. 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 container) of the mail for the specific price group. Fractions of a pound are rounded to the next whole pound for postage calculation.

### 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 Notice 123, *Price List,* 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 applicable First-Class Mail International or First-Class Package International Service single-piece price.

f. *Drop Shipment of Meter Mail.* A mailer who wants to enter meter 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 applicable First-Class Mail International or First-Class Package International Service 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 152.64 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 122.1j for the address formatting requirements that generally apply to mailpieces sent to Canada.

b. *Exception — Direct Country Containers*: ISAL letter-size and flat-size pieces not requiring a customs form prepared in direct country containers (see 293.46 and 293.48) 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

### 293.431 Mixed Country and Worldwide Nonpresort Price

All ISAL 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, and for First-Class Package International Service under IMM 254.3 and 254.4.

### 293.432 Direct Country Price

Mailers must meet the following sealing and packaging standards for ISAL mail entered at the direct country price:

a. *Letters*. 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.

b. *Flats*. Flat-size mailpieces 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.

c. *Small Packets*. Package-size mailpieces (small packets) entered at the direct country price must meet the sealing and packaging methods for First-Class Package International Service under IMM 254.3 and 254.4.

## 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.

***Note:*** Parcel-size pieces do not require bundling.

## 293.45 ISAL Foreign Office of Exchange Codes and Price Groups

See Exhibit 293.45a for the ISAL foreign office of exchange code and price group assigned to each country. For additional information for Canada, see Exhibit 293.45b.

Exhibit 293.45a
**ISAL Foreign Office of Exchange Codes and Price Groups**

| Country Labeling Name | Foreign Office of Exchange Code | Price Group |
|---|---|---|
| Albania | TIA | 16 |
| Algeria | ALG | 19 |
| Angola | LAD | 19 |
| Argentina | BUE | 10 |
| Aruba | AUA | 17 |
| Australia | SYD | 9 |
| Austria | VIE | 12 |
| Bahrain | BAH | 19 |
| Bangladesh | DAC | 19 |
| Belgium | BRU | 12 |
| Belize | BZE | 17 |
| Benin | COO | 19 |
| Bolivia | LPB | 17 |
| Brazil | SAO | 10 |
| Bulgaria | SOF | 16 |
| Burkina Faso | OUA | 19 |
| Cameroon | DLA | 19 |
| Canada | See Canadian Labeling Information in Exhibit 293.45b. | 1 |
| Central African Republic | BGF | 19 |
| Chile | SCL | 17 |
| China | BJS | 14 |
| Colombia | BOG | 17 |
| Congo, Democratic Republic of the | FIH | 19 |
| Cook Islands | RAR | 9 |
| Costa Rica | SJO | 17 |
| Cote d'Ivoire (Ivory Coast) | ABJ | 19 |
| Curacao (includes Bonaire, Saba, and Sint Eustatius) | CUR | 17 |
| Czech Republic | PRG | 16 |
| Denmark | CPH | 12 |
| Dominican Republic | SDQ | 17 |

Exhibit 293.45a
**ISAL Foreign Office of Exchange Codes and Price Groups**

| | | |
|---|---|---|
| Ecuador | GYE | 17 |
| Egypt | CAI | 19 |
| El Salvador | SAL | 17 |
| Ethiopia | ADD | 19 |
| Fiji | NAN | 18 |
| Finland | HEL | 12 |
| France [1] | CDG | 5 |
| French Guiana | CAY | 17 |
| Gabon | LBV | 19 |
| Germany | NIA | 4 |
| Ghana | ACC | 19 |
| Great Britain | LAL | 3 |
| Greece | ATH | 13 |
| Guatemala | GUA | 17 |
| Guyana | GEO | 17 |
| Haiti | PAP | 17 |
| Honduras | TGU | 17 |
| Hong Kong | HKG | 11 |
| Hungary | BUD | 16 |
| Iceland | REK | 15 |
| India | BOM | 14 |
| Indonesia | JKT | 18 |
| Ireland | AHE | 13 |
| Israel | TLV | 13 |
| Italy | MIL | 7 |
| Jamaica | KIN | 17 |
| Japan [2] | KIX | 6 |
| | KWS | 6 |
| Jordan | AMM | 19 |
| Kenya | NBO | 19 |
| Korea, Rep. of (South) | SEL | 11 |
| Kuwait | KWI | 19 |
| Lebanon | BEY | 19 |
| Liechtenstein | ZRH | 15 |
| Luxembourg | LUX | 15 |
| Madagascar | TNR | 19 |
| Malaysia | KUL | 18 |
| Mali | BKO | 19 |
| Mauritania | NKC | 19 |
| Mauritius | MRU | 19 |
| Mexico | MEX | 2 |
| Monaco | MON | 12 |
| Morocco | CAS | 19 |
| Mozambique | MPM | 19 |
| Netherlands | AMS | 12 |
| New Zealand [3] | AKL | 9 |
| Nicaragua | MGA | 17 |
| Niger | NIM | 19 |
| Nigeria | LOS | 19 |
| Norway | OSL | 12 |
| Oman | MCT | 19 |

Exhibit 293.45a
**ISAL Foreign Office of Exchange Codes and Price Groups**

| | | |
|---|---|---|
| Pakistan | KHI | 19 |
| Panama | PTY | 17 |
| Papua New Guinea | BOR | 18 |
| Paraguay | ASU | 17 |
| Peru | LIM | 17 |
| Philippines | MNL | 14 |
| Poland | WAW | 12 |
| Portugal | LIS | 13 |
| Qatar | DOH | 19 |
| Reunion | RUN | 19 |
| Romania | BUH | 16 |
| Russia | MOW | 16 |
| Saudi Arabia | DMM | 19 |
| Senegal | DKR | 19 |
| Singapore | SIN | 11 |
| Sint Maarten | SXM | 17 |
| Slovak Republic (Slovakia) | BTS | 16 |
| South Africa | JNB | 14 |
| Spain (includes Canary Islands) | MAD | 8 |
| Sri Lanka | CMB | 19 |
| Suriname | PBM | 17 |
| Sweden | STO | 12 |
| Switzerland | ZRH | 12 |
| Taiwan | TPE | 14 |
| Tanzania | DAR | 19 |
| Thailand | BKK | 14 |
| Timor-Leste, Democratic Republic of | DIL | 18 |
| Togo | LFW | 19 |
| Trinidad and Tobago | POS | 17 |
| Tunisia | TUN | 19 |
| Turkey | IST | 16 |
| Uganda | KLA | 19 |
| United Arab Emirates | DXB | 19 |
| Uruguay | MVD | 17 |
| Venezuela | CCS | 17 |
| Yemen | SAH | 19 |
| Zambia | NLA | 19 |
| Zimbabwe | HRE | 19 |

*1 For all destinations to France other than Monaco. For Monaco, see the entry for Monaco in this exhibit.*

*2 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).*

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

Exhibit 293.45b
**Canadian Mail Container Labeling Information (Full-service Only)**

| ZIP Code of Entry Post Office* | Canadian Destination | U.S. Exchange Office Code | U.S. Exchange Office (or ISC) | Foreign Office of Exchange Code |
|---|---|---|---|---|
| 005, 010–089, 100–212, 214–268, 270–297, 400–418, 420–427, 470–471, 476–477 | MONTREAL QC FWD | 003 | JFK | YMQ |
| 006–009, 298–339, 341–342, 344, 346–347, 349–352, 354–399, 723 | MONTREAL QC FWD | 33112 | MIA | YMQ |
| 430–469, 472–475, 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, 716–722, 724–731, 733–741, 743–816, 822–831, 840–847, 870–875, 877–885, 893, 897–898 | TORONTO ON FWD | 60290 | ORD | For ISAL letter-size: TOR.<br>For ISAL package-size: YTO.<br>For ISAL flat-size: YTO (the preferred code — this code will be required on 7/27/2014) or TOR (an optional code that can be used until 7/27/2014). |
| 590–599, 820–821, 832–838, 894–895, 937–961, 970–986, 988–999 | VANCOUVER BC FWD | 94013 | SFO | YVR |
| 850–853, 855–857, 859–860, 863–865, 889–891, 900–908, 910–928, 930–936 | VANCOUVER BC FWD | 90899 | LAX | YVR |
| 967–969 | VANCOUVER BC FWD | 96820 | HNL | YVR |

* *The "ZIP Code of Entry Post Office" column is relevant only for a mailing claimed at the full-service price (i.e., not drop shipped at an ISC) to determine its Canadian destination and U.S. exchange office code container information.*

## 293.46 Presort Mailings: Direct Country — Price Groups 1 through 14

### 293.461 General

Price groups 1 through 14 may be prepared in direct country containers (full-service price and ISC drop shipment price). Each direct country container must contain at least 2 pounds of mail. The mailer must separately containerize items bearing customs forms from items not bearing customs forms and must prepare letter-size, flat-size, and package-size items in separate containers as defined in 293.462a through 293.462c. Smaller quantities qualify only for a mixed country price (price groups 9 through 14 only) under 293.47, or for the worldwide nonpresort price under 293.49. The maximum container weight is 66 pounds.

### 293.462 Preparation

The mailer must prepare direct country containers of presorted ISAL mail (full-service price and ISC drop shipment price) as follows:

a. *Letter-Size and Flat-Size Mail*. For each direct country container of letter-size or flat-size mail, the mailer must do the following:

(1) *Mail Preparation*. Prepare letter-size items in letter trays, either 1-foot or 2-foot, depending on volume. Prepare flat-size items in flat trays/tubs. Do not prepare the content of trays in bundles. Face all letter-size items and flat-size items in the same direction.

Ensure that all trays are full enough to keep the mail from mixing during transportation. Cover (i.e., sleeve or lid) all letter-size and flat-size trays and secure them with strapping.

(2) *Container Tags*. Complete the front side of PS Tag 155, *International Surface Air Lift*, which identifies the mail to ensure it receives priority handling. Check the appropriate box to indicate if the container contains items *with* or *without* customs forms, identify the destination country, and enter the date of mailing, the 10-digit permit number, the foreign office of exchange code as listed in Exhibit 293.45a or Exhibit 293.45b, and the price group as listed in Exhibit 293.45a. To the front side of the tag, apply a barcode that indicates the mailer's permit number, the product code, the service type code, the container type code, the mail contents shape type code, the foreign office of exchange code, and the serial number of the container. (To request technical specifications for the barcode, send an e-mail to *globalbusiness-sales@usps.gov*.) Finally, tape the PS Tag 155 to the tray cover.

b. *Packages*. For each direct country container of package-size items, the mailer must do the following:

(1) *Mail Preparation*. Prepare package-size items by placing them loose in sacks.

(2) *Container Tags*. Complete the front side of PS Tag 155, *International Surface Air Lift*, which identifies the mail to ensure it receives priority handling. Check the appropriate box to indicate if the container contains items *with* or *without* customs forms, identify the destination country, and enter the date of mailing, the 10-digit permit number, the foreign office of exchange code as listed in Exhibit 293.45a or Exhibit 293.45b, and the price group as listed in Exhibit 293.45a. To the front side of the tag, apply a barcode that indicates the mailer's permit number, the product code, the service type code, the container type code, the shape type code, the foreign office of exchange code, and the serial number of the container. (To request technical specifications for the barcode, send an e-mail to *globalbusiness-sales@usps.gov*.) Finally, attach PS Tag 155 to the neck of the sack.

c. *Direct Country Container Label*. A mailer who claims the ISC drop shipment price and enters the mail at an authorized drop shipment location under 293.532 is not required to prepare container labels. A mailer who claims the full-service price must complete 2-inch container labels (and insert them into the applicable container label holder) 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<br>ISAL — DRX COUNTRY<br>ABC STORE ALBANY NY |

Exhibit 293.462
**Labeling of ISAL Mail to Postal Service Exchange Offices (Full-service only)**

| 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 | 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, 800–816, 820–838, 840–847, 893–895, 897–898, 937–961, 970–986, 988–999 | 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 |

## 293.47 Presort Mailings: Mixed Country — Price Groups 9 through 14

### 293.471 General

The mailer may prepare price groups 9 through 14 in mixed country containers (ISC drop shipment price) only after all possible direct country containers have been prepared. Each mixed country price group must contain at least 5 pounds of mail that is destined within the same price group. The mailer must separately containerize items bearing customs forms from items not bearing customs forms and must prepare letter-size, flat-size, and package-size items in separate containers as defined in 293.472a and 293.472b. Smaller quantities qualify only for the worldwide nonpresort price under 293.49. The maximum container weight is 66 pounds.

### 293.472 Preparation

The mailer must prepare mixed country containers of presorted ISAL mail (ISC drop shipment price) as follows:

a. *Letter-Size and Flat-Size Mail*. For each mixed country container of letter-size or flat-size mail, the mailer must do the following:

(1) *Mail Preparation*. Prepare letter-size items in letter trays, either 1-foot or 2-foot, depending on volume. Prepare flat-size items in flat trays/tubs. Bundle letter-size and flat-size pieces as defined in 293.44, and bundle each country separately. Face all letter-size items and flat-size items in the same direction and apply a label (facing slip) to the top item as defined in 293.473. Cover (i.e., sleeve or lid) all letter-size trays and flat-size trays/tubs and secure them with strapping.

(2) *Container Tags*. Complete the front side of PS Tag 155, *International Surface Air Lift*, which identifies the mail to ensure it receives priority handling. Identify the date of mailing, the 10-digit permit number, and the price group as listed in Exhibit 293.45a followed by the word “Mixed” (e.g., “14–Mixed”). Finally, tape PS Tag 155 to the tray cover.

b. *Packages*. For each mixed country container of package-size items, the mailer must do the following:

(1) *Mail Preparation*. Prepare package-size items by placing them loose in sacks.

(2) *Container Tags*. Complete the front side of PS Tag 155, *International Surface Air Lift*, which identifies the mail to ensure it receives priority handling. Identify the date of mailing, the 10-digit permit number, and the price group as listed in Exhibit 293.45a followed by the word "Mixed" (e.g., "14–Mixed"). Finally, attach PS Tag 155 to the neck of the sack.

### 293.473 Direct Country Bundle Label for Mixed Country Containers

Only letter-size and flat-size direct country bundles prepared for mixed country containers require a label (facing slip). The mailer must complete the label and place it on the address side of the top item of each bundle in such a manner that it will not become separated from the bundle. The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for ISAL service. Bundle labels must contain the following information:

Line 1: Foreign Office of Exchange Code. (See Exhibit 293.45a or Exhibit 293.45b.)

Line 2: Country Labeling Name. (See Exhibit 293.45a.)

Line 3: Mailer, Mailer Location (City and State).

***Example:***

| |
|---|
| VIE<br>AUSTRIA<br>ABC COMPANY WASHINGTON DC |

## 293.48 Presort Mailings — Price Groups 15 through 19

### 293.481 General

Mailers must prepare price groups 15 through 19 in direct country containers (full-service price and ISC drop shipment price) or mixed country containers (ISC drop shipment price). Each direct country container must contain at least 2 pounds of mail. Each mixed country *price group* must contain a minimum of 5 pounds when prepared under 293.47, or a minimum of 5 pounds for each *sack* when sorted under 293.483. Smaller quantities qualify only for the worldwide nonpresort price under 293.49. The mailer must separately containerize items bearing customs forms from items not bearing customs forms. The maximum container weight is 66 pounds.

### 293.482 Preparation

The mailer has two options to prepare direct country or mixed country containers of presorted ISAL mail, as follows:

a. Prepare mail as described in 293.46 and 293.47, including using letter-size trays for letter-size items, flat-size trays/tubs for flat-size items, and sacks for package-size items.

b. Prepare mail in sacks for all processing categories as defined in 293.483 and 293.484.

293.483 **Direct Country and Mixed Country — Optional Sack Preparation**

The mailer may optionally prepare direct country sacks or mixed country sacks of presorted ISAL mail when sacks are used for all processing categories as follows:

a. *Full-Service and ISC Drop Shipment — Direct country sacks*.

(1) *Preparation*. Mail (letter-size, flat-size, and package-size) that is addressed to an individual country and that contains 2 pounds or more must be sorted into direct country sacks. Mail that cannot be made up into direct country sacks must be prepared and entered as mixed country sacks or as worldwide nonpresort sacks. The mailer must bundle letter-size and flat-size items as defined in 293.44. The mailer must bundle letter-size items and flat-size items separately, although nonidentical items may be commingled within each of these categories. Face all letter-size items and flat-size items in the same direction and apply a label (facing slip) to the top item as defined in 293.473. Place package-size items loose in the sack provided that items bearing customs forms are separated from items not bearing customs forms.

(2) *Container Tags*. The mailer must complete the front side of PS Tag 155, *International Surface Air Lift*, which identifies the mail to ensure it receives priority handling. The mailer must check the appropriate box to indicate if the sack contains items *with* or *without* customs forms, identify the destination country, and enter the date of mailing, the 10-digit permit number, the foreign office of exchange code as listed in Exhibit 293.45a or Exhibit 293.45b, and the price group as listed in Exhibit 293.45a. To the front side of the tag, the mailer must apply a barcode that indicates the mailer's permit number, the product code, the service type code, the container type, the shape type, the foreign office of exchange code, and the serial number of the sack. (To request technical specifications for the barcode, send an e-mail to *globalbusiness-sales@usps.gov*.) Finally, the mailer must attach PS Tag 155 to the neck of the sack.

(3) *Direct Country Container Label*. A mailer who claims the ISC drop shipment price and enters the mail at an authorized drop shipment location under 293.532 is not required to prepare container labels. A mailer who claims the full-service price must complete 2-inch container labels (and insert them into the applicable container label holder) as follows (see Exhibit 293.483 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<br>ISAL — DRX COUNTRY<br>ABC STORE ALBANY NY |

Exhibit 293.483
**Labeling of ISAL Mail to Postal Service Exchange Offices (Full-service only)**

| 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 | 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, 800–816, 820–838, 840–847, 893–895, 897–898, 937–961, 970–986, 988–999 | 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 |

b. *ISC Drop Shipment — Mixed country sacks*.

(1) Mixed country sacks can be prepared only after all possible direct country sacks have been prepared. The mailer must prepare mixed country sacks for items that contain 5 pounds or more and that are destined within the same price group. 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. The mailer must bundle letter-size and flat-size items as defined in 293.44. The mailer must bundle letter-size and flat-size items separately, although nonidentical items may be commingled within each of these categories. Face all letter-size items and flat-size items in the same direction and apply a label (facing slip) to the top item as defined in 293.483. Place package-size items that cannot be bundled because of their physical characteristics loose in the sack provided that items bearing customs forms are separated from items not bearing customs forms.

(2) *Container Tags*. The mailer must complete the front side of PS Tag 155, *International Surface Air Lift*, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must identify the date of mailing, the 10-digit permit number, and the price group as listed in Exhibit 293.45a followed by the word “Mixed” (e.g., “15–Mixed”). Finally, the mailer must attach PS Tag 155 to the neck of the sack.

293.484 **Direct Country Bundle Label**

Only letter-size and flat-size direct country bundles prepared for mixed country sacks require a label (facing slip). The mailer must complete the label and place it on the address side of the top item of each bundle in such a manner that it will not become separated from the bundle. The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for ISAL service. Bundle labels must contain the following information:

Line 1: Foreign Office of Exchange Code. (See Exhibit 293.45a or Exhibit 293.45b.)

Line 2: Country Labeling Name. (See Exhibit 293.45a.)

Line 3: Mailer, Mailer Location (City and State).

***Example:***

```
VIE
AUSTRIA
ABC COMPANY WASHINGTON DC
```

293.49 **Worldwide Nonpresort Preparation**

The following standards apply when the mailer prepares worldwide nonpresort ISAL mail (full-service price and ISC drop shipment price):

a. *General*. A mailer claiming any mail at the direct country or mixed country price cannot enclose the mail in worldwide nonpresort sacks. The mailer must bundle letter-size and flat-size mail. All types of mail, including letter-size bundles, flat-size bundles, and loose items, can be commingled in the same sack. Labels (facing slips) are not required on any bundles. Containers other than sacks are not authorized unless other equipment is specified by the acceptance office — for example, the mailer may present nonpresorted letter-size mail in trays if authorized by the acceptance office. The maximum weight of any container is 66 pounds.

b. *Worldwide Nonpresort Container Label*. A mailer who claims the ISC drop shipment price and enters the mail at an authorized drop shipment location under 293.532 is not required to prepare container labels. A mailer who claims the full-service price must complete 2-inch container labels (and insert them into the applicable container label holder) as follows (see Exhibit 293.483 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 physically separate the containers by price group at the time of mailing as indicated on the container tag.

### 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 offices noted in Exhibit 293.532.

***Note:*** California, Illinois, and New York locations accept both "cleared" mail (mail that has been previously presented and paid for at a BMEU) and "uncleared" mail (mail that has not been previously presented and paid for at a BMEU). For Florida locations, refer to footnotes 1 and 2 for special requirements.

Exhibit 293.532
**ISAL Drop Shipment Locations**

| State | Facility |
|---|---|
| California | LOS ANGELES ISC<br>US POSTAL SERVICE<br>5800 W CENTURY BLVD<br>LOS ANGELES CA 90009-9998<br><br>SAN FRANCISCO ISC<br>US POSTAL SERVICE<br>660 W FIELD RD<br>SAN FRANCISCO CA 94128-3161 |
| Florida | MIAMI ISC [1]<br>US POSTAL SERVICE<br>11698 NW 25TH ST<br>MIAMI FL 33112-9997<br><br>MIAMI PROCESSING AND DISTRIBUTION CTR [2]<br>US POSTAL SERVICE<br>2200 NW 72ND AVE<br>MIAMI FL 33152-9997 |
| Illinois | JT WEEKER ISC<br>US POSTAL SERVICE<br>11600 W IRVING PARK RD<br>CHICAGO IL 60666-9998 |
| New York | JOHN F KENNEDY AIRPORT MAIL CTR<br>US POSTAL SERVICE<br>JOHN F KENNEDY INTERNATIONAL AIRPORT BLDG 250<br>JAMAICA NY 11430-9998 |

1. *This facility accepts cleared ISAL mail only.*
2. *This facility accepts cleared and uncleared ISAL mail.*

For drop shipment locations of IPA mail, refer to 292.532.

## 294 (Reserved)

## 295 (Reserved)

## 296 (Reserved)

## 297 Customized Agreements

### 297.1 Description

The Postal Service provides Global Expedited Package Services (GEPS) customized agreements to Priority Mail Express International, Priority Mail International, and First-Class Package International Service 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 paying at least $200,000 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.