

Discount Letters and Cards First-Class Mail

Presorted Letters and Cards—Nonmachinable

230b

Quick Service
Guide

Physical Standards (201) Maximum weight: 13 ounces.
For an overview of the physical standards for discount letters and cards, see [Quick Service Guide 201](#).

Rates and Fees (233.1)	Weight Not Over (ounces)		Weight Not Over (ounces)	
	Presorted		Presorted	
	1	\$0.429 ¹	8	\$1.987
	2	0.608	9	2.224
	3	0.802	10	2.461
	4	1.039	11	2.698
	5	1.276	12	2.935
	6	1.513	13	3.172
	7	1.750		
	Card Rate ²	\$0.223		

1. The \$0.058 nonmachinable surcharge included in rate.
2. Rate shown applies to each single or double postcard when originally mailed.

A \$0.058 nonmachinable surcharge applies to pieces weighing 1 ounce or less that meet one or more of the nonmachinable characteristics in [201.2.1](#). The surcharge also applies to pieces under the “manual only” option under [201.2.2.2b](#). The surcharge does not apply to pieces mailed at card rates. Annual \$160.00 presort mailing fee.

Content (233.2) First-Class Mail is required for personal correspondence, handwritten or typewritten material, and bills or statements of account. First-Class Mail may also be used for most mailable items, including advertisements and lightweight merchandise.

Eligibility Standards (233.4) Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must be letter-size and meet one of the nonmachinable criteria in [201.2](#). Pieces mailed at card rates and pieces mailed at letter rates must meet separate 500-piece minimums.
Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. Addresses on all pieces must be updated within 185 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA^{Link}, *FASTforward*, or the appropriate ancillary service endorsement under [507](#)). For an overview of the First-Class Move Update standards, see [Quick Service Guide 230a](#).

A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes. Mailers can apply Repositionable Notes (“sticky notes”) for an additional charge of \$0.005. See [709.7](#).

Postage Payment and Documentation (234) Precanceled stamp ([604.3](#)), meter ([604.4](#)), or permit imprint ([604.5](#)); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.
Documentation:

- Postage statement: Form 3600-R, 3600-EZ, or approved facsimile.
- Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

Mail Preparation (235) Mark each piece “PRESORTED” or “PRSRT” and “FIRST-CLASS” in the postage area. For optional marking location, see [202.3](#).
1-foot or 2-foot trays used ([235.3.3](#)) where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used).
See reverse for preparation and labeling.
Use 2-inch tray labels ([245.4](#)).
Trays sleeved and strapped ([235.3.4](#)). See [235.3.5](#) for exceptions to strapping for mixed ADC trays and mailings that originate and destinate in delivery area of same SCF.

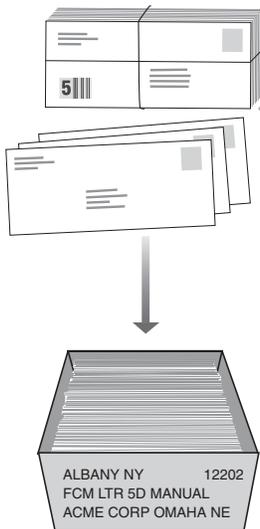
Enter and Deposit (236) Mailing entered at an acceptance point designated by USPS.
For the complete DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Bundling and Traying Sequence (235.5)

5-Digit (Required)

Bundles: Bundling not required if sufficient quantity to fill a 5-digit tray. Pieces must be bundled if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a bundle not permitted.

Labels: Red Label 5 or optional endorsement line (OEL) (708.7).



Trays: Required, full trays only for pieces to same 5-digit ZIP Code; bundling not required; less-than-full trays not permitted.

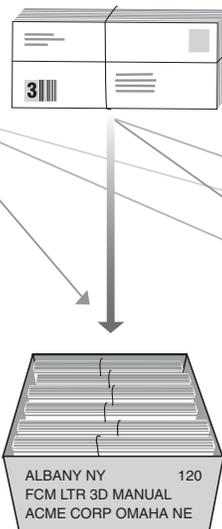
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: Presorted

3-Digit (Required)

Bundles: Pieces must be bundled if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a bundle not permitted.¹

Labels: Green Label 3 or OEL.



Trays: Required, full trays only for bundles to same 3-digit ZIP Code prefix; less-than-full trays not permitted. (Exception: One less-than-full tray must be bundled for any remaining bundles for each origin 3-digit ZIP Code prefix.)

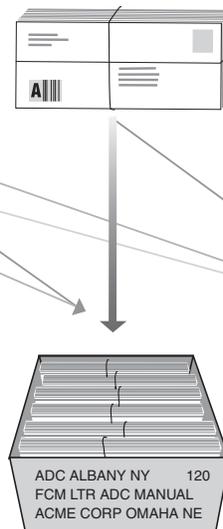
Labels: For Line 1, use L002, Column A, for destination facility.

Rate: Presorted

ADC (Required)

Bundles: Pieces must be bundled if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a bundle not permitted.¹

Labels: Pink Label A or OEL.



Trays: Required, full trays only for bundles to same ADC (see L004); less-than-full trays not permitted.

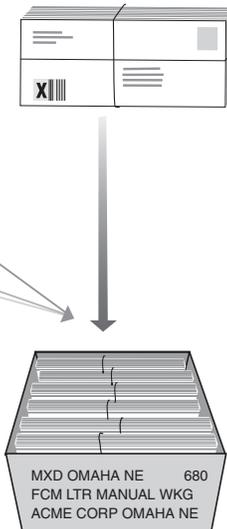
Labels: For Line 1, use L004, Column B, for destination facility.

Rate: Presorted

Mixed ADC (Required)

Bundles: Any remaining pieces must be bundled in mixed ADC bundles.

Labels: Tan Label X or OEL.



Trays: Required for any remaining bundles placed in mixed ADC trays; only one less-than-full tray permitted.

Labels: For Line 1, use "MXD" followed by city/state/ZIP Code of origin facility in L002, Column C.

Rate: Presorted

Bundling required in mailings consisting entirely of postcard-size pieces and for other pieces in less-than-full trays. Use this option when selecting the "manual only" preparation option.

1. Bundling not required if sufficient quantity to fill a tray and none of the mail in the tray would have been more finely sorted if bundled (235.2.4). This exception does not apply to "manual only" processing.