

# Discount Letters and Cards First-Class Mail

## Automation Letters and Cards

# 230d

Quick Service  
Guide

**Related QSGs** [230a, First-Class Mail Move Update](#)  
[201b, Using Tabs, Wafer Seals, and Glue Strips](#)

**Physical Standards (201)** Maximum weight: 3.3 ounces.  
Heavy letter mail weighing more than 3 ounces must have a barcode in the address block and be prepared in a sealed envelope in [201.3.13.5](#).  
For an overview of the physical standards for discount letters and cards, see [Quick Service Guide 201](#).

Rates and Fees (233.1)	Weight Not	Mixed				Carrier
	Over (Ounces)	AADC	AADC	3-Digit	5-Digit	Route <sup>2</sup>
	1	\$0.326	\$0.317	\$0.308	\$0.293	\$0.290
	2	0.563	0.554	0.545	0.530	0.527
	3	0.757	0.748	0.739	0.724	0.721
	3.3	0.994	0.985	0.976	0.961	0.958
	Card Rate <sup>1</sup>	0.204	0.197	0.193	0.186	0.179

<sup>1</sup>Rate shown applies to each single and double postcard when originally mailed.

<sup>2</sup>Carrier Route rates limited to 5-digit ZIP Codes identified in the City State File.  
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. It may also be used for any mailable item including advertisements and lightweight merchandise.

**Eligibility Standards (233.5)** Mailings of 500 or more addressed pieces, 100% delivery point barcoded, sorted, and marked as described below. All pieces must be automation-compatible ([201.3](#)). Pieces mailed at card rates and pieces mailed at letter rates must meet separate 500-piece minimums.  
Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. For address standards, see [233.5.6](#); for barcode standards see [708.4](#); and for CASS/MASS standards see [708.3](#).  
Addresses on all pieces must be updated within 185 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA<sup>Link</sup>, *FASTforward*, or the appropriate ancillary service endorsement under [507](#)). For an overview of the move update standards, see [Quick Service Guide 230a](#).  
Addresses must be matched using CASS/MASS-certified process within 180 days before mailing. Carrier route information updated using CASS-certified process within 90 days before mailing. All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in [201.3.14](#).  
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](#)).  
Additional standards apply to mailings of nonidentical-weight pieces.  
Documentation:  

- Postage statement: Form 3600-R or approved facsimile.
- Form 3553 must be retained for 1 year ([708.3.5.2](#)).
- Supporting documentation: required unless correct rate 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](#).  
Pieces mailed at carrier route rate must bear an “AUTOOCR” marking. Non-carrier route rates marked “First-Class” must also bear the “AUTO” marking. Non-carrier route pieces marked “Presorted (or PRSRT) First-Class” bearing a DPBC in the address block or on an insert visible through a window do not require the additional “AUTO” marking. For rate markings applied by MLOCRs, see [202.3.5](#). For additional marking standards for carrier route pieces, see [708.8](#). Pieces not claimed at an automation rate must not be marked “AUTO” or “AUTOOCR” unless single-piece postage is affixed or a corrective single-piece rate marking is applied under [235.5.1.2 \(202.3\)](#).  
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).  
Barcoded tray labels required ([235.4.9](#)).  
See reverse for preparation and labeling.  
Trays sleeved and strapped ([235.3.4](#)). See [235.3.5](#) for exceptions to strapping for mixed AADC 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 specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

### Traying Sequence (235.6)

#### 5-Digit/Scheme

**Trays:** Optional, 150 pieces to same 5-digit ZIP Code/scheme destination; packaging not permitted; only one overflow tray permitted per destination.

**Barcoded Labels:** For Line 1: use city, state, and 5-digit ZIP Code on mail; on optional 5-digit scheme trays, use destination in City State File.

**Rate:** 5-Digit

#### 3-Digit/Scheme (Required)

**Trays:** Required, 150 pieces to same 3-digit ZIP Code/scheme destination; bundling not permitted; only one overflow tray permitted per destination. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code/scheme of SCF serving post office where mail is verified.)

**Barcoded Labels:** For Line 1, use L002, Column B, for destination facility.

**Rate:** 3-Digit or AADC<sup>1</sup>

#### AADC

**Trays:** Required, 150 pieces to same AADC; bundling not permitted; pieces within trays grouped by 3-digit/scheme destination; only one overflow tray permitted per destination.

**Barcoded Labels:** For Line 1, use L801, Column B for destination facility.

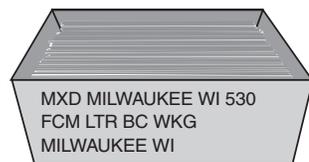
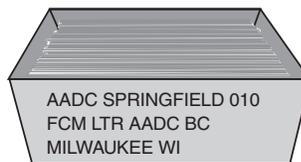
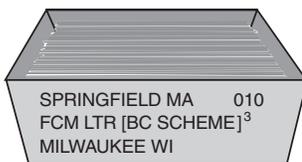
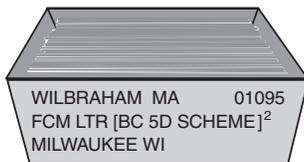
**Rate:** AADC

#### Mixed AADC

**Trays:** Required for all remaining pieces placed in mixed AADC trays; pieces within trays grouped by AADC tray; only one less-than-full mixed AADC tray permitted per mailing.

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

**Rate:** Mixed AADC



1. AADC rate for any 3-digit/scheme tray for the origin SCF area containing fewer than 150 pieces.
  2. Use "5D BC" on 5-digit trays; on optional 5-digit scheme trays, use "BC 5D SCHEME."
  3. Use "3D BC" on 3-digit trays; on 3-digit scheme trays, use "BC SCHEME" and, if applicable, as shown in L002, Column B, followed by the letter "A," "B," or "C."
- Where overflow trays are permitted, they are required for required presort levels and optional for optional presort levels (235.3.3).

## Optional Carrier Route Preparation

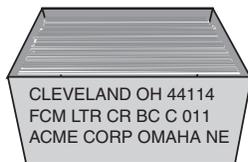
At least 10 or more pieces to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit); fewer than 10 pieces per route not permitted. Use an optional endorsement line or carrier route information line.

### Carrier Route

**Trays:** Full trays only for pieces to same carrier route; bundling not permitted. Card-size pieces must be bundled. Less-than-full trays not permitted.

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

**Rate:** Carrier Route

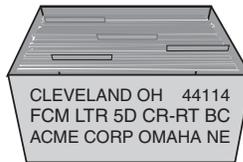


### 5-Digit Carrier Routes

**Trays:** Required if enough mail for a full tray, optional otherwise. After all full carrier route trays are prepared, remaining carrier route pieces (10 or more per route) must be grouped (use separator cards in full trays and banding material in less-than-full trays) and placed in 5-digit carrier routes trays (no minimum number of pieces per tray).

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

**Rate:** Carrier Route

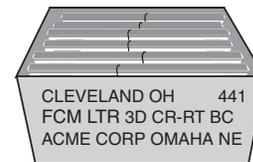


### 3-Digit Carrier Routes

**Trays:** Carrier route bundles only; optional with minimum one 10-piece carrier route bundle for each of two or more 5-digit areas.

**Barcoded Labels:** For Line 1, use city, state, and 3-digit ZIP Code prefix shown in [L002](#), Column A.

**Rate:** Carrier Route



Carrier route rates limited to 5-digit ZIP Codes identified in the City State File.

Bundling required in all mailings consisting entirely of postcard-size pieces and for pieces in overflow, less-than-full, and 3-digit carrier routes trays.

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