Discount Flats First-Class Mail
Presorted Flats

330a
Quick Service Guide

Physical Standards (301)

Maximum weight: 13 ounces.
For an overview of the physical standards for discount flats, see Quick Service Guide 301.

Rates and Fees (333.1)

Weight Not Over (ounces)	Presorted	Weight Not Over (ounces)	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		

1. The $0.058 nonmachinable surcharge is included in rate.

A $0.058 nonmachinable surcharge applies to pieces weighing 1 ounce or less.
Annual $160.00 presort mailing fee.

Content (333.2)

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 (333.3)

Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must fit within flat-size processing category (301).
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 tool (e.g., ACS, NCOA^{Link}, *FASTforward,* or the appropriate ancillary service endorsement under 507). For an overview of the First-Class Mail 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 (334)

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, 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 (335)

Marking on each piece in the postage area (302.2): "PRESORTED (or PRSRT) FIRST-CLASS."
See reverse for preparation and labeling.
Use 2-inch tray labels (335.4).
Flat trays capped (green side up) and secured with two straps (335.3).
Any mailing job that contains bundles of Presorted flats and bundles of automation flats must be co-trayed using 705.9.1.

Enter and Deposit (336)

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.

330a

Quick Service Guide

Discount Flats First-Class Mail
Presorted Flats

Bundling and Traying Sequence (335.5)

5-Digit (Required)

Bundles: Bundling not required if sufficient quanitity 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).

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.

ADC (Required)

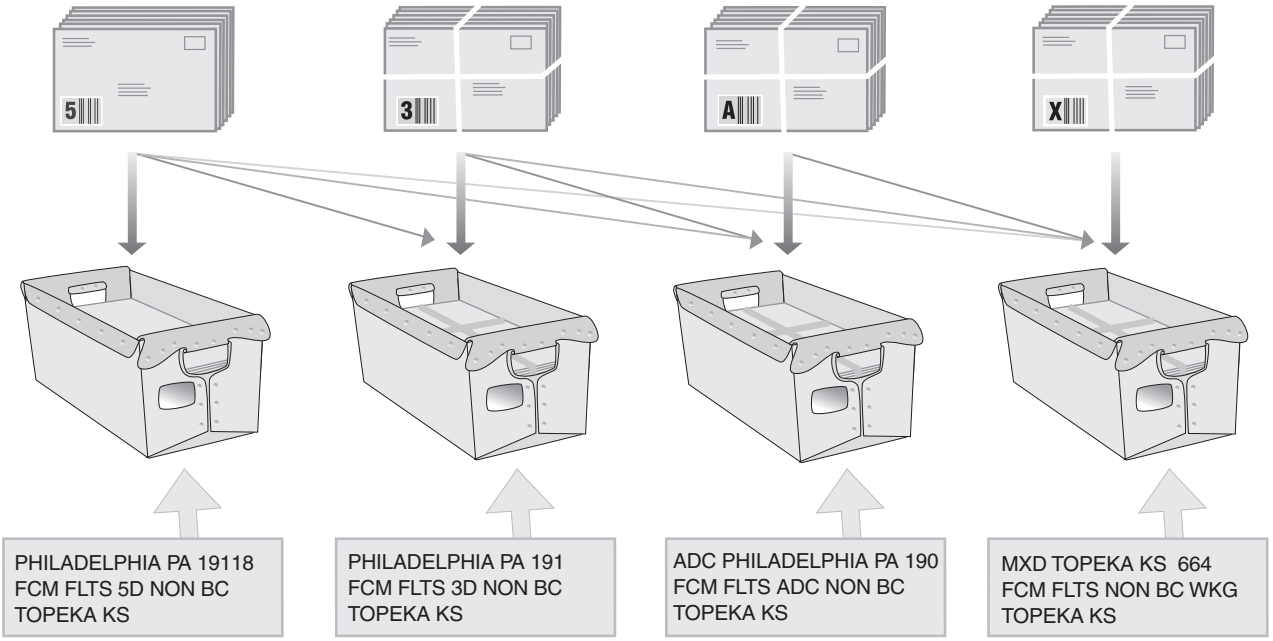
Bundles: Pieces must be bundled if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a bundle not permitted.[1]

Labels: Pink Label A or OEL.

Mixed ADC (Required)

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

Labels: Tan Label X or OEL.



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

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

Rate: Presorted

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 prepared 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

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

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, and ZIP Code of origin facility in L002, Column C.

Rate: Presorted

For flats, a "full tray" is defined as one that contains at least a single stack of pieces lying flat that reaches bottom of handholds, but no more than can be contained in tray with lid secured in place with two straps. When possible, pieces must be placed in two stacks to optimize tray use. Total weight of tray must not exceed 70 pounds.

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 (345.2.5).