

Discount Flats Standard Mail

Presorted Flats

340a

Quick Service
Guide

Related QSG [703, Standard Mail Nonprofit Eligibility](#)

Physical Standards
(301)

Maximum weight: less than 16 ounces.
For an overview of the physical standards for discount flats, see [Quick Service Guide 301](#).

Rates and Fees
(343.1)

	Regular	Nonprofit
<i>For pieces weighing 3.3 ounces (0.2063 pound) or less:</i>		
3/5	\$0.304	\$0.189
Basic	0.363	0.237
<i>For pieces weighing more than 3.3 ounces (0.2063 pound):</i>		
Per piece rates:		
3/5	\$0.150	\$0.065
Basic	0.209	0.113
PLUS per pound rates:	0.746	0.602

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF or SCF (346.2).
Annual \$160.00 presort mailing fee.

Content
(343.2)

Flats containingailable items not required to be sent using First-Class Mail can be sent using Standard Mail. Standard Mail is typically used for advertisements, flyers, and catalogs. Additional content restrictions must be met for authorized nonprofit mailers (703.1).

Eligibility Standards
(343.3)

Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. All pieces must meet the physical standards for flats (301). Pieces are eligible if not required to be mailed at First-Class rates or not eligible for Periodicals rates. Nonprofit rates require specific authorization (703.1).
Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. 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 \$0.015. See 709.7.

Postage Payment and Documentation
(344)

Precanceled stamp (604.3), meter (604.4), or permit imprint (604.5).
Additional standards apply to mailings of nonidentical-weight pieces.
Documentation:

- Postage statement:
Regular: Form 3602-R, Form 3602-EZ, or approved facsimile.
Nonprofit: Form 3602-N, Form 3602-NZ, 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
(345)

Marking on each piece in the postage area (302.2):

- **Regular:** "Presorted Standard" or "PRSRT STD."
- **Nonprofit:** "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT."

 See reverse for preparation and labeling.
 Prepared in white sacks (unless palletized). Palletization is preferred, see [Quick Service Guide 705d](#).
 Any mailing job that contains bundles of Presorted flats and bundles of automation flats must be co-sacked using 705.9.3.

Enter and Deposit
(346)

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.

Bundling and Sacking Sequence (345.5)

5-Digit

Bundles: Required with 15 pieces for mailings containing only pieces weighing 5 ounces or less. Required with 10 pieces for mailings containing any pieces weighing more than 5 ounces. Fewer pieces in a bundle not permitted.

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



PHILADELPHIA PA 19118
STD FLTS 5D NON BC
TOPEKA KS

Sacks: Required at 125 pieces or 15 pounds. Smaller volume not permitted.¹

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

Rate: 3/5

3-Digit

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

Labels: Green Label 3 or OEL.



PHILADELPHIA PA 191
STD FLTS 3D NON BC
TOPEKA KS

Sacks: Required at 125 pieces or 15 pounds. Smaller volume not permitted. (Exception: After all full sacks are prepared, one less-than-full sack must be prepared for any remaining bundles for each 3-digit ZIP Code prefix of SCF serving post office where mail is verified.)

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

Rate: 3/5 or Basic²

ADC

Bundles: Required if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a bundle not permitted.

Labels: Pink Label A or OEL.



ADC PHILADELPHIA PA 190
STD FLTS ADC NON BC
TOPEKA KS

Sacks: Required at 125 pieces or 15 pounds; smaller volume not permitted.

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

Rate: Basic

Mixed ADC

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

Labels: Tan Label X or OEL.



MXD KANSAS CITY MO 66340
STD FLTS NON BC WKG
TOPEKA KS

Sacks: Any remaining bundles placed in mixed ADC sacks.

Labels: For Line 1, use L009, Column B.

Rate: Basic

1. For nonidentical-weight pieces, see 345.5.5b.

2. Basic rate for any 3-digit sack for origin SCF not meeting 125-piece or 15-pound minimum. Rates are based on sack level.