

Special Standards

Periodicals—Automation Letters

707f

Quick Service
Guide

Related QSGs [707a, Periodicals General Information and Eligibility](#)
[201a, Designing Letters and Cards for Automated Processing](#)

Physical Standards (707.3) Maximum weight: 3.3 ounces.
For an overview of the physical standards for discount letters, see [Quick Service Guide 201](#).
For an overview of designing letters for automated processing, see [Quick Service Guide 201a](#).

Rates and Fees (707.1) Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.

- 5-Digit (optional): 150 or more pieces to the same 5-digit/scheme placed in a 5-digit/scheme tray.
- 3-Digit: 150 or more pieces to the same 3-digit/scheme placed in a 3-digit/scheme tray.
- Basic: 150 or more pieces to the same AADC placed in an AADC tray, and all remaining pieces placed in mixed AADC trays.

Destination entry discounts (DSCF and DADC) have additional standards (707.28).
Not all presort levels may be claimed in combination with other automation or destination entry discounts.
Ride-Along rate available for items eligible for Standard Mail (707.15).

Eligibility Standards (707.14) For authorized publications (e.g., magazines and newspapers) whose primary purpose is transmitting information. Periodicals must be issued at least four times a year at a stated frequency from a known office of publication and be formed of printed sheets. General and requester publications must have an established list of subscribers or requesters. All pieces within each mailing must be in the same processing category. Mailings eligible for automation discounts must contain automation-compatible (201.3) 100% delivery point barcoded (202.5) pieces, sorted as described below.
Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code.
For address standards, see 707.4; for barcode quality standards, see 708.4; and for CASS/MASS standards, see 708.3.
Addresses matched using CASS/MASS-certified process within 180 days before mailing.
All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures must meet the standards in 707.14.1.2.
Mailers can apply Repositionable Notes (“sticky notes”) for an additional charge of \$0.015. See 709.7.

Postage Payment and Documentation (707.16, 707.17) Advance deposit account(s) at the original and each additional entry post office, unless authorized under Centralized Postage Payment (CPP) (707.16.5).
Documentation:

- Postage statement: Form 3541, *Periodicals One Issue or One Edition* or approved facsimile.
- Supporting documentation: required by rates claimed, including marked copy. Documentation generated by PAVE-certified software or printed in standardized format.
- Form 3553 for address and barcode accuracy must be retained by mailer for 1 year (708.3.5.2).

Mail Preparation (707.24) See reverse for preparation and labeling.
1-foot or 2-foot trays used where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used).
Pink barcoded tray labels required (707.21).
Trays sleeved and strapped (707.20). See 707.20.1.5 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

Enter and Deposit (707.27) Deposit only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under 707.27.3.

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 (707.24)

5-Digit/Scheme

Trays: Optional, at least 150 pieces to same 5-digit ZIP Code or optional 5-digit scheme destination; bundling not permitted; only one overflow tray permitted per destination.

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

Rate: 5-Digit

3-Digit/Scheme

Trays: Required, at least 150 pieces to same 3-digit ZIP Code/scheme destination; bundling not permitted; only one overflow tray permitted per destination. (Exception: One less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code/scheme of origin post office.)

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

Rate: 3-Digit

AADC

Trays: Required, at least 150 pieces to same AADC; bundling not permitted; only one overflow tray permitted per destination. Pieces must be grouped by 3-digit ZIP Code prefix or 3-digit/scheme if applicable.

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

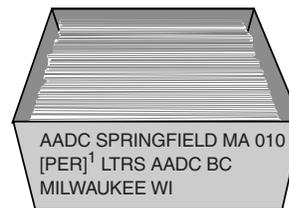
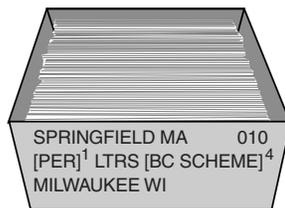
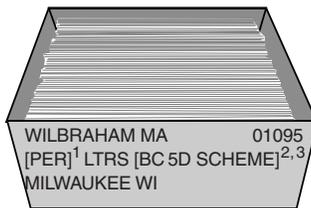
Rate: Basic

Mixed AADC

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

Barcoded Labels: For Line 1, use L011, Column B for destination facility (for BMC/ASF entry, use L010, Column B).

Rate: Basic



1. Use "NEWS" only if issued weekly or more frequently.
2. Use "5D BC" on 5-digit trays; use "BC 5D SCHEME" on 5-digit scheme trays.
3. For news 5-digit scheme trays, use "NEWS LTRS BC 5D SCHEME."
4. Use "3D BC" on 3-digit trays; use "BC SCHEME" on 3-digit scheme trays and, if applicable, as shown in L002, Column B, followed by the letter "A," "B," or "C."

Bundling not permitted in full trays. Bundling required in mailings consisting entirely of card-size pieces and for pieces placed in less-than-full 3-digit origin and mixed AADC trays.

Where overflow trays are permitted, they are required for required presort levels (707.24.2).