

Physical Standards (301)	Maximum weight: 13 ounces. For an overview of the physical standards for commercial flats, see Quick Service Guide 301 .
Prices and Fees (333.1.0)	For a complete list of commercial First-Class Mail prices, see Notice 123–Price List . Annual presort mailing fee applies.
Content (333.2.0)	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 (333.3.0)	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 95 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA ^{Link} , <i>FASTforward</i> , or the appropriate ancillary service endorsement under 507.1.0). For an overview of the First-Class Mail Move Update standards, see Quick Service Guide 230a . A certified process (233.3.6) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes. Pieces that are rigid, nonrectangular, or not uniformly thick must be prepared as parcels and pay parcel prices (433.1.3). Mailers can apply Repositionable Notes for an additional charge. See 705.23.0.
Postage Payment and Documentation (334)	Precanceled stamp (604.3.0), meter (604.4.0), or permit imprint (604.5.0). Additional standards apply to mailings of nonidentical-weight pieces. Documentation: <ul style="list-style-type: none">■ Postage statement: PS Form 3600-R, PS Form 3600-EZ, or approved facsimile.■ Supporting documentation: required unless correct price is affixed to each piece or unless each piece is of identical weight and separated by price 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 (302.3.0): “Presorted (or PRSRT) First-Class.” Use 2-inch tray labels (335.4.0). Flat trays capped (green side up) and secured with two straps (335.3.0). 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.

Bundling and Traying Sequence (335.5.0)**5-Digit**

Bundles: Required, pieces must be bundled if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a bundle not permitted.¹ Bundling not required if sufficient quantity to fill a 5-digit tray.

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



PHILADELPHIA PA 19118
FCM FLTS 5D NON BC
TOPEKA KS

Trays: Required, full trays only to same 5-digit ZIP Code; bundling not required if sufficient quantities to fill a 5-digit tray; less-than-full trays not permitted.

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

Price: Presorted

3-Digit

Bundles: Required, 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, 2}

Labels: Green Label 3 or OEL.



PHILADELPHIA PA 191
FCM FLTS 3D NON BC
TOPEKA KS

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.

Price: Presorted

ADC

Bundles: Required, pieces must be bundled if 10 or more pieces to same ADC (see [L004](#)); fewer than 10 pieces in a bundle not permitted.^{1, 2}

Labels: Pink Label A or OEL.



ADC PHILADELPHIA PA 190
FCM FLTS ADC NON BC
TOPEKA KS

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.

Price: Presorted

Mixed ADC

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

Labels: Tan Label X or OEL.



MXD TOPEKA KS 664
FCM FLTS NON BC WKG
TOPEKA KS

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

Labels: For Line 1, use [L201](#). For mail originating in 3-digit ZIP Codes in Column A, use "MXD" followed by city/state/3-digit ZIP Code in Column C.

Price: 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. Bundles may contain less than 10 pieces when there are at least 10 pieces to a destination and the bundle size would exceed the maximum size ([601.2.0](#)).
2. 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 ([601.2.0](#)).