

#### **Physical Standards (301)**

Maximum weight: 15 pounds.

For an overview of the physical standards for commercial flats, see [Quick Service Guide 301](#).

#### **Prices and Fees (363.1.0)**

For a complete listing of Bound Printed Matter prices — see [Notice 123–Price List](#).

Presorted, Carrier Route, and destination NDC (DNDC) prices: separate per piece and per pound charges based on weight and zone. Per pound charges must be calculated using a 1 pound minimum weight per piece, even if the pieces weigh less than 1 pound each. DSCF and DDU prices are not zoned. Destination entry discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF, or delivery unit (DDU) ([366](#)). DDU prices not available for flat-size pieces weighing 1 pound or less unless sorted to carrier route.

Barcoded discount: Applies to BPM flat-size pieces that bear a delivery point POSTNET barcode or an Intelligent Mail barcode encoded with the correct delivery point routing code ([363.6.0](#)). Discount is not available for Presorted DDU or carrier route prices.

No annual mailing fee; however, there is an annual destination entry mailing fee.

#### **Content (363.3.0)**

Bound Printed Matter is typically catalogs, directories, books, and other printed material that weighs up to 15 pounds and meets content eligibility standards in [363.3.0](#). Contents must:

- Consist of advertising, promotional, directory, or editorial material (or any combination of these).
- Be securely bound by permanent fastening.
- Consist of sheets of which at least 90% are imprinted by any process other than handwriting or typewriting with letters, characters, figures, or images (or any combination of these).
- Not have the nature of personal correspondence.
- Not be stationery (e.g., pads of blank printed forms).

#### **Eligibility Standards (363.4.0)**

Eligible mailings must meet the following minimum pieces:

- 300 pieces for Presorted and Carrier Route.
- 50 pieces for barcoded.
- No minimum for nonpresorted.

Each piece must include complete delivery address with correct ZIP Code or ZIP+4 code. Return address required for pieces with ancillary service endorsement or extra services.

For Presorted prices, a certified process ([363.4.3](#)) must be used within 12 months before mailing to ensure the accuracy of 5-digit ZIP Codes.

For Carrier Route price, carrier route information must be updated using CASS-certified process within 90 days before mailing ([363.5.0](#)).

For barcode flat discount: see address standards in [363.5.0](#), barcode quality standards in [708.4.0](#), and CASS/MASS standards in [708.3.0](#). Addresses matched using a CASS/MASS-certified process within 180 days before mailing date. Pieces must be prepared under [365.7.0](#).

Rigid, nonrectangular, and pieces that are not uniformly thick must be prepared as parcels and pay parcel prices based on weight and zone ([363.1.0](#)).

#### **Postage Payment (364)**

Permit imprint ([604.5.0](#)).

Postage statement: [PS Form 3605-R](#) or approved facsimile.

#### **Mail Preparation (365)**

Price markings:

- Presorted price: “Bound Printed Matter” or “BPM” and either “Presorted” or “PRSRT.”
  - Carrier Route price: “Bound Printed Matter” or “BPM” and either “Carrier Route Presort” or “CAR-RT SORT.”
- Mark each piece in the postage area. For optional marking locations, see [302.3.3](#).

Pieces must be separated by zones when presented unless authorized under [705](#).

#### **Enter and Deposit (366)**

Generally at the Post Office where permit is held. For destination entry, see [366.3.0](#) – [366.6.0](#).

## Bundling and Sacking Sequence Presorted Flats (365.5.0)

### 5-Digit/Scheme<sup>1</sup>

**Bundles:** Scheme bundles required for 5-digit ZIP Codes in L007. Required at 10 pieces or 10 pounds; smaller volumes not permitted.<sup>2</sup> Maximum weight 20 pounds or, if placed in 5-digit sack, 40 pounds.

**Labels:** Red Label 5 SCH, Red Label 5, or optional endorsement line (OEL) (708.7.0).

### 3-Digit/Scheme<sup>1</sup>

**Bundles:** Scheme bundles required for 3-digit ZIP Codes in L008. Required at 10 pieces or 10 pounds; smaller volumes not permitted.<sup>2</sup> Maximum weight 20 pounds.

**Labels:** Green Label 3 SCH, Green Label 3, or OEL.

### ADC

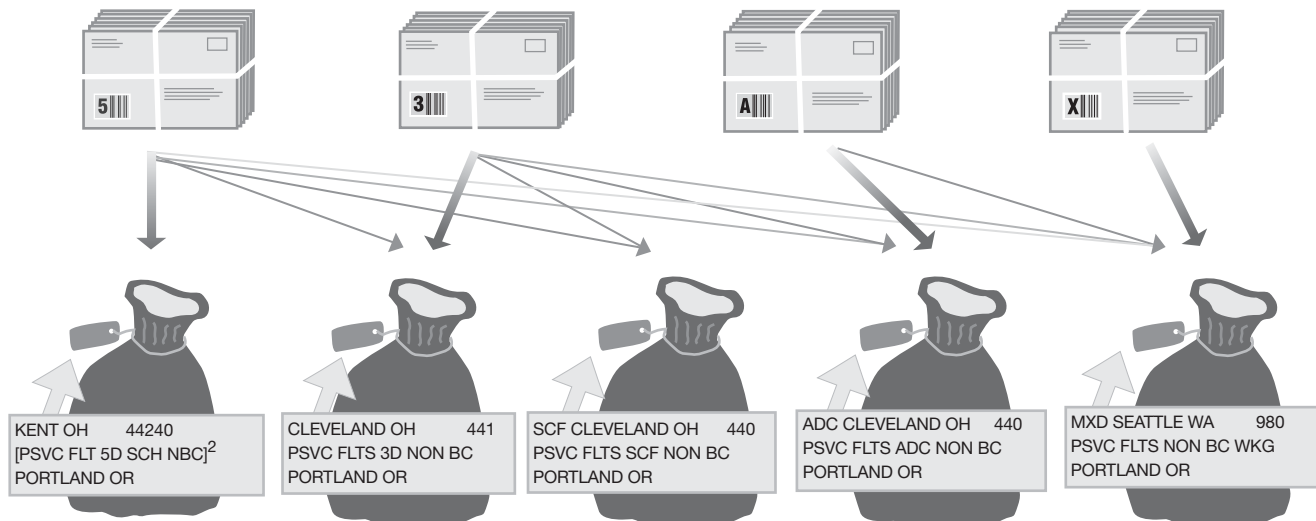
**Bundles:** Required at 10 pieces or 10 pounds; smaller volumes not permitted.<sup>2</sup> Maximum weight 20 pounds.

**Labels:** Pink Label A or OEL.

### Mixed ADC

**Bundles:** Required with no minimum. Maximum weight 20 pounds.

**Labels:** Tan Label X or OEL.



### 5-Digit/Scheme<sup>1</sup>

**Sacks:** Required at 20 addressed pieces or 20 pounds, smaller volumes not permitted.

**Labels:** <sup>3</sup> Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme sacks, use "PSVC FLT 5D SCH NBC." For 5-digit sacks, use "PSVC FLTS 5D NON BC."

### 3-Digit

**Sacks:** Required at 20 addressed pieces or 20 pounds, smaller volumes not permitted.

**Labels:** For Line 1, use L002, Column A. For Line 2, use "PSVC FLTS 3D NON BC."

### SCF

**Sacks:** Optional at 20 addressed pieces or 20 pounds, smaller volumes not permitted.

**Labels:** For Line 1, use L005, Column B. For Line 2, use "PSVC FLTS SCF NON BC."

### ADC

**Sacks:** Required at 20 addressed pieces or 20 pounds, smaller volumes not permitted.

**Labels:** For Line 1, use L004, Column B. For Line 2, use "PSVC FLTS ADC NON BC."

### Mixed ADC

**Sacks:** Required with no minimum.

**Labels:** For Line 1, use L009, Column B. For Line 2, use "PSVC FLTS NON BC WKG."

Each bundle (except mixed ADC bundles) must contain at least two addressed pieces. For Bound Printed Matter flat-size pieces claiming a barcode discount, see page four.

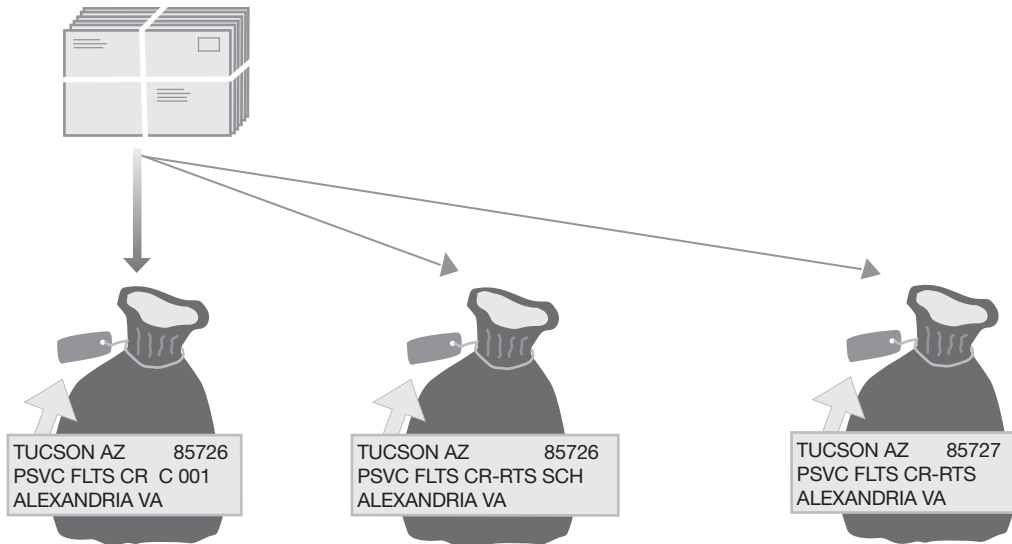
- For mailings consisting entirely of pieces meeting the automation-compatibility standards in 301.3.0 pieces must be prepared in 5-digit scheme and 3-digit scheme bundles and 5-digit scheme sacks. Mailers must prepare all possible 5-digit scheme bundles and 5-digit scheme sacks before preparing 5-digit bundles and 5-digit sacks. All possible 3-digit scheme bundles must be prepared before preparing 3-digit bundles. 5-digit bundles of flats placed in 5-digit sacks may weigh a maximum of 40 pounds.
- Bundles may contain less than the 10 piece or 10 pound minimum if the bundle size would exceed the maximum size (365.2.3).
- for 5-digit scheme sacks, use "PSVC FLT 5D SCH NBC," for 5-digit sacks, use "PSVC FLTS 5D NON BC."

**Bundling and Sacking Sequence Carrier Route Flats (365.6.0)**

**Bundles:**<sup>1</sup> Required at 10 addressed pieces or 10 pounds for an individual carrier route, smaller volumes not permitted.<sup>1</sup> Maximum weight 40 pounds. Each bundle must contain at least two addressed pieces except for the last bundle to each carrier route destination under 601.2.5.

**Labels:** Facing slip (601.2.15), optional endorsement line (708.7.0), or carrier route information line (708.8.0).

**Price:** Carrier Route.



**Carrier Route**

**Sacks:** Required at 20 addressed pieces or 20 pounds, smaller volumes not permitted.

**Labels:** For Line 1, use 5-digit ZIP Code destination of bundles. For Line 2, use "PSVC FLTS CR" followed by the route type and number.

**5-Digit Scheme Carrier Routes**

**Sacks:** Required, no minimum.

**Labels:** For Line 1, use L001, Column B. For Line 2, use "PSVC FLTS CR-RTS SCH."

**5-Digit Carrier Routes**

**Sacks:** Required, no minimum.

**Labels:** For Line 1, use 5-digit ZIP Code destination of bundles. For Line 2, use "PSVC FLTS CR-RTS."

1. Bundles may contain less than the 10 piece or 10 pound minimum if the bundle size would exceed the maximum size (365.2.3).

### Bundling and Sacking Sequence Barcoded Flats (365.7.0)

#### 5-Digit/Scheme<sup>1</sup>

**Bundles:** Scheme bundles required for 5-digit ZIP Codes in L007. Required at 10 pieces or 10 pounds; smaller volumes not permitted;<sup>2</sup> maximum weight 20 pounds.

**Labels:** Red Label 5 SCH, Red Label 5, or optional endorsement line (OEL) (708.7.0).

#### 3-Digit/Scheme<sup>1</sup>

**Bundles:** Scheme bundles required for 3-digit ZIP Codes in L008. Required at 10 pieces or 10 pounds; smaller volumes not permitted;<sup>2</sup> maximum weight 20 pounds.

**Labels:** Green Label 3 SCH, Green Label 3, or OEL.

#### ADC

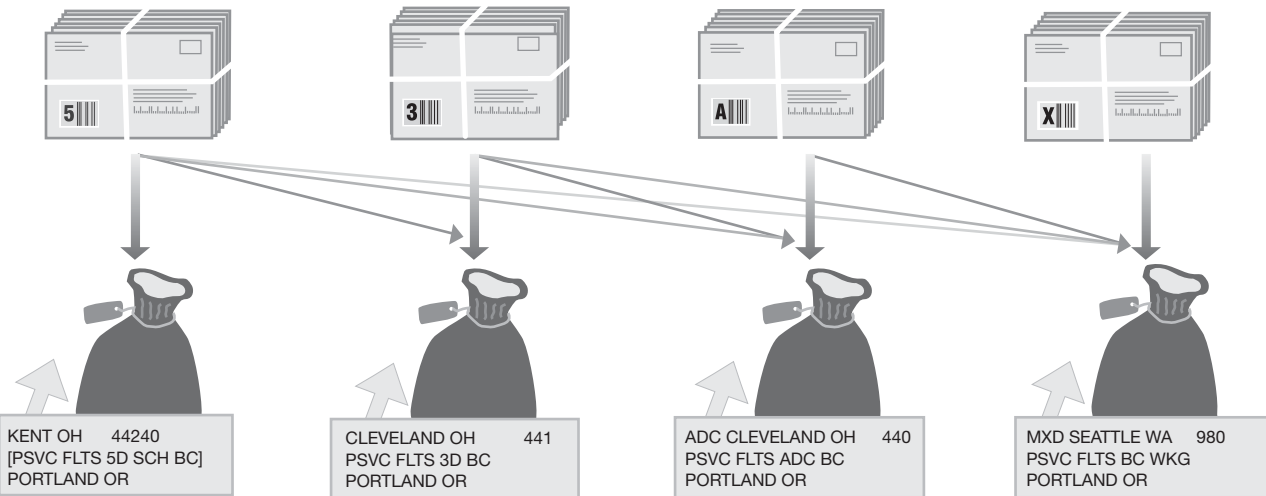
**Bundles:** Required at 10 pieces or 10 pounds; smaller volumes not permitted;<sup>2</sup> maximum weight 20 pounds.

**Labels:** Pink Label A or OEL.

#### Mixed ADC

**Bundles:** Required with no minimum. Maximum weight 20 pounds.

**Labels:** Tan Label X or OEL.



#### 5-Digit/Scheme

**Sacks:** Required at 20 addressed pieces.

**Barcoded Labels:** Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme, use "PSVC FLTS 5D SCH BC." For 5-digit sacks, use "PSVC FLTS 5D BC."

#### 3-Digit

**Sacks:** Required at 20 addressed pieces (except for optional bundles with 3-digit ZIP Code prefixes indicated by an "N" in L002).

**Barcoded Labels:** For Line 1, use L002, Column A, for destination facility. For Line 2, use "PSVC FLTS 3D BC."

#### ADC

**Sacks:** Required at 20 addressed pieces.

**Barcoded Labels:** For Line 1, use L004, Column B for destination facility. For Line 2, use "PSVC FLTS ADC BC."

#### Mixed ADC

**Sacks:** Required, no minimum for any remaining bundles placed in mixed ADC sacks.

**Barcoded Labels:** For Line 1, use L009, Column B. For Line 2, use "PSVC FLTS BC WKG."

Price is based on type of bundle regardless of sack in (or pallet on) which it is placed.

1. Mailers must prepare all possible 5-digit scheme bundles and 5-digit scheme sacks before preparing 5-digit bundles and 5-digit sacks. All possible 3-digit scheme bundles must be prepared before preparing 3-digit bundles.
2. Bundles may contain less than the 10 piece or 10 pound minimum if the bundle size would exceed the maximum size (365.2.8).