

Related QSGs [301a, Designing Flats for Automated Processing](#)
[703, Standard Mail Nonprofit Eligibility](#)

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

Prices and Fees (343.1.0) For a complete list of commercial Standard Mail prices, see [Notice 123–Price List](#).
Destination 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) ([346.2.0](#)).

Annual presort mailing fee applies.

Content (343.2.0) Flats containing mailable 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 ([703.1.0](#)).

Eligibility Standards (343.7.0) Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces) must be automation compatible ([301.3.0](#)), bear an Intelligent Mail barcode ([708.4.0](#)), and be sorted and marked as described below. Pieces are eligible if not required to be mailed at First-Class Mail prices or not eligible for Periodicals prices. Nonprofit prices require specific authorization ([703.1.0](#)).

Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code.

For address standards, see [343.7.4](#); for barcode quality standards, see [708.4.0](#); and for CASS/MASS standards, see [708.3.0](#). Addresses must be matched using a CASS/MASS-certified process within 180 days before mailing date.

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and metered reply mail) provided as enclosures must meet the standards in [201.3.18](#).

Rigid, nonrectangular, and pieces that are not uniformly thick must be prepared as parcels pieces and pay parcel prices ([343.3.2.1](#)).

Mailers can apply Repositionable Notes for an additional charge. See [705.22.0](#).

Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA^{Link}, or the appropriate ancillary service endorsement (except Forwarding Service Requested) under [507.1.5.3](#)). For an overview of the Move Update standards, see [Quick Service Guide 230a](#).

Postage Payment and Documentation (344) 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:

■ Postage statement:

■ **Regular:** [PS Form 3602-R](#) or approved facsimile.

■ **Nonprofit:** [PS Form 3602-N](#) or approved facsimile.

■ [PS Form 3553](#) must be retained by mailer for 1 year ([708.3.5.2](#)).

■ 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 (345.7.0) Marking on each piece in the postage area ([302.3.0](#)):
■ **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”
■ **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”
Marking on each piece prepared to FSS zones ([705.14.0](#))

Use of the “AUTO” marking is optional.

Barcoded sack labels required ([345.4.0](#)).

Palletization is preferred (see [Quick Service Guide 705d](#)).

Any mailing job that contains comailed bundles of Presorted flats and bundles of automation flats must be prepared using [705.9.0](#) or [705.11.0](#).

Mailpieces intended for delivery to FSS zones must be prepared under [705.14.0](#).

Enter and Deposit (346) Mailing entered at an acceptance point designated by USPS.

Preparation

Bundling and Sacking Sequence (345.7.0)

5-Digit/Scheme¹

Bundles: Scheme bundles required for 5-digit ZIP Codes in [L007](#). Required with 15 or more pieces for mailings containing pieces weighing 5 ounces or less. Required with 10 or more pieces for mailings containing pieces weighing more than 5 ounces. Fewer pieces in a bundle not permitted.²

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

Price: 5-Digit

3-Digit/Scheme¹

Bundles: Scheme bundles required for 3-digit ZIP Codes in [L008](#). Required if 10 or more pieces to the same 3-digit/scheme; fewer than 10 pieces in a bundle not permitted.²

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

Price: 3-Digit

ADC

Bundles: Required if 10 or more pieces to same ADC (see [L004](#)); fewer than 10 pieces in a bundle not permitted.²

Labels: Pink Label A or OEL.

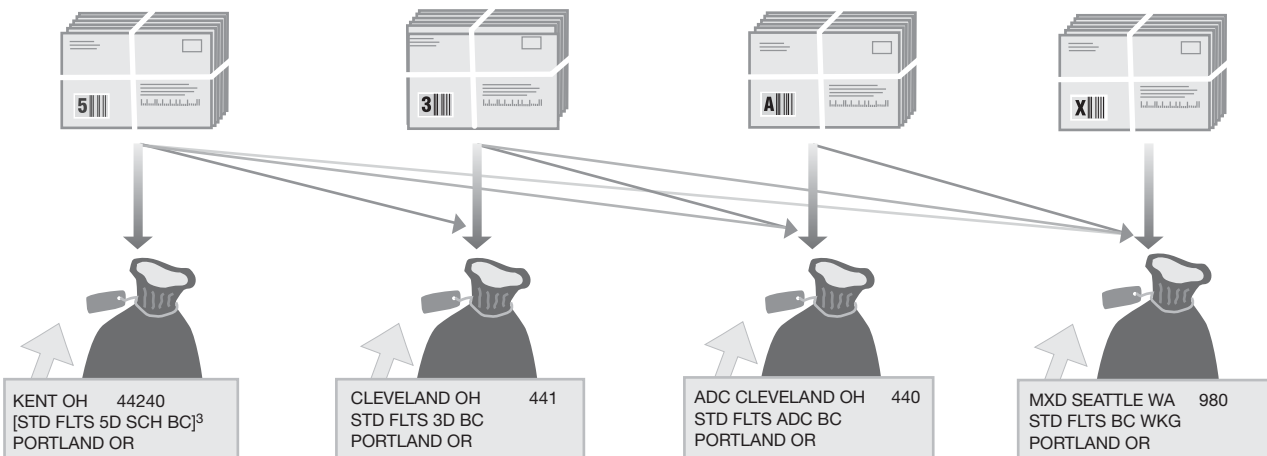
Price: ADC

Mixed ADC

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

Labels: Tan Label X or OEL.

Price: Mixed ADC



5-Digit/Scheme³

Sacks: Required at 125 pieces or 15 pounds to the same 5-digit/scheme; smaller quantities not permitted.

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 sacks, use "STD FLTS 5D SCH BC." For 5-digit sacks, use "STD FLTS 5D BC."

3-Digit

Sacks: Required at 125 pieces or 15 pounds of pieces to the same 3-digit ZIP Code; smaller quantities not permitted.

Exception: After preparing all required sacks, prepare a sack for any remaining bundles for each 3-digit ZIP Code of SCF serving Post Office where mail is verified.

Barcoded Labels: For Line 1, use [L002](#), Column A, for destination facility.

ADC

Sacks: Required at 125 pieces or 15 pounds to the same ADC; smaller quantities not permitted.

Barcoded Labels: For Line 1, use [L004](#), Column B, for destination facility.

Mixed ADC

Sacks: Required for any remaining bundles placed in mixed ADC sacks.

Barcoded Labels: For Line 1, use [L009](#), Column B.

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. Mailers must prepare all possible 3-digit scheme bundles before preparing 3-digit bundles and 3-digit sacks.
2. Bundles may contain less than the 10 or 15 piece minimums when there are at least the minimum number of pieces to a destination and the bundle size would exceed the maximum size ([601.2.12](#)).
3. Use "STD FLTS 5D SCH BC" on 5-digit scheme sacks; use "STD FLTS 5D BC" on 5-digit sacks.