

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

**Physical
Standards
(201)**

Minimum weight: 6 ounces (3.5 ounces for parcels prepared under [201.7.5.2](#)).

Maximum weight: less than 16 ounces.

For an overview of the physical standards for commercial parcels, see [Quick Service Guide 201e](#).

**Prices and Fees
(243.1.0)**

For a complete listing of commercial Standard Mail prices, see [Notice 123–Price List](#).

Unless prepared in 5-digit/scheme containers, Standard Mail machinable parcel pieces must bear an Intelligent Mail package barcode (IMpb). Standard Mail parcels prepared in 5-digit/scheme containers may optionally use and IMb in lieu of an IMpb (and a Mail.dat or Mail.XML file will be accepted in lieu of a Shipping Service File) ([708.5.0](#)).

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF (5-digit and SCF), or delivery unit (5-digit only) under [246](#).

Annual presort mailing fee applies.

**Content
(243.2.0)**

Pieces are eligible if not required to be mailed at First-Class Mail prices or not authorized for Periodicals prices. Nonprofit prices require specific authorization ([703.1.0](#)).

**Eligibility
Standards
(243.3.0)**

Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. Machinable parcels ([201.7.5](#)) and irregular parcels ([201.7.6](#)) may not be combined in the same mailing.

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.

Mail prepared using an extra service must bear a return address and an ancillary service endorsement that results in the return of the mailpiece if undeliverable ([243.4.5](#)).

Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOALink, 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 602a](#).

**Postage
Payment and
Documentation
(244)**

Meter ([604.4.0](#)), or permit imprint ([604.5.0](#)).

Documentation:

■ Postage statement:

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

Nonprofit: [PS Form 3602-N](#) 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.

Additional standards apply to mailings of nonidentical-weight pieces.

**Mail Preparation
(245)**

Marking on each piece in the postage area ([202.3.0](#)):

■ **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”

■ **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”

For barcode placement, see [202.6.0](#).

For use of detached address labels with merchandise samples more than 5 inches wide (high) or 1/4 inch thick, or nonuniform in thickness, see [602.4.0](#).

**Enter and
Deposit
(246)**

Mailing entered at an acceptance point designated by USPS.

Machinable Sacking Sequence—when entered at Origin (245.11.3)



NDC KANS KS 64399
STD MACH NDC
TOPEKA KS

Origin NDC

Sacks: Required, no minimum.

Labels: For Line 1, use [L601](#), Column B.¹ For Line 2, "STD MACH NDC."

Price: Mixed NDC



MXD NDC KANS CITY KS 64399
STD MACH WKG
TOPEKA KS

Mixed NDC

Sacks: Required, no minimum for all remaining mail.

Labels: For Line 1, "MXD" followed by [L601](#), Column B information for the NDC serving the 3-digit ZIP Code prefix of the entry Post Office. For Line 2, "STD MACH WKG."

Price: Mixed NDC

1. For DNDC price eligibility, see [246.3.0](#).

For DDU and DNDC price eligibility and preparation see [DMM 240](#).