

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

**Physical
Standards
(201)**

Maximum weight: less than 16 ounces.

Maximum dimensions: 12 inches in length; 9 inches in height, and 2 inches in thickness.

For an overview of other physical standards for Marketing 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, Marketing 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)**

Marketing parcels containingailable items not required to be sent using First-Class Mail can be sent using Standard Mail. Standard Mail Marketing parcels are typically used for advertisements, flyers, catalogs, and product samples. Additional content restrictions must be met for authorized nonprofit mailers ([703.1.0](#)).

**Eligibility
Standards
(243)**

Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. All pieces must meet the physical standards for parcels in ([201](#)). 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 include a complete delivery address with correct ZIP Code or ZIP+4 code, but using an alternative addressing format ([602.3.0](#)).

A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

**Postage
Payment and
Documentation
(244)**

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.

■ 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
(245)**

Markings:

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

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

For pallet preparation, see [705.8.0](#).

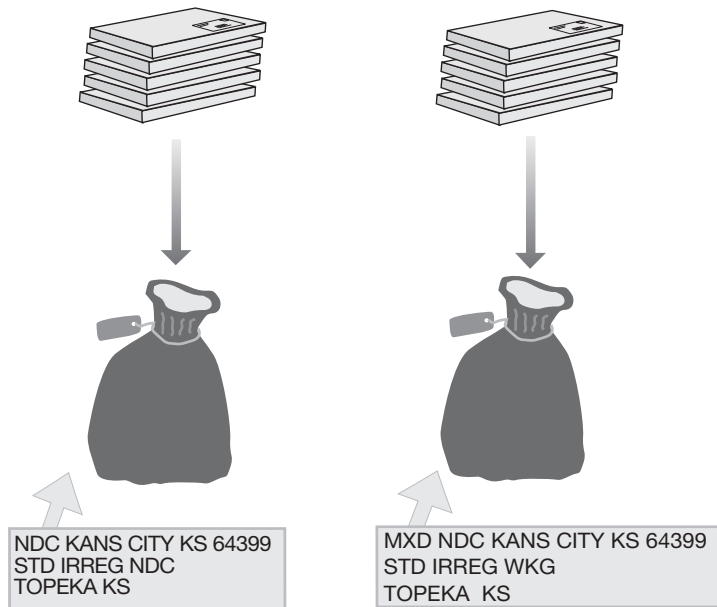
Prepared in sacks (unless palletized). Palletization is preferred, see [Quick Service Guide 705d](#).

**Enter and
Deposit
(246)**

Mailing entered at an acceptance point designated by USPS.

Preparation

Sacking Sequence for Pieces Less Than 6 Ounces—when entered at Origin (245.11.4)



Origin NDC

Sacks: Required, no minimum.

Labels: For Line 1, use [L601](#), Column B. For For Line 2, use “STD IRREG NDC.”

Price: Mixed NDC.

Mixed NDC

Sacks: Required, no minimum for all remaining mail.

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

Price: Mixed NDC

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

Sacking Sequence for Pieces 6 Ounces or More—when entered at Origin (245.11.3)



Origin NDC

Sacks: Required, no minimum.

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

Price: Mixed NDC.

Mixed NDC

Sacks: Required, no minimum for all remaining mail.

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

Price: Mixed NDC.

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

240k

Quick Service
Guide

Commercial Parcels
Standard Mail Marketing Parcels

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