### **Commercial Parcels**

### First-Class Package Service—Presorted Parcels



Quick Service Guide

# Physical Standards

Maximum weight: 13 ounces, except for commercial plus presorted machinable parcels which must weigh less than 16 ounces.

(201)

For an overview of the physical standards for commercial parcels, see Quick Service Guide 201e.

### Prices and Fees (283.1.0)

There are two categories of prices for First-Class Package Service commercial parcels: commercial base and commercial plus. For a complete list of commercial First-Class Package Service prices, see Notice 123–Price List.

Annual presort mailing fee applies.

# Content (283.2.0)

First-Class Package Service may be used for any mailable item including advertisements and lightweight merchandise, except that parcels mailed at commercial base prices are not sealed against inspection and may not contain documents or personal correspondence, except that such parcels may contain invoices, receipts, incidental advertising, and other documents that relate in all substantial respects to merchandise contained in the parcels.

#### Eligibility Standards (283.3.0)

Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must meet the physical standards for parcels (201).

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 method (e.g., ACS, NCOA<sup>Link</sup>, or the appropriate ancillary service endorsement except Forwarding Service Requested, under 507.1.5). For an overview of the Move Update standard, see Quick Service Guide 602a.

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

A surcharge applies for parcels with the following characteristics:

- Unless prepared in 5-digit/scheme containers, a surcharge applies for presorted parcels that are irregularly shaped, such as rolls, tubes, and triangles.
- Nonpresorted parcels must include a unique Intelligent Mail package barcode (IMpb) with a postal routing code to avoid being assessed an IMpb non-compliance fee.

#### Postage Payment and Documentation (284)

IBI meter or PC Postage (604.3.0), or permit imprint (604.5.0) for parcels mailed at commercial base prices. PC Postage or permit imprint for parcels mailed at commercial plus prices.

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

- Postage statement: PS Form 3600-R.
- 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 (285)

Marking on each piece in the postage area: "Presorted (or PRSRT) First-Class Package (or PKG)." For optional locations, see 202.3.4.

Parcels claiming commercial base prices must also be marked: "CommercialBasePrice"; except for parcels mailed with permit imprint postage. All parcels claiming commercial plus prices must be marked "CommercialPlusPrice." See 202.3.3 for allowable abbreviations.

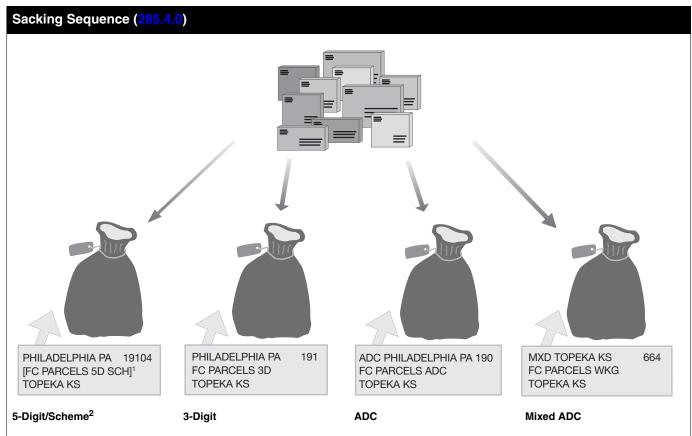
#### Enter and Deposit (286)

Mailing entered at an acceptance point designated by USPS.



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#### **Preparation**



**Sacks:** Optional, but required for price. 10 or more pounds of pieces to same 5-digit/scheme; less than 10 pounds in a sack not permitted.

Labels: Line 1: For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme sacks, use "FC PARCELS 5D SCH." For 5-digit sacks, use "FC PARCELS 5D."

Price: 5-Digit

Sacks: Optional, but required for price. 10 or more pounds of pieces to same 3-digit ZIP Code prefix; less than 10 pounds in a sack not permitted.

(Exception: After all full sacks are prepared, one less-thanfull sack must be prepared for any remaining pieces for each 3-digit ZIP Code prefix of SCF serving post office where mail is verified.)

**Labels:** For Line 1, use L002, Column A, for destination facility.

Price: 3-Digit or ADC<sup>3</sup>

Sacks: Required if 10 or more pounds of pieces to same ADC (see L004); less than 10 pounds in a sack not permitted.

**Labels:** For Line 1, use L004, Column B for destination facility.

Price: ADC

Sacks: Required for any remaining pieces. Pieces must be placed in mixed ADC sacks; only one less-than-full sack 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: Single-Piece

- 1. For 5-digit scheme sacks, use "FC PARCELS 5D SCH." For 5-digit sacks, use "FC PARCELS 5D."
- 2. All possible 5-digit scheme sacks must be prepared, then all possible 5-digit sacks.
- 3. Origin 3-digit sacks with less than 10 pounds will pay the ADC price.