Related QSG

707a, Periodicals General Information and Eligibility

Physical Standards (201, 707.3.0)

Maximum weight: 3.5 ounces
For an overview of the physical standards for commercial letters, see Quick Service Guide 201.

Prices and Fees (707.1.0)

Prices include piece charges, pound prices (advertising and nonadvertising), and applicable discounts.
Carrier Route, 5-digit, 3-digit/SCF, and ADC and Mixed ADC prices are available; Outside-County prices apply; In-County prices apply to all eligible In-County copies.

In-County Prices:
In-County prices include piece prices, pound prices (DDU and other), and DDU discount.

Outside-County Prices:
Pound Prices—Advertising pounds based on destination entry and zone. Nonadvertising pounds based on destination entry and all other zones.
Piece Prices—Based on the bundle level (six or more pieces). Firm bundles pay a separate firm piece price.
Bundle Prices—Based on container and bundle level. Firm bundles pay a separate firm bundle price. Bundle prices do not apply to unbundled pieces prepared in full trays.
For bundles and containers with both In-County and Outside-County pieces, mailers do not pay the bundle or container charges for carrier route, 5-digit carrier routes, and 5-digit/scheme bundles, and pallets.
Container Prices—Based on the container type, container level, and entry. For mailings prepared in trays, mailers pay the container price for each tray based on container level and entry

- For mailings prepared on pallets (705.8.0): For trays on pallets, mailers pay the container price for each tray, and not for the pallets. The container price for each tray is based on the tray level and where the pallet is entered.
- For trays with both In-County and Outside-County pieces, mailers do not pay the container charges for carrier route, 5-digit carrier routes, and 5-digit/scheme trays.

Destination entry prices (DDU, DSCF, DADC, and DNDC) have additional standards (707.29.0). The mail must be addressed for delivery within that facility's service area.
Ride-Along price of $0.165 available for items up to 3.3 ounces (or not more than the weight of the host publication) eligible as Standard Mail (707.15.0).

Eligibility Standards (707.12.0, 707.13.0)

For authorized publications whose primary purpose is transmitting information. Periodicals must be issued at least four times a year at a stated frequency from a known office of publication and be formed of printed sheets. General publications must have a legitimate list of subscribers, and Requester publications must have a legitimate list of requesters or subscribers. All pieces within each mailing must be in the same processing category.
Carrier route: carrier route information updated using CASS-certified process or another Address Information System product containing carrier route information within 90 days before mailing (707.13.0).
A certified process used at least once a year to ensure accuracy of 5-digit ZIP Codes for other than carrier route pieces (707.12.4).
Mailers can apply Repositionable Notes for an additional charge of $0.015 for Outside County and $0.005 for In-County. See 705.22.0.

Postage Payment and Documentation (707.16.0, 705.19.0)

Advance deposit account(s) at original and each additional entry Post Office, unless authorized under Centralized Postage Payment (CPP) (707.16.5).
Documentation:

- Postage statement: PS Form 3541, Periodicals One Issue or One Edition, or approved facsimile.
- Supporting documentation: required for prices claimed, including marked copy. Documentation generated by PAVE-certified software or printed in standardized format.

Mail Preparation (707.22.0, 707.23.0)

Bundles for individual carrier routes must be prepared with facing slips under 601.2.0, optional endorsement lines under 708.7.0, or carrier route information lines under 708.8.0.
1-foot or 2-foot trays used where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used).
Use 2-inch pink tray labels (707.21.0).
Trays sleeved and strapped (707.20.0). See 707.20.1.4 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

Enter and Deposit (707.28.0)

Only at authorized original and additional entry Post Office(s), unless authorized exceptional dispatch under 707.28.3.

Preparation

Bundling and Traying Sequence (707.22.0)

See next page for carrier route preparation.

5-Digit

Bundles: Required, bundling not required in full trays. Pieces must be bundled if 6 or more pieces to same 5-digit ZIP Code; fewer than 6 pieces in a bundle not permitted. See 707.22.3 for optional firm bundles.

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

3-Digit[1]

Bundles: Required, pieces must be bundled if 6 or more pieces to same 3-digit ZIP Code prefix; fewer than 6 pieces in a bundle not permitted.

Labels: Green Label 3 or OEL.

ADC

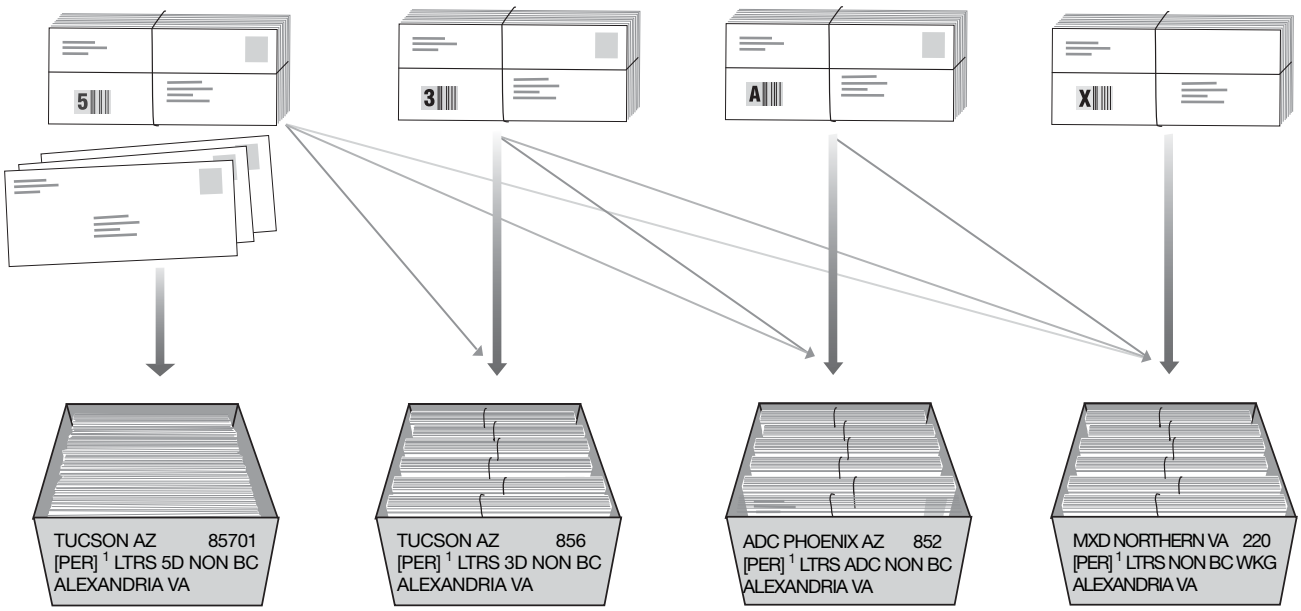
Bundles: Required, 6 or more pieces to same ADC (L004); fewer than 6 pieces in a bundle not permitted.

Labels: Pink Label A or OEL.

Mixed ADC

Bundles: Required, any remaining pieces must be bundled in mixed ADC bundles.

Labels: Tan Label X or OEL.



Trays: Required at 24 pieces; optional with one 6-piece bundle.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS") and "LTRS 5D NON BC."

Price: [2]

Trays: Required at 24 pieces; optional with one 6-piece bundle. One less-than-full tray must be prepared for any remaining bundles for each 3-digit ZIP Code prefix of SCF serving entry post office.

Labels: For Line 1, use L002, Column A; for Line 2, "PER" (or "NEWS") and "LTRS 3D NON BC."

Price: [2]

Trays: Required at 24 pieces; optional with one 6-piece bundle.

Labels: For Line 1, use L004, Column B. For Line 2, "PER" (or "NEWS") and "LTRS ADC NON BC."

Price: [2]

Trays: Required, no minimum for any remaining bundles; only one less-than-full tray permitted.

Labels: For Line 1, use MXD, followed by origin facility in L011, Column B for Line 2, "PER" (or "NEWS") and "LTRS NON BC WKG."

Price: [2]

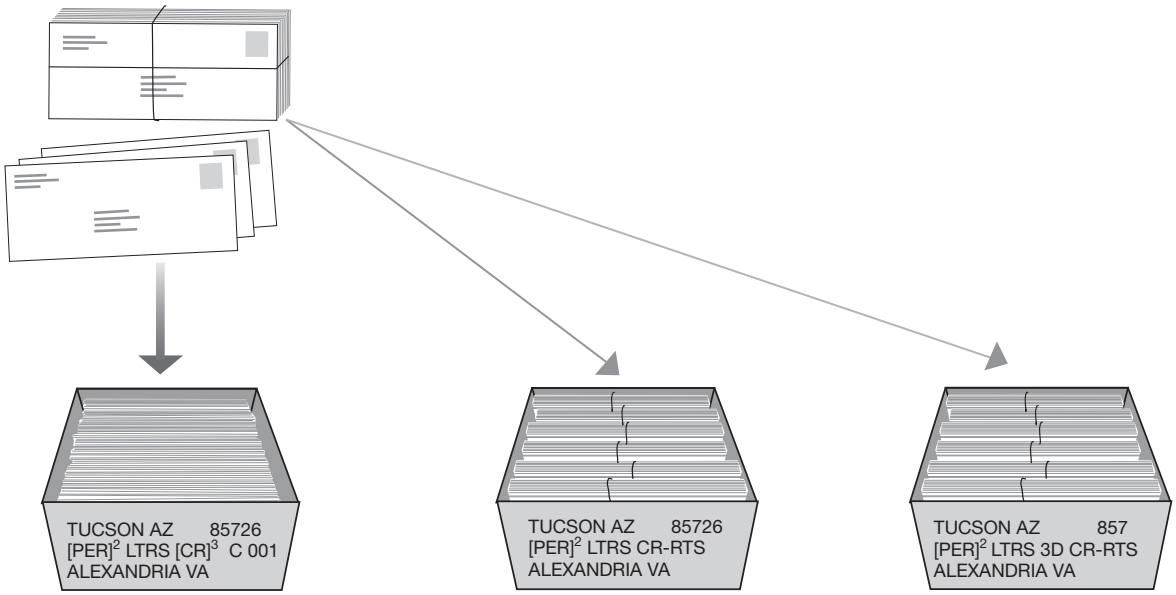
1. Use "NEWS" if issued weekly or more frequently.
2. For prices, see Notice 123–Price List, .

Optional Carrier Route Preparation (707.23.0)

Bundles: Six or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit), prepared in line-of-travel or walk sequence, must be prepared in bundles. Fewer than 6 pieces in a bundle not permitted. See 707.22.5 for optional firm bundles.

Labels: Facing slip (601.2.0), optional endorsement line (708.7.0), or carrier route information line (708.8.0).

Price: Saturation, High Density, Basic Carrier Route[1]



Carrier Route

Trays: Required at 24 pieces; optional with one 6-piece bundle.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, “PER” (or “NEWS”), “LTRS,” and route marking as appropriate; for saturation, “WSS” and route type and number; for high density, “WSH” and route type and number; or for basic, “CR” and route type and number.

5-Digit Carrier Routes

Trays: Required if full tray, optional with one 6-piece bundle; only one less-than-full tray permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, “PER” (or “NEWS”) and “LTRS CR-RTS.”

3-Digit Carrier Routes

Trays: Optional with one 6-piece bundle for each of two or more 5-digit areas.

Labels: For Line 1, use city, state, and 3-digit ZIP Code prefix shown in L002, Column A. For Line 2, “PER” (or “NEWS”) and “LTRS 3D CR-RTS.”

1. Basic price for bundles of fewer than 6 pieces.
2. Use “NEWS” if issued weekly or more frequently.
3. Use “WSS” for Saturation, “WSH” for High Density, or “CR” for Basic Carrier Route.

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