

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](#).