## **Commercial Flats** Bound Printed Matter Flats



Physical Standards (201)	Maximum weight: 15 pounds. For an overview of the physical standards for commercial flats, see Quick Service Guide 201c.
Prices and Fees (263.1.0)	<ul> <li>For a complete listing of Bound Printed Matter prices — see Notice 123–Price List.</li> <li>Presorted, Carrier Route, and destination NDC (DNDC) prices: separate per piece and per pound charges based on weight and zone. Per pound charges must be calculated using a 1 pound minimum weight per piece, even if the pieces weigh less than 1 pound each. DSCF, DFSS and DDU prices are not zoned. Destination entry discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF, FSS or delivery unit (DDU) (266). DDU prices not available for flat-size pieces weighing 1 pound or less unless sorted to carrier route.</li> <li>No annual mailing fee; however, there is an annual destination entry mailing fee.</li> </ul>
Content (263.3.0)	<ul> <li>Bound Printed Matter is typically catalogs, directories, books, and other printed material that weighs up to 15 pounds and meets content eligibility standards in 263.3.0. Contents must:</li> <li>Consist of advertising, promotional, directory, or editorial material (or any combination of these).</li> <li>Be securely bound by permanent fastening.</li> <li>Consist of sheets of which at least 90% are imprinted by any process other than handwriting or typewriting with letters, characters, figures, or images (or any combination of these).</li> <li>Not have the nature of personal correspondence.</li> <li>Not be stationery (e.g., pads of blank printed forms).</li> </ul>
Eligibility Standards (263.4.0)	<ul> <li>Eligible mailings must meet the following minimum pieces:</li> <li>300 pieces for Presorted and Carrier Route.</li> <li>50 pieces for barcoded.</li> <li>No minimum for nonpresorted.</li> <li>Each piece must include complete delivery address with correct ZIP Code or ZIP+4 code. Return address required for pieces with ancillary service endorsement or extra services.</li> <li>For Presorted prices, a certified process (263.4.3) must be used within 12 months before mailing to ensure the accuracy of 5-digit ZIP Codes.</li> <li>For Carrier Route price, carrier route information must be updated using CASS-certified process within 90 days before mailing (263.5.0).</li> <li>Rigid, nonrectangular, and pieces that are not uniformly thick must be prepared as parcels and pay parcel prices based on weight and zone (263.1.0).</li> </ul>
Postage Payment ( <mark>264</mark> )	Permit imprint (604.5.0). Postage statement: PS Form 3605-R or approved facsimile.
Mail Preparation (265)	<ul> <li>Price markings:</li> <li>Presorted price: "Bound Printed Matter" or "BPM" and either "Presorted" or "PRSRT."</li> <li>Carrier Route price: "Bound Printed Matter" or "BPM" and either "Carrier Route Presort" or "CAR-RT SORT." Mark each piece in the postage area. For optional marking locations, see 202.3.3. For marking on each piece prepared to FSS zones see 705.14.0.</li> <li>Pieces must be separated by zones when presented unless authorized under 705.</li> <li>Mailpieces intended for delivery to FSS zones must be prepared under 705.14.0.</li> </ul>
Enter and Deposit	Generally at the Post Office where permit is held. For destination entry, see 266.3.0 – 266.6.0.

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# 260a

Quick Service Guide

Preparation

## **Commercial Flats** Bound Printed Matter Flats

## Bundling and Sacking Sequence Presorted Flats (265.5.0)

#### 5-Digit/Scheme<sup>1</sup>

**Bundles:** Scheme bundles required for 5-digit ZIP Codes in L007. Required at 10 pieces or 10 pounds; smaller volumes not permitted.<sup>2</sup> Maximum weight 20 pounds or, if placed in 5-digit sack, 40 pounds.

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

#### 3-Digit/Scheme<sup>1</sup>

**Bundles:** Scheme bundles required for 3-digit ZIP Codes in L008. Required at 10 pieces or 10 pounds; smaller volumes not permitted.<sup>2</sup> Maximum weight 20 pounds.

Labels: Green Label 3 SCH, Green Label 3, or OEL.

#### ADC

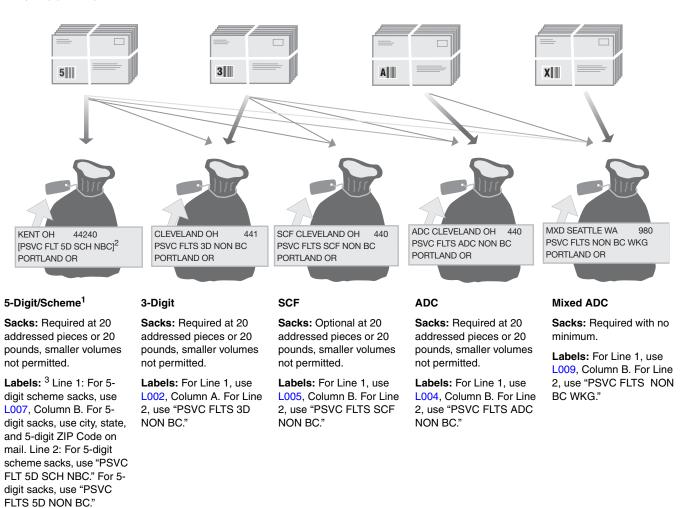
**Bundles:** Required at 10 pieces or 10 pounds; smaller volumes not permitted.<sup>2</sup> Maximum weight 20 pounds.

Labels: Pink Label A or OEL.

#### Mixed ADC

**Bundles:** Required with no minimum. Maximum weight 20 pounds.

Labels: Tan Label X or OEL.



Each bundle (except mixed ADC bundles) must contain at least two addressed pieces. For Bound Printed Matter flat-size pieces claiming a barcode discount, see page four.

- 1. For mailings consisting entirely of pieces meeting the automation-compatibility standards in 201.6.0 pieces must be prepared in 5-digit scheme and 3-digit scheme bundles and 5-digit scheme sacks. Mailers must prepare all possible 5-digit scheme bundles and 5-digit scheme sacks before preparing 5-digit bundles and 5-digit sacks. All possible 3-digit scheme bundles must be prepared before preparing 3-digit bundles. 5-digit bundles of flats placed in 5-digit sacks may weigh a maximum of 40 pounds.
- 2. Bundles may contain less than the 10 piece or 10 pound minimum if the bundle size would exceed the maximum size (265.2.3).
- 3. for 5-digit scheme sacks, use "PSVC FLT 5D SCH NBC," for 5-digit sacks, use "PSVC FLTS 5D NON BC."



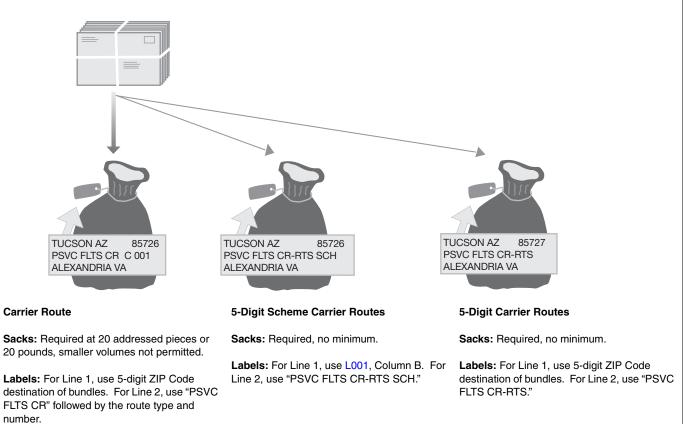
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### Bundling and Sacking Sequence Carrier Route Flats (265.6.0)

**Bundles:**<sup>1</sup> Required at 10 addressed pieces or 10 pounds for an individual carrier route, smaller volumes not permitted.<sup>1</sup> Maximum weight 40 pounds. Each bundle must contain at least two addressed pieces except for the last bundle to each carrier route destination under 601.3.0.

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

Price: Carrier Route.



1. Bundles may contain less than the 10 piece or 10 pound minimum if the bundle size would exceed the maximum size (265.7.3.1).



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#### Bundling and Sacking Sequence Barcoded Flats (265.7.0) 5-Digit/Scheme<sup>1</sup> 3-Digit/Scheme<sup>1</sup> ADC Mixed ADC Bundles: Scheme bundles Bundles: Scheme bundles Bundles: Required at 10 pieces **Bundles:** Required with no or 10 pounds; smaller volumes required for 5-digit ZIP Codes in required for 3-digit ZIP Codes in minimum. Maximum weight 20 L007. Required at 10 pieces or 10 L008. Required at 10 pieces or 10 not permitted;<sup>2</sup> maximum weight pounds. pounds; smaller volumes not pounds; smaller volumes not 20 pounds. permitted;<sup>2</sup> maximum weight 20 permitted;<sup>2</sup> maximum weight 20 Labels: Tan Label X or OEL. Labels: Pink Label A or OEL. pounds. pounds. Labels: Red Label 5 SCH. Red Labels: Green Label 3 SCH. Label 5. or optional endorsement Green Label 3. or OEL. line (OEL) (708.7.0). 5 3 AIII X KENT OH 44240 ADC CLEVELAND OH 440 MXD SEATTLE WA 980 CLEVELAND OH 441 [PSVC FLTS 5D SCH BC] PSVC FLTS ADC BC PSVC FLTS 3D BC PSVC FLTS BC WKG PORTLAND OR PORTLAND OR PORTLAND OR PORTLAND OR 5-Digit/Scheme 3-Digit ADC Mixed ADC Sacks: Required at 20 addressed Sacks: Required at 20 addressed Sacks: Required, no minimum for Sacks: Required at 20 addressed any remaining bundles placed in pieces. pieces (except for optional pieces. bundles with 3-digit ZIP Code mixed ADC sacks. Barcoded Labels: Line 1: For prefixes indicated by an "N" in Barcoded Labels: For Line 1, 5-digit scheme sacks, use L007, L002). use L004, Column B for Barcoded Labels: For Line 1, Column B. For 5-digit sacks, use destination facility. For Line 2, use use L009, Column B. For Line 2, city, state, and 5-digit ZIP Code Barcoded Labels: For Line 1, "PSVC FLTS ADC BC." use "PSVC FLTS BC WKG." on mail. Line 2: For 5-digit use L002, Column A, for scheme, use "PSVC FLTS 5D destination facility. For Line 2, use SCH BC." For 5-digit sacks, use "PSVC FLTS 3D BC." "PSVC FLTS 5D BC."

Price is based on type of bundle regardless of sack in (or pallet on) which it is placed.

- 1. Mailers must prepare all possible 5-digit scheme bundles and 5-digit scheme sacks before preparing 5-digit bundles and 5-digit sacks. All possible 3-digit scheme bundles must be prepared before preparing 3-digit bundles.
- 2. Bundles may contain less than the 10 piece or 10 pound minimum if the bundle size would exceed the maximum size (265.2.3).