Physical
Standards
(201)

Prices and Fees
(263.1.0)

Content
(263.3.0)

Maximum weight: 15 pounds.
For an overview of the physical standards for commercial flats, see Quick Service Guide 201c.

For a complete listing of Bound Printed Matter prices - see Notice 123-Price List.
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.
No annual mailing fee; however, there is an annual destination entry mailing fee.
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:

- Consist of advertising, promotional, directory, or editorial material (or any combination of these).

■ Be securely bound by permanent fastening.

- 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).
■ Not have the nature of personal correspondence.
■ Not be stationery (e.g., pads of blank printed forms).
Eligibility Eligible mailings must meet the following minimum pieces:
Standards
(263.4.0)

Postage
Payment

- 300 pieces for Presorted and Carrier Route.
- 50 pieces for barcoded.
- No minimum for nonpresorted.

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.
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.
For Carrier Route price, carrier route information must be updated using CASS-certified process within 90 days before mailing (263.5.0).
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).

Permit imprint (604.5.0).
Postage statement: PS Form 3605-R or approved facsimile.

Price markings:
(265)

■ Presorted price: "Bound Printed Matter" or "BPM" and either "Presorted" or "PRSRT."
■ 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.
Pieces must be separated by zones when presented unless authorized under 705.
Mailpieces intended for delivery to FSS zones must be prepared under 705.14.0.
Enter and Deposit (266)

Generally at the Post Office where permit is held. For destination entry, see 266.3.0-266.6.0.

## Quick Service

 GuidePreparation

## Bundling and Sacking Sequence Presorted Flats (265.5.0)

5-Digit/Scheme ${ }^{1}$
Bundles: Scheme bundles
required for 5-digit ZIP Codes in
L007. Required at 10 pieces or 10
pounds; smaller volumes not
permitted. ${ }^{2}$ 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 ${ }^{1}$ ADC
Bundles: Scheme bundles required for 3-digit ZIP Codes in L008. Required at 10 pieces or 10 pounds; smaller volumes not permitted. ${ }^{2}$ 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. ${ }^{2}$ 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.
Label 5, or optional endorsement line (OEL) (708.7.0).


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."

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

Bundles: ${ }^{1}$ Required at 10 addressed pieces or 10 pounds for an individual carrier route, smaller volumes not permitted. ${ }^{1}$ 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).

## Quick Service

 Guide
## Bundling and Sacking Sequence Barcoded Flats (265.7.0)

| 5-Digit/Scheme ${ }^{1}$ | 3-Digit/Scheme ${ }^{1}$ | ADC | Mixed ADC |
| :---: | :---: | :---: | :---: |
| Bundles: Scheme bundles required for 5-digit ZIP Codes in L007. Required at 10 pieces or 10 pounds; smaller volumes not permitted; ${ }^{2}$ maximum weight 20 pounds. | Bundles: Scheme bundles required for 3-digit ZIP Codes in L008. Required at 10 pieces or 10 pounds; smaller volumes not permitted; ${ }^{2}$ maximum weight 20 pounds. | Bundles: Required at 10 pieces or 10 pounds; smaller volumes not permitted; ${ }^{2}$ maximum weight 20 pounds. <br> Labels: Pink Label A or OEL. | Bundles: Required with no minimum. Maximum weight 20 pounds. <br> Labels: Tan Label X or OEL. |
| Labels: Red Label 5 SCH, Red Label 5, or optional endorsement line (OEL) (708.7.0). | Labels: Green Label 3 SCH, Green Label 3, or OEL. |  |  |

 "PSVC FLTS 5D BC."

## 5-Digit/Scheme

Sacks: Required at 20 addressed pieces.

Barcoded Labels: Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme, use "PSVC FLTS 5D SCH BC." For 5-digit sacks, use


3-Digit
Sacks: Required at 20 addressed pieces (except for optional bundles with 3-digit ZIP Code prefixes indicated by an " N " in L002).

Barcoded Labels: For Line 1, use L002, Column A, for destination facility. For Line 2, use "PSVC FLTS 3D BC."

ADC
Sacks: Required at 20 addressed pieces.

Barcoded Labels: For Line 1, use L004, Column B for destination facility. For Line 2, use "PSVC FLTS ADC BC."

Mixed ADC
Sacks: Required, no minimum for any remaining bundles placed in mixed ADC sacks.

Barcoded Labels: For Line 1, use L009, Column B. For Line 2, use "PSVC FLTS BC WKG."

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

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[^0]:    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).
