

Overview Optional information lines include the optional endorsement line (OEL), carrier route information line, ACS participant code, and mailer's keyline. The OEL and the carrier route information line may be printed on the mailpiece or label when the address is printed. A mailer's keyline is reserved for the mailer's use except where required by the USPS.

Optional Endorsement Line (708.7.0) Mailers may prepare mailings without applying pressure-sensitive labels to the top mailpiece of bundles by using a specific OEL above the address block or on the address label on the top mailpiece of a bundle.

Type and style:

- Must be in capital letters, Arabic numerals, or asterisks with letter size and line spacing no less than the size and line spacing of the largest letter or character in the address block or any part of the address label.
- Type font must be the same as the font used for the address block.

ZIP Code: Except for carrier route bundles, the OEL must include the appropriate ZIP Code information (see 708.7.2.5).

Address Change Service (507.4.2) Mailers receiving address corrections through Address Change Service (ACS) may use the first eight positions on the left side of the OEL for the ACS participant code. ACS codes must be printed in a non-narrow variant of Helvetica or Arial sans serif fonts in a range of 10 to 12 points (see [Publication 8A, Address Change Service - Traditional](#), or Publication 8B, *One Code ACS Technical Guide* for details).

Carrier Route Information (708.8.0) Bundles made up to individual carrier routes, rural routes, highway contract routes, Post Office box sections, or general delivery units may be prepared without a facing slip if the standards in 708.8.1 are met. These standards apply to carrier route Periodicals, Enhanced Carrier Route Standard Mail, and carrier route Bound Printed Matter mailings. For preparation of facing slips, see 601.2.0.

Placement and format:

Carrier route information consisting of a descriptive prefix (or its abbreviation), plus a route number or numeric code, must be on the top line of the address, either alone or with other optional information. A minimum of 10 spaces must be allowed for carrier route information when included with other information on the OEL. Carrier route information must be preceded by at least two asterisks (**). The carrier route information is in addition to the marking standards for the class of mail and price claimed.

Abbreviations:

- The descriptive prefix "carrier route," "rural route," "highway contract route," "Post Office box section," and "general delivery unit" must be spelled out or abbreviated as shown below.

Carrier Route	C
General Delivery Unit	G
Highway Contract Route	H
Post Office Box Section	B
Rural Route	R

- The one-letter descriptive prefix above must be followed by a 3-digit route or Post Office box section number.
- Additional standards apply to mail with a simplified address and no ZIP Code (708.8.2.3).

Keyline A mailer's internal keyline or comparable information may not be placed above or on the same line as the OEL. Authorized Manifest Mailing System mailers must use a keyline as described in 705.2.3.

Quick Service Guide

Information Line Formats

Optional Endorsement Line	Sortation Level On Firm Bundles use (Periodicals only)	OEL Example
*****5-DIGIT 22030 CENTRAL LIBRARY 3915 CHAIN BRIDGE RD FAIRFAX VA 22030-3999	On Carrier Route Bundles use Periodicals Basic Periodicals High Density Periodicals Saturation Standard Mail Enhanced Carrier Route, Basic Standard Mail Enhanced Carrier Route, High Density Standard Mail Enhanced Carrier Route, Saturation Bound Printed Matter	*****FIRM [nnnnn] ¹ *****CAR-RT LOT**C-001 ² *****CAR-RT WSH**C-001 ² *****CAR-RT WSS**C-001 ² *****ECRLOT**C-001 ² *****ECRWSH**C-001 ² *****ECRWSS**C-001 ² *****CAR-RT SORT**C-001 ²
	On 5-Digit Bundles use	*****5-DIGIT [nnnnn] ¹
	On 3-Digit Bundles use	*****3-DIGIT [nnn] ¹
	On ADC Bundles use	*****ALL FOR ADC [nnn] ¹ or [nnnnn] ¹
	On Mixed ADC Bundles use	*****MIXED ADC [nnn] ¹ or [nnnnn] ¹
	On AADC Bundles use	****ALL FOR AADC [nnn] ¹ or [nnnnn] ¹
	On Mixed AADC Bundles use	*****MIXED AADC [nnn] ¹ or [nnnnn] ¹

See Exhibit 708.7.1.1 for the OEL when selecting option to exclude letter-size mail from automated processing

Optional Endorsement Line

With Carrier Route Information²

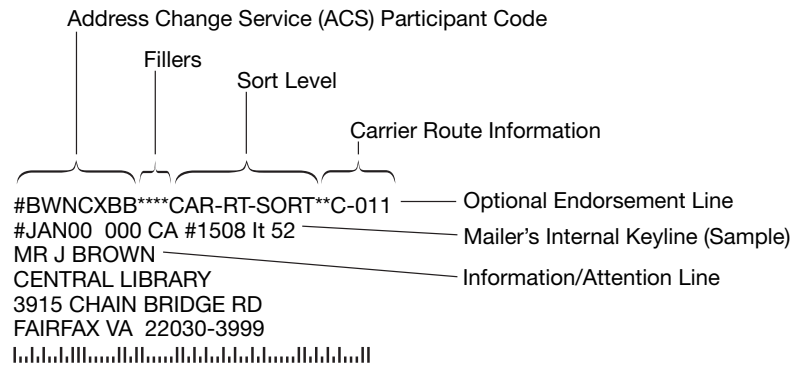
With Address Change Service (ACS) Participant Code

With Mailer's Internal Keyline
(Customer's own information)

*****C-011
RESIDENT
1300 WATERFORD DR
DISTRICT HEIGHTS MD 20747

#BWNXXBB*****5-DIGIT 22030
CENTRAL LIBRARY
3915 CHAIN BRIDGE RD
FAIRFAX VA 22030-3999

*****5-DIGIT 22030
{#JAN00 000 CA #1508 IT 52
CENTRAL LIBRARY
3915 CHAIN BRIDGE RD
FAIRFAX VA 22030-3999



1. Mailer must include the appropriate 3-digit ZIP Code prefix or 5-digit ZIP Code required by the labeling list for the mail class as shown in 708.7.1.
2. Pieces with this marking must meet the standards in 708.8.2.4. Use “C” for carrier route, “G” for general delivery, “H” for highway contract route, “B” for Post Office box section, or “R” for rural route followed by the route number or numeric code.