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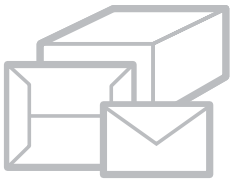
101 Physical Standards
102 Elements on the Face of a Mailpiece



101 Physical Standards

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2.0 Physical Standards for Flats
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Express Mail

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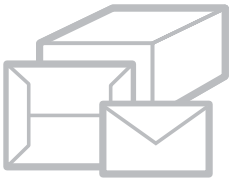
114 Postage Payment Methods
115 Mail Preparation
116 Deposit



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124 Postage Payment Methods
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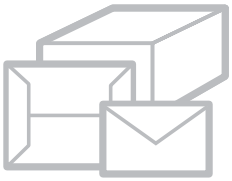

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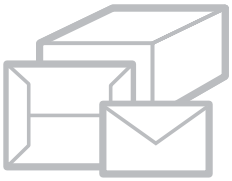

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1.3 Determining Single-Piece Weight
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154 Postage Payment Methods
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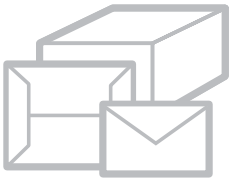

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174 Postage Payment Methods
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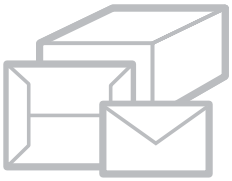

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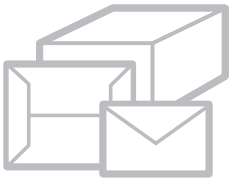

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1.4 Barcode Discount—Machinable Parcels
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2.0 Content Standards for Standard Mail Letters
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5.0 Preparing Nonautomation Letters
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3.4 Eligibility for Mixed ADC Bundles, Trays, or Mixed AADC Trays
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330 First-Class Mail Flats

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335 Mail Preparation
336 Enter and Deposit

333 Prices and Eligibility

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343 Prices and Eligibility

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6.0 Preparing Carrier Route Flats
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4.0 Destination Bulk Mail Center (DBMC) Entry
4.1 Eligibility
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5.0 Destination Sectional Center Facility (DSCF) Entry
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6.0 Destination Delivery Unit (DDU) Entry
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374 Postage Payment and Documentation

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385 Mail Preparation

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2.1 Definition of a Bundle
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2.4 Preparing Bundles of Pieces of Nonuniform Thickness ("Counterstacking")
2.5 Securing Bundles
2.6 Preparing Bundles
2.7 Bundle Sizes
2.8 Other Bundle Sizes
2.9 Labeling Bundles

3.0 Sacks
3.1 Maximum Weight

4.0 Sack Labels
4.1 Basic Standards
4.2 Physical Characteristics of a Sack Label
4.3 Line 1 (Destination Line)
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1.0 Verification and Deposit
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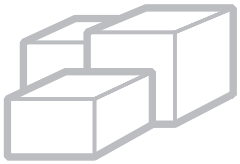

401 Physical Standards

1.0 Physical Standards for Parcels
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1.2 Minimum Size
1.3 Maximum Weight and Size
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1.5 Machinable Parcels
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3.4 Physical Standards for Endorsements

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4.3 POSTNET Barcodes

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415 Mail Preparation
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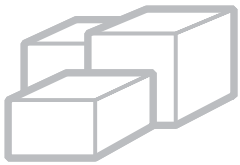

413 Prices and Eligibility

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1.2 Price Application
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1.4 Commercial Plus Prices
1.5 Flat-Rate Envelope
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3.0 Basic Standards for Express Mail
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415 Mail Preparation

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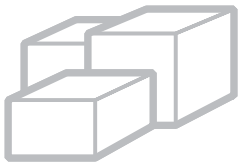

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1.6 Dimensional Weight Price for Low-Density Parcels to Zones 5-8
1.7 Flat-Rate Envelopes and Boxes
1.8 Pickup on Demand Fee
1.9 Determining Single-Piece Weight
1.10 Computing Postage

2.0 Content Standards for Priority Mail
2.1 General
2.2 Matter Required to be Mailed as First-Class Mail

3.0 Basic Standards for Priority Mail
3.1 Definition
3.2 Service Objectives
3.3 Matter Closed Against Postal Inspection

424 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment
1.1 Postage Payment Options
1.2 Affixing Postage—Single-Piece Mailings

2.0 Postage Paid With Permit Imprint
2.1 Advance Deposit Account
2.2 Minimum Quantity
2.3 Postage Statement

425 Mail Preparation

1.0 General Information for Mail Preparation
1.1 Priority Mail Packaging Provided by the USPS
1.2 Required Use

2.0 Marking
2.1 Product Marking
2.2 Price Marking
2.3 Price Marking for Commercial Plus Cubic Prices - PC Postage
2.4 Price Marking for Commercial Plus Cubic Prices - Permit Imprint Indicia

3.0 Preparation
3.1 Preparing a Commercial Plus Cubic Mailing
3.2 Preparing a Permit Imprint Mailing
3.3 Payment Method

426 Enter and Deposit

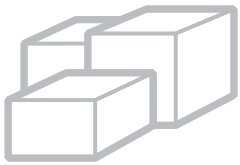
1.0 Time and Location of Deposit

2.0 Pickup on Demand Service

430 First-Class Mail Parcels

TOPICS

433 Prices and Eligibility
434 Postage Payment and Documentation
435 Mail Preparation
436 Enter and Deposit



433 Prices and Eligibility

1.0 Prices and Fees for First-Class Mail
1.1 Price Application
1.2 Price Computation for First-Class Mail Parcels
1.3 Parcel Prices
1.4 Surcharge
1.5 Presort Mailing Fee
1.6 Computing Postage for First-Class Mail
1.7 Determining Single-Piece Weight

2.0 Content Standards for First-Class Mail Parcels
2.1 General
2.2 Bills and Statements of Account
2.3 Personal Information
2.4 Handwritten and Typewritten Material
2.5 Matter Not Required to be Mailed as First-Class Mail
2.6 Prohibited Air Transportation

3.0 Basic Standards for First-Class Mail Parcels
3.1 Description of Service
3.2 Defining Characteristics
3.3 Additional Basic Standards for First-Class Mail
3.4 Presort Mailing Fee
3.5 Move Update Standard
3.6 ZIP Code Accuracy

4.0 Price Eligibility for Presorted First-Class Mail Parcels
4.1 5-Digit Price
4.2 3-Digit Price
4.3 ADC Price
4.4 Single-Piece Price

434 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment
1.1 Postage Payment Options

2.0 Postage Payment for Presorted Parcels
2.1 Payment Methods for Presorted Prices
2.2 Affixed Postage for Presorted First-Class Mail
2.3 Additional Postage

3.0 Mailing Documentation
3.1 Completing Postage Statements
3.2 Basic Documentation Standards
3.3 Preparing Documentation
3.4 Multiple Standards
3.5 Standard Format for Documentation
3.6 Providing Additional Information
3.7 Reporting Multiple Mailings on One Statement
3.8 Facsimile Postage Statements

435 Mail Preparation

1.0 General Information for Mail Preparation
1.1 Definition of Presort Process
1.2 Definition of Mailings
1.3 Terms for Presort Levels
1.4 Preparation Definitions and Instructions

2.0 Sacks
2.1 Presort
2.2 Standard Containers
2.3 Sack Preparation

3.0 Sack Labels
3.1 Basic Standards
3.2 Line 1 (Destination Line)
3.3 Line 2 (Content Line)
3.4 Line 3 (Origin Line)
3.5 Electronic Verification System
3.6 Abbreviations for Lines 1 and 3
3.7 Placement of Extraneous Information

4.0 Preparing Presorted Parcels
4.1 Basic Standards
4.2 Single-Piece Mail Presented With Presorted Mailings
4.3 Bundling
4.4 Sacking and Labeling

436
Enter and Deposit

1.0 Deposit
1.1 Service Objective
1.2 Time and Location of Deposit
1.3 Approved Collections
1.4 Permit Imprint Collection

2.0 Verification
2.1 USPS Verification and Mailer Correction
2.2 Timeframe for Corrective Action
2.3 Payment at Single-Piece Price Rather than Correcting Errors

440 Standard Mail Parcels

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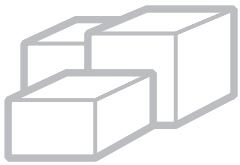
443 Prices and Eligibility
444 Postage Payment and Documentation
445 Mail Preparation
446 Enter and Deposit



443 Prices and Eligibility

1.0 Prices and Fees for Standard Mail
1.1 Standard Mail Price Application
1.2 Regular and Nonprofit Standard Mail—Presorted and Enhanced Carrier Route Prices
1.3 Regular and Nonprofit Standard Mail—Not Flat-Machinable Prices
1.4 Presort MailingFee
1.5 Computing Postage for Standard Mail

2.0 Content Standards for Standard Mail Parcels
2.1 Definition and Weight
2.2 Personal Information
2.3 Bills and Statements of Account
2.4 Handwritten and Typewritten Matter
2.5 Attachments and Enclosures
2.6 Written Additions

3.0 Basic Standards for Standard Mail Parcels
3.1 Description of Service
3.2 Defining Characteristics
3.3 Additional Basic Standards for Standard Mail
3.4 Presort Mailing Fees
3.5 Merging Similar Standard Mailings
3.6 Residual Volume Requirement
3.7 Residual Mail Subject to First-Class Mail or Priority Mail Prices
3.8 ZIP Code Accuracy
3.9 Move Update Standard

4.0 Price Eligibility for Standard Mail
4.1 General Information
4.2 Minimum Per Piece Prices
4.3 Piece/Pound Prices
4.4 Surcharge
4.5 Extra Services for Standard Mail

5.0 Additional Eligibility Standards for Presorted Standard Mail Pieces
5.1 Basic Standards
5.2 Price Application
5.3 Prices for Machinable Parcels
5.4 Prices for Irregular Parcels and Not Flat-Machinable (NFM) Pieces

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Parcels
6.1 General Enhanced Carrier Route Standards
6.2 Carrier Route Accuracy
6.3 Basic Price Enhanced Carrier Route Standards
6.4 High Density Enhanced Carrier Route Standards
6.5 Saturation Enhanced Carrier Route Standards

444 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment
1.1 Postage Payment Options

2.0 Postage Payment for Presorted and Enhanced Carrier Route Parcels
2.1 Identical-Weight Pieces
2.2 Nonidentical-Weight Pieces
2.3 Combined Price

3.0 Mailing Documentation
3.1 Completing Postage Statements
3.2 Basic Documentation Standards
3.3 Preparing Documentation
3.4 Multiple Standards
3.5 Standard Format for Documentation
3.6 Providing Additional Information
3.7 Reporting Multiple Mailings on One Statement
3.8 Facsimile Postage Statements

4.0 Residual Pieces
4.1 Postage Payment for Ineligible Standard Mail
4.2 Postage Payment for Barcoded Machinable Parcels

445 Mail Preparation

1.0 General Information for Mail Preparation
1.1 Definition of Presort Process
1.2 Definition of Mailings
1.3 Terms for Presort Levels

440 Standard Mail Parcels

1.4 Preparation Definitions and Instructions

2.0 Bundles

2.1 Definition of a Bundle

2.2 Address Visibility

2.3 Arranging Pieces in a Bundle (“Facing”)

2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

2.5 Securing Bundles

2.6 Preparing Bundles in Sacks

2.7 Pieces With Simplified Address

2.8 Bundles With Fewer Than the Minimum Number of Pieces Required

2.9 Labeling Bundles

2.10 Use of Carrier Route Information Lines

2.11 Facing Slips—All Carrier Route Mail

3.0 Sacks

3.1 Standard Containers

3.2 Sack Preparation

4.0 Sack Labels

4.1 Basic Standards

4.2 Physical Characteristics of a Sack Label

4.3 Line 1 (Destination Line)

4.4 Line 2 (Content Line)

4.5 Line 3 (Origin Line)

4.6 Electronic Verification System

4.7 Abbreviations for Lines 1 and 3

4.8 Placement of Extraneous Information

5.0 Preparing Presorted Parcels

5.1 Basic Standards

5.2 Markings

5.3 Preparing Machinable Parcels

5.4 Preparing Irregular Parcels

6.0 Preparing Not Flat-Machinable Pieces

6.1 Basic Standards

6.2 Bundling

6.3 Sacking and Labeling

7.0 Preparing Enhanced Carrier Route Parcels

7.1 Basic Standards

7.2 Marking

7.3 Residual Pieces

7.4 Bundling

7.5 Preparing Irregular Parcels

7.6 Delivery Sequence Standards

7.7 Delivery Sequence Documentation

446 Enter and Deposit

1.0 Presenting a Mailing

1.1 Basic Standards for Standard Mail Deposit

1.2 Separation of Mailings

2.0 Destination Entry

2.1 General

2.2 Minimum Volume

2.3 Postage Payment and Documentation

2.4 Plant Loads

2.5 Verification

2.6 Deposit

3.0 Destination Bulk Mail Center (DBMC) Entry

3.1 Definition

3.2 Eligibility

3.3 Additional Standards for Machinable Parcels

3.4 Vehicles

3.5 Form 4410

4.0 Destination Sectional Center Facility (DSCF) Entry

4.1 Definition

4.2 Eligibility

4.3 Vehicles

5.0 Destination Delivery Unit (DDU) Entry

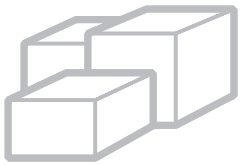
5.1 Definition

5.2 Eligibility

450 Parcel Select Parcels

TOPICS

453 Prices and Eligibility
454 Postage Payment and Documentation
455 Mail Preparation
456 Enter and Deposit



453 Prices and Eligibility

1.0 Prices and Fees
1.1 Price Application
1.2 Parcel Select Prices
1.3 Annual Mailing Fee
1.4 Computing Postage

2.0 Content Standards
2.1 Definition of Parcel Select
2.2 Basic Content Standards
2.3 Attachments or Enclosures of Periodicals Sample Copies
2.4 Postal Inspection
2.5 Attachments and Enclosures
2.6 Written Additions

3.0 Price Eligibility for Parcel Select
3.1 Destination Entry Price Eligibility
3.2 Parcel Select BMC and OBMC Presort Price Eligibility
3.3 Parcel Select Barcoded Nonpresort Price Eligibility
3.4 Oversized Price
3.5 Balloon Price
3.6 Loyalty Rebates
3.7 Growth Rebates
3.8 Delivery and Return Addresses

454 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment
1.1 Postage Payment Options
1.2 BMC as Agent
1.3 Completing Postage Statements
1.4 Documentation
1.5 Basic Documentation Standards
1.6 Preparing Documentation
1.7 Multiple Standards
1.8 Providing Additional Information
1.9 Reporting Multiple Mailings on One Statement
1.10 Facsimile Postage Statements

455 Mail Preparation

1.0 General Information for Mail Preparation
1.1 Basic Standards
1.2 Definition of Presort Process
1.3 Definition of Mailings
1.4 Terms for Presort Level
1.5 Preparation Definitions and Instructions
1.6 Separation
1.7 Commingled Zones
1.8 Parcel Select Markings

2.0 Sacks
2.1 Maximum Weight

3.0 Sack Labels
3.1 Basic Standards
3.2 Physical Characteristics of a Sack Label
3.3 Line 1 (Destination Line)
3.4 Line 2 (Content Line)
3.5 Line 3 (Origin Line)
3.6 Electronic Verification System
3.7 Abbreviations for Lines 1 and 3
3.8 Placement of Extraneous Information

4.0 Preparing Destination Entry Parcel Select
4.1 Preparing Destination Delivery Unit (DDU) Parcel Select
4.2 Preparing Destination SCF (DSCF) Parcel Select
4.3 Preparing Destination BMC (DBMC) Parcel Select

5.0 Preparing BMC Presort and OBMC Presort Parcel Select
5.1 Definitions
5.2 Basic Standards

6.0 Preparing Barcoded Machinable Parcels
6.1 Definition
6.2 Basic Standards
6.3 Sacking and Labeling

456
Enter and Deposit

1.0 Verification
1.1 Verification and Entry
1.2 Office of Mailing
1.3 Redirected Mailings
1.4 BMC Acceptance
1.5 Drop Shipment Information

2.0 Deposit
2.1 Bedloaded Parcels
2.2 Mailer Transport
2.3 Freight
2.4 Mail Separation and Presentation
2.5 BMC as Agent
2.6 Appointments
2.7 Exception to Scheduling Standard
2.8 Redirection by USPS
2.9 Advance Scheduling
2.10 Deposit Conditions
2.11 Recurring Appointments
2.12 Vehicle Unloading
2.13 Demurrage
2.14 Appeals
2.15 Documentation
2.16 Acceptance at Designated SCF-USPS Benefit
2.17 Acceptance at Designated SCF

460 Bound Printed Matter Parcels

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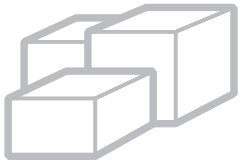
463 Prices and Eligibility
464 Postage Payment and Documentation
465 Mail Preparation
466 Enter and Deposit



463 Prices and Eligibility

1.0 Prices and Fees for Bound Printed Matter
1.1 Nonpresorted Bound Printed Matter
1.2 Commercial Bound Printed Matter

2.0 Basic Eligibility Standards for Bound Printed Matter
2.1 Service Objectives
2.2 Postal Inspection
2.3 Delivery and Return Addresses

3.0 Content Standards for Bound Printed Matter Parcels
3.1 Basic Content Standards
3.2 Attachments or Enclosures of Periodicals Sample Copies
3.3 Attachments and Enclosures
3.4 Written Additions

4.0 Price Eligibility for Bound Printed Matter Parcels
4.1 Price Eligibility
4.2 Nonidentical Weight Pieces
4.3 ZIP Code Accuracy

5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Parcels
5.1 Basic Standards
5.2 Carrier Route Accuracy

464 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment
1.1 Postage Payment Options
1.2 Minimum Volume Requirements

2.0 Mailing Documentation
2.1 Completing Postage Statements
2.2 Basic Documentation Standards
2.3 Documentation for Nonpresorted, Nonidentical-Weight Mailpieces
2.4 Preparing Documentation
2.5 Multiple Standards
2.6 Providing Additional Information
2.7 Reporting Multiple Mailings on One Statement
2.8 Facsimile Postage Statements

465 Mail Preparation

1.0 General Information for Mail Preparation
1.1 Basic Preparation—Nonpresorted
1.2 Definition of Presort Process
1.3 Definition of Mailings
1.4 Terms for Presort Levels
1.5 Preparation Definitions and Instructions

2.0 Bundles
2.1 Definition of a Bundle
2.2 Address Visibility
2.3 Arranging Pieces in a Bundle (“Facing”)
2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
2.5 Securing Bundles
2.6 Bundle Sizes
2.7 Additional Standards for Unsacked Bundles Entered at DDU Facilities
2.8 Pieces With Simplified Addresses
2.9 Labeling Bundles
2.10 Use of Carrier Route Information Lines
2.11 Facing Slips–All Carrier Route Mail

3.0 Sacks
3.1 Preparation

4.0 Sack Labels
4.1 Basic Standards
4.2 Physical Characteristics of a Sack Label
4.3 Line 1 (Destination Line)
4.4 Line 2 (Content Line)
4.5 Line 3 (Origin Line)
4.6 Electronic Verification System
4.7 Abbreviations for Lines 1 and 3
4.8 Placement of Extraneous Information

5.0 Preparing Presorted Parcels
5.1 Basic Standards
5.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds
5.3 Preparing Irregular Parcels Weighing 10 Pounds or More
5.4 Preparing Machinable Parcels Not Claiming DBMC Prices

460 Bound Printed Matter Parcels

5.5 Preparing Machinable Parcels Claiming DBMC Prices

6.0 Preparing Carrier Route Parcels

6.1 Basic Standards

6.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds

6.3 Preparing Irregular Parcels Weighing 10 Pounds or More

6.4 Preparing Machinable Parcels

7.0 Standards for Barcode Discounts

7.1 Standards for Barcoded Mail

466 Enter and Deposit

1.0 Deposit of Nonpresorted Bound Printed Matter

1.1 Nonpresorted Mailings

2.0 Presenting a Mailing

2.1 Verification and Entry—Presorted, Carrier Route, Destination Entry, and Barcoded Mailings

2.2 Verification and Entry—Nonpresorted Mailings

2.3 Office of Mailing

2.4 Redirected Mailings

2.5 BMC Acceptance

2.6 Drop Shipment Information

3.0 Destination Entry

3.1 General

3.2 Minimum Volume

3.3 Postage Payment

3.4 Mailing Fee

3.5 Documentation

3.6 Plant Loads

3.7 Mailings of Unsacked Bundles

3.8 Verification

3.9 Deposit

4.0 Destination Bulk Mail Center (DBMC) Entry

4.1 Eligibility

4.2 Acceptance at Designated SCF—Mailer Benefit

4.3 Presorted Machinable Parcels

4.4 Presorted Irregular Parcels

4.5 Carrier Route Machinable Parcels

4.6 Carrier Route Irregular Parcels

5.0 Destination Sectional Center Facility (DSCF) Entry

5.1 Eligibility

5.2 Presorted Machinable Parcels

5.3 Presorted Irregular Parcels

5.4 Carrier Route Machinable Parcels

5.5 Carrier Route Irregular Parcels

6.0 Destination Delivery Unit (DDU) Entry

6.1 Eligibility

6.2 Presorted Machinable Parcels

6.3 Presorted Irregular Parcels

6.4 Carrier Route Machinable Parcels

6.5 Carrier Route Irregular Parcels

470 Media Mail Parcels

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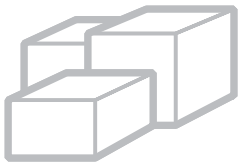
473 Prices and Eligibility
474 Postage Payment and Documentation
475 Mail Preparation
476 Enter and Deposit



473 Prices and Eligibility

1.0 Media Mail Prices and Fees
1.1 Price Application
1.2 Media Mail Price Application
1.3 Media Mail Presorted Prices
1.4 Mailing Fee
1.5 Computing Postage for Media Mail

2.0 Content Standards for Media Mail Parcels
2.1 General
2.2 Content Standards
2.3 Postal Inspection
2.4 Attachments and Enclosures
2.5 Written Additions

3.0 Price Eligibility for Media Mail Parcels
3.1 Basic Weight Standards
3.2 Price Eligibility Standards
3.3 Delivery and Return Addresses
3.4 Price Categories for Media Mail

474 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment
1.1 Postage Payment Options

2.0 Mailing Documentation
2.1 Completing Postage Statements
2.2 Basic Documentation Standards
2.3 Preparing Documentation
2.4 Multiple Standards
2.5 Providing Additional Information
2.6 Reporting Multiple Mailings on One Statement
2.7 Facsimile Postage Statements

475 Mail Preparation

1.0 General Information for Mail Preparation
1.1 Definition of Presort Process
1.2 Definition of Mailings
1.3 Terms for Presort Levels
1.4 Preparation Definitions and Instructions

2.0 Bundles
2.1 Definition of a Bundle
2.2 Address Visibility
2.3 Arranging Pieces in a Bundle (“Facing”)
2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counter-stacking”)
2.5 Securing Bundles
2.6 Bundle Sizes
2.7 Exception to Bundle Sizes
2.8 Labeling Bundles

3.0 Sacks
3.1 Sack Preparation

4.0 Sack Labels
4.1 Basic Standards
4.2 Physical Characteristics of a Sack Label
4.3 Line 1 (Destination Line)
4.4 Line 2 (Content Line)
4.5 Line 3 (Origin Line)
4.6 Electronic Verification System
4.7 Abbreviations for Lines 1 and 3
4.8 Placement of Extraneous Information

5.0 Preparing Media Mail Parcels
5.1 Basic Standards
5.2 Preparing Machinable Parcels
5.3 Preparing Irregular Parcels

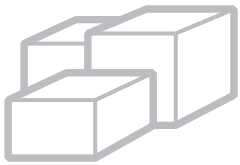
476 Enter and Deposit

1.0 Verification and Deposit
1.1 Verification and Entry

480 Library Mail Parcels

TOPICS

483 Prices and Eligibility
484 Postage Payment and Documentation
485 Mail Preparation
486 Enter and Deposit



483 Prices and Eligibility

1.0 Library Mail Prices and Fees
1.1 Price Application
1.2 Library Mail Price Application
1.3 Library Mail Presorted Prices
1.4 Mailing Fee
1.5 Computing Postage for Library Mail

2.0 Content Standards for Library Mail Parcels
2.1 General
2.2 Sender and Recipient Qualifications
2.3 Content Standards for Mailings Between Entities
2.4 Qualified Mailings "To" or "From"
2.5 Postal Inspection
2.6 Attachments and Enclosures
2.7 Written Additions

3.0 Price Eligibility for Library Mail Parcels
3.1 Basic Weight Standards
3.2 Price Eligibility Standards
3.3 Delivery and Return Addresses
3.4 Price Categories for Library Mail

484 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment
1.1 Postage Payment Options

2.0 Mailing Documentation
2.1 Completing Postage Statements
2.2 Basic Documentation Standards
2.3 Preparing Documentation
2.4 Multiple Standards
2.5 Providing Additional Information
2.6 Reporting Multiple Mailings on One Statement
2.7 Facsimile Postage Statements

485 Mail Preparation

1.0 General Information for Mail Preparation
1.1 Definition of Presort Process
1.2 Definition of Mailings
1.3 Terms for Presort Levels
1.4 Preparation Definitions and Instructions

2.0 Bundles
2.1 Definition of a Bundle
2.2 Address Visibility
2.3 Arranging Pieces in a Bundle ("Facing")
2.4 Preparing Bundles of Pieces of Nonuniform Thickness ("Counter-stacking")
2.5 Securing Bundles
2.6 Bundle Sizes
2.7 Exception to Bundle Sizes
2.8 Labeling Bundles

3.0 Sacks
3.1 Sack Preparation

4.0 Sack Labels
4.1 Basic Standards
4.2 Physical Characteristics of a Sack Label
4.3 Line 1 (Destination Line)
4.4 Line 2 (Content Line)
4.5 Line 3 (Origin Line)
4.6 Electronic Verification System
4.7 Abbreviations for Lines 1 and 3
4.8 Placement of Extraneous Information

5.0 Preparing Library Mail Parcels
5.1 Basic Standards
5.2 Preparing Machinable Parcels
5.3 Preparing Irregular Parcels
5.4 Standards for Barcode Discount

486 Enter and Deposit

1.0 Verification and Deposit
1.1 Verification and Entry

500 Additional Services

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503 Extra Services
507 Mailer Services
508 Recipient Services
509 Other Services

503 Extra Services

1.0 Extra Services for Express Mail
1.1 Available Services
1.2 Express Mail Drop Shipment

2.0 Registered Mail
2.1 Registered Mail Fees
2.2 Basic Information About Registered Mail
2.3 Fees and Liability
2.4 Mailing
2.5 Delivery
2.6 Inquiry on Uninsured Article

3.0 Certified Mail
3.1 Certified Mail Fees
3.2 Basic Information
3.3 Mailing

4.0 Insured Mail
4.1 Insured Mail Fees
4.2 Basic Information
4.3 Mailing
4.4 Bulk Insurance for Standard Mail
4.5 Delivery

5.0 Certificate of Mailing
5.1 Certificate of Mailing Fees
5.2 Basic Information
5.3 Presentation

6.0 Return Receipt
6.1 Return Receipt Fees
6.2 Basic Information
6.3 Obtaining Service
6.4 Delivery
6.5 Requests for Delivery Information

7.0 Restricted Delivery
7.1 Restricted Delivery Fee
7.2 Basic Information
7.3 Obtaining Service
7.4 Delivery

8.0 Return Receipt for Merchandise
8.1 Return Receipt for Merchandise Fees
8.2 Basic Information
8.3 Mailing
8.4 Delivery

9.0 Delivery Confirmation
9.1 Delivery Confirmation Fee
9.2 Basic Information
9.3 Labels
9.4 Barcodes
9.5 Electronic File Transmission
9.6 Acceptance

10.0 Signature Confirmation
10.1 Signature Confirmation Fees
10.2 Basic Information
10.3 Labels
10.4 Barcodes
10.5 Electronic File Transmission
10.6 Acceptance

11.0 Collect on Delivery (COD)
11.1 Collect on Delivery Fees
11.2 Basic Information
11.3 Forms
11.4 Mailing
11.5 Delivery

12.0 Special Handling
12.1 Fees for Special Handling
12.2 Basic Information

13.0 Confirm Service
13.1 Confirm Fees
13.2 Basic Information
13.3 Barcodes
13.4 Delivery

14.0 Money Orders
14.1 Fees for Money Orders
14.2 Issuing Money Orders
14.3 Cashing Money Orders
14.4 Federal Reserve System

507 Mailer Services

1.0 Treatment of Mail
1.1 Nondelivery of Mail
1.2 USPS Address Adjustments
1.3 Directory Service
1.4 Basic Treatment
1.5 Treatment for Ancillary Services by Class of Mail
1.6 Attachments and Enclosures
1.7 Mixed Classes
1.8 Returning Mail
1.9 Dead Mail

2.0 Forwarding
2.1 Change-of-Address Order
2.2 Forwardable Mail
2.3 Postage for Forwarding

500 Additional Services

3.0 Premium Forwarding Service
3.1 Prices and Fees
3.2 Basic Standards
3.3 Preparation
3.4 Enter and Deposit

4.0 Address Correction Services
4.1 Address Correction Service
4.2 Address Change Service (ACS)
4.3 FASTforward
4.4 Sender Instruction

5.0 Recall of Mail
5.1 Who May Recall Mail
5.2 Mailer Request for Withdrawal and Disposal of Mail

6.0 Pickup on Demand Service
6.1 Pickup on Demand Service Fee
6.2 Basic Standards
6.3 Postage and Fees
6.4 On-Call Service
6.5 Scheduled Service
6.6 Express Mail Reshipment Service

7.0 Mailing List Services
7.1 Mailing List Service Fees
7.2 General Information
7.3 Fee Assessment
7.4 Name and Address List Correction
7.5 Occupant Lists
7.6 Sortation of Lists on Cards by 5-Digit ZIP Code
7.7 Election Boards and Voter Registration Commissions

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19.8 Preparing Bundles in Sacks
19.9 Preparing Bundles on Pallets
19.10 Pieces With Simplified Addresses
19.11 Bundles With Fewer Than the Minimum Pieces Required
19.12 Address Visibility
19.13 Labeling Bundles
19.14 Carrier Route Information Lines
19.15 Facing Slips for Carrier Route Mail

20.0 Sacks and Trays
20.1 Basic Standards
20.2 Letter Tray Preparation
20.3 Sack Preparation
20.4 Use of Flat Trays (Optional)

21.0 Sack and Tray Labels
21.1 Basic Standards
21.2 Sack Labels
21.3 Tray Labels
21.4 Use of Barcoded Sack and Tray Labels

22.0 Preparing Nonbarcoded (Presorted) Periodicals
22.1 Basic Standards
22.2 Bundle Preparation
22.3 Firm Bundles
22.4 Bundles With Fewer Than Six Pieces
22.5 Tray Preparation—Letter-Size Pieces
22.6 Sack Preparation—Flat-Size Pieces and Parcels
22.7 Optional Tray Preparation—Flat-Size Nonbarcoded Pieces

23.0 Preparing Carrier Route Periodicals
23.1 Basic Standards
23.2 Bundle Preparation
23.3 Preparation—Letter-Size Pieces
23.4 Preparation—Flat-Size Pieces and Irregular Parcels
23.5 Firm Bundles

23.6 Bundles With Fewer Than Six Pieces
23.7 Multi-Box Section Bundles—Optional Preparation
23.8 Delivery Sequence Information
23.9 Delivery Sequence Documentation

24.0 Preparing Letter-Size Barcoded (Automation) Periodicals
24.1 Basic Standards
24.2 Additional Standards

25.0 Preparing Flat-Size Barcoded (Automation) Periodicals
25.1 Basic Standards
25.2 Physical Standards
25.3 Bundling and Labeling
25.4 Sacking and Labeling
25.5 Optional Tray Preparation—Flat-Size Barcoded Pieces

26.0 Physical Criteria for Nonmachinable Flat-Size Periodicals
26.1 General
26.2 Weight and Size
26.3 Flexibility and Deflection
26.4 Additional Criteria

27.0 Combining Multiple Editions or Publications
27.1 Description
27.2 Authorization
27.3 Minimum Volume
27.4 Labeling
27.5 Documentation
27.6 Postage Statements
27.7 Postage Payment
27.8 Deposit of Mail

28.0 Enter and Deposit
28.1 Service Objectives
28.2 Basic Standards
28.3 Exceptional Dispatch
28.4 Deposit at AMC/AMF

29.0 Destination Entry
29.1 Basic Standards
29.2 Destination Bulk Mail Center
29.3 Destination Area Distribution Center
29.4 Destination Sectional Center Facility
29.5 Destination Delivery Unit

30.0 Additional Entry
30.1 Basic Standards
30.2 Authorization
30.3 Use of Additional Entry
30.4 Modification
30.5 Cancellation, Revocation, and Restoration

708 Technical Specifications

1.0 Standardized Documentation for First-Class Mail, Periodicals, Standard Mail, and Flat-Size Bound Printed Matter
1.1 Basic Standards
1.2 Format and Content
1.3 Price Level Column Headings
1.4 Sortation Level
1.5 Combined, Copalletized, and Merged Mailings
1.6 Detailed Zone Listing for Periodicals
1.7 Bundle and Container Reports for Outside-County Periodicals Mail
1.8 Optional Information

2.0 Presort Accuracy Validation and Evaluation (PAVE)
2.1 Presort Accuracy Validation and Evaluation (PAVE)

3.0 Coding Accuracy Support System (CASS)
3.1 Basic Information
3.2 Software Certification
3.3 Date of Address Matching and Coding
3.4 Definitions—Mailing and Address Lists
3.5 Documentation
3.6 CASS Certification

4.0 Standards for POSTNET and Intelligent Mail Barcodes
4.1 General
4.2 POSTNET Barcode
4.3 Intelligent Mail Barcodes
4.4 Reflectance
4.5 Skew and Baseline Shift
4.6 Barcode Software and Hardware Certification

5.0 Standards for Postal Routing Barcodes
5.1 Basic Requirements

700 Special Standards

5.2 Basic Elements of Postal Routing Barcodes
5.3 Use With Delivery Confirmation or Signature Confirmation Service
5.4 Use With Confirmation Services and Insurance (Integrated Barcode)
5.5 Dimensions
5.6 Location
5.7 Clear Zone
5.8 Reflectance
5.9 Quality
5.10 Human-Readable Information
5.11 Technical Specifications
5.12 Substrate Material

6.0 Standards for Barcoded Tray Labels, Sack Labels, and Container Placards
6.1 General
6.2 Specifications for Barcoded Tray and Sack Labels
6.3 Additional Standards—Barcoded 2-Inch Sack Labels and Barcoded Tray Labels
6.4 Additional Standards—Barcoded 1-Inch Sack Labels
6.5 Intelligent Mail Tray Labels
6.6 Intelligent Mail Container Placards (Labels)

7.0 Optional Endorsement Lines (OELs)
7.1 OEL Use
7.2 OEL Format

8.0 Carrier Route Information Lines
8.1 Basic Information
8.2 Format and Content

9.0 Facing Identification Mark (FIM)
9.1 Using FIMs
9.2 Pattern
9.3 Specification
9.4 Dimensional Tolerances
9.5 Reflectance

10.0 Postal Zones
10.1 Basis
10.2 Application
10.3 Zone Charts
10.4 Specific Zones

709 Experimental and Temporary Classifications

1.0 General Requirements for Negotiated Service Agreements (NSAs)
1.1 Basic Information
1.2 Candidate Factors and Requirements
1.3 Application Process

2.0 Standard Mail Volume Incentive Program
2.1 Program Description
2.2 Eligibility Standards
2.3 Program Threshold Level
2.4 Application
2.5 Program Participation
2.6 Incentive Program Credits
2.7 Mailing Activity Review

3.0 First-Class Mail Incentive Program
3.1 Program Description
3.2 Eligibility Standards
3.3 Program Threshold Level
3.4 Application
3.5 Program Participation
3.6 Incentive Program Credits
3.7 Mailing Activity Review

4.0 Click-N-Ship Indemnity Increase for Express Mail and Priority Mail
4.1 Basic Information
4.2 Filing Claims