

# 324 Postage Payment and Documentation

## Overview

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## 1.0 Basic Standards for Postage Payment

### 1.1 Postage Payment Options

#### 1.1.1 Commercial Base Pricing

Commercial base Priority Mail postage may be paid with:

- a. Click-N-Ship.
- b. USPS-approved PC Postage products when registered end-users use a qualifying shipping label.
- c. Permit imprint.
- d. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [302.3.1](#)) and electronically transmit transactional data to the USPS.

#### 1.1.2 Commercial Plus Pricing

[1-2-11] Commercial plus Priority Mail postage may be paid with:

- a. USPS-approved PC-Postage products when registered end-users use a qualifying shipping label.
- b. Permit imprint.
- c. Permit holders using MRS for Priority Mail items who qualify for commercial base prices and whose account volumes exceed 100,000 pieces in the previous calendar year or who have a customer commitment agreement with the USPS (see [323.1.3.2](#)).
- d. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see [302.3.1](#)) and electronically transmit transactional data daily to USPS for all mailpieces and mail categories.

#### 1.1.3 Critical Mail Pricing

Critical Mail pieces must bear an Intelligent Mail barcode and postage may be paid with:

- a. USPS-approved PC-Postage products when registered end-users use a qualifying shipping label.
- b. Permit imprint.

### 1.2 Affixing Postage—Single-Piece Mailings

In a postage-affixed Priority Mail mailing, the mailer must affix to each piece a value equal to at least the postage required (including any surcharges).



324.2.1

## 2.0 Postage Paid With Permit Imprint

### 2.1 **Advance Deposit Account**

A mailer may be authorized to mail items without affixing postage when a permit imprint indicia (see [604.5.0](#)) is used and payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees.

### 2.2 **Minimum Quantity**

Permit imprint mailings must contain at least 200 pieces or 50 pounds submitted under the terms of an approved manifest mailing system agreement with exceptions allowed under a minimum volume reduction provision.

### 2.3 **Postage Statement**

A completed postage statement must accompany each mailing paid with a permit imprint.