



E100 First-Class Mail

E150 Qualified Business Reply Mail (QBRM)

Summary E150 describes QBRM, how to participate, and how rates and fees are applied.

1.0 BASIC STANDARDS

Description Qualified Business Reply Mail (QBRM) is First-Class Mail that:

- 1.1
 - a. Is letter-size and is prepared to meet the automation compatibility requirements in [C810](#) (except [C810.8.1](#)).
 - b. Meets all the Business Reply Mail (BRM) standards in [S922](#).
 - c. Has postage and per piece charges deducted from a BRM advance deposit account.
 - d. Is authorized to mail at QBRM rates and fees under [2.0](#). During the authorization process, the mailer is assigned a unique ZIP+4 code for each rate category of QBRM to be returned under the system (one for card-rate pieces, one for letter-size pieces weighing 1 ounce or less, and one for letter-size pieces weighing over 1 ounce up to and including 2 ounces).
 - e. Bears the unique ZIP+4 code assigned during the application process in the address of each piece distributed. The ZIP+4 code on each piece must be the proper one assigned to the rate category of the piece on its return. The ZIP+4 codes assigned for this program must be used only on the organization's appropriate QBRM pieces.
 - f. Bears the correct barcode that corresponds to the unique ZIP+4 code in the address on each piece distributed. The barcode must be correctly prepared under [C840](#) and [S922.6.0](#).
 - g. Bears a properly prepared facing identification mark (FIM) C on each piece distributed.

2.0 **[8-23-04] AUTHORIZATION**

To participate in QBRM, a mailer must have a valid BRM permit and pay the annual accounting fee. The following conditions also apply:

- a. Any mailer who applies for a BRM permit on Form 3615 must submit Form 6805 to the postmaster or business mail entry manager at the post office to which the QBRM pieces are to be returned. The USPS reviews Form 6805 and the preproduction samples provided by the mailer for compliance with relevant standards. If the mailer's request is approved, the USPS issues the mailer an authorization on the approved Form 6805.
- b. Any mailer who applies for a BRM permit online (see [S922](#)) completes an electronic version of Form 6805 as part of the online application approval process, in place of a printed Form 6805. The mailer is not required to submit preproduction samples when the BRM permit is approved and issued online.



3.0 POSTAGE, PER PIECE CHARGES, AND FEES

Postage The single-piece postage rates for QBRM First-Class Mail are applied to each returned piece as follows:

3.1

- a. The QBRM rate for cards in [R100](#) applies to a card meeting the applicable standards in [1.0](#) and [C100](#).
- b. The QBRM rate for letters in [R100](#) applies to a letter meeting the applicable standards in [1.0](#) that is not eligible for and claimed at the QBRM rate for cards.

Per Piece Charges Each piece of returned QBRM is charged the per piece charge in [R900](#).

3.2

Fees The following fees apply to QBRM First-Class Mail:

3.3

- a. The annual BRM permit fee.
- b. The annual BRM accounting fee.
- c. At the mailer's option, a quarterly fee.