

# 115 Mail Preparation

## Overview

- [1.0 Priority Mail Express Supplies](#)
- [2.0 Priority Mail Express 1-Day and 2-Day](#)
- [3.0 Firm Mailing Book](#)

## 1.0 Priority Mail Express Supplies

### 1.1 Packaging Provided by USPS

Priority Mail Express packaging provided by the USPS must be used only for Priority Mail Express. The USPS-produced Priority Mail Express Legal and Padded Flat Rate Envelopes are not available at retail Post Office locations but may be ordered online at [www.usps.com/store](http://www.usps.com/store).

### 1.2 Sealing Flat Rate Packaging

**[1-17-16]** When sealing a Flat Rate Envelope, the container flap must be able to close within the normal fold. Tape may be applied to the flap and seams to reinforce the container provided the design of the container is not enlarged by opening the sides, and the container is not reconstructed in any way.

### 1.3 Labels

Any matter bearing a USPS-provided Priority Mail Express label or single-ply Priority Mail Express label generated through Click-N-Ship or other USPS-approved method is charged the appropriate Priority Mail Express price.

## 2.0 Priority Mail Express 1-Day and 2-Day

### 2.1 Mailing Label

For each Priority Mail Express item, the mailer must complete Label 11-B or Label 11-F, Label 11-HFPU for Hold for Pickup service, or a single-ply Priority Mail Express label generated through Click-N-Ship or a USPS-approved method. Mailers authorized to present 1-Day or 2-Day Priority Mail Express items using a Priority Mail Express Manifesting System are required to follow label preparation procedures in Publication 97, *Priority Mail Express Manifesting Technical Guide*.

### 2.2 Waiver of Signature

For editions of Priority Mail Express Label 11-B or Label 11-F printed before January 2012, a mailer sending a Priority Mail Express item may instruct the USPS to deliver a Priority Mail Express 1-Day Delivery or Priority Mail Express 2-Day Delivery item without obtaining the signature of the addressee or the addressee's agent by checking and signing the waiver of signature on Label 11-B or Label 11-F, or indicating waiver of signature is requested on single-ply commercial label. Completion of the waiver of signature authorizes the delivery employee to sign upon delivery. The item is delivered to the addressee's mail receptacle or other secure location. Mailers who request waiver of signature will



be provided only the delivery date and time, and not an image of the signature when accessing delivery information on the Internet or when calling the toll-free number.

#### **2.3 Signature Required**

For editions of Priority Mail Express Label 11-B or Label 11-F printed on or after January 2012, a mailer sending a Priority Mail Express item, *and requiring the addressee's signature*, must instruct USPS to obtain a signature from the addressee upon delivery of the item by checking the "signature required" box on Label 11-B or Label 11-F or indicating signature is requested on single-ply commercial label. If the signature required box is selected, an image of the signature will be provided to mailers when accessing delivery information. A mailer must select signature service for Priority Mail Express COD, or Priority Mail Express with additional insurance.

#### **2.4 ZIP Code Determination**

For Priority Mail Express 1-Day Delivery, the mailer must determine whether the item is destined to a ZIP Code area to which Priority Mail Express 1-Day Delivery is offered from the point of origin. A Priority Mail Express 1-Day Delivery directory, showing detailed local information about Priority Mail Express 1-Day Delivery, is available at Post Offices. If the destination is not listed, the mailer must use Priority Mail Express 2-Day Delivery.

### **3.0 Firm Mailing Book**

Form 3877 is available at no cost to any mailer who mails an average of three or more Priority Mail Express items at one time, following these instructions:

- a. Form 3877 must be presented with the items to be mailed.
- b. The mailer must enter on Form 3877 the full number of each Priority Mail Express item and the addressee's name and address.
- c. All entries must be made in duplicate. One copy is kept by the accepting employee. The other is receipted and returned to the mailer.
- d. All unused parts of the address column in Form 3877 must be obliterated by drawing a diagonal line through the unused part. Any alteration must be initialed by the mailer and accepting employee.