2 Conditions for Mailing

210 Global Express Guaranteed

211 Description and Physical Characteristics

211.1 General

Global Express Guaranteed (GXG) service is an international expedited delivery service provided through an alliance with FedEx Express. It provides reliable, high-speed, guaranteed, and day-definite service from selected Post Office facilities in the United States to a large number of international destinations. (See the “Countries and Cities Served” section of Publication 141, *Global Express Guaranteed Service Guide,* for destination service commitments.) Global Express Guaranteed service is guaranteed to meet the specified service standards or the postage paid may be refunded. For almost all network destinations, liability insurance is provided for lost or damaged shipments. See 212.45.

211.2 Physical Characteristics

211.21 Weight Limits

The maximum weight limit for Global Express Guaranteed service is 70 pounds, but lower country-specific weight limits might apply. To determine the maximum weight limit for each country, see the Individual Country Listings.

211.22 Dimensions

211.221 Maximum Size

Maximum size dimensions for Global Express Guaranteed service are noted in the Individual Country Listings; however, dimensions may not exceed the following:

a. Length: 46 inches.

b. Width: 35 inches.

c. Height: 46 inches.

d. Combined length and girth: 108 inches.

211.222 Minimum Size

The surface area of the address side of the item to be mailed must be large enough to completely contain the Global Express Guaranteed Air Waybill/ Shipping Invoice (shipping label), postage, endorsement, and any applicable markings. The shipping label is approximately 5.5 inches high and 9.5 inches long.

212 Eligibility

212.1 General — All Global Express Guaranteed Shipments

Documents and general correspondence (nondutiable items) and non-documents (all dutiable items including merchandise) may be shipped using Global Express Guaranteed service. Mailers must certify that the shipment does not contain any restricted or dangerous goods prohibited by the destination country or postal regulations and does not require the filing of Electronic Export Information (EEI), formerly known as the Shipper's Export Declaration (SED). The maximum value of a Global Express Guaranteed document or non-document shipment is $2,499 or a lesser amount as limited by country, content, or value. The sender is responsible for determining if the item is allowable despite any statement made in Publication 141, on the Global Express Guaranteed Web site, or by a Postal Service employee or the Postal Service's agents.

212.2 Customs Forms Required

PS Form 6182, *Commercial Invoice*, is required for certain commodities and destinations. To determine if PS Form 6182 is required for a specific mailing, refer to the "Documentation Requirement" section of the specific destination country in Publication 141.

212.3 Mail Sealed Against Inspection

Global Express Guaranteed mailpieces containing only documents are sealed against inspection. Global Express Guaranteed mailpieces containing non-documents are not sealed against inspection. Regardless of physical closure, the mailing of Global Express Guaranteed mailpieces containing non-documents constitutes consent by the mailer to inspection of the contents.

212.4 Inquiries, Service Guarantees, Postage Refunds, and Indemnity

212.41 Service Guarantee

The Postal Service guarantees delivery within the service standards specified in Publication 141 or the sender may be entitled to a full refund of the postage paid. For the purpose of the money-back guarantee, the date and time of delivery, attempted delivery, or availability for delivery constitutes delivery.

212.42 Transit Days for Shipments

Transit days are available from participating Post Office facilities, online though Click-N-Ship service, and in the "Countries and Cities Served" section of Publication 141. Total transit days for Global Express Guaranteed service may be affected by factors beyond the Postal Service's control, which may include but are not limited to the following:

a. General customs delays.

b. Specific customs commodity delays.

c. Holidays observed in the destinating country.

212.43 Inquiries

Make inquiries concerning the delivery of Global Express Guaranteed items by calling 800-222-1811 or through the Postal Service Web site at *www.usps.com/shipping/trackandconfirm.htm.*

212.44 Postage Refunds

Postage may be refunded for a shipment accepted at a participating Post Office facility by the specified deposit time and not delivered to the recipient in accordance with the transit times defined in Publication 141. In accordance with the money-back guarantee standards in Publication 141, a refund request may be filed if the carrier at the destination country does not deliver the shipment, does not attempt to deliver the shipment, or does not make the shipment available on or before close of business in the local time zone in the delivery location. To request a refund or obtain details on how to file a claim, contact a customer service representative at 800-222-1811. The original receipt of the Global Express Guaranteed Air Waybill/Shipping Invoice (shipping label) is required for a postage refund. Requests for postage refunds must be made no later than 30 days from the date of mailing. The signature of the recipient or recipient's agent is required upon delivery of the refund. The money-back guarantee does not apply to shipments to post office box addresses acceptable for delivery or other exclusions defined in the "Summary of Our Terms and Conditions" section of Publication 141.

212.45 Global Express Guaranteed Insurance and Indemnity

Document reconstruction insurance (the reasonable costs incurred in reconstructing duplicates of nonnegotiable documents mailed) and non-document insurance for loss or damage up to $100 per shipment are included at no additional charge. (See the Individual Country Listings for availability.) Additional insurance may be purchased for document and non-document shipments (see 212.5). The total cost of document reconstruction or for insurance purchased for non-documents cannot exceed $2,499 or a lesser amount as limited by country, content, or value. Coverage, terms, and limitations are subject to change.

212.46 Indemnity Claims

If a shipment is lost or damaged, the sender may file a claim for document reconstruction costs (for document items) or for the declared value of the shipment costs (for non-document items). The sender must submit all claims within 30 days of the shipment date by contacting a customer service representative at 800-222-1811. The sender must submit all supporting documentation within 9 months of the mailing date. The representative provides more details on how to file a claim. The original receipt of the Global Express Guaranteed Air Waybill/Shipping Invoice may be required when filing a claim. Consult Publication 141 for limitations and restrictions on indemnity payments for Global Express Guaranteed items. The Global Express Guaranteed customer service office adjudicates refunds for Global Express Guaranteed service. Contact the Global Express Guaranteed customer service office at 800-222-1811. The Postal Service makes the final approval and payment.

212.47 Liability for Lost or Damaged Contents

Unless additional insurance is purchased, liability for a lost or damaged Global Express Guaranteed shipment is limited to the lowest of the following:

a. $100.

b. The actual amount of the loss or damage.

c. The actual value of the contents.

"Actual value" means the lowest cost of replacing, reconstructing, or reconstituting the allowable contents of the shipment (determined at the time and place of acceptance).

212.5 Extra Services — Insurance

Additional insurance coverage above $100, up to a maximum of $2,499 may be purchased at the sender's option. Amounts vary by country, content, or value. Coverage, terms, and limitations are subject to change. See the Individual Country Listings for insurance limits. See Notice 123, *Price List*, for the fee schedule for optional Global Express Guaranteed document reconstruction insurance or non-document insurance coverage.

213 Prices and Postage Payment Methods

213.1 Availability and Price Application — General

Global Express Guaranteed shipments are charged postage for each addressed piece according to its weight (or dimensional weight) and zone. See the Individual Country Listings for availability, additional details, and prices.

213.2 Postage Payment Methods — General

Global Express Guaranteed shipments may be paid with postage stamps, postage validation imprinter (PVI) labels, postage meter stamps, information-based indicia (IBI), PC Postage service, or permit imprint under 213.8.

213.3 Determining Postage for Global Express Guaranteed Service

213.31 USPS-Produced Global Express Guaranteed Envelopes

Postage for items mailed in USPS-produced Global Express Guaranteed envelopes is based on the weight of the piece. For items weighing 0.5 pound or less, the postage is the 0.5-pound price. For all other items, the postage is charged per pound or fraction thereof — any fraction of a pound is rounded up to the next whole pound.

213.32 Mailer-Supplied Packaging

Postage for items not mailed in USPS-produced Global Express Guaranteed envelopes is based on the dimensional weight, as calculated under 213.4, or the per-pound weight or fraction thereof rounded up to the next whole pound, whichever is greater.

213.4 Dimensional Weight

213.41 Determining Dimensional Weight for a Rectangular-Shaped Parcel

Follow these steps to determine the dimensional weight for a rectangular-shaped parcel:

a. Determine the length, width, and height in inches. Round off each measurement to the nearest whole inch.

b. Multiply the length by the width by the height.

c. Divide the result by 166. For weights less than 0.5 pound, round up to 0.5 pound. For all other weights, round up to the next whole pound.

213.42 Determining Dimensional Weight for a Nonrectangular-Shaped Parcel

Follow these steps to determine the dimensional weight for a nonrectangular-shaped parcel:

a. Determine the length, width, and height in inches. Measure the length, width, and height at their extreme dimensions. Round off each measurement to the nearest whole inch.

b. Multiply the length by the width by the height.

c. Multiply the result by an adjustment factor of 0.785.

d. Divide the result by 166. For weights less than 0.5 pound, round up to 0.5 pound. For all other weights, round up to the next whole pound.

213.5 Destinating Countries and Price Groups

Global Express Guaranteed service is available to the destinating countries and territories listed in Exhibit 213.5. Countries are placed into one of eight price groups.

Exhibit 213.5 (p. 1)

Destinating Countries and Price Groups

** Only documents may be sent to a country marked with an asterisk.*

Country Name	GXG Price Group
Afghanistan	6
Albania	4
Algeria	4
Andorra*	5
Angola	4
Anguilla	7
Antigua and Barbuda	7
Argentina	8
Armenia	4
Aruba	7
Ascension	No Service
Australia	6
Austria	5
Azerbaijan	4
Bahamas	7
Bahrain	6
Bangladesh	6
Barbados	7
Belarus	4
Belgium	3
Belize	8
Benin	4
Bermuda	7
Bhutan	6
Bolivia	8
Bonaire, Sint Eustatius, and Saba	7
Bosnia-Herzegovina	4
Botswana	4
Brazil	8
British Virgin Islands	7
Brunei Darussalam	4
Bulgaria	4
Burkina Faso	4
Burma (Myanmar)	No Service
Burundi	4
Cambodia	8
Cameroon	4
Canada	1
Cape Verde	4
Cayman Islands	7
Central African Republic	No Service
Chad	4
Chile	8
China	6

Exhibit 213.5 (p. 2)
Destinating Countries and Price Groups

** Only documents may be sent to a country marked with an asterisk.*

Country Name	GXG Price Group
Colombia	8
Comoros	No Service
Congo, Democratic Republic of the	4
Congo, Republic of the	4
Costa Rica	8
Cote d'Ivoire (Ivory Coast)	4
Croatia	4
Cuba	No Service
Curacao	7
Cyprus	6
Czech Republic	4
Denmark	5
Djibouti	4
Dominica	7
Dominican Republic	7
Ecuador	8
Egypt	6
El Salvador	8
Equatorial Guinea	No Service
Eritrea	4
Estonia	4
Ethiopia	4
Falkland Islands	No Service
Faroe Islands	5
Fiji	8
Finland	5
France	3
French Guiana	8
French Polynesia	4
Gabon	4
Gambia	4
Georgia, Republic of	4
Germany	3
Ghana	4
Gibraltar	4
Great Britain and Northern Ireland	3
Greece	5
Greenland	5
Grenada	7
Guadeloupe	7
Guatemala	8
Guinea	4
Guinea-Bissau	No Service
Guyana	8
Haiti	7

Exhibit 213.5 (p. 3)
Destinating Countries and Price Groups

** Only documents may be sent to a country marked with an asterisk.*

Country Name	GXG Price Group
Honduras	8
Hong Kong	3
Hungary	4
Iceland	5
India	6
Indonesia	6
Iran	No Service
Iraq	6
Ireland (Eire)	3
Israel	6
Italy	3
Jamaica	7
Japan	3
Jordan	6
Kazakhstan	4
Kenya	4
Kiribati	No Service
Korea, Democratic People's Rep. of (North)	No Service
Korea, Republic of (South)	6
Kosovo, Republic of	4
Kuwait	6
Kyrgyzstan	4
Laos	8
Latvia	4
Lebanon	6
Lesotho	4
Liberia	4
Libya	4
Liechtenstein	5
Lithuania	4
Luxembourg	3
Macao	3
Macedonia, Republic of	4
Madagascar	4
Malawi	4
Malaysia	6
Maldives	6
Mali	4
Malta	5
Martinique	7
Mauritania	4
Mauritius	4
Mexico	2
Moldova	4
Mongolia	4

Exhibit 213.5 (p. 4)

Destinating Countries and Price Groups

** Only documents may be sent to a country marked with an asterisk.*

Country Name	GXG Price Group
Montenegro	4
Montserrat	7
Morocco	4
Mozambique	4
Namibia	4
Nauru	No Service
Nepal	6
Netherlands	3
New Caledonia	8
New Zealand	6
Nicaragua	8
Niger	4
Nigeria	4
Norway	5
Oman	6
Pakistan	6
Panama	8
Papua New Guinea	8
Paraguay	8
Peru	8
Philippines	6
Pitcairn Island	No Service
Poland	4
Portugal	5
Qatar	6
Reunion	4
Romania	4
Russia	4
Rwanda	4
Saint Helena	No Service
Saint Kitts and Nevis	7
Saint Lucia	7
Saint Pierre and Miquelon	No Service
Saint Vincent and the Grenadines	7
Samoa	No Service
San Marino	3
Sao Tome and Principe	No Service
Saudi Arabia	4
Senegal	4
Serbia, Republic of	4
Seychelles	4
Sierra Leone	No Service
Singapore	3
Sint Maarten	7

Exhibit 213.5 (p. 5)
Destinating Countries and Price Groups

** Only documents may be sent to a country marked with an asterisk.*

Country Name	GXG Price Group
Slovak Republic (Slovakia)	4
Slovenia	4
Solomon Islands	No Service
Somalia	No Service
South Africa	4
Spain	5
Sri Lanka	6
Sudan	No Service
Suriname	8
Swaziland	4
Sweden	5
Switzerland	5
Syrian Arab Republic (Syria)	No Service
Taiwan	3
Tajikistan	No Service
Tanzania	4
Thailand	6
Timor-Leste, Democratic Republic of	6
Togo	4
Tonga	4
Trinidad and Tobago	7
Tristan da Cunha	No Service
Tunisia	4
Turkey	6
Turkmenistan	No Service
Turks and Caicos Islands	7
Tuvalu	No Service
Uganda	4
Ukraine	4
United Arab Emirates	6
Uruguay	8
Uzbekistan	4
Vanuatu	8
Vatican City	3
Venezuela	8
Vietnam	6
Wallis and Futuna Islands	4
Yemen	6
Zambia	4
Zimbabwe	4

213.6 Commercial Prices

213.61 Commercial Base Prices

A mailer who pays postage by the online methods described in 213.7, or with a permit imprint under 213.8, qualifies for the Global Express Guaranteed Commercial Base prices, which are less than Global Express Guaranteed retail prices. Commercial Base pricing does not apply to participating retail Post Office locations. See Notice 123, *Price List*, for the applicable price.

213.62 Commercial Plus Prices

213.621 General

An approved mailer who pays postage with a permit imprint under 213.8, or through a registered end-user of a USPS-approved PC Postage product (except for Click-N-Ship service), qualifies for the Global Express Guaranteed Commercial Plus prices. Commercial Plus pricing does not apply to participating retail Post Office locations. See Notice 123, *Price List*, for the applicable price.

213.622 Commercial Plus Pricing — Eligibility

To qualify for Commercial Plus pricing, customers must agree to all terms and conditions in a standardized agreement with the Postal Service and tender at least $100,000 per year of international shipping products. For this purpose, “international shipping products” includes any combination of Global Express Guaranteed, Priority Mail Express International, Priority Mail International, or First-Class Package International Service items.

213.623 Commercial Plus Pricing — Approval

Mailers meeting the minimum revenue thresholds under 213.622 must complete an agreement with the Postal Service by contacting their account manager, or USPS Global Business via e-mail at *globalcpp@usps.gov*, for a commitment agreement form or for additional information.

213.7 Online Methods

213.71 Online Prices — Commercial Base or Commercial Plus Prices

For selected destination countries, Global Express Guaranteed items qualify for discounted prices (equal to the Commercial Base price or Commercial Plus price) when mailers use one of the following online shipping methods:

a. Commercial Base Price: Registered end-users of USPS-approved PC Postage products using online postage (with the exception of Click-N-Ship service); or a USPS meter label solution using metered postage.

b. Commercial Plus Price: Registered end-users of USPS-approved PC Postage products (with the exception of Click-N-Ship service).

Commercial Base and Commercial Plus prices are not available through Click-N-Ship service. The Commercial Base or Commercial Plus price is automatically applied to each shipment when mailers use one of the postage payment methods above. The discount applies only to the postage portion of the Global Express Guaranteed price. It does not apply to any other charges or fees, such as fees for Pickup on Demand service, insurance, or shipments made under a customized agreement.

213.72 Markings Requirements

Global Express Guaranteed mailpieces claiming the Commercial Base or Commercial Plus price paid with PC Postage must bear the appropriate price marking, printed on the piece or produced as part of the PC Postage indicia. Mailers must place the applicable marking directly above, directly below, or to the left of the postage using one of the following formats:

a. Commercial Base Price, Commercial Base Pricing, or ComBasPrice.

b. Commercial Plus Price, Commercial Plus Pricing, or ComPlsPrice.

213.73 Determining Online Prices

For each addressed mailpiece, refer to Notice 123, *Price List*, for the applicable Commercial Base or Commercial Plus price.

213.74 Notification

For shipments paid online with Click-N-Ship service, an e-mail notification is provided to each customer showing the applicable postage amount, acceptance time, and date.

213.75 Postage Adjustments of Online Shipments

Use of the online service is subject to subsequent verification of the shipment's payment, weight, and time of entry upon acceptance by the Postal Service. Shortpaid Global Express Guaranteed (GXG) shipments paid with Click-N-Ship service is collected automatically through this system (see 423.21).

213.76 Deposit of Online Shipments within 24 Hours

Customers paying postage online must enter their shipment via any of the methods outlined in 215.21 within 24 hours of the time when the label is printed or the transaction is voided.

213.8 Permit Imprint

213.81 Permit Imprint — General

Global Express Guaranteed items paid with a permit imprint through an advance deposit account is permitted only when requirements for Commercial Base prices or Commercial Plus prices (see 213.82) are followed. Postage paid with a permit imprint is subject to the general conditions in the IMM and in DMM 604 and 705. See Notice 123, *Price List*, for the applicable prices.

213.82 Permit Imprint — Commercial Base or Commercial Plus Prices

A mailer who pays postage with a permit imprint qualifies for the Global Express Guaranteed Commercial Base or Commercial Plus prices, which are less than Global Express Guaranteed retail prices. The Commercial Base or Commercial Plus price applies only to the postage portion of Global Express Guaranteed prices. See Notice 123, *Price List*, for the applicable price. In addition, mailers must meet the following requirements:

a. Use USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at *https://ribbs.usps.gov/index.cfm?page=internationalvendors.* (To request information about these software solutions, send an e-mail to *globalbusiness-sales@usps.gov*.)

b. Pay for postage with a permit imprint through an advance deposit account.

c. Meet manifesting and permit imprint requirements under the IMM and DMM 604 and the manifesting requirements under DMM 705.

213.9 Official Mail

213.91 Mailings by Federal Agencies

Global Express Guaranteed shipments that are entered by federal agencies and departments are subject to the same standards under 210 as Global Express Guaranteed shipments that are entered by nongovernmental entities.

213.92 Postal Service Mailings

Global Express Guaranteed shipments that are entered by U.S. Postal Service entities are subject to the same standards under 210 as Global Express Guaranteed shipments that are entered by nongovernmental entities, except that U.S. Postal Service mailings must bear the G-10 permit indicia that are prescribed for all Postal Service official mail. See 142.2.

214 Mail Preparation

214.1 Preparation by the Sender

Prior to mailing, the sender must do the following:

a. Prepare the item as a large envelope (flat) or package using either a Global Express Guaranteed envelope provided by the Postal Service or mailer-supplied packaging. Mailers using their own envelope or wrapping must also affix a Global Express Guaranteed sticker (Item 107PGG3) to the front and back of the item.

b. Complete the Global Express Guaranteed Air Waybill/Shipping Invoice (Item 11FGG1) to show the complete address of the sender and addressee. Do not address items to APO or FPO addresses. Post Office box addresses may be allowed for certain international locations. See Publication 141 for information about areas served in the destination country.

c. Complete the shipment details to show the contents in detail. For documents, include the estimated cost of reconstruction. For non-documents, include a valuation and country of manufacture. Shipments cannot have a value that exceeds $2,499, or a lower value set by the destinating country. Sign and date each Global Express Guaranteed shipment on the mailer agreement.

d. Enclose the Global Express Guaranteed Air Waybill/Shipping Invoice (Item 11FGG1) and, if applicable, PS Form 6182 into PS Form 2976-E (plastic envelope). Apply the self-adhesive PS Form 2976-E with its contents to the address side of the mailpiece.

214.2 Preparation by Acceptance Employee

Prior to acceptance, Postal Service acceptance employees must do the following:

a. Check that the sender has properly completed the Global Express Guaranteed Air Waybill/Shipping Invoice.

b. Complete the postage transaction if the item is not prepaid.

c. Complete the “Origin” information.

d. Remove the customer’s copy of the Global Express Guaranteed Air Waybill/Shipping Invoice and give it to the customer. Process the Global Express Guaranteed Air Waybill/Shipping Invoice according to directions on the shipping document.

215 Mail Entry and Deposit

215.1 Entry Service Areas — U.S. Origins

Global Express Guaranteed items must be entered through selected Post Office facilities that are located in the ZIP Code areas listed in Exhibit 215.1. Not all facilities within a 3-digit ZIP Code area accept Global Express Guaranteed items. Check with a local Post Office facility for the nearest participating facilities.

Exhibit 215.1
Global Express Guaranteed: Participating 3-Digit ZIP Codes

Location	Code	ZIP Code Areas
Alabama	AL	350, 351, 352, 354–369
Alaska	AK	995–999
Arizona	AZ	850–853, 855–857, 859, 860, 863–865
Arkansas	AR	716–729
California	CA	900, 902–908, 910–928, 930–937, 939–941, 943–961
Colorado	CO	800–816
Connecticut	CT	060–069
Delaware	DE	197–199
District of Columbia	DC	200, 202, 203, 205
Florida	FL	320–339, 341, 342, 344, 346, 347, 349
Georgia	GA	300–319, 398
Hawaii	HI	968
Idaho	ID	832–838
Illinois	IL	600–620, 622–629
Indiana	IN	460–479
Iowa	IA	500–508, 510–516, 520–528
Kansas	KS	660–662, 664–679
Kentucky	KY	400–418, 420–427
Louisiana	LA	700, 701, 703–708, 710–714
Maine	ME	039–049
Maryland	MD	206–212, 214–219
Massachusetts	MA	010–027
Michigan	MI	480–499
Minnesota	MN	550, 551, 553, 554, 556–567
Mississippi	MS	386–397
Missouri	MO	630, 631, 633–641, 644–648, 650–658
Montana	MT	590–599
Nebraska	NE	680, 681, 683–693
Nevada	NV	890, 891, 893–895, 897, 898
New Hampshire	NH	030–038
New Jersey	NJ	070–089
New Mexico	NM	870, 871, 873–875, 877–884
New York	NY	100–149
North Carolina	NC	270–289
North Dakota	ND	580–588
Ohio	OH	430–458
Oklahoma	OK	730, 731, 734–741, 743–749
Oregon	OR	970–979
Pennsylvania	PA	150–191, 193–196
Puerto Rico	PR	006–009
Rhode Island	RI	028, 029
South Carolina	SC	290–299
South Dakota	SD	570–577
Tennessee	TN	370–374, 376–385
Texas	TX	750–770, 772–799
Utah	UT	840, 841, 843–847
Vermont	VT	050–054, 056–058
Virgin Islands	VI	008
Virginia	VA	201, 220–246
Washington	WA	980–986, 988–994
West Virginia	WV	247–268
Wisconsin	WI	530–532, 534, 535, 537–549
Wyoming	WY	820–831

215.2 Place of Mailing

215.21 Items Eligible for Deposit or Pickup

Global Express Guaranteed items may be deposited through any of the following methods at, through, or offered by a participating Global Express Guaranteed Post Office facility, provided postage is paid by a method other than the use of postage stamps:

a. In a private mailbox bearing a return address that matches the address at the point of pickup, when the customer or business is known to reside or do business at that location.

b. Through Pickup on Demand service.

c. Through Package Pickup service.

d. At a Postal Service retail counter.

e. Into a Postal Service lobby drop.

f. In a collection box.

g. At a Contract Postal Unit (CPU).

h. At a USPS Approved Shipper location.

Note: Global Express Guaranteed items weighing 13 ounces or less and bearing only postage stamps may also be deposited through the aforementioned methods.

215.22 Items Not Eligible for Deposit or Pickup

Customers must present Global Express Guaranteed items weighing more than 13 ounces and bearing only postage stamps as postage to an employee at a participating Global Express Guaranteed Post Office facility retail service counter. Deposit and pickup methods listed in 215.21 are prohibited. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

215.23 Items Paid With a Permit Imprint

Mailers who enter volume mailings paid with a permit imprint under 213.8 must enter such items through a business mail entry unit (BMEU) or, when authorized by the district BMEU manager, through a detached mail unit (DMU) at a mailer's plant.

215.24 Acceptance of Shipments

For purposes of computing the delivery guarantee, Postal Service acceptance of a Global Express Guaranteed shipment occurs when it is received and scanned at a participating Global Express Guaranteed Post Office facility. Collection box deposit and Package Pickup service do not constitute Postal Service acceptance of a Global Express Guaranteed shipment. Acceptance occurs when the shipment is brought back to the Post Office facility and the acceptance office performs a retail system scan and verifies the weight, dimensions, and postage of the shipment. For items paid with Click-N-Ship service, the customer will receive an e-mail verification of the acceptance date, time, and weight, as well as a verification of the amount of postage applicable for the shipment.

Note: Customers paying postage online must enter their shipment via any of the authorized methods outlined in 215.21 within 24 hours of the time when the label is printed, or the transaction will be void.

215.3 Pickup On Demand Service

Subject to the standards in 215.2, Pickup On Demand service is available for Global Express Guaranteed items. There is a single charge for Pickup On Demand service (see Notice 123, *Price List*), regardless of the number of items scheduled for pickup. A pickup can include any or all of the following items:

a. Global Express Guaranteed items.

b. Priority Mail Express International items.

c. Priority Mail International items.

d. First-Class Package International Service items.

e. Priority Mail Express items.

f. Priority Mail items.

g. Package Services items.

215.4 Package Pickup Service

No pickup fee is charged when a Global Express Guaranteed item or items are picked up during a letter carrier's regular delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with the information in DMM 507.7; for more information, also visit the online site at *usps.com/pickup*.

220 Priority Mail Express International

221 Description and Physical Characteristics

221.1 General

Priority Mail Express International service is a reliable high-speed mail service available to certain countries (see the Individual Country Listings for service availability). Priority Mail Express International service is available at designated Postal Service facilities authorized to accept domestic Priority Mail Express shipments.

221.2 Priority Mail Express International With Money-Back Guarantee Service

Priority Mail Express International With Money-Back Guarantee service offers a date-certain, postage-refund guarantee. This service is available only to the following countries:

a. Australia.

b. Canada.

c. China.

d. France (does not include Corsica and Monaco).

e. Great Britain and Northern Ireland.

f. Hong Kong.

g. Israel.

h. Japan.
i. New Zealand.
j. Republic of Korea (South Korea).
k. Singapore.
l. Spain (does not include Canary Islands).
m. Sweden.
n. Switzerland.
o. Thailand.

221.3 Priority Mail Express International Flat Rate Envelopes

Only USPS-produced Priority Mail Express International Flat Rate Envelopes are eligible for the Flat Rate price and are charged a flat rate price depending on the rate group of the destination. The maximum weight is 4 pounds. See the Individual Country Listings for countries that offer Priority Mail Express International service.

221.4 Physical Characteristics

221.41 Weight Limits

The maximum weight limit for Priority Mail Express International service is 70 pounds, but lower country-specific weight limits might apply. To determine the maximum weight limit for each country, see the Individual Country Listings.

221.42 Dimensions — Priority Mail Express International Parcels

Maximum size dimensions for Priority Mail Express International service vary by country and are noted in the Individual Country Listings. See Exhibit 231.23 for determining length or length and girth combined for rectangular and nonrectangular parcels.

222 Eligibility

222.1 General — All Priority Mail Express International Shipments

Except for the items noted in 222.2, any item not prohibited in international mail may be sent using Priority Mail Express International service. For additional individual country prohibitions, refer to the “Country Conditions for Mailing” in the Individual Country Listings.

222.2 Prohibited Items in All Priority Mail Express International Shipments

The following items are prohibited in all Priority Mail Express International shipments:

a. Coins.
b. Banknotes.
c. Currency notes, including paper money.
d. Securities of any kind payable to bearer.
e. Traveler's checks.
f. Platinum, gold, and silver.
g. Precious stones.
h. Jewelry.
i. Watches.
j. Other valuable articles.

Note: International postal money orders are admissible in Priority Mail Express International shipments, but they are negotiable only if the proper form is used.

222.3 Priority Mail Express International Flat Rate Envelopes

Only USPS-produced Priority Mail Express International Flat Rate Envelopes are eligible for Flat Rate pricing as defined in Exhibit 222.3. The contents must fit securely in the envelope and be confined within the envelope, with the provided adhesive as the means of closure. The envelope flap must be able to close within the prefabricated folds. Tape may be applied to the flap and seams for closure or to reinforce the envelope, provided the design of the envelope is not enlarged by opening the sides of the envelope and taping or reconstructing the envelope in any way. All other Priority Mail Express International standards and customs requirements apply.

Exhibit 222.3
Eligible Priority Mail Express International Flat Rate Envelopes

Item	Size	Item No.
Priority Mail Express International Flat Rate Envelope	12-1/2" x 9-1/2"	EP-13-F
Priority Mail Express International Legal Flat Rate Envelope	15" x 9-1/2"	EP13-L
Priority Mail Express International Padded Flat Rate Envelope	12-1/2" x 9-1/2"	EP13-PE

222.4 Customs Forms Required

The mailer electronically generates PS Form 2976-B (if specified in the Individual Country Listing) or completes PS Form 2976-R and, if applicable, must fulfill any other nonpostal export requirements described in chapter 5. See 224 for additional information. For a mailer using an electronically generated PS Form 2976-B that electronically transmits customs-related data, or an online combined shipping label and customs form that electronically transmits customs-related data, no additional customs form is required because customs information is incorporated into the form that the mailer must complete.

222.5 Mail Sealed Against Inspection

Priority Mail Express International mailpieces are sealed against inspection.

222.6 Priority Mail Express International Insurance and Indemnity

222.61 Merchandise Insurance

Priority Mail Express International shipments containing merchandise are insured against loss, damage, or missing contents up to $200 at no additional charge. Indemnity is paid by the U.S. Postal Service as provided in 935 and in DMM 503 and 609. Additional insurance coverage up to a maximum of $5,000 may be purchased at the sender's option (see 222.7).

222.62 Document Reconstruction Insurance

Priority Mail Express International shipments containing nonnegotiable documents are insured against loss, damage, or missing contents up to $100 at no additional charge. Indemnity is paid by the U.S. Postal Service as provided in 935 and in DMM 503 and 609.

222.63 Indemnity for Delivery Delays

Priority Mail Express International items are not insured against delay in delivery, and indemnity payments are not made in the event of delay. Postage *refunds* for delay are considered only for shipments sent to countries with Priority Mail Express International With Money-Back Guarantee service under 221.2.

222.7 Extra Services — Merchandise Insurance

Additional merchandise insurance coverage above $200, up to a maximum of $5,000, may be purchased at the sender's option. See Exhibit 322.2 for individual country merchandise insurance limits. See Notice 123, *Price List,* for the fee schedule for optional Priority Mail Express International merchandise insurance coverage.

223 Prices and Postage Payment Methods

223.1 Prices

223.11 Availability and Price Application — General

Except under 223.14, Priority Mail Express International shipments are charged postage for each addressed piece according to its weight and country price group. For shipments presented in Priority Mail Express pouches under a Priority Mail Express Custom Designed Service agreement, each pouch is considered an addressed piece. See the Individual Country Listings for countries that offer Priority Mail Express International service. Refer to Notice 123, *Price List*, for applicable Priority Mail Express International prices.

223.12 Commercial Base Prices

A mailer who pays postage with a permit imprint under 223.222, or with the online methods described in 223.241, qualifies for the Priority Mail Express International Commercial Base prices, which are less than Priority Mail

Express International retail prices. See Notice 123, *Price List*, for the applicable price.

223.13 Commercial Plus Prices

An approved mailer who pays postage with a permit imprint under 223.222, or as a registered end-user of a USPS-approved PC Postage product (except for Click-N-Ship service), qualifies for the Priority Mail Express International Commercial Plus prices, which are the same as Priority Mail Express International Commercial Base prices. Customers who prepare Priority Mail Express International shipments via Click-N-Ship service pay retail prices. See Notice 123, *Price List*, for the applicable price.

223.131 Commercial Plus Pricing — Eligibility

To qualify for Commercial Plus pricing, customers must agree to all terms and conditions in a standardized agreement with the Postal Service and tender at least $100,000 per year of international shipping products. For this purpose, “international shipping products” includes any combination of Global Express Guaranteed, Priority Mail Express International, Priority Mail International, or First-Class Package International Service items.

223.132 Commercial Plus Pricing — Approval

Mailers meeting the minimum revenue thresholds under 223.131 must complete an agreement with the Postal Service by contacting their account manager, or USPS Global Business via e-mail at *globalcpp@usps.gov*, for a commitment agreement form or for additional information.

223.14 Priority Mail Express International Flat Rate Envelope Prices

Only USPS-produced Priority Mail Express International Flat Rate Envelopes are eligible for a Flat Rate price regardless of the destination. The maximum weight is 4 pounds. Postage is required for each piece (see Notice 123, *Price List*). A domestic Priority Mail Express Flat Rate Envelope with prepaid postage may also be used for a Priority Mail Express International item provided that appropriate additional postage is added before mailing.

223.2 Postage Payment Methods

223.21 General

Priority Mail Express International shipments may be paid with postage stamps, postage validation imprinter (PVI) labels, postage meter stamps, information-based indicia (IBI), PC Postage service, or a permit imprint under 223.22, or through the use of a USPS Corporate Account (USPSCA). A written application is required prior to mailing with a Priority Mail Express corporate account (see DMM 414.2).

223.22 Permit Imprint

223.221 Permit Imprint — General

Payment for Priority Mail Express International shipments paid with a permit imprint through an advance deposit account is permitted only when requirements for Commercial Base prices or Commercial Plus prices (see 223.222) are followed. Postage paid with a permit imprint is subject to the general conditions in the IMM and in DMM 604 and 705. See Notice 123, *Price List*, for the applicable prices.

223.222 **Permit Imprint — Commercial Base or Commercial Plus Prices**

A mailer who pays postage with a permit imprint qualifies for the Priority Mail Express International Commercial Base or Commercial Plus prices, which are generally less than Priority Mail Express International retail prices. The Commercial Base or Commercial Plus price applies only to the postage portion of Priority Mail Express International prices. In addition, mailers must meet the following requirements:

a. Electronically transmit customs declaration information as required under 123.32 by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at *https://ribbs.usps.gov/index.cfm?page=internationalvendors*. (To request information about either of these software solutions, send an e-mail to *globalbusinesssales@ usps.gov*.)

b. Pay for postage with a permit imprint through an advance deposit account.

c. Meet manifesting and permit imprint requirements under the IMM and DMM 604 and the manifesting requirements under DMM 705.

223.23 USPS Corporate Account (USPSCA)

Mailers using a USPS Corporate Account under 223.21 must pay the applicable retail price for each mailpiece.

223.24 Online Methods

223.241 **Online Prices — Commercial Base or Commercial Plus Prices**

For selected destination countries, Priority Mail Express International items qualify for discounted prices (equal to the Commercial Base price or Commercial Plus price) when mailers use one of the following online shipping methods:

a. Commercial Base Price: Registered end-users of USPS-approved PC Postage products using online postage (with the exception of Click-N-Ship service); or a USPS meter label solution using metered postage.

b. Commercial Plus Price: Registered end-users of USPS-approved PC Postage products (with the exception of Click-N-Ship service).

The Commercial Base or Commercial Plus price is automatically applied to each shipment when using one of the above postage payment methods. The discount applies only to the postage portion of the Priority Mail Express International price. It does not apply to any other charges or fees, such as fees for Pickup on Demand service, insurance, or shipments made under a customized agreement.

223.242 **Markings Requirements**

Priority Mail Express International mailpieces claiming the Commercial Base or Commercial Plus price paid with PC Postage must bear the appropriate price marking, printed on the piece or produced as part of the PC Postage indicia. Mailers must place the applicable marking directly above, directly below, or to the left of the postage using one of the following formats:

a. Commercial Base Price, Commercial Base Pricing, or ComBasPrice.

b. Commercial Plus Price, Commercial Plus Pricing, or ComPlsPrice.

223.243 **Determining Online Prices**

For each addressed mailpiece, refer to Notice 123, *Price List*, for the applicable Commercial Base or Commercial Plus price.

223.3 Official Mail

223.31 Mailings by Federal Agencies

Priority Mail Express International shipments that are entered by federal agencies and departments are subject to the same standards under 220 as Priority Mail Express International shipments that are entered by nongovernmental entities.

223.32 Postal Service Mailings

Priority Mail Express International shipments that are entered by U.S. Postal Service entities are subject to the same standards under 220 as Priority Mail Express International shipments that are entered by nongovernmental entities, except that U.S. Postal Service mailings must bear the G-10 permit indicia that are prescribed for all Postal Service official mail. See 142.2.

224 Mail Preparation

224.1 Preparation by Sender

224.11 Using PS Form 2976-B

Before mailing, the sender must fulfill any nonpostal export requirements described in chapter 5 and fill out PS Form 2976-R as described in 123.74 or use an electronically generated PS Form 2976-B as a combined customs form and shipping label as described in 123.73.

224.12 Using an Online Combined Shipping Label and Customs Form That Electronically Transmits Customs-Related Data

Prior to mailing, the sender must fulfill any other nonpostal export requirements described in chapter 5 and fully complete the applicable online customs form.

224.2 Preparation by Acceptance Employee

224.21 Using PS Form 2976-R

Employees must follow the instructions in 123.742 to verify a sender's PS Form 2976-R and to generate PS Form 2976-B.

Note: Consistent with 225.12, the sender must present any item bearing a handwritten PS Form 2976-R to an employee at a Post Office retail service counter.

224.22 Using an Online Combined Shipping Label and Customs Form That Electronically Transmits Customs-Related Data

Employees must do the following:

a. If presented to a USPS acceptance employee, check to ensure the mailer has completed the sender's information, the addressee's information, and the customs information portions.

b. Apply the correct amount of postage to the mailpiece, or ensure that the correct amount of postage is affixed to the mailpiece.

c. After acceptance, place each item in the appropriate working pouch for forwarding to the international exchange office authorized to dispatch Priority Mail Express International shipments to that destination. (See Handbook T-5, *International Mail Operations*.)

Note: For online shipments, customer receipts are not necessary; for non-IRT or non-POS offices, record the required finance information on the special form provided for this purpose.

225 Mail Entry and Deposit

225.1 Place of Mailing

225.11 Items Eligible for Deposit or Pickup

Priority Mail Express International items bearing a computer-generated customs form with customs data that has been electronically transmitted (e.g., using Click-N-Ship service, an authorized PC Postage vendor, or the USPS Web Tools system) may be deposited through any of the following methods, provided postage is paid by a means other than the use of postage stamps:

a. In a private mailbox bearing a return address that matches the address at the point of pickup, when the customer or business is known to reside or do business at that location.

b. Through Pickup on Demand service.

c. Through Package Pickup service.

d. At a Postal Service retail counter.

e. Into a Postal Service lobby drop.

f. In a collection box.

g. At a Contract Postal Unit (CPU).

h. At a USPS Approved Shipper location.

225.12 Items Not Eligible for Deposit or Pickup

Customers must present the following Priority Mail Express International items requiring a customs form to an employee at a Post Office retail service counter. Deposit and pickup methods listed in 225.11 are prohibited. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

a. Any item bearing a customs form and paid with only postage stamps.

b. Any item bearing a handwritten customs form.

c. Any item bearing a customs form that was not computer-generated.

d. Any item for which the customs data was not electronically transmitted.

225.13 Items Paid With a Permit Imprint

Mailers who enter volume mailings paid with a permit imprint under 223.22 must enter such items through a business mail entry unit (BMEU) or, when authorized by the district BMEU manager, through a detached mail unit (DMU) at a mailer's plant.

225.2 Pickup On Demand Service

Subject to the standards in 225.1, Pickup On Demand service is available for Priority Mail Express International items. There is a single charge for Pickup On Demand service (see Notice 123, *Price List*), regardless of the number of items scheduled for pickup. A pickup can include any or all of the following items:

a. Global Express Guaranteed items.

b. Priority Mail Express International items.

c. Priority Mail International items.

d. First-Class Package International Service items.

e. Priority Mail Express items.

f. Priority Mail items.

g. Package Services items.

225.3 Package Pickup Service

Subject to the standards in 225.1, no pickup fee is charged when a Priority Mail Express International item or items are picked up during a letter carrier's regular delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with the information in DMM 507.7; for more information, also visit the online site at *usps.com/pickup*.

230 Priority Mail International

231 Description and Physical Characteristics

231.1 General

Priority Mail International service is considered a parcel stream for mail exchange purposes.

231.2 Physical Characteristics

231.21 Weight Limits

231.211 Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes

The maximum weight for items mailed using Flat Rate Envelopes and Small Flat Rate Priced Boxes is 4 pounds.

231.212 Priority Mail International Medium and Large Flat Rate Boxes

The weight limit for items mailed using the Medium and Large Flat Rate Boxes is 20 pounds.

231.213 Priority Mail International Ordinary Parcels

The maximum weight limit for Priority Mail International service is 70 pounds, but lower country-specific weight limits might apply. To determine the maximum weight limit for each country, see the Individual Country Listings.

231.22 Dimensions — Priority Mail International Parcels

The minimum and maximum dimensions for Priority Mail International parcels are as follows:

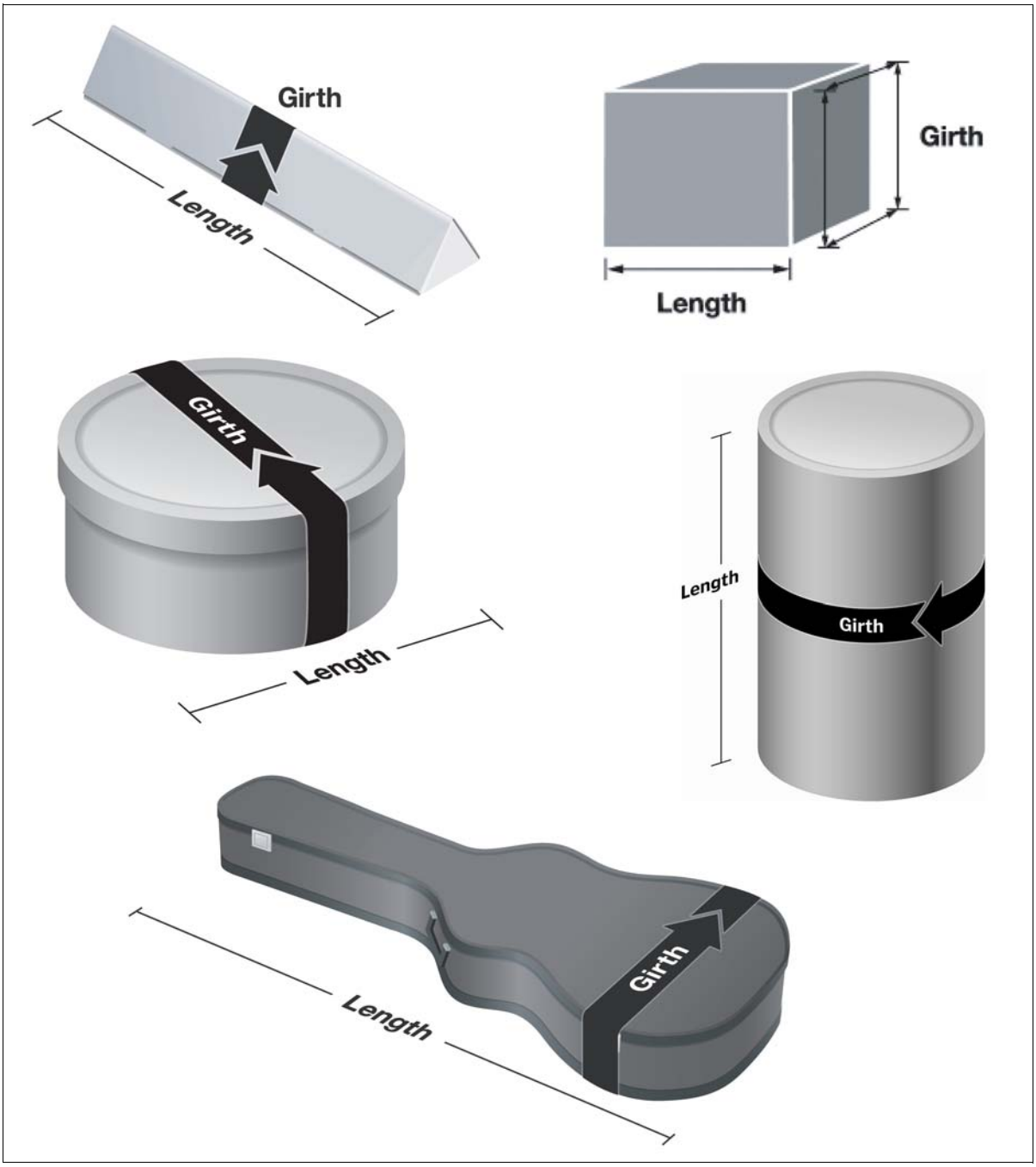
a. For Priority Mail International parcels, the surface area of the address side of the item to be mailed must be large enough to completely contain the postage, PS Form 2976-E (the envelope for the customs label), and any other applicable endorsements or markings. PS Form 2976-E is approximately 10-1/4 inches wide and 7-1/4 inches high.

b. The maximum size dimensions for Priority Mail International parcels vary by country and are noted in the Individual Country Listings. See 231.23 for determining length or length and girth combined for rectangular and nonrectangular parcels.

231.23 Measuring Parcel Dimensions

For all parcels, length is the longest side of the parcel, and girth is the measurement around the thickest part that is perpendicular to the length. The following examples can assist mailers in determining length or length and girth combined for rectangular and nonrectangular parcels. See Exhibit 231.23.

Exhibit 231.23
Measuring Parcel Dimensions



232 Eligibility

232.1 Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes — General

Correspondence, negotiable and nonnegotiable documents, printed matter, and lightweight merchandise items may be sent in Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes provided the contents are mailable, they fit securely in the envelope or box, and they are entirely confined within the container with the provided adhesive as the means of closure. The flap must close within the prefabricated fold. Tape may be applied to the flap and seams for closure or for reinforcement, provided the design of the container is not enlarged by opening the sides and taping or reconstructing the container in any way. Refer to the Individual Country Listings for additional prohibitions for each country. Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes containing merchandise are insured against loss, damage, or missing contents up to $200 at no additional charge. Additional merchandise insurance may be available, depending on country and value. Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes containing only nonnegotiable documents are insured against loss, damage, or missing contents up to $100 for document reconstruction at no additional charge. See Exhibit 322.2 and the Individual Country Listings for insurance availability, limitations, and coverage. Registered Mail service is not available.

232.2 Eligible Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes

Only the items in Exhibit 232.2a and Exhibit 232.2b qualify for the Priority Mail Flat Rate Envelope or Small Flat Rate Box pricing.

Exhibit 232.2a
Eligible Priority Mail International Flat Rate Envelopes

Item	Size	Item No.
Priority Mail International Flat Rate Envelope	12-1/2" x 9-1/2"	Item EP 14-F
Priority Mail International Gift Card Flat Rate Envelope	10" x 7"	Item EP 14-GT
Priority Mail International Small Flat Rate Envelope	10" X 6"	Item EP 14-B
Priority Mail International Window Flat Rate Envelope	10" x 5"	Item EP 14-H
Priority Mail International Legal Flat Rate Envelope	15" x 9-1/2"	Item EP 14-L
Priority Mail International Padded Flat Rate Envelope	12-1/2" x 9-1/2"	Item EP 14-PE

Exhibit 232.2b
Eligible Priority Mail International Small Flat Rate Priced Boxes

Item	Inside Dimensions (L x W x H)	Outside Dimensions (L x W x H)	Item No.
Priority Mail International Small Flat Rate Box	8-5/8" x 5-3/8" x 1-5/8"	8-11/16" x 5-7/16" x 1-3/4"	SFBX
Priority Mail International DVD Box	7-9/16" x 5-7/16" x 1-1/8"	8-3/4" x 5-9/16" x 1-1/2"	O-DVDS
Priority Mail International Large Video Box	9-1/4" x 6-1/4" x 2"	9-9/16" x 6-7/16" x 2-3/16"	O-1096-L

232.3 Priority Mail International Medium and Large Flat Rate Boxes

All mailable items that qualify to be sent as Priority Mail International parcels may also be sent in the Priority Mail International Medium and Large Flat Rate Boxes. Written communication having the nature of current and personal correspondence may be included, provided it is exchanged between the sender and the addressee or other persons living with the addressee. Archived correspondence (e.g., personnel records) is also permitted and may be sent to any addressee. The contents must fit securely and must be entirely confined within the box. The box flaps must be able to close within the prefabricated folds. Tape may be applied to the flap and seams for closure or reinforcement, provided the design of the container is not enlarged by opening the sides and taping or reconstructing the container in any way. Refer to the Individual Country Listings for additional prohibitions for each country. Medium and Large Flat Rate Boxes may be insured — see Exhibit 322.2 for insurance availability and limitations. Registered Mail service is not available.

232.4 Eligible Priority Mail International Medium and Large Flat Rate Boxes

Only the items in Exhibit 232.4a and Exhibit 232.4b qualify for the Priority Mail International Medium and Large Flat Rate Box pricing.

Exhibit 232.4a
Eligible Priority Mail International Medium Flat Rate Boxes

Item	Inside Dimensions (L x W x H)	Outside Dimensions (L x W x H)	Item No.
Priority Mail International Medium Flat Rate Box	11" x 8-1/2" x 5-1/2"	11-1/4" x 8-3/4" x 6"	O-FRB1
Priority Mail International Medium Flat Rate Box	13-5/8" x 11-7/8" x 3-3/8"	14" x 12" x 3-1/2"	O-FRB2

Exhibit 232.4b
Eligible Priority Mail International Large Flat Rate Boxes

Item	Inside Dimensions (L x W x H)	Outside Dimensions (L x W x H)	Item No.
Priority Mail International Large Flat Rate Box	12" x 12" x 5-1/2"	12-1/4" x 12-1/4" x 6"	LFRB
Priority Mail International Board Game Large Flat Rate Box	23-11/16" x 11-3/4" x 3"	24-1/16" x 11-7/8" x 3-1/8"	GBFRB

232.5 Priority Mail International Parcels

232.51 General

Priority Mail International parcel service is designed for the carriage of outbound international postal parcels. Written communication having the nature of current and personal correspondence may be included, provided it is exchanged between the sender and the addressee or other persons living with the addressee. Archived correspondence (e.g, personnel records) is also permitted and may be sent to any addressee. Refer to the Individual Country Listings for additional prohibitions for each country. Priority Mail International parcels containing merchandise are insured against loss, damage, or missing contents up to $200 at no additional charge. Additional insurance may be available, depending on country and value — see Exhibit 322.2 and the Individual Country Listings for insurance availability, limitations, and coverage. Registered Mail service is not available.

232.52 Priority Mail International Regional Rate Boxes

Priority Mail International Regional Rate Box prices are available only to commercial customers who have an agreement with the Postal Service specifically for Priority Mail International Regional Rate Boxes. A customer who does not have such an agreement with the Postal Service and who may incidentally use a Priority Mail International Regional Rate Box must pay the applicable Priority Mail International price based on the item's weight and country price group.

232.6 Customs Forms Required

232.61 Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes

Each Priority Mail International Flat Rate Envelope and each Priority Mail International Small Flat Rate Priced Box must bear a properly completed PS Form 2976-A.

232.62 Priority Mail International Medium and Large Flat Rate Boxes

Each Priority Mail International Medium or Large Flat Rate Box must bear a properly completed PS Form 2976-A.

232.63 Priority Mail International Parcels

Each Priority Mail International parcel must bear a properly completed PS Form 2976-A.

232.7 Mail Sealed Against Inspection

No Priority Mail International item (USPS-produced Flat Rate Box, Flat Rate Envelope, or Small Flat Rate Priced Box; USPS-produced Tyvek envelope; or customer-supplied box or envelope) is sealed against inspection. Regardless of physical closure, the mailing of a Priority Mail International item constitutes consent by the mailer to inspection of the contents.

232.8 Priority Mail International Insurance and Indemnity

232.81 Indemnity

Priority Mail International items containing merchandise are insured against loss, damage, or missing contents up to $200 at no additional charge. Indemnity is limited to the lesser of the actual value of the contents or $200. If the parcel has been lost, or if it has been delivered to the addressee in damaged condition or with missing contents, payment is made to the sender unless the sender waives the right to payment, in writing, in favor of the addressee.

Note: Merchandise insurance that provides coverage greater than the included $200 merchandise insurance may be available, depending on country, content, and value — see Exhibit 322.2 and the Individual Country Listings for insurance availability, limitations, and coverage. When merchandise insurance is purchased, it replaces the included $200 merchandise insurance.

232.82 Exclusions

Insurance coverage is not provided for consequential losses, delay, concealed damage, spoilage of perishable items, articles improperly packaged, articles too fragile to withstand normal handling in the mail, or prohibited articles.

232.9 Extra Services

232.91 Merchandise Insurance

Merchandise insurance that provides coverage greater than the included $200 merchandise insurance is available for Priority Mail International items to many countries. When merchandise insurance is purchased, it replaces the included $200 merchandise insurance. See Exhibit 322.2 and the Individual Country Listings for insurance availability, limitations, and coverage. See Notice 123, *Price List*, for the fee schedule for Priority Mail International merchandise insurance coverage.

232.92 Return Receipt Service

Return receipt service, when purchased with additional merchandise insurance, is available for purchase to certain destinations (see the Individual Country Listings for availability) for Priority Mail International items, including Priority Mail International Flat Rate Envelopes and Priority Mail International Small Flat Rate Priced Boxes. See 340 for preparation procedures.

233 Prices and Postage Payment Methods

233.1 Prices

233.11 Availability and Price Application — General

Except under 233.14 and 233.15, Priority Mail International shipments are charged postage for each addressed piece according to its weight and zone. See the Individual Country Listings for countries that offer Priority Mail International service.

Price zones for Priority Mail International to Canada are based on the distance of the origin ZIP Code to the serving International Service Center (ISC). An ISC Zone Chart is available by subscription from the National Customer Support Center in Memphis. To purchase copies of the Zone Chart, call the Zone Chart program administrator at 800-238-3150 or write to the following address:

NATIONAL CUSTOMER SUPPORT CENTER
US POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1001

233.12 Commercial Base Prices

A mailer who pays postage with a permit imprint under 233.222, or with the online methods described in 233.231, qualifies for the Priority Mail International Commercial Base prices, which are less than Priority Mail International retail prices. See Notice 123, *Price List*, for the applicable price.

233.13 Commercial Plus Prices

An approved mailer who pays postage with a permit imprint under 233.222, or through a registered end-user of a USPS-approved PC Postage product (with the exception of Click-N-Ship service), qualifies for the Priority Mail International Commercial Plus prices. See Notice 123, *Price List*, for the applicable price.

233.131 Commercial Plus Pricing — Eligibility

To qualify for Commercial Plus pricing, customers must agree to all terms and conditions in a standardized agreement with the Postal Service and tender at least $100,000 per year of international shipping products. For this purpose, “international shipping products” includes any combination of Global Express Guaranteed, Priority Mail Express International, Priority Mail International, or First-Class Package International Service items.

233.132 Commercial Plus Pricing — Approval

Mailers meeting the minimum revenue thresholds under 233.131 must complete an agreement with the Postal Service by contacting their account manager, or USPS Global Business via e-mail at *globalcpp@usps.gov*, for a commitment agreement form or for additional information.

233.14 Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes

Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes are charged a flat rate price depending on the rate group of the destination. The price does not depend on the weight of the item, but the weight cannot exceed the 4-pound weight limit. Postage is required for each piece (see Notice 123, *Price List*). A domestic Priority Mail Flat Rate Envelope with prepaid postage may also be used for a Priority Mail International item provided that appropriate additional postage is added before mailing.

233.15 Priority Mail International Medium and Large Flat Rate Boxes

The Priority Mail International Medium and Large Flat Rate Boxes are charged a flat rate price depending on the rate group of the destination. The price does not depend on the weight of the item, but the weight cannot exceed the 20-pound weight limit. Postage is required for each piece (see Notice 123, *Price List)*.

233.16 Priority Mail International Parcels

Prices for parcels not using Flat Rate packaging vary by weight and country price group. See the Individual Country Listings.

233.2 Postage Payment Methods

233.21 General

Priority Mail International items may be paid with postage stamps, postage validation imprinter (PVI) labels, postage meter stamps, information-based indicia (IBI), PC Postage service, or permit imprint.

233.22 Permit Imprint

233.221 Permit Imprint — General

Priority Mail International shipments paid with a permit imprint through an advance deposit account is permitted only when requirements for Commercial Base prices or Commercial Plus prices (see 233.222) are followed. Postage paid with a permit imprint is subject to the general conditions in the IMM and in DMM 604 and 705.

233.222 Permit Imprint — Commercial Base or Commercial Plus Prices

A mailer who pays postage with a permit imprint qualifies for the Priority Mail International Commercial Base or Commercial Plus prices. The Commercial Base or Commercial Plus price applies only to the postage portion of Priority Mail International prices. In addition, mailers must meet the following requirements:

a. Electronically transmit customs declaration information as required under 123.32 by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at *https://ribbs.usps.gov/index.cfm?page=internationalvendors*. (To request information about either of these software solutions, send an e-mail to *globalbusinesssales@ usps.gov*.)

b. Pay for postage with a permit imprint through an advance deposit account.

c. Meet manifesting and permit imprint requirements under the IMM and DMM 604 and the manifesting requirements under DMM 705.

233.23 Online Methods

233.231 Online Prices — Commercial Base or Commercial Plus Prices

For selected destination countries, Priority Mail International items qualify for discounted prices (equal to the Commercial Base price or Commercial Plus price) when mailers use one of the following online shipping methods:

a. Commercial Base Price: Registered end-users of USPS-approved PC Postage products using online postage (with the exception of Click-N-Ship service); or a USPS meter label solution using metered postage.

b. Commercial Plus Price: Registered end-users of an authorized PC Postage vendor (with the exception of Click-N-Ship service).

The Commercial Base or Commercial Plus price is automatically applied to each shipment when using one of the above postage payment methods. The discount applies only to the postage portion of the Priority Mail International price. It does not apply to any other charges or fees, such as fees for Pickup on Demand service, insurance, or shipments made under a customized agreement.

233.232 Marking Requirements

Priority Mail International mailpieces claiming the Commercial Base or Commercial Plus price paid with PC Postage must bear the appropriate price marking, printed on the piece or produced as part of the PC Postage indicia. Mailers must place the applicable marking directly above, directly below, or to the left of the postage using one of the following formats:

a. Commercial Base Price, Commercial Base Pricing, or ComBasPrice.

b. Commercial Plus Price, Commercial Plus Pricing, or ComPlsPrice.

233.233 Determining Online Prices

For each addressed mailpiece, refer to Notice 123, *Price List*, for the applicable Commercial Base or Commercial Plus price.

233.3 Official Mail

233.31 Mailings by Federal Agencies

Priority Mail International shipments that are entered by federal agencies and departments are subject to the same standards under 230 as Priority Mail International shipments that are entered by nongovernmental entities.

233.32 Postal Service Mailings

Priority Mail International shipments that are entered by U.S. Postal Service entities are subject to the same standards under 230 as Priority Mail International shipments that are entered by nongovernmental entities, except that U.S. Postal Service mailings must bear the G-10 permit indicia that are prescribed for all Postal Service official mail. See 142.2.

234 Mail Preparation

234.1 Addressing

Priority Mail International packages are subject to the addressing requirements contained in 122. In addition, mailers should include the name and address of the sender and addressee on a separate slip enclosed in the parcel. See 122.

234.2 Marking

Priority Mail International items must be marked “AIRMAIL” or “PAR AVION” or bear one of the two prescribed airmail labels (i.e., either PS Label 19-A, *Par Avion Airmail*, or PS Label 19-B, *Par Avion Airmail*). The airmail marking or label should be placed below and to the left of the delivery address.

234.3 Customs Documentation

Mailers complete the hard copy PS Form 2976-R or electronically generate PS Form 2976-A, and if applicable, must fulfill any other nonpostal export requirements described in chapter 5.

234.4 Sealing

Mailers must seal their items with clinched staples, banding, adhesives, sewing, tape, or other materials used to seal parcels. See DMM 601. The seal must be sufficient to allow detection of tampering.

234.5 Packaging

234.51 Packaging Requirements — General

Every parcel must be securely and substantially packed. In packing, the sender must consider the nature of the contents, the climate, the length of the journey, and the numerous handlings involved in the conveyance of international mail. Heavy wrapping paper or waterproof paper is permitted only as the outside covering of a carton. Heavy objects, such as cans of food, must be surrounded with other contents or packing material in order to prevent their shifting within the parcel. For recommended packing procedures, see DMM 601.

234.52 Types of Containers

Ordinary paperboard containers are not acceptable. Parcels must be packed in one of the following:

a. Canvas or similar material.

b. Double-faced corrugated or solid (minimum 275-pound test) fiber boxes or cases.

c. Strong wooden boxes made of lumber at least 1/2-inch thick or plywood of at least three plies.

234.53 Closure Options for Wooden Boxes or Bags

If otherwise acceptable, boxes may be secured with screwed or nailed lids, and bags may be closed by sewing.

235 Mail Entry and Deposit

235.1 Place of Mailing

235.11 Items Eligible for Deposit or Pickup

Priority Mail International items bearing a computer-generated customs form with customs data that has been electronically transmitted (e.g., using Click-N-Ship service, an authorized PC Postage vendor, or the USPS Web Tools system) may be deposited through any of the following methods, provided postage is paid by a means other than the use of postage stamps:

a. In a private mailbox bearing a return address that matches the address at the point of pickup, when the customer or business is known to reside or do business at that location.

b. Through Pickup on Demand service.

c. Through Package Pickup service.

d. At a Postal Service retail counter.

e. Into a Postal Service lobby drop.

f. In a collection box.

g. At a Contract Postal Unit (CPU).

h. At a USPS Approved Shipper location.

235.12 Items Not Eligible for Deposit or Pickup

Customers must present the following Priority Mail International items requiring a customs form to an employee at a Post Office retail service counter. Deposit and pickup methods listed in 235.11 are prohibited. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

a. Any item bearing a customs form and paid with only postage stamps.

b. Any item bearing a handwritten customs form.

c. Any item bearing a customs form that was not computer-generated.

d. Any item for which the customs data was not electronically transmitted.

235.13 Items Paid With a Permit Imprint

Mailers who enter volume mailings paid with a permit imprint under 233.22 must enter such items through a business mail entry unit (BMEU) or, when authorized by the district BMEU manager, through a detached mail unit (DMU) at a mailer's plant.

235.2 Pickup On Demand Service

Subject to the standards in 235.1, Pickup On Demand service is available for Priority Mail International items. There is a single charge for Pickup On Demand service (see Notice 123, *Price List*), regardless of the number of items scheduled for pickup. A pickup can include any or all of the following items:

a. Global Express Guaranteed items.

b. Priority Mail Express International items.

c. Priority Mail International items.
d. First-Class Package International Service items.
e. Priority Mail Express items.
f. Priority Mail items.
g. Package Services items.

235.3 Package Pickup Service

Subject to the standards in 235.1, no pickup fee will be charged when a Priority Mail International item or items are picked up during a letter carrier's regular delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with the information in DMM 507.7; for more information, also visit the online site at *usps.com/pickup*.

240 First-Class Mail International

241 Description and Physical Characteristics

241.1 General

The First-Class Mail International classification encompasses the categories of international mail that before May 14, 2007, were categorized as airmail letter-post and economy letter-post, postcards, and printed matter.

241.2 Physical Characteristics

241.21 Physical Standards — Letters

241.211 Weight Limit

The weight limit for a letter-size First-Class Mail International mailpiece is 3.5 ounces. Letter-size items exceeding 3.5 ounces are charged the First-Class Mail International flat-size price.

241.212 Dimensions

Letter-size mail must be rectangular and must meet the following dimensions:

a. Not less than 5-1/2 inches long or 3-1/2 inches high or 0.007-inch thick.
b. Not more than 11-1/2 inches long or 6-1/8 inches high or 1/4-inch thick.

Note: For the purpose of determining mailability or machinability of a letter-sized piece, the length is the dimension parallel to the delivery address as read, and the height is the dimension perpendicular to the length.

241.213 Color

Light-colored envelopes that do not interfere with the reading of the address and postmark must be used. Brilliant colored envelopes are not authorized.

241.214 **Quality**

Envelopes and packaging materials must be constructed to be strong enough to withstand normal handling. Highly glazed paper or paper with a design that affects readability or processing is not acceptable.

241.215 **Bordered Envelopes and Cards**

Envelopes and cards that have green bars or red- and blue-striped borders may be used for the sending of First-Class Mail International items.

241.216 **Window Envelopes**

Address windows for letter-size envelopes must be used under the following conditions:

a. The address window must be parallel with the length of the envelope and must be in the lower portion of the address side.

b. Nothing but the name, address, and any key number used by the mailer may appear through the address window.

c. The return address should appear in the upper-left corner. If there is no return address and the delivery address does not show through the window, the piece is handled as undeliverable mail.

d. The address disclosed through the window must be on white paper or paper of a very light color.

e. When used for Registered Mail, window envelopes must conform to the conditions in DMM 503.

f. All window envelopes for international mail must include a transparent material covering the window opening — i.e., open-panel envelopes are not acceptable.

241.217 **Nonmachinable Surcharge**

Regardless of a letter's weight, a per-piece surcharge (see Notice 123, *Price List*) applies to a First-Class Mail International letter that is nonmachinable for any of the following reasons:

a. Has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5.

b. Is polybagged, polywrapped, or enclosed in any plastic material.

c. Has clasps, strings, buttons, or similar closure devices.

d. Contains items such as pens, pencils, or loose keys or coins that cause the thickness of the mailpiece to be uneven.

e. Is too rigid (does not bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn).

f. Is more than 4-1/4 inches high or 6 inches long and less than 0.009 inch thick.

g. Has a delivery address parallel to the shorter dimension of the mailpiece.

241.22 Physical Standards — Cards

241.221 Postcard Dimensions

Each postcard claimed at a card price must be rectangular and must meet the following dimensions:

a. Not less than 3-1/2 inches high or 5-1/2 inches long or 0.007 inch thick.

b. Not more than 4-1/4 inches high or 6 inches long or 0.016 inch thick.

Note: Unenclosed cards exceeding the size limits for postcards are mailable at the First-Class Mail International letter price if they do not exceed 4-3/4 inches high or 9-1/4 inches long.

241.222 Color

Light-colored cards that do not interfere with the reading of the address and postmark must be used. Brilliant colored cards are not authorized.

241.223 Quality

Cards must be constructed to be strong enough to withstand normal handling. Highly glazed card stock or card stock with a design that affects readability or processing is not acceptable.

241.224 Additional Standards

To claim the card price, postcards must meet the following conditions:

a. Postcards must consist of single cards sent without a wrapper or envelope.

b. Privately manufactured postcards, except picture postcards, must bear the heading “Postcard.”

241.225 Right Half of Postcard

The right half of the address side of a card must be reserved for the address of the addressee and postal notations or labels.

241.226 Left Half and Reverse Side of Postcard

The left half of the address side of the card and the reverse side can be used for a message or permissible attachments. If a return address is used, it must appear in the upper-left half of the address side.

241.227 Acceptable Attachments

The following attachments may be applied to a postcard as noted, provided the attachment is made of paper or other thin material and adheres completely to the card:

a. To the left half or the back side of the card: clippings of any kind, illustrations or photographs, or labels other than address labels.

b. Only to the back side of the card: stamps likely to be confused with postage stamps.

c. Only to the address side of the card for addressing purposes: address labels.

241.228 Unacceptable Attachments

The following attachments to a card are not acceptable:

a. An attachment that is not made of paper.

b. An attachment that does not totally adhere to the card surface.

c. An attachment that is an encumbrance to postal processing.

241.229 **Folded (Double) Cards**

Folded (double) cards must be mailed in envelopes at the First-Class Mail International letter price.

241.23 Physical Standards — Large Envelopes (Flats)

241.231 **Weight Limit**

The weight limit for a First-Class Mail International large envelope (flat) is 4 pounds.

241.232 **Dimensions and Characteristics**

Large envelopes (flats) must meet the following dimensions and characteristics:

a. More than 11-1/2 inches long or 6-1/8 inches high or 1/4-inch thick.

b. Not more than 15 inches long or 12 inches high or 3/4-inch thick.

c. Flexible (see 241.236).

d. Rectangular.

e. Uniformly thick as stated in 241.235.

Note: The length of a large envelope (flat) is the longest dimension. The height is the dimension perpendicular to the length. A First-Class Mail International large envelope (flat) that does not meet the standards in 241.23 is not eligible for the large envelope (flat) size price and is charged the applicable First-Class Package International Service (small packet) price.

241.233 **Color**

Light-colored envelopes that do not interfere with the reading of the address and postmark must be used. Brilliant colored envelopes are not authorized.

241.234 **Quality**

Flats must be constructed to be strong enough to withstand normal handling. Highly glazed paper or paper with a design that affects readability or processing is not acceptable.

241.235 **Uniform Thickness**

Large envelopes (flats) must be uniformly thick so that any bumps, protrusions, or other irregularities do not cause more than a 1/4-inch variance in thickness. When determining variance in thickness, exclude the outside edges of a mailpiece (1 inch from each edge) when the contents do not extend into those edges. Also, exclude the selvage of any polywrap covering from this determination. Mailers must secure nonpaper contents to prevent shifting of more than 2 inches within the mailpiece if shifting would cause the piece to be nonuniform in thickness or would result in the contents bursting out of the mailpiece.

241.236 **Minimum Flexibility**

Large envelopes (flats) must be flexible. Boxes with or without hinges, gaps, or breaks that allow the piece to bend are not considered large envelopes (flats). Tight envelopes or wrappers that are filled with one or more boxes are not considered large envelopes (flats). Customers have the option to perform the tests described below and illustrated in Exhibit 241.236a–Exhibit 241.236c on their own mailpieces. When a Postal Service employee

observes a customer demonstrating that a flat-size piece is flexible according to these standards, the employee does not need to perform the test. Test flats as follows:

a. All large envelopes (flats) (see Exhibit 241.236a):

(1) Place the piece with the length parallel to the edge of a flat surface and extend the piece halfway off the surface.

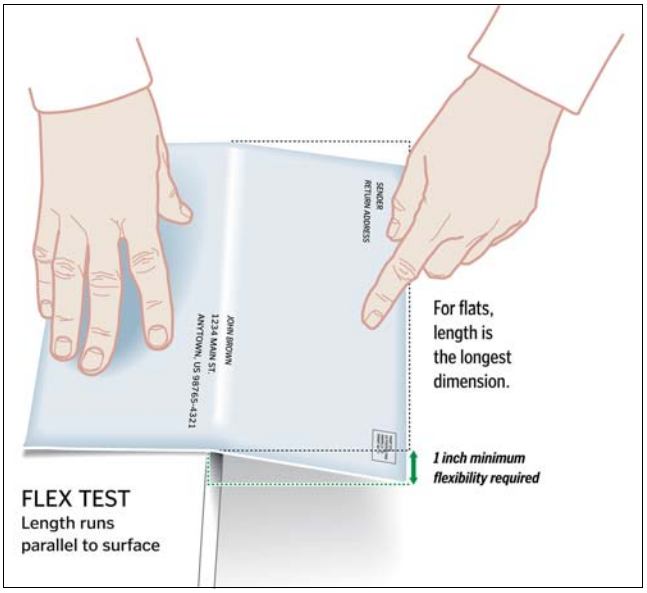
(2) Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's length, exerting steady pressure.

(3) The piece is not flexible if it cannot bend at least 1 inch vertically without being damaged.

(4) The piece is flexible if it can bend at least 1 inch vertically without being damaged and does not contain a rigid insert. No further testing is necessary.

(5) If the piece can bend at least 1 inch vertically without being damaged but contains a rigid insert, test the piece according to 241.236b or 241.236c.

Exhibit 241.236a
Flexibility Test — All Large Envelopes (Flats)



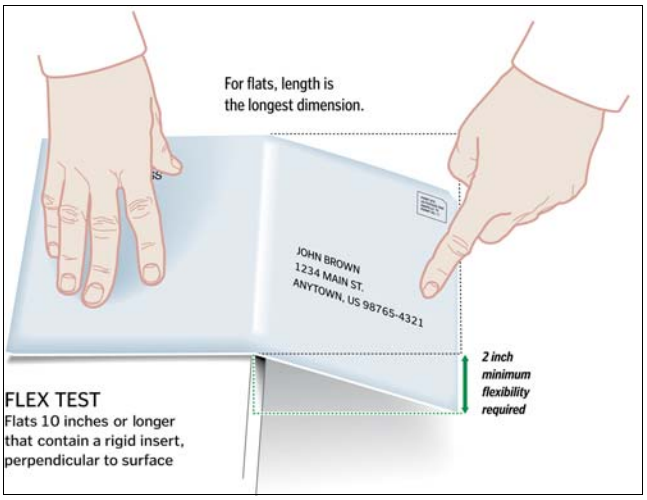
b. Large envelopes 10 inches or longer that demonstrate the required flexibility in 241.236a but that contain a rigid insert (see Exhibit 241.236b):

(1) Place the piece with the length perpendicular to the edge of a flat surface and extend the piece 5 inches off the surface.

(2) Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's width, exerting steady pressure.

(3) Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 2 inches vertically without being damaged.

Exhibit 241.236b
Flexibility Test — Large Envelopes (Flats) 10 Inches or Longer



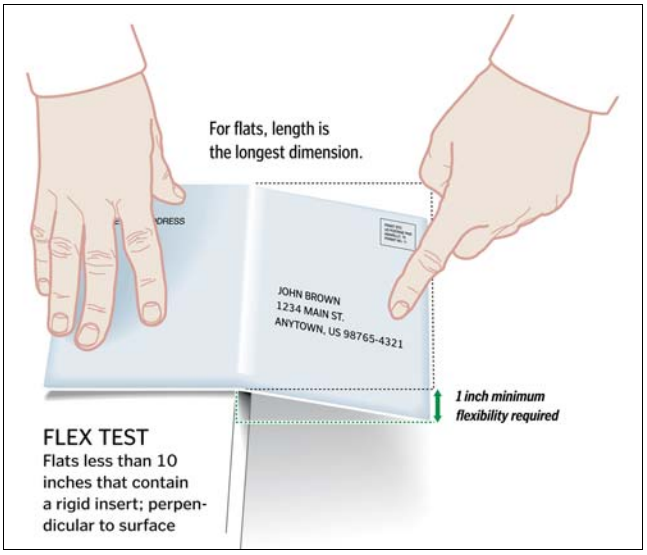
c. Large envelopes less than 10 inches long that demonstrate the required flexibility in 241.236a but that contain a rigid insert (see Exhibit 241.236c):

(1) Place the piece with the length perpendicular to the edge of a flat surface and extend the piece halfway off the surface.

(2) Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's width, exerting steady pressure.

(3) Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 1 inch vertically without being damaged.

Exhibit 241.236c
Flexibility Test — Large Envelopes (Flats) Less Than 10 Inches Long



242 Eligibility

242.1 Content Eligibility

Subject to applicable weight and size limits, any article that is otherwise acceptable and not prohibited by the Postal Service or the country of destination may be mailed at the First-Class Mail International price.

242.2 Customs Forms Required

242.21 Dutiable Merchandise

The following conditions apply to dutiable merchandise mailed with First-Class Mail International service:

a. Any merchandise sent to another country may be subject to duty under the customs regulations of that country. The Postal Service does not maintain or provide information concerning the assessment of customs duty.

b. First-Class Mail International items may contain dutiable merchandise unless the country of destination prohibits dutiable merchandise in letters. (See the Individual Country Listings.)

c. When mailing an article that may be dutiable, the sender must use PS Form 2976 (see 123) and must also follow the special instructions under “Customs Forms Required” and “Observations” in the Individual Country Listings.

d. The maximum value for dutiable merchandise is $400. Items exceeding $400 must be mailed using Global Express Guaranteed service, Priority Mail Express International service, or Priority Mail International service.

242.22 Nondutiable Merchandise

Nondutiable merchandise may be mailed (at the sender’s risk) to countries that do not accept dutiable merchandise. The Postal Service assumes no responsibility for the treatment such items may receive in the country of destination.

Note: Because PS Form 2976 generally denotes dutiable contents, it should be omitted from First-Class Mail International letter-size and flat-size mailpieces weighing less than 16 ounces when the contents are not dutiable (see 123.61).

242.3 Mail Sealed Against Inspection

First-Class Mail International mailpieces are sealed against inspection.

242.4 Extra Services

242.41 Certificate of Mailing

Certificate of mailing service is available for purchase for First-Class Mail International items.

242.42 Registered Mail Service

Registered Mail service is available for purchase for First-Class Mail International items, including for such items mailed as Free Matter for the Blind.

242.43 Return Receipt Service

For First-Class Mail International items, return receipt service is available for purchase only for items that use Registered Mail service to certain destinations — see the Individual Country Listings for availability and 340 for preparation procedures.

243 Prices and Postage Payment Methods

243.1 Prices

243.11 Prices and Price Application — General

First-Class Mail International cards, letters, and large envelopes (flats) are charged postage for each addressed piece according to its weight and zone. For prices, see Notice 123, *Price List*.

243.12 Price Computation

Other than postcards, First-Class Mail International prices are charged per ounce or fraction thereof; any fraction of an ounce is rounded up to the next whole ounce. For example, if a piece weighs 1.2 ounces, the weight (postage) increment is 2 ounces. The minimum postage per addressed piece, except for postcards, is that for a piece weighing 1 ounce.

243.13 Destinating Countries and Price Groups

Each Individual Country Listing shows the country-specific price group for First-Class Mail International service. For postage prices, see Notice 123, *Price List*.

243.2 Postage Payment Methods — General

First-Class Mail International items may be paid with postage stamps, postage validation imprinter (PVI) labels, postage meter stamps, information-based indicia (IBI), PC Postage service, or permit imprint.

243.3 Permit Imprint — General

Mailers may use a permit imprint for mailing identical- or nonidentical-weight First-Class Mail International items. Any of the First-Class Mail International permit imprint formats shown in Exhibit 152.64 is acceptable. Permit imprints must not denote “bulk mail,” “nonprofit,” or other domestic or special mail markings. For items requiring a customs form, mailers must also meet the following requirements:

a. Pay for postage with a permit imprint through an advance deposit account.

b. For nonidentical-weight items, meet the permit imprint requirements under IMM 152.6 and the manifesting requirements under DMM 604 and DMM 705.

In addition, for items requiring PS Form 2976 (see Exhibit 123.61), mailers must electronically transmit customs declaration information as required under 123.32 by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software. (To request information about either of these software solutions, send an e-mail to *globalbusiness-sales@usps.gov*.)

243.4 Official Mail

243.41 Mailings by Federal Agencies

First-Class Mail International shipments that are entered by federal agencies and departments are subject to the same standards under 240 as First-Class Mail International shipments that are entered by nongovernmental entities.

243.42 Postal Service Mailings

First-Class Mail International shipments that are entered by U.S. Postal Service entities are subject to the same standards under 240 as First-Class Mail International shipments that are entered by nongovernmental entities, except that U.S. Postal Service mailings must bear the G-10 permit indicia that are prescribed for all Postal Service official mail. See 142.2.

244 Mail Preparation

244.1 Addressing

First-Class Mail International items are subject to the addressing requirements in 122.

244.2 Markings

The following markings apply to First-Class Mail International items:

a. First-Class Mail International postcards, letters, and large envelopes (flats) must be marked “AIRMAIL/PAR AVION” or have PS Label 19-A, *Par Avion Airmail*, or PS Label 19-B, *Par Avion Airmail*, affixed to the address side of the mailpiece.

b. First-Class Mail International letters and large envelopes (flats) that qualify as Free Matter for the Blind must bear the marking “Free Matter for the Blind” in the upper-right corner of the address side of the mailpiece. See 274.2.

244.3 Sealing

Unregistered First-Class Mail International items may be sealed at the sender’s option. Mailpieces not sealed by conventional means, such as moistening the gummed flaps on envelopes, must be closed in such a manner as to prevent the contents from falling out or being damaged during postal handling and transport. First-Class Mail International items that use Registered Mail service must be sealed. (See 334.4 for sealing requirements for Registered Mail service.)

244.4 Packaging

The following standards apply for packaging letter-size and flat-size First-Class Mail International items:

a. Mailers must package mailpieces to withstand normal transit and handling without content or package breakage, injury to Postal Service employees, or damage to other mail or Postal Service equipment.

b. Mailers must package their contents to prevent their deterioration.

c. Mail matter is admissible in envelopes, sleeves, or wrappers of varying sizes and thickness

Note: Transparent plastic packaging is acceptable for international mailing purposes.

d. Except as provided in 292.4 and 293.4, folded mailpieces, without envelopes, are admissible provided that all of the open sides are secured with glue, tape, tabs, or wafer seals of sufficient quantity and strength to prevent the mailpieces from opening or being damaged during postal handling.

e. First-Class Mail International items in card form are permitted, so long as their overall dimensions do not exceed 4-3/4 inches high or 9-1/4 inches long (see 241.221).

245 Mail Entry and Deposit

245.1 Place of Mailing

245.11 Items Eligible for Deposit or Pickup

First-Class Mail International items bearing a computer-generated customs form with customs data that has been electronically transmitted (e.g., using Click-N-Ship service, an authorized PC Postage vendor, or the USPS Web Tools system) may be deposited through any of the following methods, provided postage is paid by a means other than the use of postage stamps:

a. In a private mailbox bearing a return address that matches the address at the point of pickup, when the customer or business is known to reside or do business at that location.

b. At a Postal Service retail counter.

c. Into a Postal Service lobby drop.

d. In a collection box.

e. At a Contract Postal Unit (CPU).

f. At a USPS Approved Shipper location.

Note: First-Class Mail International letter-size and flat-size items weighing 13 ounces or less and bearing only postage stamps may also be deposited through the aforementioned methods, if the item does not require a customs form.

245.12 Items Not Eligible for Deposit or Pickup

Customers must present the following First-Class Mail International items requiring a customs form to an employee at a Post Office retail service counter. Deposit and pickup methods listed in 245.11 are prohibited. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

a. Any item bearing a customs form and paid with only postage stamps.

b. Any item bearing a handwritten customs form.

c. Any item bearing a customs form that was not computer-generated.

d. Any item for which the customs data was not electronically transmitted.

245.2 Items Paid With a Permit Imprint

Mailers who enter volume mailings paid with a permit imprint under 243.3 must enter such items through a business mail entry unit (BMEU) or, when authorized by the district BMEU manager, through a detached mail unit (DMU) at a mailer's plant.

250 First-Class Package International Service

251 Description and Physical Characteristics

251.1 General

The First-Class Package International Service classification encompasses the categories of international mail that before May 14, 2007, were categorized as small packets.

251.2 Physical Characteristics and Standards — Packages (Small Packets)

251.21 Weight Limit

The weight limit for a First-Class Package International Service package (small packet) is 4 pounds.

251.22 Dimensions — Other Than Rolls

Packages (small packets) other than rolls must be within the following dimensions:

a. Maximum length: 24 inches. Length is the longest dimension.

b. Maximum length, height, and depth (thickness) combined: 36 inches.

c. Minimum size: Large enough to accommodate the postage, address, customs form, and other required elements on the address side.

251.23 Dimensions — Rolls

Rolls must be within the following dimensions:

a. Minimum length: 4 inches.

b. Minimum length plus twice the diameter combined: 6-3/4 inches.

c. Maximum length: 36 inches.

d. Maximum length plus twice the diameter combined: 42 inches.

251.24 Quality

Packages (small packets) must be constructed to be strong enough to withstand normal handling.

252 Eligibility

252.1 Content

Subject to applicable weight and size limits, any article that is otherwise acceptable and not prohibited by the Postal Service or the country of destination may be mailed at the First-Class Package International Service price. The maximum value cannot exceed $400. Items exceeding $400 must be mailed using Global Express Guaranteed service, Priority Mail Express International service, or Priority Mail International service.

252.2 Electronic USPS Delivery Confirmation International

252.21 Description

Electronic USPS Delivery Confirmation International service — abbreviated E-USPS DELCON INTL — is an optional service available for First-Class Package International Service items to select destination countries at no charge. Tracking information includes the date and time an article was delivered or, if delivery was attempted but not completed, the date and time of the delivery attempt. The sender can check delivery status by going to *usps.com* and clicking on the "Track & Confirm" feature.

252.22 Availability

Electronic USPS Delivery Confirmation International service is available only electronically by using USPS-approved PC Postage vendors, Click-N-Ship, a USPS meter label solution, Webtools, and Global Shipping Software (GSS) or other USPS-approved software. The service is available only to the countries listed in Exhibit 252.22:

Exhibit 252.22
Countries Accepting Electronic USPS Delivery Confirmation International Service

Note: *An asterisk indicates that service was temporarily suspended on June 12, 2014.*

Australia	Great Britain and Northern Ireland	Netherlands
Belgium	Hungary	New Zealand
Brazil*	Israel	Norway
Canada	Italy*	Portugal*
Croatia	Latvia	Singapore
Denmark*	Lebanon	Slovak Republic
Estonia	Lithuania	Spain
Finland	Luxembourg*	Switzerland
France	Malaysia	Turkey
Germany	Malta	
Gibraltar*		

252.23 Customs Label and Marking

Mailers must use an electronically generated PS Form 2976 that includes the Post Exprès logo (globe and chevron design) — see Exhibit 252.23.

Exhibit 252.23
Customs Label and Marking

252.24 Additional Standards

The following additional standards apply to Electronic USPS Delivery Confirmation International service:

a. Electronic USPS Delivery Confirmation International service may not be combined with any other international extra services.

b. No refunds, inquiries, or claims are offered, and indemnity is not provided.

c. Customers are not able to obtain tracking information by contacting the U.S. Postal Service by telephone.

252.25 Postage Payment Methods

Mailers may pay for Electronic USPS Delivery Confirmation International items by using postage validation imprinter (PVI) labels, postage meter imprint, USPS-approved PC Postage, Click-N-Ship postage, or permit imprint.

252.26 Price Eligibility

Only items paid with USPS-approved PC Postage (with the exception of Click-N-Ship service), permit imprint, or a USPS meter label solution are eligible for the applicable Commercial Base or Commercial Plus price for the postage portion of the mailpiece. Customers using a USPS meter label solution to print shipping labels must apply postage from a meter to be eligible for Commercial Base or Commercial Plus prices. Electronically generated customs forms that are not generated with PC Postage, a permit imprint, or a USPS meter label solution (for example, forms electronically generated by Webtools or Click-N-Ship service) are charged the retail price.

252.3 Customs Forms Required

First-Class Package International Service items always require a fully completed PS Form 2976, *Customs Declaration CN 22 — Sender's Declaration*.

252.4 Mail Sealed Against Inspection

First-Class Package International Service items are sealed against inspection.

252.5 Extra Services

252.51 Certificate of Mailing

Certificate of mailing service is available for purchase for First-Class Package International Service items.

252.52 Registered Mail Service

Registered Mail service is available for purchase for First-Class Package International Service items, including such items mailed as Free Matter for the Blind.

252.53 Return Receipt Service

For First-Class Package International Service items, return receipt service is available for purchase only for items that use Registered Mail service to certain destinations — see the Individual Country Listings for availability, and see 340 for preparation procedures.

253 Prices and Postage Payment Methods

253.1 Prices

253.11 Prices and Price Application — General

First-Class Package International Service packages (small packets) are charged postage for each addressed piece according to its weight and price group. For prices, see Notice 123, *Price List*.

253.12 Price Computation

First-Class Package International Service prices are charged per ounce or fraction thereof; any fraction of an ounce is rounded up to the next whole ounce. For example, if a piece weighs 1.2 ounces, the weight (postage) increment is 2 ounces. The minimum postage per addressed piece is that for a piece weighing 1 ounce.

253.13 Destinating Countries and Price Groups

Each Individual Country Listing shows the country-specific price group for First-Class Package International Service. For postage prices, see Notice 123, *Price List*.

253.14 Commercial Base Prices

A mailer who pays postage with a permit imprint under 253.222, or by the online methods described in 253.231, qualifies for the First-Class Package International Service Commercial Base prices, which are less than First-Class Package International Service retail prices. For prices, see Notice 123, *Price List*.

253.15 Commercial Plus Prices

An approved mailer who pays postage with a permit imprint under 253.222, or through a registered end-user of a USPS-approved PC Postage product (with the exception of Click-N-Ship service), qualifies for the First-Class Package International Service Commercial Plus prices. For prices, see Notice 123, *Price List*.

253.151 Commercial Plus Pricing — Eligibility

To qualify for Commercial Plus pricing, customers must agree to all terms and conditions in a standardized agreement with the Postal Service and tender at least $100,000 per year for international shipping products. For this purpose, “international shipping products” includes any combination of Global Express Guaranteed, Priority Mail Express International, Priority Mail International, or First-Class Package International Service items.

253.152 **Commercial Plus Pricing — Approval**

Mailers meeting the minimum revenue thresholds under 253.151 must complete an agreement with the Postal Service by contacting their account manager, or USPS Global Business via e-mail at *globalcpp@usps.gov*, for a commitment agreement form or for additional information.

253.2 Postage Payment Methods

253.21 General

First-Class Package International Service items may be paid with postage stamps, postage validation imprinter (PVI) labels, postage meter stamps, information-based indicia (IBI), PC Postage service, or permit imprint.

253.22 Permit Imprint

253.221 **Permit Imprint — General**

First-Class Package International Service shipments paid with a permit imprint through an advance deposit account are permitted only when requirements for Commercial Base prices or Commercial Plus prices (see 253.222) are followed. Postage paid with a permit imprint is subject to the general conditions in IMM 152.4 and in DMM 604 and 705.

253.222 **Permit Imprint — Commercial Base or Commercial Plus Prices**

A mailer who pays postage with a permit imprint qualifies for the First-Class Package International Service Commercial Base or Commercial Plus prices, which are less than First-Class Package International Service retail prices. The Commercial Base or Commercial Plus price applies only to the postage portion of First-Class Package International Service prices. In addition, mailers must meet the following requirements:

a. Electronically transmit customs declaration information as required under 123.32 by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at *https://ribbs.usps.gov/index.cfm?page=internationalvendors*. (To request information about either of these software solutions, send an e-mail to *globalbusinesssales@ usps.gov*.)

b. Pay for postage with a permit imprint through an advance deposit account.

c. Meet manifesting and permit imprint requirements under IMM 152.4 and DMM 604 and the manifesting requirements under DMM 705.

253.23 Online Methods

253.231 **Online Prices — Commercial Base or Commercial Plus Prices**

For selected destination countries, First-Class Package International Service items qualify for discounted prices (equal to the Commercial Base price or Commercial Plus price) when mailers use one of the following online shipping methods:

a. Commercial Base Price: Registered end-users of USPS-approved PC Postage products using online postage (with the exception of Click-N-Ship service); or a USPS meter label solution using metered postage.

b. Commercial Plus Price: Registered end-users of an authorized PC Postage vendor (with the exception of Click-N-Ship service).

The Commercial Base or Commercial Plus price is automatically applied to each shipment that uses one of the above postage payment methods. The discount applies only to the postage portion of the First-Class Package International Service price. It does not apply to any other charges or fees, such as Registered Mail service or shipments made under a customized agreement.

253.232 **Marking Requirements**

First-Class Package International Service items claiming the Commercial Base or Commercial Plus price paid with PC Postage must bear the appropriate price marking, printed on the piece or produced as part of the PC Postage indicia. Mailers must place the applicable marking directly above, directly below, or to the left of the postage using one of the following formats:

a. Commercial Base Price, Commercial Base Pricing, or ComBasPrice.

b. Commercial Plus Price, Commercial Plus Pricing, or ComPlsPrice.

253.233 **Determining Online Prices**

For each addressed mailpiece, refer to Notice 123, *Price List*, for the applicable Commercial Base or Commercial Plus price.

253.3 Official Mail

253.31 Mailings by Federal Agencies

First-Class Package International Service shipments that are entered by federal agencies and departments are subject to the same standards under 250 as First-Class Package International Service shipments that are entered by nongovernmental entities.

253.32 Postal Service Mailings

First-Class Package International Service shipments that are entered by U.S. Postal Service entities are subject to the same standards under 250 as First-Class Package International Service shipments that are entered by nongovernmental entities, except that U.S. Postal Service mailings must bear the G-10 permit indicia prescribed for all Postal Service official mail. See 142.2.

254 Mail Preparation

254.1 Addressing

First-Class Package International Service items are subject to the addressing requirements in 122.

254.2 Markings

The following markings apply to First-Class Package International Service items:

a. First-Class Package International Service packages (small packets) and rolls — which because of their size, shape, or configuration might be mistaken for another category of international mail — should be marked “LETTER-POST” on the address side of the mailpiece.

b. First-Class Package International Service items that qualify as Free Matter for the Blind must bear on the address side of the package a copy of the label shown in Exhibit 274.2.

254.3 Sealing

Unregistered First-Class Package International Service items may be sealed at the sender's option. Mailpieces not sealed by conventional means, such as taping the open flaps for small packets, must be closed in such a manner as to prevent the contents from falling out or being damaged during postal handling and transport. First-Class Package International Service items that use Registered Mail service must be sealed. (See 334.4 for sealing requirements for Registered Mail service.)

254.4 Packaging

The following standards apply for packaging package-size First-Class Package International Service items:

a. Mailers must package mailpieces to withstand normal transit and handling without content or package breakage, injury to Postal Service employees, or damage to other mail or Postal Service equipment.

b. Mailers must package their contents to prevent their deterioration.

c. Mailers may use boxes, cartons, tubes, or other types of containers that are commonly used to transmit shipments that are in package form.

255 Mail Entry and Deposit

255.1 Place of Mailing

255.11 Items Eligible for Deposit or Pickup

First-Class Package International Service items bearing a computer-generated customs form with customs data that has been electronically transmitted (e.g., using Click-N-Ship service, an authorized PC Postage vendor, or the USPS Web Tools system) may be deposited through any of the following methods, provided postage is paid by a means other than the use of postage stamps:

a. In a private mailbox bearing a return address that matches the address at the point of pickup, when the customer or business is known to reside or do business at that location.

b. Through Pickup on Demand service.

c. Through Package Pickup service.

d. At a Postal Service retail counter.

e. Into a Postal Service lobby drop.

f. In a collection box.

g. At a Contract Postal Unit (CPU).

h. At a USPS Approved Shipper location.

255.12 Items Not Eligible for Deposit or Pickup

Customers must present the following First-Class Package International Service items requiring a customs form to an employee at a Post Office retail service counter. Deposit and pickup methods listed in 255.11 are prohibited. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

a. Any item bearing a customs form and paid with only postage stamps.

b. Any item bearing a handwritten customs form.

c. Any item bearing a customs form that was not computer-generated.

d. Any item for which the customs data was not electronically transmitted.

255.2 Items Paid With a Permit Imprint

Mailers who enter volume mailings paid with a permit imprint under 253.22 must enter such items through a business mail entry unit (BMEU) or, when authorized by the district BMEU manager, through a detached mail unit (DMU) at a mailer's plant.

255.3 Pickup on Demand Service

Subject to the standards in 255.1, Pickup on Demand service is available for First-Class Package International Service items. There is a single charge for Pickup on Demand service (see Notice 123, *Price List*), regardless of the number of items scheduled for pickup. A pickup can include any or all of the following items:

a. Global Express Guaranteed items.

b. Priority Mail Express International items.

c. Priority Mail International items.

d. First-Class Package International Service items.

e. Priority Mail Express items.

f. Priority Mail items.

g. Package Services items.

255.4 Package Pickup Service

Subject to the standards in 255.1 no pickup fee will be charged when a First-Class Package International Service item or items are picked up during a letter carrier's regular delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with the information in DMM 507.7; for more information, also visit the online site at *usps.com/pickup*.

260 Direct Sacks of Printed Matter to One Addressee (M-bags)

261 Description

261.1 General

M-bags are defined as direct sacks of printed matter (see 261.22) sent to a single foreign addressee at a single address. There are three types of M-bags: Airmail M-bags, International Priority Airmail (IPA) M-bags, and International Surface Air Lift (ISAL) M-bags. All M-bags are subject to the following conditions of mailing:

a. Maximum weight of a sack: 66 pounds (including the tare weight of the sack). Lower maximum weights apply to certain countries. See the Individual Country Listings.

b. Availability: All destinations that are referenced in the Individual Country Listings for Airmail M-bags, in Exhibit 292.45 for IPA M-bags, and in Exhibit 293.45 for ISAL M-bags.

c. Identification: PS Tag 158, *M-bag Addressee Tag*, must be completed and attached to the neck of the sack.

d. Postage: The applicable postage for Airmail M-bags, International Priority Airmail (IPA), and International Surface Air Lift (ISAL) must be affixed to PS Tag 158.

e. Extra services: Certificate of mailing is available. Registry and insurance are not available.

261.2 Eligibility

261.21 Printed Matter

Printed matter is admissible in M-bags. Articles that meet the definition of “printed matter” include newspapers, magazines, journals, books, sheet music, catalogs, directories, commercial advertising, and promotional matter. “Printed matter” is defined as follows:

a. Papers upon which words, letters, characters, figures, images, or any combinations thereof appear.

b. Papers that do not have the character of a bill or statement of account.

c. Papers that do not have the character of current and personal correspondence.

261.22 Other Articles

Certain other articles may be enclosed in M-bags, provided that all of the following conditions of mailing are met:

a. The articles being sent are limited to discs, tapes, and cassettes; commercial samples shipped by manufacturers and distributors; or other non-dutiable commercial articles or informational materials that are not subject to resale.

b. The articles are related to the printed matter (see 261.21) with which they are being mailed.

c. The articles are affixed to or are otherwise combined with the accompanying printed matter.

d. For Airmail M-bags, the combined weight of each printed matter mailpiece and the related articles may not exceed 4 pounds. For IPA and ISAL M-bags, the combined weight of each printed matter mailpiece and the related articles may not exceed 4.4 pounds.

e. The M-bag must be accompanied by a fully completed electronically generated PS Form 2976, which is to be affixed to PS Tag 158.

261.23 Mail Not Sealed Against Inspection

M-bags are not sealed against inspection. Regardless of physical closure, the mailing of an M-bag, including an airmail, IPA, or ISAL M-bag, constitutes consent by the mailer to inspection of the contents.

262 Postage Prices and Fees

262.1 Airmail M-bags

Airmail M-bags may contain any type of allowable printed matter and certain other articles (see 261.22). See the Individual Country Listings for the Price Group and maximum weight limit for each country. Each Airmail M-bag that weighs 11 pounds or less is charged the applicable 11-pound price; a bag that exceeds 11 pounds is charged the applicable 11-pound price and the applicable per-pound price for each additional pound or fraction of a pound over 11 pounds.

262.2 International Priority Airmail (IPA) M-bags

IPA M-bags that are entered in conjunction with an IPA mailing (see 292) may contain all types of allowable printed matter and certain other items (see 261.22). See Notice 123, *Price List*, for the postage price that applies to M-bags mailed to each IPA destination country. Each full-service IPA M-bag that weighs 11 pounds or less is charged the applicable 11-pound price; a bag that exceeds 11 pounds is charged the applicable 11-pound price and the applicable per-pound price for each additional pound or fraction of a pound over 11 pounds. Each International Service Center (ISC) drop shipment IPA M-bag that weighs 5 pounds or less is charged the applicable 5-pound price; a bag that exceeds 5 pounds is charged the applicable 5-pound price and the applicable per-pound price for each additional pound or fraction of a pound over 5 pounds.

262.3 International Surface Air Lift (ISAL) M-bags

ISAL M-bags that are entered in conjunction with an ISAL mailing (see 293) may contain all types of allowable printed matter and certain other articles (see 261.22). See Notice 123, *Price List*, for the postage price that applies to M-bags mailed to each ISAL destination country. Each full-service ISAL M-bag that weighs 11 pounds or less is charged the applicable 11-pound price; a bag that exceeds 11 pounds is charged the applicable 11-pound price and the applicable per-pound price for each additional

pound or fraction of a pound over 11 pounds. Each International Service Center (ISC) drop shipment ISAL M-bag that weighs 5 pounds or less is charged the applicable 5-pound price; a bag that exceeds 5 pounds is charged the applicable 5-pound price and the applicable per-pound price for each additional pound or fraction of a pound over 5 pounds.

262.4 Postage Calculation

The amount of postage paid by the mailer is determined by the weight of the sack's contents, rounded to the next whole pound. For example, if the total weight of the printed matter in an M-bag is 23.2 pounds, exclusive of the tare weight of the sack, the postage computation is based on a total content weight of 24 pounds.

262.5 Stamps, Postage Evidencing Systems, PVI Labels, or Permit Imprint

M-bag postage can be paid by the following means:

a. By affixing postage stamps, meter stamps, PC Postage, or a postage validation imprinter (PVI) label to PS Tag 158, *M-bag Addressee Tag.*

b. By placing a permit imprint on PS Tag 158, *M-bag Addressee Tag,* and making payment through an advance deposit account. Only the applicable permit imprint formats shown in Exhibit 152.44 are acceptable. When this method of payment is used, the minimum quantity requirement (i.e., 200 pieces or 50 pounds) that is normally a prerequisite for permit imprint usage (see 152.63) does *not* apply. The postage amount must be accounted for on PS Form 3700, *Postage Statement — International Mail*.

263 Weight and Size Limits

263.1 Weight Limits

There is no minimum weight requirement for the entry of Airmail M-bags, IPA M-bags, or ISAL M-bags. The maximum weight limit for M-bags is 66 pounds, which includes the tare weight of the sack. Lower maximum weights apply to certain countries. See the Individual Country Listings.

263.2 Size Limits

There are no defined size limits so long as articles being sent can be enclosed in the mailbag.

264 Mail Preparation

264.1 Marking

Printed matter, or printed matter in combination with merchandise items, must be placed into one or more individual packages bearing the name and address of the sender and addressee. Each package must be marked "POSTAGE PAID — M-BAG."

264.2 Sacking and Labeling

264.21 Equipment

The sacks and mailing tags (i.e., PS Tag 158) needed for M-bag entry can be obtained from local Post Office facilities. Airmail pouches, if available, will be furnished to customers who intend to utilize that type of M-bag service.

264.22 Tagging

PS Tag 158, *M-bag Addressee Tag*, must be completed for all types of M-bags and attached to the neck of the sack. It must bear the requisite amount of stamped or meter postage or the sender's authorized permit imprint or indicia (see 262.4). For IPA M-bags, mailers must also attach PS Tag 115, *International Priority Airmail*. For ISAL M-bags, mailers must also attach PS Tag 155, *Surface Airlift Mail*.

264.23 Multiple Sacks to One Addressee

If multiple sacks are sent to the same foreign addressee, PS Tag 158 must be marked with an identifiable fraction such as 1/5, 2/5, 3/5, etc.

264.24 Country Destination Name

The Post Office facility must label the sack with the name of the country of destination in large letters and the name of the U.S. dispatching exchange office in small letters (for example, Great Britain via New York), and send it to that exchange office for dispatch to destination.

264.3 Customs Forms Required

M-bags must be accompanied by a fully completed electronically generated PS Form 2976, which is to be affixed to PS Tag 158. The maximum allowable value is $400. When paying with a permit imprint, mailers must electronically transmit customs declaration information as required under 123.32 by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at *https://ribbs.usps.gov/index.cfm?page=internationalvendors*. To request information about either of these software solutions, send an e-mail to *globalbusiness-sales@usps.gov*.

265 Extra Services

Certificate of mailing is available. Insurance, Registered Mail service, and return receipt service are not available with M-bags.

270 Free Matter for the Blind

271 Description and Physical Characteristics

271.1 General

Matter may be entered free of postage provided that at least one of the following criteria is met:

a. The item is sent to or by an organization for the blind.

b. The item is sent to or by a person who is registered as blind or who meets the World Health Organization's definition of a blind person or a person with low vision.

Note: An "organization for the blind" (see 271.1a) means an institution or association serving or officially representing blind persons.

271.2 Weight Limits

The following weight limits apply to the mail classes identified in 273:

Maximum Weight Limit	Mail Service
4 Pounds	Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes
	First-Class Mail International
	First-Class Package International Service
15 pounds	Priority Mail International parcels
	Priority Mail International Medium and Large Flat Rate Boxes

272 Eligibility

272.1 Eligible Participants

Mailers may send Free Matter for the Blind free of postage provided that at least one of the following conditions is met:

a. The item is sent to or by an organization for the blind.

b. The item is sent to or by a blind person.

272.2 Eligible Matter

Mailers may send the following items as Free Matter for the Blind:

a. Letters bearing writing used by the blind and plates bearing the characters of writing used by the blind.

b. Books, periodicals, literature, and other correspondence.

c. Paper, records, tapes, musical scores, or sound recordings.

d. Equipment or materials of any kind adapted to assist blind persons in overcoming the problems of blindness, including reproducers or parts of them for sound reproductions.

e. Specially adapted CDs.

f. Braille writing equipment, typewriters, educational or other materials or devices, or parts thereof used for writing by a blind person or designed or adapted for use by a blind person.

g. Braille watches.

h. White canes.

i. Recording equipment.

272.3 Ineligible Matter

Free Matter for the Blind items are solely intended for the use of an eligible participant who is unable to read conventional materials. The following list is not inclusive but provides guidance about ineligible items:

a. The item is for purposes of advertisement.

b. The item is intended as a profit-making transaction. There should be no charge (rental, subscription, or other associated fee) that is in excess of the actual cost.

272.4 Customs Forms Required

When required (see Exhibit 123.61), the mailer must affix a fully completed electronically generated PS Form 2976 or 2976-A to each item. The known mailer exemption in 123.62 does not apply to Free Matter for the Blind items.

272.5 Mail Not Sealed Against Inspection

Free Matter for the Blind is not sealed against inspection (see ASM 274). Mailers must prepare items in such a way that the contents are sufficiently protected while permitting quick and easy inspection or verification of the contents.

272.6 Extra Services

Mailers must pay for any extra services requested for Free Matter for the Blind items. The Postal Service authorizes only the following extra services:

a. Registered Mail service for First-Class Mail International items and First-Class Package International Service items.

b. Additional merchandise insurance service for Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes up to 4 pounds, and for Priority Mail International items up to 15 pounds.

273 Postage Prices and Fees

Postage is provided at no charge for Free Matter for the Blind items only for the following classes of mail and products:

a. First-Class Mail International.

b. First-Class Package International Service.

c. Priority Mail International Flat Rate Envelopes.

d. Priority Mail International Small Flat Rate Priced Boxes.

e. Priority Mail International parcels weighing up to 15 pounds.

The sender must pay the applicable total postage based on the weight and destination price group of the article when sending eligible free matter as a Priority Mail International parcel weighing more than 15 pounds.

The sender must pay the applicable fees for Registered Mail or insured services (see 272.6).

274 Mail Preparation

274.1 Addressing

All international addressing standards apply. See 122.

274.2 Markings

In addition to the markings required in 234.2 for Priority Mail International parcels, in 244.2 for First-Class Mail International items, and in 254.2 for First-Class Package International Service items, the mailer must mark the item "Free Matter for the Blind" in the upper right-hand corner of the address side of the mailpiece. In addition, the mailer must affix to the address side of the mailpiece a copy of the label depicted in Exhibit 274.2. The mailer may photocopy the image and apply it to the item.

Exhibit 274.2
Free Matter for the Blind Label

275 Mail Entry and Deposit

275.1 Items Eligible for Deposit or Pickup

Eligible Free Matter for the Blind items bearing a computer-generated customs form with customs data that has been electronically transmitted may be deposited through any of the following methods provided any extra service fees have been paid by a means other than the use of postage stamps:

a. In a private mailbox bearing a return address that matches the address at the point of pickup, when the customer or business is known to reside or do business at that location.

b. At a Postal Service retail counter.

c. Into a Postal Service lobby drop.

d. In a collection box.

e. At a Contract Postal Unit (CPU).

f. At a USPS Approved Shipper location.

Note: First-Class Mail International letter-size and flat-size items weighing 13 ounces or less, bearing "Free Matter for the Blind" as postage, and not requiring a customs form (see 123.6) may also be deposited through the aforementioned methods.

275.2 Items Not Eligible for Deposit or Pickup

Customers must present the following eligible Free Matter for the Blind items requiring a customs form to an employee at a Post Office retail service counter. Deposit and pickup methods listed in 275.1 are prohibited. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

a. Any item bearing a handwritten customs form.

b. Any item bearing a customs form that was not computer-generated.

c. Any item for which the customs data was not electronically transmitted.

280 (Reserved)

290 Commercial Services

291 (Reserved)

292 International Priority Airmail (IPA) Service

292.1 Description

292.11 General

International Priority Airmail (IPA) service, including IPA M-bags, is a commercial service designed for volume mailings of all First-Class Mail International postcards, letters, and large envelopes (flats), and for volume mailings of First-Class Package International Service packages (small packets). The sender must prepare mailpieces in accordance with the requirements of this subchapter and with the shape-based requirements of the applicable service — see 240 for First-Class Mail International items, and see 250 for First-Class Package International Service items. IPA shipments are typically flown to the foreign destinations (exceptions apply to Canada and Mexico) and are then entered into that country's air or surface priority mail system for delivery. Separate prices are provided for International Service Center (ISC) drop shipments, presorted mail, and nonpresort mail. Volume incentives are available through customized agreements.

292.12 Mail Sealed Against Inspection

With the exception of M-bags (see 261.23), IPA mailpieces are sealed against inspection.

292.13 IPA M-bags

292.131 IPA M-bags — General

IPA M-bags (direct sacks of printed matter to one addressee) may be entered in conjunction with an IPA mailing, are subject to the provisions of 260, and may be sent to all destination countries that are referenced in Exhibit 292.45a. When using this method of mail preparation, the sender must complete PS Tag 115, *International Priority Airmail*, and PS Tag 158, *M-bag Addressee Tag*. Tags must be securely attached to the neck of the sack.

292.132 **IPA M-bags — Customs Forms**

IPA M-bags always require a fully completed electronically generated PS Form 2976, which is to be affixed to PS Tag 158. Mailers must electronically transmit customs declaration information as required under 123.32 by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at *https://ribbs.usps.gov/index.cfm?page=internationalvendors*. To request information about either of these software solutions, send an e-mail to *globalbusiness-sales@usps.gov*.

292.2 Eligibility

292.21 Qualifying Mailpieces

To qualify for IPA service, a mailpiece must meet the First-Class Mail International characteristics as defined in 141.5 (except for weight — see 292.24) or the First-Class Package International Service characteristics as defined in 141.6 (except for weight — see 292.24). Mailpieces do not have to be of the same size and weight to qualify. Any item sent with IPA service must conform to the size limits for First-Class Mail International postcards, letters, or large envelopes (flats) as described in 240, or for First-Class Package International Service packages (small packets) as described in 250.

292.22 Availability

IPA service is available only to the foreign countries that are listed in Exhibit 292.45a, which shows the foreign office of exchange code and the price group assigned to each country. For additional information for Canada, see Exhibit 292.45b.

292.23 Minimum Quantity Requirements

292.231 **Minimum Quantity**

All mailings must meet a minimum weight quantity of 50 pounds. To achieve the 50-pound minimum, mailings may include a combination of presort mail, worldwide nonpresort mail, or M-bags.

292.232 **Presort Eligibility — Full Service**

Only a direct country container with a minimum of 2 pounds qualifies for the presort price. All remaining mail must be prepared and paid at the worldwide nonpresort price.

292.233 **Presort Eligibility — ISC Drop Shipment**

Eligibility for the presort price is as follows:

a. *Direct country price.* For price groups 1–19, a minimum of 2 pounds for each direct country container.

b. *Mixed country price.* For price groups 9–14, a minimum of 5 pounds for each *price group*; for price groups 10–15, a minimum of 5 pounds for each *price group* prepared under 292.482a, or a minimum of 5 pounds for each sack prepared under 292.482b.

All remaining mail must be prepared and paid at the worldwide nonpresort price.

292.24 Maximum Weight Limits

The maximum weight for an IPA container is 66 pounds. The maximum weight for an individual IPA item is as follows:

a. Letter-size item: 3.5 ounces.

b. Flat-size item: 17.6 ounces.

c. Package-size item: 4.4 pounds.

292.25 Dutiable Items

Dutiable items may be sent in accordance with the applicable rules in this subchapter for each respective category of mail. Priority Mail International items, either ordinary or insured, may not be mailed with IPA service.

292.26 Customs Forms Requirements

For items requiring PS Form 2976, mailers must electronically transmit customs declaration information as required under 123.32 by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at *https://ribbs.usps.gov/index.cfm?page=internationalvendors*. To request information about either of these software solutions, send an e-mail to *globalbusiness-sales@usps.gov*.

292.27 Extra Services

Extra services are not available for items sent with IPA service.

292.3 Prices and Postage Payment Methods

292.31 Prices

IPA service has two price options: a presort price with 19 price groups, and a worldwide nonpresort price. Both options offer full-service prices for mail deposited at offices other than the drop shipment offices listed in 292.532, and drop shipment prices for mail deposited at one of the drop shipment offices. The per-piece price and per-pound price are shown in Notice 123, *Price List*. The per-piece price applies to each piece regardless of its weight. The per-pound price applies to the net weight (gross weight minus tare weight of container) of the mail for the specific price group. Fractions of a pound are rounded to the next whole pound for postage calculation.

292.32 Computation of Postage

Postage is computed on PS Form 3700, *Postage Statement — International Mail.*

292.321 Computing Worldwide Nonpresort Prices

Compute postage at the worldwide nonpresort price as follows:

1. Multiply the number of pieces in the mailing by the applicable per-piece price.
2. Multiply the net weight (in whole pounds) of the entire mailing by the applicable per-pound price.
3. Add together the two totals in steps 1 and 2.

292.322 **Computing Presort Prices**

Compute postage at the presorted price as follows:

1. Multiply the number of pieces in the mailing destined for countries in a specific price group by the appropriate per-piece price.
2. Multiply the net weight (in whole pounds) of those pieces by the corresponding per-pound price.
3. Add together the two totals in steps 1 and 2.

292.33 Postage Payment Methods

292.331 **General**

Postage must be paid by postage meter, permit imprint, or precanceled stamps (see DMM 604).

292.332 **Postage Meter**

Payments made by postage meter are subject to the following standards:

a. *Piece Price.* The applicable per-piece postage shown in Notice 123, *Price List,* must be affixed to each mailpiece when paying with a meter. A mailer who has an ICM agreement must affix the applicable per-piece postage as set forth in the ICM agreement.

b. *Pound Price.* Postage for the pound price portion must be paid either by meter stamp(s) attached to the postage statement or from the mailer's authorized permit imprint advance deposit account.

c. *Postage Endorsement.* Each piece must be legibly endorsed with the words "INTERNATIONAL PRIORITY AIRMAIL."

d. *Specifications for Endorsement.* The endorsement required in 292.332c must appear on the address side of each piece and must be applied by a printing press, hand stamp, or other similar printing device. It must appear either above the name of the addressee and to the left or below the postage, or adjacent to the meter stamp in either the postal inscription slug area or ad plate area. If the postal endorsement appears in the ad plate area, no other information may appear in the ad plate. The endorsement may not be typewritten or hand-drawn. The endorsement is not considered adequate if it is included as part of a decorative design or advertisement.

e. *Unmarked Pieces*. Unmarked pieces lacking the postage endorsement are subject to the applicable First-Class Mail International or First-Class Package International Service single-piece price.

f. *Drop Shipment of Meter Mail.* A mailer who wants to enter meter IPA mail at a Post Office facility other than where the meter is licensed must obtain a drop shipment authorization. To obtain an authorization, the mailer must submit a written request to the postmaster at the office where the mail will be entered (see DMM 705).

292.333 **Precanceled Stamps**

Payments made by precanceled stamps are subject to the following standards:

a. *Piece Price.* The same denomination of stamp must be affixed to every piece in the mailing.

b. *Pound Price.* Additional postage is paid at the time of mailing by advance deposit account or meter stamp affixed to the back of the accompanying postage statement.

c. *Postage Endorsement.* Each piece must be legibly endorsed with the words "INTERNATIONAL PRIORITY AIRMAIL."

d. *Specifications for Endorsement.* The endorsement required in 292.333c must appear on the address side of each piece and must be applied by a printing press, hand stamp, or other similar printing device. It must appear either above the name of the addressee and to the left or below the postage, or adjacent to the precanceled stamp. The endorsement may not be typewritten or hand-drawn. The is not considered adequate if it is included as part of a decorative design or advertisement.

e. *Unmarked Pieces*. Unmarked pieces lacking the postage endorsement are subject to the applicable First-Class Mail International or First-Class Package International Service single-piece price.

292.334 Permit Imprint

Mailers may use a permit imprint for mailings that contain identical-weight pieces. Any of the permit imprint formats shown in Exhibit 152.64 is acceptable but must include the "INTL PRIORITY AIRMAIL" rate marking. Postage is calculated as described in 292.32 and is deducted from the mailer's advance deposit account. Permit imprints must not denote bulk mail, nonprofit, or other domestic or special mail. Mailers may use permit imprint with nonidentical-weight pieces only if authorized to use postage mailing systems under DMM 705.

292.4 Mail Preparation

292.41 Addressing and Return Address

IPA mailpieces are subject to the addressing requirements contained in 122, including the requirement of a U.S.-origin return address as defined in 122.2.

a. *Exception — Canada:* IPA items destined for Canada must have the applicable alphanumeric postcode included in the delivery address. See 122.1j for the address formatting requirements that generally apply to mailpieces sent to Canada.

b. *Exception — Direct Country Containers:* IPA letter-size and flat-size pieces not requiring a customs form prepared in direct country containers (see 292.46 and 292.48) are not subject to the interline addressing requirement that is specified in 122.1d. At the sender's risk, the English translation of the destination post office or city name may be omitted from an address that is printed in Russian, Greek, Arabic, Hebrew, Cyrillic, Japanese, or Chinese characters. An English translation of the country name (for example, Japan) is still required on the individual mailpieces.

292.42 Marking

292.421 Letter-Size and Flat-Size Mailpieces

The sender should mark “PAR AVION” or “AIR MAIL” on the address side of each piece. Alternatively, the user may use a bordered airmail envelope that contains an “AIR MAIL” endorsement.

292.422 Packages (Small Packets)

Items that might be mistaken for another class of mail because of their size, weight, or appearance should be marked “LETTER-POST” on the address side.

292.43 Sealing and Packaging

292.431 Mixed Country and Worldwide Nonpresort Price

All IPA mailpieces entered at the mixed country and worldwide nonpresort price must meet the sealing and packaging methods for First-Class Mail International service under IMM 244.3 and 244.4, and for First-Class Package International Service under IMM 254.3 and 254.4.

292.432 Direct Country Price

Mailers must meet the following sealing and packaging standards for IPA mail entered at the direct country price:

a. *Letters*. Letter-size mailpieces entered at the direct country price must meet one of the following requirements:

(1) The sealing and packaging methods for First-Class Mail International service under IMM 244.3 and 244.4.

(2) The physical standards of a machinable letter under DMM 201.3.

b. *Flats*. Flat-size mailpieces entered at the direct country price must meet the sealing and packaging methods for First-Class Mail International service under IMM 244.3 and 244.4.

c. *Small Packets*. Package-size mailpieces (small packets) entered at the direct country price must meet the sealing and packaging methods for First-Class Package International Service under IMM 254.3 and 254.4.

292.44 Physical Characteristics and Requirements for All Bundles

The following standards apply:

a. *Thickness.* Bundles of letter-size mail should be no thicker than approximately a handful of mail (4 to 6 inches thick). Bundles of flat-size mail may be thicker than 6 inches but must not weigh more than 11 pounds.

b. *Securing Bundles.* Each bundle must be securely tied to withstand normal transit. Placing rubber bands around the length and then the girth is the preferred method of securing bundles of letter-size mail. Plastic strapping placed around the length and then the girth is the preferred method of securing bundles of flat-size mail.

c. *Separation of Bundles.* Letter-size and flat-size mail must be bundled separately.

d. *Facing of Pieces.* All pieces in bundles must be faced in the same direction.

Note: Parcel-size pieces do not require bundling.

292.45 IPA Foreign Office of Exchange Codes and Price Groups

See Exhibit 292.45a for the IPA foreign office of exchange code and price group assigned to each country. For additional information for Canada, see Exhibit 292.45b.

Exhibit 292.45a (p. 1)
IPA Foreign Office of Exchange Codes and Price Groups

Country Labeling Name	Foreign Office of Exchange Code	Price Group
Afghanistan	KBL	19
Albania	TIA	16
Algeria	ALG	19
Andorra, via Spain	MAD	15
Angola	LAD	19
Anguilla	AXA	17
Antigua and Barbuda	ANU	17
Argentina	BUE	10
Armenia	EVN	19
Aruba	AUA	17
Ascension, via Great Britain	LAL	16
Australia [1]	SYD	9
Austria	VIE	12
Azerbaijan	BAK	19
Bahamas	NAS	17
Bahrain	BAH	19
Bangladesh	DAC	19
Barbados	BGI	17
Belarus	MSQ	16
Belgium	BRU	12
Belize	BZE	17
Benin	COO	19
Bermuda	SGE	17
Bhutan, via Great Britain	LAL	19
Bolivia	LPB	17
Bonaire, Sint Eustatius, and Saba	BON	17
Bosnia-Herzegovina	SJJ	16
Botswana	GBE	19
Brazil	Letter-size: SAO Flat-size: SAO Package-size: CWB	10
British Virgin Islands	RAD	17
Brunei Darussalam	BWN	18
Bulgaria	SOF	16
Burkina Faso	OUA	19
Burma (Myanmar)	RGN	19
Burundi	BJM	19

Exhibit 292.45a (p. 2)

IPA Foreign Office of Exchange Codes and Price Groups

Country Labeling Name	Foreign Office of Exchange Code	Price Group
Cambodia	PNH	18
Cameroon	DLA	19
Canada	See Canadian Labeling Information in Exhibit 292.45b	1
Cape Verde	RAI	19
Cayman Islands	GCM	17
Central African Republic	BGF	19
Chad	NDJ	19
Chile	SCL	17
China	BJS	14
Colombia	BOG	17
Comoros Islands, via France	CDG	19
Congo, Dem. Rep. of the	FIH	19
Congo, Rep. of the	BZV	19
Cook Islands	RAR	9
Costa Rica	SJO	17
Cote d'Ivoire	ABJ	19
Croatia	ZAG	16
Curacao	CUR	17
Cyprus	LCA	19
Czech Republic	PRG	16
Denmark	CPH	12
Djibouti	JIB	19
Dominica	DOM	17
Dominican Republic	SDQ	17
Ecuador	UIO	17
Egypt	CAI	19
El Salvador	SAL	17
Equatorial Guinea	SSG	19
Eritrea	ASM	19
Estonia	TLL	16
Ethiopia	ADD	19
Falkland Islands, via Great Britain	LAL	17
Faroe Islands, via Denmark	CPH	16
Fiji	NAN	18
Finland	HEL	12
France [2]	CDG	5
French Guiana	CAY	17
French Polynesia	FAA	18
Gabon	LBV	19
Gambia	BJL	19
Georgia, Republic of	TBS	19

Exhibit 292.45a (p. 3)
IPA Foreign Office of Exchange Codes and Price Groups

Country Labeling Name	Foreign Office of Exchange Code	Price Group
Germany	FRA	4
Ghana	ACC	19
Gibraltar	GIB	15
Great Britain (includes England, Scotland, Wales, Northern Ireland, Guernsey, Jersey, Alderney, Sark, and The Isle of Man)	LAL	3
Greece	ATH	13
Greenland, via Denmark	CPH	15
Grenada	GND	17
Guadeloupe	PTP	17
Guatemala	GUA	17
Guinea	CKY	19
Guinea-Bissau	OXB	19
Guyana	GEO	17
Haiti	PAP	17
Honduras	TGU	17
Hong Kong	HKG	11
Hungary	BUD	16
Iceland	REK	15
India	DEL	14
Indonesia	JKT	18
Iraq	BGW	19
Ireland	DUB	13
Israel	TLV	13
Italy	MIL	7
Jamaica	KIN	17
Japan	KWS	6
Jordan	AMM	19
Kazakhstan	ALA	19
Kenya	NBO	19
Kiribati	TRW	18
Korea, Republic of (South)	SEL	11
Kosovo, Republic of	PRN	16
Kuwait	KWI	19
Kyrgyzstan	FRU	16
Laos	VTE	18
Latvia	RIX	16
Lebanon	BEY	19
Lesotho	MSU	19
Liberia	MLW	19
Libya	TIP	19
Liechtenstein, via Switzerland	ZRH	15
Lithuania	VNO	16

Exhibit 292.45a (p. 4)
IPA Foreign Office of Exchange Codes and Price Groups

Country Labeling Name	Foreign Office of Exchange Code	Price Group
Luxembourg	LUX	15
Macao	MFM	16
Macedonia	FRA	16
Madagascar	TNR	19
Malawi	LLW	19
Malaysia	KUL	18
Maldives	MLE	19
Mali	BKO	19
Malta	MAR	19
Martinique	FDF	17
Mauritania	NKC	19
Mauritius	PLU	19
Mexico	MEX	2
Moldova	KIV	19
Monaco	MON	12
Mongolia	ULN	18
Montenegro	TGD	17
Montserrat	MNI	17
Morocco	CAS	19
Mozambique	MPM	19
Namibia	WDH	19
Nauru	INU	18
Nepal	KTM	18
Netherlands	AMS	12
New Caledonia	NOU	18
New Zealand [3]	AKL	9
Nicaragua	MGA	17
Niger	NIM	19
Nigeria	LOS	19
Norway	OSL	12
Oman	MCT	19
Pakistan	ISB	19
Panama	PTY	17
Papua New Guinea	BOR	18
Paraguay	ASU	17
Peru	LIM	17
Philippines	MNL	14
Pitcairn Island, via New Zealand	AKL	18
Poland	WAW	12
Portugal (includes Azores and Madeira Islands)	LIS	13
Qatar	DOH	19
Reunion	RUN	19

Exhibit 292.45a (p. 5)
IPA Foreign Office of Exchange Codes and Price Groups

Country Labeling Name	Foreign Office of Exchange Code	Price Group
Romania	BUH	16
Russia	MOW	16
Rwanda	KGL	19
Saint Helena, via Great Britain	LAL	19
Saint Kitts and Nevis	SKB	17
Saint Lucia	SLU	17
Saint Pierre and Miquelon, via Canada	See Canadian Labeling Information in Exhibit 292.45b	17
Saint Vincent and The Grenadines	KTN	17
Samoa	APW	18
San Marino, via Italy	MIL	12
Sao Tome and Principe, via Portugal	LIS	16
Saudi Arabia	DMM	19
Senegal	DKR	19
Serbia, Republic of	BEG	16
Seychelles	SEZ	19
Sierra Leone	FNA	19
Singapore	SIN	11
Sint Maarten	SXM	17
Slovak Republic (Slovakia)	BTS	16
Slovenia	LJU	13
Solomon Islands	HIR	18
South Africa	JNB	14
Spain (includes Canary Islands)	MAD	8
Sri Lanka	CMB	19
Suriname	PBM	17
Swaziland	MTS	19
Sweden	STO	12
Switzerland	ZRH	12
Taiwan	TPE	14
Tajikistan	DYU	19
Tanzania	DAR	19
Thailand	BKK	14
Timor-Leste, Democratic Republic of	DIL	18
Togo	LFW	19
Tonga	TBU	18
Trinidad and Tobago	POS	17
Tristan da Cunha, via South Africa	JNB	19
Tunisia	TUN	19
Turkey	IST	16
Turkmenistan	ASB	16
Turks and Caicos Islands	GDT	17

Exhibit 292.45a (p. 6)
IPA Foreign Office of Exchange Codes and Price Groups

Country Labeling Name	Foreign Office of Exchange Code	Price Group
Tuvalu, via Fiji	NAN	18
Uganda	KLA	19
Ukraine	IEV	19
United Arab Emirates	DXB	19
Uruguay	MVD	17
Uzbekistan	TAS	19
Vanuatu	VLI	18
Vatican City	VAT	15
Venezuela	CCS	17
Vietnam	SGN	18
Wallis and Futuna Islands, via New Caledonia	NOU	18
Yemen	SAH	19
Zambia	LUN	19
Zimbabwe	HRE	19

1 At the mailer's option, a finer sortation for IPA items addressed to Australia may be used. If this option is chosen, items addressed with postal codes beginning with 0, 1, 2, 4, and 9 and uncoded mail should be sorted and prepared in direct country containers tagged to Sydney. Both the three-letter exchange office code ("SYD") and the country name ("Australia") should be entered in the "To" block of PS Tag 115, International Priority Airmail. Items addressed with postal codes beginning with 3, 5, 6, 7, and 8 should be sorted and prepared in direct country containers tagged to Melbourne. Both the three-letter exchange office code ("MEL") and the country name ("Australia") should be entered in the "To" block of PS Tag 115.

2 For all destinations to France other than Monaco. For Monaco, see the entry for Monaco in this exhibit.

3 For all destinations to New Zealand other than Cook Islands. For Cook Islands, see the entry for Cook Islands in this exhibit.

Exhibit 292.45b
Canadian Mail Container Labeling Information (Full-service Only)

ZIP Code of Entry Post Office*	Canadian Destination	U.S. Exchange Office Code	U.S. Exchange Office (or ISC)	Foreign Office of Exchange Code
005, 010–089, 100–212, 214–268, 270–297, 400–418, 420–427, 470–471, 476–477	MONTREAL QC FWD	003	JFK	YMQ
006–009, 298–339, 341–342, 344, 346–347, 349–352, 354–399, 723	MONTREAL QC FWD	33112	MIA	YMQ
430–469, 472–475, 478–516, 520–528, 530–532, 534–535, 537–551, 553–567, 570–577, 580–588, 600–620, 622–631, 633–641, 644–658, 660–662, 664–681, 683–693, 700–701, 703–708, 710–714, 716–722, 724–731, 733–741, 743–816, 822–831, 840–847, 870–875, 877–885, 893, 897–898	TORONTO ON FWD	60290	ORD	For IPA letter-size: TOR. For IPA package-size: YTO. For IPA flat-size: YTO (the preferred code — this code will be required on 7/27/2014) or TOR (an optional code that can be used until 7/27/2014).
590–599, 820–821, 832–838, 894–895, 937–961, 970–986, 988–999	VANCOUVER BC FWD	94013	SFO	YVR
850–853, 855–857, 859–860, 863–865, 889–891, 900–908, 910–928, 930–936	VANCOUVER BC FWD	90899	LAX	YVR
967–969	VANCOUVER BC FWD	96820	HNL	YVR

* *The "ZIP Code of Entry Post Office" column is relevant only for a mailing claimed at the full-service price (i.e., not drop shipped at an ISC) to determine its Canadian destination and U.S. exchange office code container information.*

292.46 Presort Mailings: Direct Country — Price Groups 1 through 14

292.461 General

Price groups 1 through 14 may be prepared in direct country containers (full-service price and ISC drop shipment price). Each direct country container must contain at least 2 pounds of mail. The mailer must separately containerize items bearing customs forms from items not bearing customs forms and must prepare letter-size, flat-size, and package-size items in separate containers as defined in 292.462a and 292.462b. Smaller quantities qualify only for a mixed country price (price groups 9 through 14 only) under 292.47, or for the worldwide nonpresort price under 292.49. The maximum container weight is 66 pounds.

292.462 Preparation

The mailer must prepare direct country containers of presorted IPA mail (full-service price and ISC drop shipment price) as follows:

a. *Letter-Size and Flat-Size Mail*. For each direct country container of letter-size or flat-size mail, the mailer must do the following:

(1) *Mail Preparation*. Prepare letter-size items in letter trays, either 1-foot or 2-foot, depending on volume. Prepare flat-size items in flat-size trays/tubs. Do not prepare the content of trays in bundles. Face all letter-size items and flat-size items in the same direction. Ensure that all trays are full enough to keep the mail from mixing during transportation. Cover (i.e., sleeve or lid) all letter-size and flat-size trays and secure them with strapping.

(2) *Container Tags*. Complete the front side of PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. Check the appropriate box to indicate if the container contains items with or without customs forms, identify the destination country, and enter the date of mailing, the 10-digit permit number, the foreign office of exchange code as listed in Exhibit 292.45a or Exhibit 292.45b, and the price group as listed in Exhibit 292.45a. To the front side of the tag, apply a barcode that indicates the mailer's permit number, the product code, the service type code, the container type code, the mail contents shape type code, the foreign office of exchange code, and the serial number of the container. (To request technical specifications for the barcode, send an e-mail to globalbusiness-sales@usps.gov.) Finally, tape PS Tag 115 to the tray cover.

b. *Packages*. For each direct country container of package-size items, the mailer must do the following:

(1) *Mail Preparation*. Prepare package-size items by placing them loose in sacks.

(2) *Container Tags*. Complete the front side of PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. Check the appropriate box to indicate if the container contains items with or without customs forms, identify the destination country, and enter the date of mailing, the 10-digit permit number, the foreign office of exchange code as listed in Exhibit 292.45a or Exhibit 292.45b, and the price group as listed in Exhibit 292.45a. To the front side of the tag, apply a barcode that indicates the mailer's permit number, the product code, the service type code, the container type code, the shape type code, the foreign office of exchange code, and the serial number of the container. (To request technical specifications for the barcode, send an e-mail to *globalbusiness-sales@usps.gov*). Finally, attach PS Tag 115 to the neck of the sack.

(3) *Direct Country Container Label*. A mailer who claims the ISC drop shipment price and enters the mail at an authorized drop shipment location under 292.532 is not required to prepare container labels. A mailer who claims the full-service price must complete 2-inch container labels (and insert them into the applicable container label holder) as follows (see Exhibit 292.462 for the list of U.S. Exchange Offices):

Line 1: Appropriate U.S. Exchange Office and Routing Code
Line 2: Contents — DRX COUNTRY
Line 3: Mailer, Mailer Location

Example:

ISC NEW YORK NY 003 IPA — DRX COUNTRY ABC STORE ALBANY NY

Exhibit 292.462
Labeling of IPA Mail to Postal Service Exchange Offices (Full-service only)

IPA Acceptance Office 3-Digit ZIP Code Prefix	U.S. Exchange Office and Routing Code for Line 1
005, 010–089, 100–212, 214–268, 270–297, 400–418, 420–427, 470–477	ISC NEW YORK NY 003
006–009, 298–339, 341–342, 344, 346–347, 349–352, 354–399	ISC MIAMI FL 33112
424, 430–469, 478–516, 520–528, 530–532, 534–535, 537–551, 553–567, 570–577, 580–588, 600–620, 622–631, 633–641, 644–658, 660–662, 664–681, 683–693, 700–701, 703–708, 710–714, 716–731, 733–741, 743–799, 885	ISC CHICAGO IL 60290
590–599, 800–816, 820–838, 840–847, 893–895, 897–898, 937–961, 970–986, 988–999	ISC SAN FRANCISCO CA 94013
850–853, 855–857, 859–860, 863–865, 870–875, 877–884, 889–891, 900–908, 910–928, 930–936	ISC LOS ANGELES CA 900
967–969	P&DC HONOLULU HI 967

292.47 Presort Mailings: Mixed Country — Price Groups 9 through 14

292.471 General

The mailer may prepare price groups 9 through 14 in mixed country containers (ISC drop shipment price) only after all possible direct country containers have been prepared. Each mixed country price group must contain at least 5 pounds of mail that is destined within the same price group. The mailer must separately containerize items bearing customs forms from items not bearing customs forms and must prepare letter-size, flat-size, and package-size items in separate containers as defined in 292.472a and 292.472b. Smaller quantities qualify only for the worldwide nonpresort price under 292.49. The maximum container weight is 66 pounds.

292.472 Preparation

The mailer must prepare mixed country containers of presorted IPA mail (ISC drop shipment price) as follows:

a. *Letter-Size and Flat-Size Mail*. For each mixed country container of letter-size or flat-size mail, the mailer must do the following:

(1) *Mail Preparation*. Prepare letter-size items in letter trays, either 1-foot or 2-foot, depending on volume. Prepare flat-size items in flat-size trays/tubs. Bundle letter-size and flat-size pieces as defined in 292.44, and bundle each country separately. Face all letter-size items and flat-size items in the same direction and apply a label (facing slip) to the top item as defined in 292.473. Cover (i.e., sleeve or lid) all letter-size trays and flat-size trays/tubs and secure them with strapping.

(2) *Container Tags*. Complete the front side of PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. Identify the date of mailing, the 10-digit permit number, and the price group as listed in Exhibit 292.45a followed by the word "Mixed" (e.g., "14–Mixed"). Finally, tape PS Tag 115 to the tray cover.

b. *Packages*. For each mixed country container of package-size items, the mailer must do the following:

(1) *Mail Preparation*. Prepare package-size items by placing them loose in sacks.

(2) *Container Tags*. Complete the front side of PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. Identify the date of mailing, the 10-digit permit number, and the price group as listed in Exhibit 292.45a followed by the word "Mixed" (e.g., "14–Mixed"). Finally, attach PS Tag 115 to the neck of the sack.

292.473 Direct Country Bundle Label for Mixed Country Containers

Only letter-size and flat-size direct country bundles prepared for mixed country containers require a label (facing slip). The mailer must complete the label and place it on the address side of the top item of each bundle in such a manner that it will not become separated from the bundle. The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for IPA service. Bundle labels must contain the following information:

Line 1: Foreign Office of Exchange Code. (See Exhibit 292.45a or Exhibit 292.45b.)

Line 2: Country Labeling Name. (See Exhibit 292.45a.)

Line 3: Mailer, Mailer Location (City and State).

Example:

VIE AUSTRIA ABC COMPANY WASHINGTON DC

292.48 Presort Mailings — Price Groups 15 through 19

292.481 General

Mailers must prepare price groups 15 through 19 in direct country containers (full-service price and ISC drop shipment price) or mixed country containers (ISC drop shipment price). Each direct country container must contain at least 2 pounds of mail. Each mixed country *price group* must contain a minimum of 5 pounds when prepared under 292.47, or a minimum of 5 pounds for each *sack* when sorted under 293.483. Smaller quantities qualify only for the worldwide nonpresort price under 292.49. The mailer must separately containerize items bearing customs forms from items not bearing customs forms. The maximum container weight is 66 pounds.

292.482 **Preparation**

The mailer has two options to prepare direct country or mixed country containers of presorted IPA mail, as follows:

a. Prepare mail as described in 292.46 and 292.47, including using letter-size trays for letter-size items, flat-size trays/tubs for flat-size items, and sacks for package-size items.

b. Prepare mail in sacks for all processing categories as defined in 292.483 and 292.484.

292.483 **Direct Country and Mixed Country — Optional Sack Preparation**

The mailer may optionally prepare direct country sacks or mixed country sacks of presorted IPA mail when sacks are used for all processing categories as follows:

a. Full-Service and ISC Drop Shipment — Direct country sacks.

(1) *Preparation*. Mail (letter-size, flat-size, and package-size) that is addressed to an individual country and that contains 2 pounds or more must be sorted into direct country sacks. Mail that cannot be made up into direct country sacks must be prepared and entered as mixed country sacks or as worldwide nonpresort sacks. The mailer must bundle letter-size and flat-size items as defined in 292.44. The mailer must bundle letter-size items and flat-size items separately, although nonidentical items may be commingled within each of these categories. Face all letter-size items and flat-size items in the same direction and apply a label (facing slip) to the top item as defined in 292.472. Place package-size items loose in the sack provided that items bearing customs forms are separated from items not bearing customs forms.

(2) *Container Tags*. The mailer must complete the front side of PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. The mailer must check the appropriate box to indicate if the sack contains items with or without customs forms, identify the destination country, and enter the date of mailing, the 10-digit permit number, the foreign office of exchange code as listed in Exhibit 292.45a and Exhibit 292.45b, and the price group as listed in Exhibit 292.45a. The mailer must apply a barcode to the front side of the tag that indicates the mailer's permit number, the product code, the service type code, the container type, the shape type, the foreign office of exchange code, and the serial number of the sack. (To request technical specifications for the barcode, send an e-mail to *globalbusiness-sales@usps.gov*). Finally, the mailer must attach PS Tag 115 to the neck of the sack.

(3) *Direct Country Container Label*. A mailer who claims the ISC drop shipment price and enters the mail at an authorized drop shipment location under 292.532 is not required to prepare container labels. A mailer who claims the full-service price must complete 2-inch container labels (and insert them into the applicable container label holder) as follows (see Exhibit 292.483 for the list of U.S. Exchange Offices):

Line 1: Appropriate U.S. Exchange Office and Routing Code
Line 2: Contents — DRX COUNTRY
Line 3: Mailer, Mailer Location

Example:

ISC NEW YORK NY 003 IPA — DRX COUNTRY ABC STORE ALBANY NY

Exhibit 292.483
Labeling of IPA Mail to Postal Service Exchange Offices (Full-service only)

IPA Acceptance Office 3-Digit ZIP Code Prefix	U.S. Exchange Office and Routing Code for Line 1
005, 010–089, 100–212, 214–268, 270–297, 400–418, 420–427, 470–477	ISC NEW YORK NY 003
006–009, 298–339, 341–342, 344, 346–347, 349–352, 354–399	ISC MIAMI FL 33112
424, 430–469, 478–516, 520–528, 530–532, 534–535, 537–551, 553–567, 570-577, 580–588, 600–620, 622–631, 633–641, 644–658, 660–662, 664–681, 683–693, 700–701, 703–708, 710–714, 716–731, 733–741, 743–799, 885	ISC CHICAGO IL 60290
590–599, 800–816, 820–838, 840–847, 893–895, 897–898, 937–961, 970–986, 988–999	ISC SAN FRANCISCO CA 94013
850–853, 855–857, 859–860, 863–865, 870–875, 877–884, 889–891, 900–908, 910–928, 930–936	ISC LOS ANGELES CA 900
967–969	P&DC HONOLULU HI 967

b. ISC Drop Shipment — Mixed country sacks.

(1) *Preparation*. Mixed country sacks can be prepared only after all possible direct country sacks have been prepared. The mailer must prepare mixed country sacks for items that contain 5 pounds or more and that are destined within the same price group. Mail that ultimately cannot be made up into direct country sacks or mixed country sacks must be prepared and entered at the worldwide nonpresort price. The mailer must bundle letter-size and flat-size items as defined in 292.44. The mailer must bundle letter-size and flat-size items separately, although nonidentical items may be commingled within each of these categories. Face all letter-size items and flat-size items in the same direction and apply a label (facing slip) to the top item as defined in 292.484. Place package-size items that cannot be bundled because of their physical characteristics loose in the sack provided that items bearing customs forms are separated from items not bearing customs forms.

(2) *Container Tags*. The mailer must complete the front side of PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must identify the date of mailing, the 10-digit permit number, and the price group as listed in Exhibit 292.45a followed by the word "Mixed" (e.g., "15–Mixed"). Finally, the mailer must attach PS Tag 115 to the neck of the sack.

292.484 Presorted Mail — Direct Country Bundle Label

Only letter-size and flat-size direct country bundles prepared for mixed country sacks require a label (facing slip). The mailer must complete the label and place it on the address side of the top item of each bundle in such a manner that it will not become separated from the bundle. The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for IPA service. Bundle labels must contain the following information:

Line 1: Foreign Office of Exchange Code. (See Exhibit 292.45a and Exhibit 292.45b.)

Line 2: Country Labeling Name. (See Exhibit 292.45a.)

Line 3: Mailer, Mailer Location (City and State).

Example:

VIE AUSTRIA ABC COMPANY WASHINGTON DC

292.49 Worldwide Nonpresort Preparation

The following standards apply when the mailer prepares worldwide nonpresort IPA mail (full-service price and ISC drop shipment price):

a. *General*. A mailer claiming any mail at the direct country or mixed country price cannot enclose the mail in worldwide nonpresort sacks. The mailer must bundle letter-size and flat-size mail. All types of mail, including letter-size bundles, flat-size bundles, and loose items, can be commingled in the same sack. Labels (facing slips) are not required on any bundles. Containers other than sacks are not authorized unless other equipment is specified by the acceptance office — for example, the mailer may present nonpresorted letter-size mail in trays if authorized by the acceptance office. The maximum weight of any container is 66 pounds.

b. *Worldwide Nonpresort Container Label*. A mailer who claims the ISC drop shipment price and enters the mail at an authorized drop shipment location under 292.532 is not required to prepare container labels. A mailer who claims the full-service price must complete 2-inch container labels (and insert them into the applicable container label holder) as follows (see Exhibit 292.483 for the list of U.S. Exchange Offices):

Line 1: Appropriate U.S. Exchange Office and Routing Code
Line 2: Contents WKG
Line 3: Mailer, Mailer Location

Example:

ISC MIAMI FL 33112
IPA — WKG
ABC COMPANY MIAMI FL

292.5 Mail Entry and Deposit

292.51 Separation by Price Group

The mailer must physically separate the containers by price group at the time of mailing as indicated on the container tag.

292.52 Full Service

Mailings must be deposited at a Post Office facility where bulk mail is accepted and where the mailer holds an advance deposit account or postage meter license.

292.53 Drop Shipment

292.531 General

To qualify for the drop shipment price, mailers must present the mail to one of the locations in 292.532. The mailer must pay postage at the drop shipment location either through an advance deposit account or postage meter license at the serving Post Office facility. As an alternative, mailers who are participating in the plant-verified drop shipment (PVDS) program may have the mail verified, accepted, and paid for at the mailer's plant or at the origin Post Office facility serving the mailer's plant if authorized under DMM 705. PVDS mail must be transported by the mailer to the drop shipment location, and the mail must be accompanied by PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance.*

292.532 Drop Shipment Locations

Drop shipments are available through the offices noted in Exhibit 292.532.

Note: California, Illinois, and New York locations accept both "cleared" mail (mail that has been previously presented and paid for at a BMEU) and "uncleared" mail (mail that *has* not been previously presented and paid for at a BMEU). For Florida locations, refer to footnotes 1 and 2 for special requirements.

Exhibit 292.532
IPA Drop Shipment Locations

State	Facility
California	LOS ANGELES ISC US POSTAL SERVICE 5800 W CENTURY BLVD LOS ANGELES CA 90009-9998 SAN FRANCISCO ISC US POSTAL SERVICE 660 W FIELD RD SAN FRANCISCO CA 94128-3161
Florida	MIAMI ISC [1] US POSTAL SERVICE 11698 NW 25TH ST MIAMI FL 33112-9997 MIAMI PROCESSING AND DISTRIBUTION CTR [2] US POSTAL SERVICE 2200 NW 72ND AVE MIAMI FL 33152-9997
Illinois	JT WEEKER ISC US POSTAL SERVICE 11600 W IRVING PARK RD CHICAGO IL 60666-9998
New York	JOHN F KENNEDY AIRPORT MAIL CTR US POSTAL SERVICE JOHN F KENNEDY INTERNATIONAL AIRPORT BLDG 250 JAMAICA NY 11430-9998

1. This facility accepts cleared IPA mail only.
2. This facility accepts cleared and uncleared IPA mail.

For drop shipment locations of ISAL mail, refer to 293.532.

293 International Surface Air Lift (ISAL) Service

293.1 Description

293.11 General

International Surface Air Lift (ISAL) service, including ISAL M-bags, is a commercial service designed for volume mailings of all First-Class Mail International postcards, letters, and large envelopes (flats), and for volume mailings of First-Class Package International Service packages (small packets). The sender must prepare mailpieces in accordance with the requirements of this subchapter and with the shape-based requirements of the applicable service — see 240 for First-Class Mail International items, and see 250 for First-Class Package International Service items. ISAL shipments are typically flown to the foreign destinations (exceptions apply to Canada and Mexico) and are then entered into that country's surface nonpriority mail system for delivery. Separate prices are provided for International Service Center (ISC) drop shipments, presorted mail, and nonpresort mail. Volume incentives are available through customized agreements.

293.12 Mail Sealed Against Inspection

With the exception of M-bags (see 261.23), ISAL mailpieces are sealed against inspection.

293.13 ISAL M-bags

293.131 ISAL M-bags — General

ISAL M-bags (direct sacks of printed matter to one addressee) may be entered in conjunction with an ISAL mailing, are subject to the provisions of 260, and may be sent to all destination countries that are referenced in Exhibit 293.45a. When using this method of mail preparation, the sender must complete PS Tag 155, *Surface Airlift Mail*, and PS Tag 158, *M-bag Addressee Tag*. Tags must be securely attached to the neck of the sack.

293.132 ISAL M-bags — Customs Forms

ISAL M-bags always require a fully completed electronically generated PS Form 2976, which is to be affixed to PS Tag 158. Mailers must electronically transmit customs declaration information as required under 123.32 by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at *https://ribbs.usps.gov/index.cfm?page=international vendors*. To request information about either of these software solutions, send an e-mail to *globalbusiness-sales@usps.gov*.

293.2 Eligibility

293.21 Qualifying Mailpieces

To qualify for ISAL service, a mailpiece must meet the First-Class Mail International characteristics as defined in 141.5 (except for weight — see 293.24) or the First-Class Package International Service characteristics as defined in 141.6 (except for weight — see 293.24). Mailpieces do not have to be of the same size and weight to qualify. Any item sent with ISAL service must conform to the size limits for First-Class Mail International postcards, letters, or large envelopes (flats) as described in 240, or for First-Class Package International Service packages (small packets) as described in 250.

293.22 Availability

ISAL service is available only to the foreign countries that are listed in Exhibit 293.45a, which shows the foreign office of exchange code and the price group assigned to each country. For additional information for Canada, see Exhibit 293.45b.

293.23 Minimum Quantity Requirements

293.231 Minimum Quantity

All mailings must meet a minimum weight quantity of 50 pounds. To achieve the 50-pound minimum, mailings may include a combination of presort mail, worldwide nonpresort mail, or M-bags.

293.232 Presort Eligibility — Full Service

Only a direct country container with a minimum of 2 pounds qualifies for the presort price. All remaining mail must be prepared and paid at the worldwide nonpresort price.

293.233 **Presort Eligibility — ISC Drop Shipment**

Eligibility for the presort price is as follows:

a. *Direct country price.* For price groups 1–19, a minimum of 2 pounds for each container.

b. *Mixed country price.* For price groups 9–14, a minimum of 5 pounds for each *price group*; for price groups 10–15, a minimum of 5 pounds for each *price group* when prepared under 293.482a, or a minimum of 5 pounds for each *sack* when prepared under 293.482b.

All remaining mail must be prepared and paid at the worldwide nonpresort price.

293.24 Maximum Weight Limits

The maximum weight for an ISAL container is 66 pounds. The maximum weight for an individual ISAL item is as follows:

a. Letter-size item: 3.5 ounces.

b. Flat-size item: 17.6 ounces.

c. Package-size item: 4.4 pounds.

293.25 Dutiable Items

Dutiable items may be sent in accordance with the applicable rules in this subchapter for each respective category of mail. Priority Mail International items, either ordinary or insured, may not be mailed with ISAL service.

293.26 Customs Forms Requirements

For items requiring PS Form 2976, mailers must electronically transmit customs declaration information as required under 123.32 by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at *https://ribbs.usps.gov/index.cfm?page=internationalvendors*. To request information about either of these software solutions, send an e-mail to *globalbusiness-sales@usps.gov*.

293.27 Extra Services

Extra services are not available for items sent with ISAL service.

293.3 Prices and Postage Payment Methods

293.31 Prices

ISAL service has two price options: a presort price with 19 price groups, and a worldwide nonpresort price. Both options offer full-service prices for mail deposited at offices other than the drop shipment offices listed in 293.532, and drop shipment prices for mail deposited at one of the drop shipment offices. The per-piece price and per-pound price are shown in Notice 123, *Price List*. The per-piece price applies to each piece regardless of its weight. The per-pound price applies to the net weight (gross weight minus tare weight of container) of the mail for the specific price group. Fractions of a pound are rounded to the next whole pound for postage calculation.

293.32 Computation of Postage

Postage is computed on PS Form 3700, *Postage Statement — International Mail.*

293.321 Computing Worldwide Nonpresort Prices

Compute postage at the worldwide nonpresort price as follows:

1. Multiply the number of pieces in the mailing by the applicable per-piece price.
2. Multiply the net weight (in whole pounds) of the entire mailing by the applicable per-pound price.
3. Add together the two totals in steps 1 and 2.

293.322 Computing Presort Prices

Compute postage at the presorted price as follows:

1. Multiply the number of pieces in the mailing destined for countries in a specific price group by the appropriate per-piece price.
2. Multiply the net weight (in whole pounds) of those pieces by the corresponding per-pound price.
3. Add together the two totals in steps 1 and 2.

293.33 Postage Payment Methods

293.331 General

Postage must be paid by postage meter, permit imprint, or precanceled stamps (see DMM 604).

293.332 Postage Meter

Payments made by postage meter are subject to the following standards:

a. *Piece Price.* The applicable per-piece postage shown in Notice 123, *Price List,* must be affixed to each mailpiece when paying with a meter. A mailer who has an ICM agreement must affix the applicable per-piece postage as set forth in the ICM agreement.

b. *Pound Price.* Postage for the pound price portion must be paid either by meter stamp(s) attached to the postage statement or from the mailer's authorized permit imprint advance deposit account.

c. *Postage Endorsement.* Each piece must be legibly endorsed with the words "INTERNATIONAL SURFACE AIR LIFT" or "ISAL."

d. *Specifications for Endorsement.* The endorsement required in 292.332c must appear on the address side of each piece and must be applied by a printing press, hand stamp, or other similar printing device. It must appear either above the name of the addressee and to the left or below the postage, or adjacent to the meter stamp in either the postal inscription slug area or ad plate area. If the postal endorsement appears in the ad plate area, no other information may appear in the ad plate. The endorsement may not be typewritten or hand-drawn. The endorsement is not considered adequate if it is included as part of a decorative design or advertisement.

e. *Unmarked Pieces*. Unmarked pieces lacking the postage endorsement are subject to the applicable First-Class Mail International or First-Class Package International Service single-piece price.

f. *Drop Shipment of Meter Mail.* A mailer who wants to enter meter ISAL mail at a Post Office facility other than where the meter is licensed must obtain a drop shipment authorization. To obtain an authorization, the mailer must submit a written request to the postmaster at the office where the mail will be entered (see DMM 705).

293.333 **Precanceled Stamps**

Payments made by precanceled stamps are subject to the following standards:

a. *Piece Price.* The same denomination of stamp must be affixed to every piece in the mailing.

b. *Pound Price.* Additional postage is paid at the time of mailing by advance deposit account or meter stamp affixed to the back of the accompanying postage statement.

c. *Postage Endorsement.* Each piece must be legibly endorsed with the words “INTERNATIONAL SURFACE AIR LIFT” or ”ISAL.”

d. *Specifications for Endorsement.* The endorsement required in 293.333c must appear on the address side of each piece and must be applied by a printing press, hand stamp, or other similar printing device. It must appear either above the name of the addressee and to the left or below the postage, or adjacent to the precanceled stamp. The endorsement may not be typewritten or hand-drawn. The endorsement is not considered adequate if it is included as part of a decorative design or advertisement.

e. *Unmarked Pieces*. Unmarked pieces lacking the postage endorsement are subject to the applicable First-Class Mail International or First-Class Package International Service single-piece price.

293.334 **Permit Imprint**

Mailers may use a permit imprint for mailings that contain identical-weight pieces. Any of the permit imprint formats shown in 152.64 is acceptable but must include the “INTL SURFACE AIR LIFT” rate marking. Postage is calculated as described in 293.32 and is deducted from the mailer’s advance deposit account. Permit imprints must not denote bulk mail, nonprofit, or other domestic or special mail. Mailers may use permit imprint with nonidentical-weight pieces only if authorized to use postage mailing systems under DMM 705.

293.4 Mail Preparation

293.41 Addressing and Return Address

ISAL mailpieces are subject to the addressing requirements contained in 122, including the requirement of a U.S.-origin return address as defined in 122.2.

a. *Exception — Canada:* ISAL items destined for Canada must have the applicable alphanumeric postcode included in the delivery address. See 122.1j for the address formatting requirements that generally apply to mailpieces sent to Canada.

b. *Exception — Direct Country Containers*: ISAL letter-size and flat-size pieces not requiring a customs form prepared in direct country containers (see 293.46 and 293.48) are not subject to the interline addressing requirement that is specified in 122.1d. At the sender's risk, the English translation of the destination post office or city name may be omitted from an address that is printed in Russian, Greek, Arabic, Hebrew, Cyrillic, Japanese, or Chinese characters. An English translation of the country name (for example, Japan) is still required on the individual mailpieces.

293.42 Marking

293.421 Letter-Size and Flat-Size Mailpieces

The sender should mark "INTERNATIONAL SURFACE AIR LIFT" or "ISAL" on the address side of each piece. Use of bordered airmail envelopes is prohibited.

293.422 Packages (Small Packets)

Items that might be mistaken for another class of mail because of their size, weight, or appearance should be marked "LETTER-POST" on the address side.

293.43 Sealing and Packaging

293.431 Mixed Country and Worldwide Nonpresort Price

All ISAL mailpieces entered at the mixed country and worldwide nonpresort price must meet the sealing and packaging methods for First-Class Mail International service under IMM 244.3 and 244.4, and for First-Class Package International Service under IMM 254.3 and 254.4.

293.432 Direct Country Price

Mailers must meet the following sealing and packaging standards for ISAL mail entered at the direct country price:

a. *Letters*. Letter-size mailpieces entered at the direct country price must meet one of the following requirements:

(1) The sealing and packaging methods for First-Class Mail International service under IMM 244.3 and 244.4.

(2) The physical standards of a machinable letter under DMM 201.3.

b. *Flats*. Flat-size mailpieces entered at the direct country price must meet the sealing and packaging methods for First-Class Mail International service under IMM 244.3 and 244.4.

c. *Small Packets*. Package-size mailpieces (small packets) entered at the direct country price must meet the sealing and packaging methods for First-Class Package International Service under IMM 254.3 and 254.4.

293.44 Physical Characteristics and Requirements for All Bundles

The following standards apply:

a. *Thickness.* Bundles of letter-size mail should be no thicker than approximately a handful of mail (4 to 6 inches thick). Bundles of flat-size mail may be thicker than 6 inches but must not weigh more than 11 pounds.

b. *Securing Bundles.* Each bundle must be securely tied to withstand normal transit. Placing rubber bands around the length and then the girth is the preferred method of securing bundles of letter-size mail. Plastic strapping placed around the length and then the girth is the preferred method of securing bundles of flat-size mail.

c. *Separation of Bundles.* Letter-size and flat-size mail must be bundled separately.

d. *Facing of Pieces.* All pieces in bundles must be faced in the same direction.

Note: Parcel-size pieces do not require bundling.

293.45 ISAL Foreign Office of Exchange Codes and Price Groups

See Exhibit 293.45a for the ISAL foreign office of exchange code and price group assigned to each country. For additional information for Canada, see Exhibit 293.45b.

Exhibit 293.45a (p. 1)
ISAL Foreign Office of Exchange Codes and Price Groups

Country Labeling Name	Foreign Office of Exchange Code	Price Group
Albania	TIA	16
Algeria	ALG	19
Angola	LAD	19
Argentina	BUE	10
Aruba	AUA	17
Australia	SYD	9
Austria	VIE	12
Bahrain	BAH	19
Bangladesh	DAC	19
Belgium	BRU	12
Belize	BZE	17
Benin	COO	19
Bolivia	LPB	17
Bonaire, Sint Eustatius, and Saba	BON	17
Brazil	Letter-size: SAO Flat-size: SAO Package-size: CWB	10
Bulgaria	SOF	16
Burkina Faso	OUA	19
Cameroon	DLA	19
Canada	See Canadian Labeling Information in Exhibit 293.45b.	1
Central African Republic	BGF	19
Chile	SCL	17
China	BJS	14
Colombia	BOG	17
Congo, Democratic Republic of the	FIH	19
Cook Islands	RAR	9
Costa Rica	SJO	17
Cote d'Ivoire (Ivory Coast)	ABJ	19
Curacao	CUR	17

Exhibit 293.45a (p. 2)
ISAL Foreign Office of Exchange Codes and Price Groups

Country Labeling Name	Foreign Office of Exchange Code	Price Group
Czech Republic	PRG	16
Denmark	CPH	12
Dominican Republic	SDQ	17
Ecuador	GYE	17
Egypt	CAI	19
El Salvador	SAL	17
Ethiopia	ADD	19
Fiji	NAN	18
Finland	HEL	12
France [1]	CDG	5
French Guiana	CAY	17
Gabon	LBV	19
Germany	NIA	4
Ghana	ACC	19
Great Britain (includes England, Scotland, Wales, Northern Ireland, Guernsey, Jersey, Alderney, Sark, and The Isle of Man)	LAL	3
Greece	ATH	13
Guatemala	GUA	17
Guyana	GEO	17
Haiti	PAP	17
Honduras	TGU	17
Hong Kong	HKG	11
Hungary	BUD	16
Iceland	REK	15
India	BOM	14
Indonesia	JKT	18
Ireland	AHE	13
Israel	TLV	13
Italy	MIL	7
Jamaica	KIN	17
Japan	KWS	6
Jordan	AMM	19
Kenya	NBO	19
Korea, Republic of (South)	SEL	11
Kuwait	KWI	19
Lebanon	BEY	19
Liechtenstein	ZRH	15
Luxembourg	LUX	15
Madagascar	TNR	19
Malaysia	KUL	18
Mali	BKO	19
Mauritania	NKC	19
Mauritius	MRU	19
Mexico	MEX	2
Monaco	MON	12
Morocco	CAS	19
Mozambique	MPM	19
Netherlands	AMS	12

Exhibit 293.45a (p. 3)
ISAL Foreign Office of Exchange Codes and Price Groups

Country Labeling Name	Foreign Office of Exchange Code	Price Group
New Zealand [2]	AKL	9
Nicaragua	MGA	17
Niger	NIM	19
Nigeria	LOS	19
Norway	OSL	12
Oman	MCT	19
Pakistan	KHI	19
Panama	PTY	17
Papua New Guinea	BOR	18
Paraguay	ASU	17
Peru	LIM	17
Philippines	MNL	14
Poland	WAW	12
Portugal	LIS	13
Qatar	DOH	19
Reunion	RUN	19
Romania	BUH	16
Russia	MOW	16
Saudi Arabia	DMM	19
Senegal	DKR	19
Singapore	SIN	11
Sint Maarten	SXM	17
Slovak Republic (Slovakia)	BTS	16
South Africa	JNB	14
Spain (includes Canary Islands)	MAD	8
Sri Lanka	CMB	19
Suriname	PBM	17
Sweden	STO	12
Switzerland	ZRH	12
Taiwan	TPE	14
Tanzania	DAR	19
Thailand	BKK	14
Timor-Leste, Democratic Republic of	DIL	18
Togo	LFW	19
Trinidad and Tobago	POS	17
Tunisia	TUN	19
Turkey	IST	16
Uganda	KLA	19
United Arab Emirates	DXB	19
Uruguay	MVD	17
Venezuela	CCS	17
Yemen	SAH	19
Zambia	NLA	19
Zimbabwe	HRE	19

1 For all destinations to France other than Monaco. For Monaco, see the entry for Monaco in this exhibit.

2 For all destinations to New Zealand other than Cook Islands. For Cook Islands, see the entry for Cook Islands in this exhibit.

Exhibit 293.45b
Canadian Mail Container Labeling Information (Full-service Only)

ZIP Code of Entry Post Office*	Canadian Destination	U.S. Exchange Office Code	U.S. Exchange Office (or ISC)	Foreign Office of Exchange Code
005, 010–089, 100–212, 214–268, 270–297, 400–418, 420–427, 470–471, 476–477	MONTREAL QC FWD	003	JFK	YMQ
006–009, 298–339, 341–342, 344, 346–347, 349–352, 354–399, 723	MONTREAL QC FWD	33112	MIA	YMQ
430–469, 472–475, 478–516, 520–528, 530–532, 534–535, 537–551, 553–567, 570–577, 580–588, 600–620, 622–631, 633–641, 644–658, 660–662, 664–681, 683–693, 700–701, 703–708, 710–714, 716–722, 724–731, 733–741, 743–816, 822–831, 840–847, 870–875, 877–885, 893, 897–898	TORONTO ON FWD	60290	ORD	For ISAL letter-size: TOR. For ISAL package-size: YTO. For ISAL flat-size: YTO (the preferred code — this code will be required on 7/27/2014) or TOR (an optional code that can be used until 7/27/2014).
590–599, 820–821, 832–838, 894–895, 937–961, 970–986, 988–999	VANCOUVER BC FWD	94013	SFO	YVR
850–853, 855–857, 859–860, 863–865, 889–891, 900–908, 910–928, 930–936	VANCOUVER BC FWD	90899	LAX	YVR
967–969	VANCOUVER BC FWD	96820	HNL	YVR

* *The "ZIP Code of Entry Post Office" column is relevant only for a mailing claimed at the full-service price (i.e., not drop shipped at an ISC) to determine its Canadian destination and U.S. exchange office code container information.*

293.46 Presort Mailings: Direct Country — Price Groups 1 through 14

293.461 General

Price groups 1 through 14 may be prepared in direct country containers (full-service price and ISC drop shipment price). Each direct country container must contain at least 2 pounds of mail. The mailer must separately containerize items bearing customs forms from items not bearing customs forms and must prepare letter-size, flat-size, and package-size items in separate containers as defined in 293.462a through 293.462c. Smaller quantities qualify only for a mixed country price (price groups 9 through 14 only) under 293.47, or for the worldwide nonpresort price under 293.49. The maximum container weight is 66 pounds.

293.462 Preparation

The mailer must prepare direct country containers of presorted ISAL mail (full-service price and ISC drop shipment price) as follows:

a. *Letter-Size and Flat-Size Mail*. For each direct country container of letter-size or flat-size mail, the mailer must do the following:

(1) *Mail Preparation*. Prepare letter-size items in letter trays, either 1-foot or 2-foot, depending on volume. Prepare flat-size items in flat-size trays/tubs. Do not prepare the content of trays in bundles. Face all letter-size items and flat-size items in the same

direction. Ensure that all trays are full enough to keep the mail from mixing during transportation. Cover (i.e., sleeve or lid) all letter-size and flat-size trays and secure them with strapping.

(2) *Container Tags*. Complete the front side of PS Tag 155, *International Surface Air Lift*, which identifies the mail to ensure it receives priority handling. Check the appropriate box to indicate if the container contains items *with* or *without* customs forms, identify the destination country, and enter the date of mailing, the 10-digit permit number, the foreign office of exchange code as listed in Exhibit 293.45a or Exhibit 293.45b, and the price group as listed in Exhibit 293.45a. To the front side of the tag, apply a barcode that indicates the mailer's permit number, the product code, the service type code, the container type code, the mail contents shape type code, the foreign office of exchange code, and the serial number of the container. (To request technical specifications for the barcode, send an e-mail to *globalbusiness-sales@usps.gov*.) Finally, tape the PS Tag 155 to the tray cover.

b. *Packages*. For each direct country container of package-size items, the mailer must do the following:

(1) *Mail Preparation*. Prepare package-size items by placing them loose in sacks.

(2) *Container Tags*. Complete the front side of PS Tag 155, *International Surface Air Lift*, which identifies the mail to ensure it receives priority handling. Check the appropriate box to indicate if the container contains items with or without customs forms, identify the destination country, and enter the date of mailing, the 10-digit permit number, the foreign office of exchange code as listed in Exhibit 293.45a or Exhibit 293.45b, and the price group as listed in Exhibit 293.45a. To the front side of the tag, apply a barcode that indicates the mailer's permit number, the product code, the service type code, the container type code, the shape type code, the foreign office of exchange code, and the serial number of the container. (To request technical specifications for the barcode, send an e-mail to *globalbusiness-sales@usps.gov*.) Finally, attach PS Tag 155 to the neck of the sack.

c. *Direct Country Container Label*. A mailer who claims the ISC drop shipment price and enters the mail at an authorized drop shipment location under 293.532 is not required to prepare container labels. A mailer who claims the full-service price must complete 2-inch container labels (and insert them into the applicable container label holder) as follows (see Exhibit 293.462 for the list of U.S. Exchange Offices):

Line 1: Appropriate U.S. Exchange Office and Routing Code
Line 2: Contents — DRX COUNTRY
Line 3: Mailer, Mailer Location

Example:

ISC NEW YORK NY 003 ISAL — DRX COUNTRY ABC STORE ALBANY NY

Exhibit 293.462
Labeling of ISAL Mail to Postal Service Exchange Offices (Full-service only)

ISAL Acceptance Office 3-Digit ZIP Code Prefix	U.S. Exchange Office and Routing Code for Line 1
005, 010–089, 100–212, 214–268, 270–297, 400–418, 420–427, 470–477	ISC NEW YORK NY 003
006–009, 298–339, 341–342, 344, 346–347, 349–352, 354–399	ISC MIAMI FL 33112
424, 430–469, 478–516, 520–528, 530–532, 534–535, 537–551, 553–567, 570–577, 580–588, 600–620, 622–631, 633–641, 644–658, 660–662, 664–681, 683–693, 700–701, 703–708, 710–714, 716–731, 733–741, 743–799, 885	ISC CHICAGO IL 60290
590–599, 800–816, 820–838, 840–847, 893–895, 897–898, 937–961, 970–986, 988–999	ISC SAN FRANCISCO CA 94013
850–853, 855–857, 859–860, 863–865, 870–875, 877–884, 889–891, 900–908, 910–928, 930–936	ISC LOS ANGELES CA 900
967–969	P&DC HONOLULU HI 967

293.47 Presort Mailings: Mixed Country — Price Groups 9 through 14

293.471 General

The mailer may prepare price groups 9 through 14 in mixed country containers (ISC drop shipment price) only after all possible direct country containers have been prepared. Each mixed country price group must contain at least 5 pounds of mail that is destined within the same price group. The mailer must separately containerize items bearing customs forms from items not bearing customs forms and must prepare letter-size, flat-size, and package-size items in separate containers as defined in 293.472a and 293.472b. Smaller quantities qualify only for the worldwide nonpresort price under 293.49. The maximum container weight is 66 pounds.

293.472 Preparation

The mailer must prepare mixed country containers of presorted ISAL mail (ISC drop shipment price) as follows:

a. *Letter-Size and Flat-Size Mail*. For each mixed country container of letter-size or flat-size mail, the mailer must do the following:

(1) *Mail Preparation*. Prepare letter-size items in letter trays, either 1-foot or 2-foot, depending on volume. Prepare flat-size items in flat-size trays/tubs. Bundle letter-size and flat-size pieces as defined in 293.44, and bundle each country separately. Face all letter-size items and flat-size items in the same direction and apply a label (facing slip) to the top item as defined in 293.473. Cover (i.e., sleeve or lid) all letter-size trays and flat-size trays/tubs and secure them with strapping.

(2) *Container Tags*. Complete the front side of PS Tag 155, *International Surface Air Lift*, which identifies the mail to ensure it receives priority handling. Identify the date of mailing, the 10-digit permit number, and the price group as listed in Exhibit 293.45a followed by the word “Mixed” (e.g., “14–Mixed”). Finally, tape PS Tag 155 to the tray cover.

b. *Packages*. For each mixed country container of package-size items, the mailer must do the following:

(1) *Mail Preparation*. Prepare package-size items by placing them loose in sacks.

(2) *Container Tags*. Complete the front side of PS Tag 155, *International Surface Air Lift*, which identifies the mail to ensure it receives priority handling. Identify the date of mailing, the 10-digit permit number, and the price group as listed in Exhibit 293.45a followed by the word "Mixed" (e.g., "14–Mixed"). Finally, attach PS Tag 155 to the neck of the sack.

293.473 Direct Country Bundle Label for Mixed Country Containers

Only letter-size and flat-size direct country bundles prepared for mixed country containers require a label (facing slip). The mailer must complete the label and place it on the address side of the top item of each bundle in such a manner that it will not become separated from the bundle. The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for ISAL service. Bundle labels must contain the following information:

Line 1: Foreign Office of Exchange Code. (See Exhibit 293.45a or Exhibit 293.45b.)

Line 2: Country Labeling Name. (See Exhibit 293.45a.)

Line 3: Mailer, Mailer Location (City and State).

Example:

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VIE
AUSTRIA
ABC COMPANY WASHINGTON DC
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293.48 Presort Mailings — Price Groups 15 through 19

293.481 General

Mailers must prepare price groups 15 through 19 in direct country containers (full-service price and ISC drop shipment price) or mixed country containers (ISC drop shipment price). Each direct country container must contain at least 2 pounds of mail. Each mixed country price group must contain a minimum of 5 pounds when prepared under 293.47, or a minimum of 5 pounds for each sack when sorted under 293.483. Smaller quantities qualify only for the worldwide nonpresort price under 293.49. The mailer must separately containerize items bearing customs forms from items not bearing customs forms. The maximum container weight is 66 pounds.

293.482 Preparation

The mailer has two options to prepare direct country or mixed country containers of presorted ISAL mail, as follows:

a. Prepare mail as described in 293.46 and 293.47, including using letter-size trays for letter-size items, flat-size trays/tubs for flat-size items, and sacks for package-size items.

b. Prepare mail in sacks for all processing categories as defined in 293.483 and 293.484.

293.483 **Direct Country and Mixed Country — Optional Sack Preparation**

The mailer may optionally prepare direct country sacks or mixed country sacks of presorted ISAL mail when sacks are used for all processing categories as follows:

a. *Full-Service and ISC Drop Shipment — Direct country sacks*.

(1) *Preparation*. Mail (letter-size, flat-size, and package-size) that is addressed to an individual country and that contains 2 pounds or more must be sorted into direct country sacks. Mail that cannot be made up into direct country sacks must be prepared and entered as mixed country sacks or as worldwide nonpresort sacks. The mailer must bundle letter-size and flat-size items as defined in 293.44. The mailer must bundle letter-size items and flat-size items separately, although nonidentical items may be commingled within each of these categories. Face all letter-size items and flat-size items in the same direction and apply a label (facing slip) to the top item as defined in 293.473. Place package-size items loose in the sack provided that items bearing customs forms are separated from items not bearing customs forms.

(2) *Container Tags*. The mailer must complete the front side of PS Tag 155, *International Surface Air Lift*, which identifies the mail to ensure it receives priority handling. The mailer must check the appropriate box to indicate if the sack contains items with or without customs forms, identify the destination country, and enter the date of mailing, the 10-digit permit number, the foreign office of exchange code as listed in Exhibit 293.45a or Exhibit 293.45b, and the price group as listed in Exhibit 293.45a. To the front side of the tag, the mailer must apply a barcode that indicates the mailer's permit number, the product code, the service type code, the container type, the shape type, the foreign office of exchange code, and the serial number of the sack. (To request technical specifications for the barcode, send an e-mail to *globalbusiness-sales@usps.gov*.) Finally, the mailer must attach PS Tag 155 to the neck of the sack.

(3) *Direct Country Container Label*. A mailer who claims the ISC drop shipment price and enters the mail at an authorized drop shipment location under 293.532 is not required to prepare container labels. A mailer who claims the full-service price must complete 2-inch container labels (and insert them into the applicable container label holder) as follows (see Exhibit 293.483 for the list of U.S. Exchange Offices):

Line 1: Appropriate U.S. Exchange Office and Routing Code
Line 2: Contents — DRX COUNTRY
Line 3: Mailer, Mailer Location

Example:

ISC NEW YORK NY 003 ISAL — DRX COUNTRY ABC STORE ALBANY NY

Exhibit 293.483
Labeling of ISAL Mail to Postal Service Exchange Offices (Full-service only)

ISAL Acceptance Office 3-Digit ZIP Code Prefix	U.S. Exchange Office and Routing Code for Line 1
005, 010–089, 100–212, 214–268, 270–297, 400–418, 420–427, 470–477	ISC NEW YORK NY 003
006–009, 298–339, 341–342, 344, 346–347, 349–352, 354–399	ISC MIAMI FL 33112
424, 430–469, 478–516, 520–528, 530–532, 534–535, 537–551, 553–567, 570–577, 580–588, 600–620, 622–631, 633–641, 644–658, 660–662, 664–681, 683–693, 700–701, 703–708, 710–714, 716–731, 733–741, 743–799, 885	ISC CHICAGO IL 60290
590–599, 800–816, 820–838, 840–847, 893–895, 897–898, 937–961, 970–986, 988–999	ISC SAN FRANCISCO CA 94013
850–853, 855–857, 859–860, 863–865, 870–875, 877–884, 889–891, 900–908, 910–928, 930–936	ISC LOS ANGELES CA 900
967–969	P&DC HONOLULU HI 967

b. ISC Drop Shipment — Mixed country sacks.

(1) Mixed country sacks can be prepared only after all possible direct country sacks have been prepared. The mailer must prepare mixed country sacks for items that contain 5 pounds or more and that are destined within the same price group. Mail that ultimately cannot be made up into direct country sacks or mixed country sacks must be prepared and entered at the worldwide nonpresort price. The mailer must bundle letter-size and flat-size items as defined in 293.44. The mailer must bundle letter-size and flat-size items separately, although nonidentical items may be commingled within each of these categories. Face all letter-size items and flat-size items in the same direction and apply a label (facing slip) to the top item as defined in 293.483. Place package-size items that cannot be bundled because of their physical characteristics loose in the sack provided that items bearing customs forms are separated from items not bearing customs forms.

(2) *Container Tags*. The mailer must complete the front side of PS Tag 155, *International Surface Air Lift*, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must identify the date of mailing, the 10-digit permit number, and the price group as listed in Exhibit 293.45a followed by the word “Mixed” (e.g., “15–Mixed”). Finally, the mailer must attach PS Tag 155 to the neck of the sack.

293.484 **Direct Country Bundle Label**

Only letter-size and flat-size direct country bundles prepared for mixed country sacks require a label (facing slip). The mailer must complete the label and place it on the address side of the top item of each bundle in such a manner that it will not become separated from the bundle. The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for ISAL service. Bundle labels must contain the following information:

Line 1: Foreign Office of Exchange Code. (See Exhibit 293.45a or Exhibit 293.45b.)

Line 2: Country Labeling Name. (See Exhibit 293.45a.)

Line 3: Mailer, Mailer Location (City and State).

Example:

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VIE
AUSTRIA
ABC COMPANY WASHINGTON DC
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293.49 **Worldwide Nonpresort Preparation**

The following standards apply when the mailer prepares worldwide nonpresort ISAL mail (full-service price and ISC drop shipment price):

a. *General*. A mailer claiming any mail at the direct country or mixed country price cannot enclose the mail in worldwide nonpresort sacks. The mailer must bundle letter-size and flat-size mail. All types of mail, including letter-size bundles, flat-size bundles, and loose items, can be commingled in the same sack. Labels (facing slips) are not required on any bundles. Containers other than sacks are not authorized unless other equipment is specified by the acceptance office — for example, the mailer may present nonpresorted letter-size mail in trays if authorized by the acceptance office. The maximum weight of any container is 66 pounds.

b. *Worldwide Nonpresort Container Label*. A mailer who claims the ISC drop shipment price and enters the mail at an authorized drop shipment location under 293.532 is not required to prepare container labels. A mailer who claims the full-service price must complete 2-inch container labels (and insert them into the applicable container label holder) as follows (see Exhibit 293.483 for the list of U.S. Exchange Offices):

Line 1: Appropriate U.S. Exchange Office and Routing Code
Line 2: Contents WKG
Line 3: Mailer, Mailer Location

Example:

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ISC MIAMI FL 33112
ISAL — WKG
ABC COMPANY MIAMI FL
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293.5 Mail Entry and Deposit

293.51 Separation by Price Group

The mailer must physically separate the containers by price group at the time of mailing as indicated on the container tag.

293.52 Full Service

Mailings must be deposited at a Post Office facility where bulk mail is accepted and where the mailer holds an advance deposit account or postage meter license.

293.53 Drop Shipment

293.531 General

To qualify for the drop shipment price, mailers must present the mail to one of the locations in 293.532. The mailer must pay postage at the drop shipment location either through an advance deposit account or postage meter license at the serving Post Office facility. As an alternative, mailers who are participating in the plant-verified drop shipment (PVDS) program may have the mail verified, accepted, and paid for at the mailer's plant or at the origin Post Office facility serving the mailer's plant if authorized under DMM 705. PVDS mail must be transported by the mailer to the drop shipment location, and the mail must be accompanied by PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance.*

293.532 Drop Shipment Locations

Drop shipments are available through the offices noted in Exhibit 293.532.

Note: California, Illinois, and New York locations accept both "cleared" mail (mail that has been previously presented and paid for at a BMEU) and "uncleared" mail (mail that has not been previously presented and paid for at a BMEU). For Florida locations, refer to footnotes 1 and 2 for special requirements.

Exhibit 293.532
ISAL Drop Shipment Locations

State	Facility
California	LOS ANGELES ISC US POSTAL SERVICE 5800 W CENTURY BLVD LOS ANGELES CA 90009-9998 SAN FRANCISCO ISC US POSTAL SERVICE 660 W FIELD RD SAN FRANCISCO CA 94128-3161
Florida	MIAMI ISC [1] US POSTAL SERVICE 11698 NW 25TH ST MIAMI FL 33112-9997 MIAMI PROCESSING AND DISTRIBUTION CTR [2] US POSTAL SERVICE 2200 NW 72ND AVE MIAMI FL 33152-9997
Illinois	JT WEEKER ISC US POSTAL SERVICE 11600 W IRVING PARK RD CHICAGO IL 60666-9998
New York	JOHN F KENNEDY AIRPORT MAIL CTR US POSTAL SERVICE JOHN F KENNEDY INTERNATIONAL AIRPORT BLDG 250 JAMAICA NY 11430-9998

1. *This facility accepts cleared ISAL mail only.*
2. *This facility accepts cleared and uncleared ISAL mail.*

For drop shipment locations of IPA mail, refer to 292.532.

294 (Reserved)

295 (Reserved)

296 (Reserved)

297 Customized Agreements

297.1 Description

The Postal Service provides Global Expedited Package Services (GEPS) customized agreements to Priority Mail Express International, Priority Mail International, and First-Class Package International Service customers pursuant to the terms and conditions stipulated between the Postal Service and a particular customer.

297.2 Qualifying Mailers

To qualify for a GEPS contract, a mailer must be capable, on an annualized basis, of paying at least $200,000 in international postage to the Postal Service.

297.3 Criteria

Each GEPS customized agreement for international mailings must set forth the following:

a. The type of mail to be tendered by the mailer.

b. The term of the agreement.

c. Weight and size limits.

d. Preparation requirements.

e. Makeup requirements.

f. The services to be provided by the Postal Service.

g. Minimum volume or postage commitment on the part of the mailer.

h. Postage and method of payment.

i. The location at which the mailer is required to tender its items to the Postal Service.

j. Any other obligations of either party.