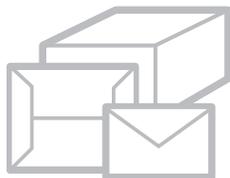


Design Standards

TOPICS

101 Physical Standards

102 Elements on the Face of a Mailpiece



101 Physical Standards

1.0 Physical Standards for Letters

- 1.1 Dimensional Standards for Letters
- 1.2 Nonmachinable Criteria

2.0 Physical Standards for Flats

- 2.1 General Definition of Flat-Size Mail
- 2.2 Length and Height of Flats
- 2.3 Minimum Flexibility Criteria for Flat-Size Pieces
- 2.4 Uniform Thickness
- 2.5 Flat-Size Pieces Not Eligible for Flat-Size Pricing

3.0 Physical Standards for Parcels

- 3.1 Processing Categories
- 3.2 Maximum Weight and Size
- 3.3 Two or More Packages

4.0 Additional Physical Standards for Priority Mail Express

5.0 Additional Physical Standards for Priority Mail

6.0 Additional Physical Standards for First-Class Mail

- 6.1 Maximum Weight
- 6.2 Cards Claimed at Card Prices
- 6.3 Nonmachinable Pieces
- 6.4 Parcels

7.0 Additional Physical Standards for USPS Retail Ground

8.0 Additional Physical Standards for Media Mail and Library Mail

3.0 Placement and Content of Mail Markings

- 3.1 Priority Mail Express Marking
- 3.2 Priority Mail Marking
- 3.3 First-Class Mail Markings
- 3.4 Media Mail, Library Mail, and USPS Retail Ground Markings
- 3.5 Marking Expedited Handling on Mail

4.0 Endorsement Placement

- 4.1 Endorsements for Delivery Instructions and Ancillary Services
- 4.2 Return Address

102 Elements on the Face of a Mailpiece

1.0 All Mailpieces

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

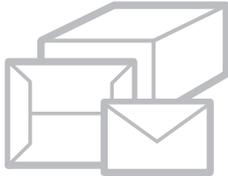
2.0 Address Placement for Letters

- 2.1 Delivery Address Placement
- 2.2 Address Placement Causing Mail to be Nonmailable or Nonmachinable

110 Priority Mail Express

TOPICS

- 113 Prices and Eligibility
- 114 Postage Payment
Methods
- 115 Mail Preparation
- 116 Deposit



113 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Prices Charged Per Piece
- 1.2 Prices
- 1.3 Flat Rate Packaging
- 1.4 Sunday and Holiday Premium
- 1.5 Optional Delivery Fee

2.0 Basic Eligibility Standards for Priority Mail Express

- 2.1 Description of Service
- 2.2 Inspection of Contents

3.0 Content Standards for Priority Mail Express

4.0 Service Features of Priority Mail Express

- 4.1 General
- 4.2 Priority Mail Express 1-Day
Delivery
- 4.3 Priority Mail Express 2-Day
Delivery
- 4.4 Priority Mail Express Military
Service
- 4.5 Priority Mail Express Open and
Distribute

114 Postage Payment Methods

1.0 Basic Standards for Postage Payment

- 1.1 Payment Method
- 1.2 Prepaid Reply Postage

115 Mail Preparation

1.0 Priority Mail Express Supplies

- 1.1 Packaging Provided by USPS
- 1.2 Sealing Flat Rate Packaging
- 1.3 Labels

2.0 Priority Mail Express 1-Day and 2-Day

- 2.1 Mailing Label
- 2.2 Waiver of Signature
- 2.3 Signature Required
- 2.4 ZIP Code Determination

3.0 Firm Mailing Book

116 Deposit

1.0 Priority Mail Express 1-Day and 2-Day Delivery

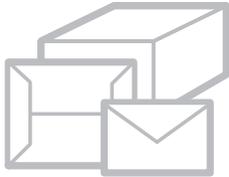
2.0 Priority Mail Express Military Service

3.0 Pickup on Demand Service

120 Priority Mail

TOPICS

- 123 Prices and Eligibility
- 124 Postage Payment Methods
- 125 Mail Preparation
- 126 Deposit



123 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Price Application
- 1.2 Prices
- 1.3 Balloon Price
- 1.4 Dimensional Weight Price for Low-Density Parcels to Zones 5-9
- 1.5 Flat Rate Packaging
- 1.6 Regional Rate Boxes
- 1.7 Prices for Keys and Identification Devices

2.0 Basic Eligibility Standards for Priority Mail

- 2.1 Description of Service
- 2.2 Inspection of Contents

3.0 Content Standards for Priority Mail

- 3.1 Eligibility
- 3.2 Matter Required to be Mailed as First-Class Mail

124 Postage Payment Methods

1.0 Basic Standards for Postage Payment

- 1.1 Payment Method
- 1.2 Forever Prepaid Flat Rate Packaging

125 Mail Preparation

1.0 Preparation

- 1.1 Priority Mail Packaging Provided by the USPS
- 1.2 Sealing Flat Rate and Regional Rate Packaging
- 1.3 Required Use

2.0 Marking for Priority Mail

126 Deposit

1.0 Deposit

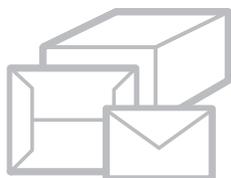
- 1.1 Pieces Weighing 13 Ounces or Less
- 1.2 Pieces Weighing More than 13 Ounces

2.0 Pickup on Demand Service

130 First-Class Mail

TOPICS

- 133 Prices and Eligibility
- 134 Postage Payment Methods
- 135 Mail Preparation
- 136 Deposit



133 Prices and Eligibility

1.0 Prices and Fees

- 1.1 First-Class Mail Single-Piece Price Application
- 1.2 Price Computation for First-Class Mail
- 1.3 Determining Single-Piece Weight
- 1.4 Keys and Identification Devices
- 1.5 Nonmachinable Surcharge

2.0 Basic Eligibility Standards for First-Class Mail

- 2.1 Description of Service
- 2.2 Defining Characteristics

3.0 Content Standards

- 3.1 General Eligibility
- 3.2 Bills and Statements of Account
- 3.3 Personal Information
- 3.4 Handwritten and Typewritten Material
- 3.5 Matter Marked Postcard or Double Postcard
- 3.6 Prohibited Air Transportation

134 Postage Payment Methods

1.0 Postage Payment Methods for First-Class Mail

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Price Mailings
- 1.3 More Than One Mailer
- 1.4 More Than One Letter
- 1.5 Agent

2.0 Postage Paid With Permit Imprint

135 Mail Preparation

1.0 Preparation for First-Class Mail

136 Deposit

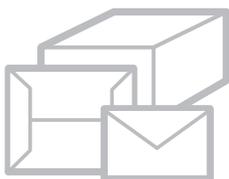
1.0 Deposit for First-Class Mail

2.0 Pickup on Demand Service

140
**Every Door Direct
Mail-Retail
(EDDM-Retail)**

TOPICS

- 143 Prices and Eligibility
- 144 Postage Payment
and Documentation
- 145 Mail Preparation
- 146 Enter and Deposit



143
Prices and Eligibility

- 1.0 Prices and Fees**
 - 1.1 Price
 - 1.2 Fees and Services
- 2.0 Basic Eligibility Standards for
EDDM-Retail Flats**
 - 2.1 Description of Service
 - 2.2 Inspection of Contents
 - 2.3 Forwarding and Return Service
 - 2.4 Extra Services
 - 2.5 Additional Eligibility Standards for
EDDM-Retail Flats
- 3.0 Content Standards for
EDDM-Retail Flats**
 - 3.1 General
 - 3.2 Personal Information
 - 3.3 Bills and Statements of Account
 - 3.4 Handwritten and Typewritten
Matter
 - 3.5 Attachments and Enclosures

144
**Postage Payment and
Documentation**

- 1.0 Basic Standards for
Postage Payment**
 - 1.1 Postage Payment Options
 - 1.2 Customer Registration
 - 1.3 Postage Indicia
- 2.0 Mailing Documentation**
 - 2.1 Completing Postage Statements
 - 2.2 Basic Documentation Standards

145
Mail Preparation

- 1.0 Preparation of EDDM-Retail Flats**
 - 1.1 General Information
 - 1.2 Quantity per Mailing
 - 1.3 Delivery Statistics, Sortation, and
Bundling

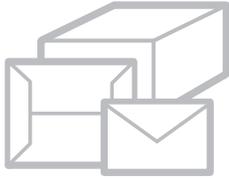
146
Enter and Deposit

- 1.0 Basic Options**
 - 1.1 Entry at Delivery Post Office
 - 1.2 Alternate Entry by Priority Mail

150 USPS Retail Ground

TOPICS

- 153 Prices and Eligibility
- 154 Postage Payment
Methods
- 155 Mail Preparation
- 156 Deposit



153 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Price Eligibility
- 1.2 USPS Retail Ground Price
Application

2.0 Basic Eligibility Standards for USPS Retail Ground

- 2.1 Description of Service
- 2.2 Inspection of Contents
- 2.3 Delivery and Return Addresses

3.0 Content Standards

4.0 Attachments and Enclosures

- 4.1 Enclosures
- 4.2 Written Additions
- 4.3 Invoice
- 4.4 Incidental First-Class Mail
Attachments and Enclosures

154 Postage Payment Methods

1.0 Postage Payment Methods for USPS Retail Ground

155 Mail Preparation

1.0 Preparation for USPS Retail Ground

- 1.1 Basic Preparation
- 1.2 Delivery and Return Addresses
- 1.3 Basic Markings

156 Deposit

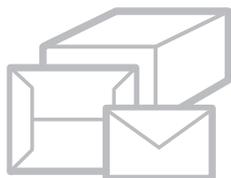
1.0 Deposit for USPS Retail Ground

- 1.1 Deposit
- 1.2 Pickup on Demand Fees
- 1.3 Stamped Pieces over 13 Ounces

170 Media Mail and Library Mail

TOPICS

- 173 Prices and Eligibility
- 174 Postage Payment and Documentation
- 175 Mail Preparation
- 176 Deposit and Entry



173 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Prices
- 1.2 Price Application
- 1.3 Determining Single-Piece Weight
- 1.4 Computing Postage—Pieces With Permit Imprint

2.0 Basic Eligibility Standards for Media Mail and Library Mail

- 2.1 Description of Service
- 2.2 Inspection of Contents
- 2.3 Delivery and Return Addresses

3.0 General Content Standards

4.0 Content Standards for Media Mail

- 4.1 Qualified Items
- 4.2 Enclosures in Books Mailed as Media Mail

5.0 Content Standards for Library Mail

- 5.1 Eligible Senders and Addressees
- 5.2 Qualified Mailings Between Entities
- 5.3 Qualified Mailings “To” or “From”
- 5.4 Enclosures in Books and Sound Recordings Mailed as Library Mail
- 5.5 Other Material in Library Mail

6.0 Enclosures and Attachments for both Media Mail and Library Mail

- 6.1 Loose Enclosures
- 6.2 Written Additions
- 6.3 Invoice
- 6.4 Incidental First-Class Mail Attachments and Enclosures

174 Postage Payment and Documentation

1.0 Postage Payment Methods for Media Mail and Library Mail

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Price Mailings

2.0 Postage Paid With Permit Imprint

175 Mail Preparation

1.0 Preparation for Media Mail and Library Mail

- 1.1 Basic Preparation
- 1.2 Delivery and Return Addresses
- 1.3 Basic Markings

176 Deposit and Entry

1.0 Deposit for Media Mail and Library Mail

- 1.1 Single-Piece Mailings
- 1.2 Stamped Pieces over 13 Ounces

2.0 Pickup on Demand Service

Design Standards

TOPICS

- 201 Physical Standards
- 202 Elements on the Face of a Mailpiece
- 203 Basic Postage Statement, Documentation, and Preparation Standards



201 Physical Standards

1.0 Physical Standards for Machinable Letters and Cards

- 1.1 Physical Standards for Machinable Letters
- 1.2 Physical Standards for Cards Claimed at Card Prices

2.0 Physical Standards for Nonmachinable Letters

- 2.1 Criteria for Nonmachinable Letters
- 2.2 Additional Criteria for First-Class Mail Nonmachinable Letters
- 2.3 Additional Criteria for USPS Marketing Mail Nonmachinable Letters
- 2.4 Additional Criteria for Periodicals Nonmachinable Letters
- 2.5 Priority Mail Express and Priority Mail Letters

3.0 Physical Standards for Machinable and Automation Letters and Cards

- 3.1 Basic Standards for Automation Letters and Cards
- 3.2 Paper Weight
- 3.3 Dimensions and Shape
- 3.4 Standards for Letter-Size Pieces Containing One Disc (CD or DVD)
- 3.5 Maximum Weight, Machinable and Automation Letters and Cards
- 3.6 Heavy Letter Mail (over 3 ounces)
- 3.7 Aspect Ratio
- 3.8 Wraps and Closures
- 3.9 Staples and Saddle Stitching
- 3.10 Rigid and Odd-Shaped Items
- 3.11 Tabs, Tape, and Glue
- 3.12 Flexibility Standards for Automation Letters
- 3.13 Labels, Stickers, Release Cards, and Perforated Pockets Affixed to the Outside of Letter-Size Mailpieces
- 3.14 Folded Self-Mailers
- 3.15 Other Unenveloped Mailpieces
- 3.16 Booklets
- 3.17 Postcard
- 3.18 Enclosed Reply Cards and Envelopes

4.0 Physical Standards for Flats

- 4.1 General Definition of Flat Size Mail
- 4.2 Length and Height of Flats
- 4.3 Minimum Flexibility for Flat-Size Pieces
- 4.4 Uniform Thickness
- 4.5 Polywrap Coverings
- 4.6 Maximum Deflection for Flat-Size Mailpieces
- 4.7 Flat-Size Pieces Not Eligible for Flat-Size Prices
- 4.8 Labels, Stickers, and Release Cards
- 4.9 Catalogs

5.0 Physical Standards for Nonautomation Flats

- 5.1 First-Class Mail
- 5.2 USPS Marketing Mail
- 5.3 Bound Printed Matter
- 5.4 Media Mail and Library Mail
- 5.5 Priority Mail Express and Priority Mail Flats

6.0 Physical Standards for Automation Flats

- 6.1 Basic Standards for Automation Flats
- 6.2 Additional Criteria for Automation Flats
- 6.3 Prohibitions
- 6.4 Tabs, Wafer Seals, Tape, and Glue
- 6.5 Uniformity and Exterior Format

7.0 Physical Standards for Parcels

- 7.1 Processing Categories
- 7.2 Minimum Size
- 7.3 Maximum Weight and Size
- 7.4 Two or More Packages
- 7.5 Machinable Parcels
- 7.6 Irregular Parcel
- 7.7 Nonmachinable Parcel

8.0 Additional Physical Standards by Class of Mail

- 8.1 Priority Mail Express
- 8.2 Priority Mail
- 8.3 First-Class Package Service Parcels
- 8.4 USPS Marketing Mail Parcels
- 8.5 Parcel Select
- 8.6 Bound Printed Matter Parcels

9.0 Customized MarketMail

200 Design Standards

202	Elements on the Face of a Mailpiece
1.0 All Mailpieces	
1.1	Clear Space
1.2	Delivery and Return Address
1.3	Postage Payment
2.0 Address Placement	
2.1	Letters
2.2	Flats
3.0 Placement and Content of Mail Markings	
3.1	Enclosures
3.2	Printing and Designs
3.3	Priority Mail Express and Priority Mail Markings
3.4	Priority Mail Commercial Plus Cubic Markings
3.5	First-Class Mail and USPS Marketing Mail Markings
3.6	First-Class Package Service Markings
3.7	Parcel Select, Bound Printed Matter, Media Mail, and Library Mail Markings
3.8	Exceptions to Markings
3.9	Marking Hazardous Materials
4.0 Placement and Physical Standards for Endorsements	
4.1	Endorsements for Delivery Instructions and Ancillary Services
4.2	Return Address
4.3	Placement of Endorsement
4.4	Physical Standards for Endorsements
5.0 Barcode Placement Letters and Flats	
5.1	Letter-Size
5.2	Flat-Size
5.3	Barcode in Address Block
5.4	Barcode on Insert in Barcode Window
5.5	Edges of Barcode Window
5.6	Window Construction
5.7	Window Cover
6.0 Barcode Placement for Parcels	
6.1	GS1-128 Routing Barcode or Intelligent Mail Package Barcode Location

6.2	Clear Zone for GS1-128 Routing Barcode or Intelligent Mail Package Barcode
6.3	Intelligent Mail Barcodes and POSTNET Barcodes
7.0 Repositionable Notes (RPNs)	
7.1	Use
7.2	Mailpiece Characteristics
7.3	RPN Characteristics
7.4	RPNs on Automation-Price Mailpieces
7.5	Compliance

203 Basic Postage Statement, Documentation, and Preparation Standards

1.0 Postage Statements	
1.1	Completing Postage Statements
1.2	Reporting Multiple Mailings on One Statement
1.3	Facsimile Postage Statements
2.0 Documentation	
2.1	Basic Documentation Standards
2.2	Documentation Standards for Automation Mailings
2.3	Documentation Submission— Full-Service Automation Option
2.4	Preparing Documentation
2.5	Multiple Standards
2.6	Standard Format for Documentation
2.7	Providing Additional Information
3.0 Bundles	
3.1	Definition of a Bundle
3.2	Arranging Pieces in a Bundle (“Facing”)
3.3	Preparing Bundles of Letters
3.4	Exception to Bundle Preparation— Full Trays
3.5	Securing Bundles of Flats
3.6	Address Visibility for Flats and Parcels
3.7	Counterstacking Flats or Parcels in Bundles
3.8	Preparing Bundles in Sacks
3.9	Preparing Bundles on Pallets

200 Design Standards

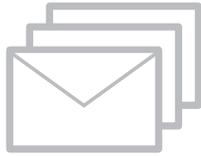
- 3.10 Additional Standards for Unsacked Bundles Entered at DDU Facilities
- 3.11 Pieces with Simplified Address
- 3.12 Bundles with Fewer Than the Minimum Number of Pieces Required
- 3.13 Labeling Bundles
- 3.14 Identifying Carrier Route Information
- 3.15 Facing Slips—Carrier Route Bundles

4.0 Letter and Flat Trays

- 4.1 General Standards
- 4.2 Tray Sizes
- 4.3 Letter Tray Preparation
- 4.4 Letter Tray Sleevling and Strapping
- 4.5 Letter Tray Strapping Exception
- 4.6 Use of Flat Trays
- 4.7 Preparation for First-Class Mail Flats in EMM Letter Trays
- 4.8 Preparation for USPS Marketing Mail Flats in Letter Trays
- 4.9 Tray Labels
- 4.10 Physical Characteristics of a Tray Label
- 4.11 Line 1 (Destination Line)
- 4.12 Line 2 (Content Line)
- 4.13 Line 3 (Office of Mailing or Mailer Information Line)
- 4.14 Abbreviations for Lines 1 and 3
- 4.15 Placement of Extraneous Information
- 4.16 Placement of Tray Label
- 4.17 Barcoded Tray and Sack Labels

5.0 Sacks

- 5.1 General Standards
- 5.2 Sack Preparation
- 5.3 Sack Labels
- 5.4 Electronic Verification System
- 5.5 Physical Characteristics of a Sack Label
- 5.6 Additional Standards for Barcoded Sack Labels



207 Periodicals

1.0 Prices and Fees

- 1.1 Outside-County—Including Science-of-Agriculture
- 1.2 In-County
- 1.3 Fees

2.0 Price Application and Computation

- 2.1 Price Application
- 2.2 Computing Postage

3.0 Physical Characteristics and Content Eligibility

- 3.1 Physical Characteristics
- 3.2 Addressing
- 3.3 Permissible Mailpiece Components
- 3.4 Impermissible Mailpiece Components
- 3.5 Mailpiece Construction
- 3.6 Printed Features

4.0 Basic Eligibility Standards

- 4.1 Qualification Categories
- 4.2 General
- 4.3 Periodical Publications
- 4.4 Printed Sheets
- 4.5 Known Office of Publication
- 4.6 Regular Issuance
- 4.7 Eligible Formats
- 4.8 Issues
- 4.9 Editions
- 4.10 Back Issues and Reprints
- 4.11 Identification
- 4.12 Advertising Standards
- 4.13 Fees

5.0 Applying for Periodicals Authorization

- 5.1 Original Entry Application
- 5.2 Mailing While Application Pending
- 5.3 Decision on Application
- 5.4 Revocation or Suspension of Privileges

6.0 Qualification Categories

- 6.1 General Publication
- 6.2 Publications of Institutions and Societies
- 6.3 Publications of State Departments of Agriculture
- 6.4 Requester Publications

- 6.5 Electronic Copies
- 6.6 Foreign Publications
- 6.7 News Agent Registry

7.0 Mailing to Nonsubscribers or Nonrequesters

- 7.1 Sample Copies
- 7.2 Simplified Address
- 7.3 Advertising Copies
- 7.4 Gift Subscriptions
- 7.5 Exchange Copies
- 7.6 Expired Subscription
- 7.7 Complimentary Copies
- 7.8 Proof Copies
- 7.9 Nonrequester and Nonsubscriber Copies

8.0 Record Keeping Standards for Publishers

- 8.1 Basic Standards
- 8.2 Verification
- 8.3 Statement of Ownership, Management, and Circulation
- 8.4 Nonsubscriber and Nonrequester Copy Distribution

9.0 Changing Title, Frequency, or Known Office of Publication

- 9.1 General
- 9.2 Changing Qualification Categories
- 9.3 Application for Reentry

10.0 Preferred Periodicals

- 10.1 Nonprofit Eligibility—Basic Standards
- 10.2 Nonprofit Eligibility—Qualified Organizations
- 10.3 Nonprofit Eligibility—Other Qualified Organizations
- 10.4 Classroom Eligibility
- 10.5 Application
- 10.6 Mailing While Application Pending
- 10.7 Decision on Application

11.0 Basic Eligibility

- 11.1 Outside-County Prices
- 11.2 Outside-County Science-of-Agriculture Prices
- 11.3 In-County Prices
- 11.4 Discounts
- 11.5 Copies Mailed by Public

207 Periodicals

12.0 Nonbarcoded (Presorted) Eligibility

- 12.1 Basic Standards
- 12.2 Prices—Outside-County
- 12.3 Prices—In-County

13.0 Carrier Route Eligibility

- 13.1 Basic Standards
- 13.2 Sorting
- 13.3 Walk-Sequence Prices
- 13.4 Full-Service Intelligent Mail Eligibility Standards
- 13.5 Carrier Route Accuracy Standard

14.0 Barcoded (Automation) Eligibility

- 14.1 Basic Standards
- 14.2 Eligibility Standards for Full-Service Automation Periodicals
- 14.3 Prices—Outside-County
- 14.4 Prices—In-County
- 14.5 Address Standards for Barcoded Pieces

15.0 Ride-Along Eligibility

- 15.1 General
- 15.2 Basic Standards
- 15.3 Physical Characteristics
- 15.4 Marking

16.0 Postage Payment

- 16.1 Filing Each Issue
- 16.2 Filing Marked Copy
- 16.3 Mailer and Publisher Responsibility
- 16.4 Payment Method
- 16.5 Centralized Postage Payment System
- 16.6 Periodicals Accuracy, Grading, and Evaluation Program

17.0 Documentation

- 17.1 Postage Statement and Documentation
- 17.2 Additional Standards for Postage Statements
- 17.3 Monthly Postage Statements
- 17.4 Detailed Zone Listing for Periodicals
- 17.5 Additional Standards for Documentation

18.0 General Mail Preparation

- 18.1 Definition of Presort
- 18.2 Definition of Mailings

- 18.3 Presort Terms
- 18.4 Mail Preparation Terms
- 18.5 FSS Preparation

19.0 Bundles

20.0 Sacks and Trays

- 20.1 Basic Standards

21.0 Sack and Tray Labels

22.0 Preparing Nonbarcoded (Presorted) Periodicals

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

23.0 Preparing Carrier Route Periodicals

- 23.1 Basic Standards
- 23.2 Bundle Preparation
- 23.3 Preparation—Letter-Size Pieces
- 23.4 Preparation—Flat-Size Pieces and Irregular Parcels
- 23.5 Firm Bundles
- 23.6 Bundles With Fewer Than Six Pieces
- 23.7 Multi-Box Section Bundles—Optional Preparation
- 23.8 Delivery Sequence Information
- 23.9 Delivery Sequence Documentation

24.0 Preparing Letter-Size Barcoded (Automation) Periodicals

- 24.1 Basic Standards
- 24.2 Additional Standards

25.0 Preparing Flat-Size Barcoded (Automation) Periodicals

- 25.1 Basic Standards
- 25.2 Physical Standards
- 25.3 Bundling and Labeling
- 25.4 Sacking and Labeling
- 25.5 Optional Tray Preparation—Flat-Size Barcoded Pieces

207 Periodicals

26.0 Physical Criteria for Nonmachinable Flat-Size Periodicals

- 26.1 General
- 26.2 Weight and Size
- 26.3 Flexibility and Deflection
- 26.4 Additional Criteria

27.0 Combining Multiple Editions or Publications

- 27.1 Description
- 27.2 Authorization
- 27.3 Minimum Volume
- 27.4 Labeling
- 27.5 Documentation
- 27.6 Additional Standards
- 27.7 Postage Statements
- 27.8 Postage Payment
- 27.9 Deposit of Mail

28.0 Enter and Deposit

- 28.1 Service Objectives
- 28.2 Basic Standards
- 28.3 Exceptional Dispatch
- 28.4 Deposit at AMC/AMF

29.0 Destination Entry

- 29.1 Basic Standards
- 29.2 Destination Network Distribution
Center
- 29.3 Destination Area Distribution
Center
- 29.4 Destination Sectional Center
Facility
- 29.5 Destination Flat Sequencing
System (DFSS) Facility Entry
- 29.6 Destination Delivery Unit

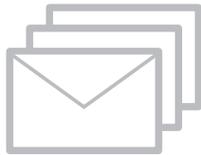
30.0 Additional Mailing Offices

- 30.1 Basic Standards
- 30.2 Additional Standards

210 Priority Mail Express Letters and Cards

TOPICS

- 213 Prices and Eligibility
- 214 Postage Payment and Documentation
- 215 Mail Preparation
- 216 Enter and Deposit



213 Prices and Eligibility

- 1.0 Prices and Fees**
 - 1.1 Prices Charged Per Piece
 - 1.2 Determining Single-Piece Weight
 - 1.3 Commercial Base Prices
 - 1.4 Commercial Plus Prices
 - 1.5 Flat Rate Packaging
 - 1.6 Sunday and Holiday Premium
 - 1.7 Optional Delivery Fee

2.0 Content Standards for Priority Mail Express

- 2.1 General
- 2.2 Inspection of Contents

3.0 Basic Eligibility Standards for Priority Mail Express

- 3.1 Description of Service
- 3.2 IMpb Standards
- 3.3 Matter Closed Against Postal Inspection

4.0 Service Features of Priority Mail Express

- 4.1 General
- 4.2 Priority Mail Express 1-Day Delivery
- 4.3 Priority Mail Express 2-Day Delivery
- 4.4 Priority Mail Express Military Service
- 4.5 Open and Distribute

214 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment Options

- 1.1 Commercial Base Pricing
- 1.2 Commercial Plus Pricing

2.0 Corporate Accounts

- 2.1 Availability
- 2.2 Account
- 2.3 Postage Liability
- 2.4 Payment Method
- 2.5 USPS Report
- 2.6 Closing Account

215 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Priority Mail Express Packaging Provided by the USPS
- 1.2 Sealing Flat Rate Packaging
- 1.3 Price Marking

2.0 Priority Mail Express 1-Day and 2-Day

- 2.1 Mailing Label
- 2.2 Waiver of Signature
- 2.3 Signature Required
- 2.4 ZIP Code Determination

3.0 Firm Mailing Book

216 Enter and Deposit

1.0 Priority Mail Express 1-Day and 2-Day Delivery

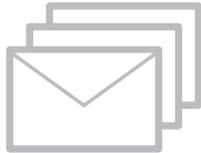
2.0 Priority Mail Express Military Service

3.0 Pickup on Demand Service

220 Priority Mail Letters and Cards

TOPICS

- 223 Prices and Eligibility
- 224 Postage Payment and Documentation
- 225 Mail Preparation
- 226 Enter and Deposit



223 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Price Application
- 1.2 Commercial Base Prices
- 1.3 Commercial Plus Prices
- 1.4 Commercial Plus Cubic
- 1.5 Balloon Price
- 1.6 Dimensional Weight Price for Low-Density Parcels to Zones 5-9
- 1.7 Flat Rate Packaging
- 1.8 Regional Rate Box Prices
- 1.9 Hold For Pickup
- 1.10 Determining Single-Piece Weight
- 1.11 Computing Postage

2.0 Content Standards for Priority Mail

- 2.1 General
- 2.2 Inspection of Contents

3.0 Basic Eligibility Standards for Priority Mail

- 3.1 Description of Service
- 3.2 IMpb Standards
- 3.3 Service Objectives
- 3.4 Matter Closed Against Postal Inspection

224 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Affixing Postage—Single-Piece Mailings

2.0 Postage Paid with Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

225 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Priority Mail Packaging Provided by the USPS
- 1.2 Sealing Flat Rate and Regional Rate Packaging
- 1.3 Required Use of Return Address

2.0 Markings

3.0 Preparation of Permit Imprint Mailings

- 3.1 Identical Weight Pieces
- 3.2 Nonidentical Weight Pieces

4.0 Preparing a Commercial Plus Cubic Mailing

226 Enter and Deposit

1.0 Deposit

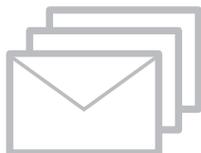
- 1.1 General
- 1.2 Stamped Pieces

2.0 Pickup on Demand Service

230 First-Class Mail Letters and Cards

TOPICS

- 233 Prices and Eligibility
- 234 Postage Payment and Documentation
- 235 Mail Preparation
- 236 Enter and Deposit



233 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Price Application
- 1.2 Price Computation for First-Class Mail Letters and Flats
- 1.3 Presorted and Automation Prices for Cards and Letters
- 1.4 Nonmachinable Price
- 1.5 Presort Mailing Fee
- 1.6 Computing Postage for First-Class Mail
- 1.7 Determining Single-Piece Weight

2.0 Content Standards for First-Class Mail

- 2.1 General
- 2.2 Bills and Statements of Account
- 2.3 Personal Information
- 2.4 Handwritten and Typewritten Material
- 2.5 Matter Marked Postcard or Double Postcard
- 2.6 Matter Not Required to be Mailed as First-Class Mail
- 2.7 Prohibited Air Transportation
- 2.8 Round-Trip Mailings with One Optical Disc

3.0 Basic Eligibility Standards for First-Class Mail

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

4.0 Additional Eligibility Standards for Nonautomation First-Class Mail

- 4.1 Additional Standards for Machinable First-Class Mail
- 4.2 Barcodes
- 4.3 Nonmachinable Prices for Letter-Size Pieces
- 4.4 Nonmachinable Flat-Size Pieces

5.0 Additional Eligibility Standards for Automation First-Class Mail

- 5.1 Basic Standards for Automation First-Class Mail
- 5.2 Additional Eligibility Standards for Full-Service Automation First-Class Mail

- 5.3 Maximum Weight for Automation Letters
- 5.4 Price Application—Automation Cards and Letters
- 5.5 Price Application—Bundle-Based Flats
- 5.6 Price Application—Tray-Based Flats
- 5.7 Address Standards for Barcoded Pieces

6.0 Eligibility Standards for Card Price First-Class Mail

- 6.1 Card Price
- 6.2 Cards and Letters

234 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

2.0 Postage Payment for Presorted and Automation Letters and Flats

- 2.1 Payment Methods
- 2.2 Affixing Postage for Presorted and Automation First-Class Mail
- 2.3 Postage Affixed at Lowest Price to All Pieces

3.0 Mailing Documentation

235 Mail Preparation

1.0 General Definition of Terms

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions
- 1.5 Optional Containerization

2.0 Bundles

3.0 Letter Trays

4.0 Tray Labels

5.0 Preparing Nonautomation Letters

- 5.1 Basic Standards
- 5.2 Machinable Preparation
- 5.3 Nonmachinable Preparation

230
First-Class Mail
Letters and Cards

6.0 Preparing Automation Letters

- 6.1 Basic Standards
- 6.2 Mailings
- 6.3 Marking
- 6.4 General Preparation
- 6.5 Tray Preparation
- 6.6 Tray Line 2
- 6.7 Presentation

7.0 Preparation of Nonautomation Flats

- 7.1 Basic Standards
- 7.2 Single-Piece Price Pieces Presented With Presort Mailings
- 7.3 Nonautomation Pieces
- 7.4 Bundling and Labeling
- 7.5 Traying and Labeling
- 7.6 Cotraying and Cobundling With Automation Price Mail

8.0 Preparation of Automation Flats

- 8.1 Basic Standards
- 8.2 Mailings
- 8.3 Marking
- 8.4 General Preparation
- 8.5 First-Class Mail Required Bundle-Based Preparation
- 8.6 First-Class Mail Optional Tray-Based Preparation
- 8.7 5-Digit Scheme Bundle Preparation

- 8.8 Cotraying and Cobundling With Presorted Price Mail

236
Enter and Deposit

1.0 Deposit

- 1.1 Service Objectives
- 1.2 Time and Location of Deposit
- 1.3 Approved Collections
- 1.4 Permit Imprint Collection

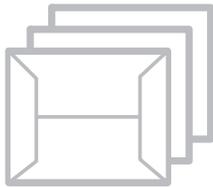
2.0 Verification

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

240 USPS Marketing Mail Flats

TOPICS

- 243 Prices and Eligibility
- 244 Postage Payment and Documentation
- 245 Mail Preparation
- 246 Enter and Deposit



243 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Price Application
- 1.2 USPS Marketing Mail Price Application
- 1.3 Regular and Nonprofit USPS Marketing Mail—Presorted, Enhanced Carrier Route, and Automation Prices
- 1.4 Fees
- 1.5 Computing Postage for USPS Marketing Mail

2.0 Content Standards for USPS Marketing Mail

- 2.1 General
- 2.2 Personal Information
- 2.3 Bills and Statements of Account
- 2.4 Handwritten and Typewritten Matter
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

3.0 Basic Eligibility Standards for USPS Marketing Mail

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

4.0 Price Eligibility for USPS Marketing Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Prices
- 4.3 Piece/Pound Prices
- 4.4 Shape, Flexibility, and Uniform Thickness
- 4.5 Extra Services for USPS Marketing Mail

5.0 Additional Eligibility Standards for Nonautomation USPS Marketing Mail Letters, Flats, and Presorted USPS Marketing Mail Parcels

- 5.1 Basic Standards
- 5.2 Weight Standards for Machinable Letter Pieces
- 5.3 Price Application
- 5.4 Machinable Price Application - Letters
- 5.5 Nonmachinable Price Application - Letters
- 5.6 Nonautomation Price Application - Flats
- 5.7 Prices for Machinable Parcels
- 5.8 Prices for Irregular Parcels and Marketing Parcels

6.0 Additional Eligibility Standards for Enhanced Carrier Route USPS Marketing Mail Letters and Flats

- 6.1 General Enhanced Carrier Route Standards
- 6.2 Carrier Route Accuracy Standard
- 6.3 Basic Price Enhanced Carrier Route Standards
- 6.4 High Density and High Density Plus (Enhanced Carrier Route) Standards - Letters
- 6.5 High Density and High Density Plus (Enhanced Carrier Route) Standards - Flats
- 6.6 Saturation ECR Standards - Letters
- 6.7 Saturation Enhanced Carrier Route Standards - Flats

7.0 Eligibility Standards for Automation USPS Marketing Mail

- 7.1 Basic Eligibility Standards for Automation USPS Marketing Mail
- 7.2 Eligibility Standards for Full-Service Automation USPS Marketing Mail
- 7.3 Maximum Weight for Automation Letters
- 7.4 Price Application for Automation Letters
- 7.5 Price Application for Automation Flats
- 7.6 Address Standards for Barcoded Pieces
- 7.7 Discount for Heavy Automation Letters

**240
USPS Marketing
Mail Flats**

8.0 Additional Eligibility Standards for Marketing Parcels Mailed as Product Samples

- 8.1 General Product Sample Standards
- 8.2 Carrier Route Accuracy Standard
- 8.3 Additional Standards for Targeted Product Samples
- 8.4 Additional Standards for Saturation (Every Door) Product Samples
- 8.5 Saturation Enhanced Carrier Route Standards

9.0 Customized MarketMail

- 9.1 Basic Standards
- 9.2 Eligibility Standards
- 9.3 Extra Services

244

Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Additional Postage Payment Standards

- 2.1 Identical-Weight Pieces
- 2.2 Nonidentical-Weight Pieces
- 2.3 Combined Price

3.0 Postage Payment for Automation Letters and Flats

- 3.1 All Pieces
- 3.2 Affixing Postage for Automation USPS Marketing Mail
- 3.3 Mixed Price Mailing Documentation

4.0 Mailing Documentation

5.0 Residual Pieces

- 5.1 Residual USPS Marketing Mail Subject to First-Class Mail Prices
- 5.2 Residual USPS Marketing Mail Subject to Priority Mail Prices
- 5.3 Postage Payment for Barcoded Machinable Parcels

245

Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions
- 1.5 Optional Containerization for Flats
- 1.6 FSS Preparation

2.0 Bundles

- 2.1 General
- 2.2 Marketing Parcels

3.0 Letter Trays and Sacks

4.0 Tray and Sack Labels

5.0 Preparing Nonautomation Letters

- 5.1 Basic Standards
- 5.2 Marking
- 5.3 Machinable Preparation
- 5.4 Nonmachinable Preparation
- 5.5 Residual Pieces

6.0 Preparing Enhanced Carrier Route Letters

- 6.1 Basic Standards
- 6.2 Marking
- 6.3 Residual Pieces
- 6.4 Carrier Route Bundle Preparation
- 6.5 Bundles and Trays With Fewer Than the Minimum Number of Pieces Required
- 6.6 General Traying and Labeling
- 6.7 Traying and Labeling for Automation-Compatible ECR Letters
- 6.8 Delivery Sequence Standards
- 6.9 Delivery Sequence Documentation

7.0 Preparing Automation Letters

- 7.1 Basic Standards
- 7.2 Mailings
- 7.3 Marking
- 7.4 General Preparation
- 7.5 Tray Preparation
- 7.6 Tray Line 2
- 7.7 Presentation

240
USPS Marketing
Mail Flats

8.0 Preparing Nonautomation Flats

- 8.1 Basic Standards
- 8.2 Required Bundling
- 8.3 Bundling and Labeling
- 8.4 Loose Packing
- 8.5 Required Sacking or Traying
- 8.6 Drop Shipment
- 8.7 Sacking and Labeling
- 8.8 Cotraying and Cobundling Flats With Automation Mail
- 8.9 Merged Containerization of Carrier Route, Automation, and Nonautomation Flats
- 8.10 Residual Pieces

9.0 Preparing Enhanced Carrier Route Flats

- 9.1 Basic Standards
- 9.2 Residual Pieces
- 9.3 Carrier Route Bundle Preparation
- 9.4 Bundles, Trays, and Sacks With Fewer Than the Minimum Number of Pieces Required
- 9.5 Multi Carrier Routes Bundle
- 9.6 Required Sack Minimums
- 9.7 Sack Preparation
- 9.8 Merged Containerization of Carrier Route, Automation, and Presorted Price Flats
- 9.9 Delivery Sequence Standards
- 9.10 Delivery Sequence Documentation

10.0 Preparing Automation Flats

- 10.1 Basic Standards
- 10.2 Mailings
- 10.3 Marking
- 10.4 USPS Marketing Mail Bundle and Sack Preparation

11.0 Preparing Presorted Parcels

- 11.1 Basic Standards
- 11.2 Markings
- 11.3 Preparing Marketing Parcels (6 Ounces or More) and Machinable Parcels
- 11.4 Preparing Marketing Parcels (Less Than 6 Ounces) and Irregular Parcels

12.0 Preparing Enhanced Carrier Route Product Sample Parcels

- 12.1 Basic Standards
- 12.2 Marking
- 12.3 Residual Pieces
- 12.4 Bundling
- 12.5 Preparing Product Samples
- 12.6 Delivery Sequence Standards
- 12.7 Delivery Sequence Documentation

13.0 Preparing Customized MarketMail

- 13.1 All Mailings
- 13.2 Required Endorsement
- 13.3 Required Bundling
- 13.4 Bundling and Labeling
- 13.5 Required Containerizing
- 13.6 Containerizing and Labeling

246

Enter and Deposit

1.0 Presenting a Mailing

- 1.1 Basic Standards for USPS Marketing Mail Deposit
- 1.2 Separation of Mailing

2.0 Destination Entry

- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment and Documentation
- 2.4 Plant Loads
- 2.5 Verification
- 2.6 Deposit

3.0 Destination Network Distribution Center (DNDC) Entry

- 3.1 Definition
- 3.2 Eligibility
- 3.3 Eligibility for ADC Mailpieces - Letters
- 3.4 Eligibility for Mixed ADC Bundles, Trays, or Mixed AADC Trays - Letters
- 3.5 Eligibility for ADC Mailpieces - Flats
- 3.6 Eligibility for Mixed ADC Bundles, Sacks or Trays - Flats
- 3.7 Additional Standards for Machinable Parcels
- 3.8 Vehicles
- 3.9 Form 4410

240
USPS Marketing
Mail Flats

4.0 Destination Sectional Center Facility (DSCF) Entry

4.1 Definition

4.2 Eligibility

4.3 Vehicles

5.0 Destination Delivery Unit (DDU) Entry

5.1 Definition

5.2 Eligibility

6.0 Destination Flat Sequencing System (DFSS) Facility Entry

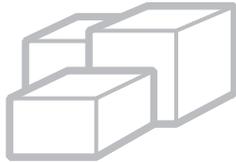
6.1 Definition

6.2 Eligibility

250 Parcel Select Parcels

TOPICS

- 253 Prices and Eligibility
- 254 Postage Payment and Documentation
- 255 Mail Preparation
- 256 Enter and Deposit



253 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Price Application
- 1.2 Parcel Select Prices
- 1.3 Computing Postage

2.0 Content Standards

- 2.1 Basic Content Standards
- 2.2 Attachments or Enclosures of Periodicals Sample Copies
- 2.3 Attachments and Enclosures
- 2.4 Written Additions

3.0 Basic Eligibility Standards for Parcel Select Parcels

- 3.1 Description of Service
- 3.2 Delivery and Return Addresses
- 3.3 IMpb Standards
- 3.4 Inspection of Contents

4.0 Price Eligibility for Parcel Select and Parcel Select Lightweight

- 4.1 Destination Entry Price Eligibility
- 4.2 Parcel Select Ground Price Eligibility
- 4.3 Parcel Select Lightweight
- 4.4 Oversized Price
- 4.5 Balloon Price
- 4.6 Hold For Pickup

254 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 NDC as Agent

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Other Documentation

255 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Basic Standards
- 1.2 Definition of Presort Process
- 1.3 Definition of Mailings

- 1.4 Terms for Presort Level
- 1.5 Preparation Definitions and Instructions
- 1.6 Separation
- 1.7 Commingled Zones
- 1.8 Parcel Select Markings

2.0 Sacks

3.0 Sack Labels

4.0 Preparing Destination Entry Parcel Select

- 4.1 Preparing Destination Delivery Unit (DDU) Parcel Select
- 4.2 Preparing Destination SCF (DSCF) Parcel Select
- 4.3 Preparing Destination NDC (DNDC) Parcel Select

5.0 Preparing Machinable Parcels

- 5.1 Definition
- 5.2 Basic Standards
- 5.3 Sacking and Labeling

6.0 Preparing Parcel Select Lightweight

- 6.1 Basic Standards
- 6.2 Preparing Machinable Parcels
- 6.3 Preparing Irregular Parcels

256 Enter and Deposit

1.0 Verification

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

2.0 Deposit

- 2.1 Bedloaded Parcels
- 2.2 Containers
- 2.3 Mailer Transport
- 2.4 Freight
- 2.5 Mail Separation and Presentation of Destination Entry Mailings
- 2.6 NDC as Agent
- 2.7 Appointments
- 2.8 Exception to Scheduling Standard
- 2.9 Redirection by USPS
- 2.10 Advance Scheduling
- 2.11 Deposit Conditions

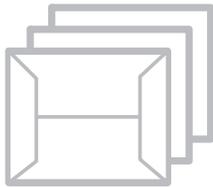
250
Parcel Post
Parcels

- 2.12 Recurring Appointments
 - 2.13 Vehicle Unloading
 - 2.14 Demurrage
 - 2.15 Appeals
 - 2.16 Documentation
 - 2.17 DNDC Parcel Select—Acceptance
at Designated SCF-USPS Benefit
 - 2.18 DNDC Parcel Select—Acceptance
at Designated SCF
- 3.0 Pickup on Demand Service**

260 Bound Printed Matter Flats

TOPICS

- 263 Prices and Eligibility
- 264 Postage Payment
and Documentation
- 265 Mail Preparation
- 266 Enter and Deposit



263 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Nonpresorted Bound Printed Matter
- 1.2 Presorted and Carrier Route Bound Printed Matter

2.0 Content Standards for Bound Printed Matter

- 2.1 Basic Content Standards
- 2.2 Attachments or Enclosures of Periodicals Sample Copies
- 2.3 Attachments and Enclosures
- 2.4 Written Additions

3.0 Basic Eligibility Standards for Bound Printed Matter

- 3.1 Description of Service
- 3.2 Postal Inspection
- 3.3 Delivery and Return Addresses
- 3.4 USPS Tracking
- 3.5 IMpb Standards

4.0 Price Eligibility for Bound Printed Matter

- 4.1 Price Eligibility
- 4.2 Destination Entry Price Eligibility
- 4.3 Nonidentical Weight Pieces
- 4.4 ZIP Code Accuracy

5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter

- 5.1 Basic Standards
- 5.2 Full-Service Intelligent Mail Eligibility Standards for Carrier Route Flats
- 5.3 Carrier Route Accuracy Standard

6.0 Additional Eligibility Standards for Full-Service Bound Printed Matter Flats

- 6.1 Basic Eligibility Standards for Barcoded Bound Printed Matter
- 6.2 Eligibility Standards for Full-Service Automation Bound Printed Matter Flats
- 6.3 Weight Standard
- 6.4 Address Standards for Barcoded Bound Printed Matter

264 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Minimum Volume Requirements

2.0 Mailing Documentation

- 2.1 Completing Postage Statements and Documentation Standards
- 2.2 Documentation for Nonpresorted, Nonidentical-Weight Mailpieces

265 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Basic Preparation—Nonpresorted
- 1.2 Definition of Presort Process
- 1.3 Definition of Mailings
- 1.4 Terms for Presort Levels
- 1.5 Preparation Definitions and Instructions
- 1.6 FSS Preparation

2.0 Bundles

- 2.1 General
- 2.2 Preparing Bundles of Flats
- 2.3 Bundle Sizes for Flats
- 2.4 Bundle Sizes for Irregular Parcels

3.0 Sacks

- 3.1 Preparation

4.0 Sack Labels

5.0 Preparing Presorted Flats

- 5.1 Basic Standards
- 5.2 Bundling
- 5.3 Sacking

6.0 Preparing Carrier Route Flats

- 6.1 Basic Standards
- 6.2 Required Bundling
- 6.3 Sacking

7.0 Preparing Barcoded Flats

- 7.1 Basic Standards
- 7.2 Mailings
- 7.3 Bundling
- 7.4 Sacking
- 7.5 Mixed Price Preparation

**260
Bound
Printed Matter
Flats**

- 8.0 Preparing Presorted Parcels**
 - 8.1 Basic Standards
 - 8.2 Preparing Irregular Parcels Weighing Less than 10 Pounds
 - 8.3 Preparing Irregular Parcels Weighing 10 Pounds or More
 - 8.4 Preparing Machinable Parcels Not Claiming DNDC Prices
 - 8.5 Preparing Machinable Parcels Claiming DNDC Prices
- 9.0 Preparing Carrier Route Parcels**
 - 9.1 Basic Standards
 - 9.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds
 - 9.3 Preparing Irregular Parcels Weighing 10 Pounds or More
 - 9.4 Preparing Machinable Parcels

**266
Enter and Deposit**

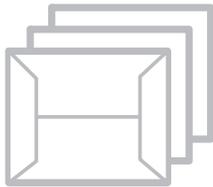
- 1.0 Deposit of Nonpresorted Bound Printed Matter**
- 2.0 Presenting a Mailing**
 - 2.1 Verification and Entry—Presorted, Carrier Route, Destination Entry, and Barcoded Mailings
 - 2.2 Verification and Entry—Nonpresorted Mailings
 - 2.3 Office of Mailing
 - 2.4 Redirected Mailings
 - 2.5 NDC Acceptance
 - 2.6 Drop Shipment Information
- 3.0 Destination Entry**
 - 3.1 General
 - 3.2 Minimum Volume
 - 3.3 Postage Payment
 - 3.4 Mailing Fee
 - 3.5 Documentation
 - 3.6 Plant Loads
 - 3.7 Mailings of Unsacked Bundles
 - 3.8 Verification
 - 3.9 Deposit
- 4.0 Destination Network Distribution Center (DNDC) Entry**
 - 4.1 Eligibility
 - 4.2 Presorted and Carrier Route Flats
 - 4.3 Acceptance at Designated SCF—Mailer Benefit
 - 4.4 Presorted Machinable Parcels

- 4.5 Presorted Irregular Parcels
- 4.6 Carrier Route Machinable Parcels
- 4.7 Carrier Route Irregular Parcels
- 5.0 Destination Sectional Center Facility (DSCF) Entry**
 - 5.1 Eligibility
 - 5.2 Presorted Flats
 - 5.3 Carrier Route Flats
- 6.0 Destination Delivery Unit (DDU) Entry**
 - 6.1 Eligibility
 - 6.2 Presorted Flats
 - 6.3 Carrier Route Flats
 - 6.4 Presorted Machinable Parcels
 - 6.5 Presorted Irregular Parcels
 - 6.6 Carrier Route Machinable Parcels
 - 6.7 Carrier Route Irregular Parcels
- 7.0 Destination Flat Sequencing System (DFSS) Facility Entry**
 - 7.1 Definition
 - 7.2 Eligibility

270 Media Mail and Library Mail Flats

TOPICS

- 273 Prices and Eligibility
- 274 Postage Payment
and Documentation
- 275 Mail Preparation
- 276 Enter and Deposit



273 Prices and Eligibility

- 1.0 Prices and Fees**
 - 1.1 Price Application
 - 1.2 Shape, Flexibility, and Thickness
 - 1.3 Media Mail Prices and Library Mail Presorted Prices
 - 1.4 Mailing Fees for Presorted Prices
 - 1.5 Computing Postage
- 2.0 General Content Standards for Media Mail and Library Mail**
- 3.0 Content Standards for Media Mail**
 - 3.1 Content Standards
 - 3.2 Enclosures in Books
- 4.0 Content Standards for Library Mail**
 - 4.1 Sender and Recipient Qualifications
 - 4.2 Content Standards for Mailings Between Entities
 - 4.3 Qualified Mailings “To” or “From”
 - 4.4 Enclosures in Books and Sound Recordings
- 5.0 Basic Eligibility Standards for Media Mail and Library Mail**
 - 5.1 Description of Service
 - 5.2 Delivery and Return Addresses
 - 5.3 Inspection of Contents
 - 5.4 Enclosures
- 6.0 Enclosures and Attachments**
 - 6.1 Invoice
 - 6.2 Incidental First-Class Mail Attachments and Enclosures
 - 6.3 Loose Enclosures
 - 6.4 Written Additions
- 7.0 Price Eligibility for Media Mail and Library Mail**
 - 7.1 Basic Weight Standards
 - 7.2 Price Eligibility Standards
 - 7.3 Price Categories for Media Mail and Library Mail

274 Postage Payment and Documentation

- 1.0 Basic Standards for Postage Payment**
- 2.0 Mailing Documentation**

275 Mail Preparation

- 1.0 General Information for Mail Preparation**
 - 1.1 Definition of Presort Process
 - 1.2 Definition of Mailings
 - 1.3 Terms for Presort Levels
 - 1.4 Preparation Definitions and Instructions
- 2.0 Bundles**
- 3.0 Sacks and Sack Labels**
- 4.0 Basic Standards for Preparing Media Mail and Library Mail**
- 5.0 Preparing Media Mail and Library Mail Presorted Flats**
 - 5.1 Bundling
 - 5.2 Sacking
- 6.0 Preparing Media Mail and Library Mail Parcels**
 - 6.1 Basic Standards
 - 6.2 Preparing Machinable Parcels
 - 6.3 Preparing Irregular Parcels

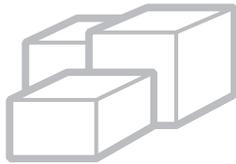
276 Enter and Deposit

- 1.0 Verification and Deposit**

280 First-Class Package Service Parcels

TOPICS

- 283 Prices and Eligibility
- 284 Postage Payment and Documentation
- 285 Mail Preparation
- 286 Enter and Deposit



283 Prices and Eligibility

- 1.0 Prices and Fees**
 - 1.1 Price Application
 - 1.2 Commercial Prices
 - 1.3 Surcharge
- 2.0 Content Standards for First-Class Package Service Parcels**
 - 2.1 General
 - 2.2 Matter Required to be Mailed as First-Class Mail
- 3.0 Basic Eligibility Standards for First-Class Package Service**
 - 3.1 Description of Service
 - 3.2 Defining Characteristics
 - 3.3 Additional Basic Standards
 - 3.4 IMpb Standards
- 4.0 Price Eligibility for First-Class Package Service**

284 Postage Payment and Documentation

- 1.0 Basic Standards for Postage Payment**
- 2.0 Postage Payment for First-Class Package Service**
 - 2.1 Permit Imprint Postage
 - 2.2 Affixed Postage for First-Class Package Service
- 3.0 Mailing Documentation**

285 Mail Preparation

- 1.0 Preparation for First-Class Package Service**
- 2.0 Optional ADC Presort**

286 Enter and Deposit

- 1.0 Deposit**
 - 1.1 Time and Location of Deposit
 - 1.2 Approved Collections
- 2.0 Verification**

500 Additional Services

TOPICS

- 503 Extra and Additional Services
- 505 Return Services
- 507 Mailer Services
- 508 Recipient Services
- 509 Other Services

503 Extra and Additional Services

1.0 Basic Standards for All Extra Services

- 1.1 Description
- 1.2 Fees and Postage
- 1.3 Paying Fees and Postage
- 1.4 Eligibility for Extra Services
- 1.5 Mailing
- 1.6 Refunds
- 1.7 Forms and Labels
- 1.8 Obtaining Delivery Information and Delivery Records
- 1.9 Delivery
- 1.10 Receipts

2.0 Registered Mail

- 2.1 Basic Standards
- 2.2 Fees and Liability
- 2.3 Mailing
- 2.4 Additional Standards for Delivery
- 2.5 Inquiry on Uninsured Article

3.0 Certified Mail

- 3.1 Basic Standards
- 3.2 Mailing

4.0 Insured Mail

- 4.1 Insurance Coverage—Priority Mail Express
- 4.2 Insurance Coverage — Priority Mail
- 4.3 Basic Standards
- 4.4 Bulk Insurance for USPS Marketing Mail and Parcel Select Lightweight
- 4.5 Additional Standards for Insurance Restricted Delivery

5.0 Certificates of Mailing

- 5.1 Basic Standards
- 5.2 Other Bulk Quantities—Certificate of Bulk Mailing

6.0 Return Receipt

- 6.1 Basic Standards
- 6.2 Obtaining Service
- 6.3 Other Requests for Delivery Information

7.0 USPS Tracking

- 7.1 Basic Standards
- 7.2 Labels

8.0 USPS Signature Services

- 8.1 Basic Standards

9.0 Collect on Delivery (COD)

- 9.1 Basic Standards
- 9.2 Forms

10.0 Special Handling

- 10.1 Basic Standards

11.0 Intelligent Mail Barcode Tracing

- 11.1 Basic Standards
- 11.2 Barcodes

12.0 Money Orders

- 12.1 Fees for Money Orders
- 12.2 Issuing Money Orders
- 12.3 Cashing Money Orders
- 12.4 Federal Reserve System

13.0 Return Receipt for Merchandise

- 13.1 Basic Standards
- 13.2 Mailing

505 Return Services

1.0 Business Reply Mail (BRM)

- 1.1 BRM Postage and Fees
- 1.2 Permits
- 1.3 Basic Standards
- 1.4 Mailpiece Characteristics
- 1.5 Format Elements
- 1.6 Additional Standards for Qualified Business Reply Mail (QBRM)
- 1.7 BRM Distributed and Received by Agents of a Permit Holder
- 1.8 Bulk Weight Averaged Nonletter-size BRM

2.0 Permit, Pre-paid (Metered), and Courtesy Reply Mail

- 2.1 Permit Reply Mail
- 2.2 Authorization and Revocation
- 2.3 Format Elements
- 2.4 Company Permit Reply Mail Imprint
- 2.5 Prepaid (Metered) Reply Mail
- 2.6 Courtesy Reply Mail
- 2.7 Enclosed Reply Cards and Envelopes

3.0 Merchandise Return Service (MRS)

- 3.1 Prices and Fees
- 3.2 Basic Standards
- 3.3 Additional Standards for MRS
- 3.4 Additional Standards for Permit Holder's Customer

500 Additional Services

- 3.5 Labels
- 3.6 Enter and Deposit
- 3.7 Additional Standards for USPS Return Services
- 4.0 Parcel Return Service**
 - 4.1 Prices and Fees
 - 4.2 Basic Standards
 - 4.3 Labels
- 5.0 Bulk Parcel Return Service**
 - 5.1 Bulk Parcel Return Service (BPRS) Permit and Fees
 - 5.2 Basic Standards
 - 5.3 Permits
 - 5.4 Optional BPRS Label

507 Mailer Services

- 1.0 Treatment of Mail**
 - 1.1 Nondelivery of Mail
 - 1.2 USPS Address Adjustments
 - 1.3 Directory Service
 - 1.4 Basic Treatment
 - 1.5 Treatment for Ancillary Services by Class of Mail
 - 1.6 Attachments and Enclosures
 - 1.7 Mixed Classes
 - 1.8 Returning Mail
 - 1.9 Dead Mail
- 2.0 Forwarding**
 - 2.1 Change-of-Address Order
 - 2.2 Forwardable Mail
 - 2.3 Postage for Forwarding
- 3.0 Premium Forwarding Services**
 - 3.1 Premium Forwarding Service Residential
 - 3.2 Preparation
 - 3.3 Premium Forwarding Service Commercial
- 4.0 Address Correction Services**
 - 4.1 Address Correction Service
 - 4.2 Address Change Service (ACS)
 - 4.3 Sender Instruction
- 5.0 Package Intercept**
 - 5.1 Description of Service
 - 5.2 Postage and Fees
 - 5.3 Adding Extra Services
 - 5.4 Request for Intercept

6.0 Requesting Withdrawal and Disposal of a Mailing

- 6.1 Request Process
- 7.0 Pickup on Demand Service**
 - 7.1 Postage and Fees
 - 7.2 Basic Standards
 - 7.3 Scheduled Service
- 8.0 Mailing List Services**
 - 8.1 Mailing List Service Fees
 - 8.2 General Information
 - 8.3 Fee Assessment
 - 8.4 Name and Address List Correction
 - 8.5 Occupant Lists
 - 8.6 Sortation of Lists on Cards by 5-Digit ZIP Code
 - 8.7 Election Boards and Voter Registration Commissions

9.0 Address Sequencing Services

- 9.1 Address Sequencing Service Fees
- 9.2 Service Levels
- 9.3 Card Preparation and Submission
- 9.4 Sequencing Cards With Blanks for Missing Addresses or Sequencing Address Files With Missing Sequence Numbers
- 9.5 Sequencing With Address Cards or Address File Sequencing With Addresses Added for Missing and New Addresses
- 9.6 Service Charges
- 9.7 Submitting Properly Sequenced Mailings

508 Recipient Services

- 1.0 Recipient Options**
 - 1.1 Basic Recipient Concerns
 - 1.2 Carrier Release Endorsement for Parcels
 - 1.3 Jointly Addressed
 - 1.4 Delivery to Addressee's Agent
 - 1.5 Delivery to Individual at Organization
 - 1.6 Delivery at Hotels, Institutions, Schools, and Similar Places
 - 1.7 Conflicting Delivery Orders
 - 1.8 Commercial Mail Receiving Agencies

500 Additional Services

- 2.0 Conditions of Delivery**
- 2.1 City Delivery Service
- 2.2 Rural Delivery Service
- 2.3 Highway Contract Delivery Service

- 3.0 Customer Mail Receptacles**
- 3.1 Basic Information for Customer Mail Receptacles
- 3.2 Curbside Mailboxes
- 3.3 Wall-Mounted Centralized Mail Receptacles

- 4.0 Post Office Box Service**
- 4.1 Basic Information for PO Box Service
- 4.2 Service
- 4.3 Conditions of Use
- 4.4 Basis of Fees and Payment
- 4.5 Fee Group Assignments
- 4.6 Fee Refund
- 4.7 Keys and Locks
- 4.8 Service Refusal or Termination

- 5.0 Caller Service**
- 5.1 Caller Service Fees
- 5.2 Basic Information
- 5.3 Service
- 5.4 Conditions of Use
- 5.5 Basis of Fees and Payment
- 5.6 Fee Refund
- 5.7 Service Refusal or Termination
- 5.8 Accelerated Reply Mail (ARM)

- 6.0 General Delivery**
- 6.1 Purpose
- 6.2 Service Restrictions
- 6.3 Delivery to Addressee
- 6.4 Holding Mail

- 7.0 Hold For Pickup**
- 7.1 Fees and Postage
- 7.2 Basic Information
- 7.3 Preparation Definitions and Instructions

- 8.0 Firm Holdout**
- 8.1 Purpose
- 8.2 Obtaining and Using Service
- 8.3 Service Cancellation

- 9.0 Pandering Advertisements**
- 9.1 Prohibitory Order
- 9.2 Taking Action Against Violations

- 10.0 Sexually Oriented Advertisements**
- 10.1 Basic Information for Sexually Oriented Advertisements
- 10.2 Applying for Listing
- 10.3 Requesting Removal From List
- 10.4 Availability of USPS Lists
- 10.5 Envelope Marking
- 10.6 Violations
- 10.7 Reporting Unsolicited Advertisements

509 Other Services

- 1.0 Address Information System Services**
- 1.1 General Information
- 1.2 Address Element Correction
- 1.3 Address Matching System Application Program Interface
- 1.4 AEC II Service
- 1.5 Address Information Service Viewer
- 1.6 Carrier Route Information System
- 1.7 CASS Certification
- 1.8 Change-of-Address Information for Election Boards and Registration Commissions
- 1.9 City State
- 1.10 Computerized Delivery Sequence (CDS)
- 1.11 Delivery Statistics
- 1.12 Delivery Type
- 1.13 Delivery Point Validation
- 1.14 DSF2 Service
- 1.15 eLine-Of-Travel Service
- 1.16 Five-Digit ZIP
- 1.17 Labeling Lists
- 1.18 LACS^{Link}
- 1.19 MAC Batch System Certification
- 1.20 MAC Gold System Certification
- 1.21 MAC System Certification
- 1.22 MASS Certification
- 1.23 NCOA^{Link}
- 1.24 NCOA^{Link} — ANK^{Link} Service Option
- 1.25 Official National Zone Charts
- 1.26 Periodicals Accuracy, Grading, and Evaluation System Certification

500
Additional
Services

- 1.27 PAVE System Certification
- 1.28 RDI Service
- 1.29 Z4CHANGE
- 1.30 Z4INFO
- 1.31 ZIP+4 Service
- 1.32 ZIPMove
- 1.33 ZIP Code Sortation of Address
Lists
- 1.34 99 Percent Accurate Method

2.0 Nonpostal Services

- 2.1 Bird Hunting Stamps
- 2.2 U.S. Savings Stamps
- 2.3 U.S. Savings Bonds
- 2.4 Postal Savings

600 Basic Standards For All Mailing Services

TOPICS

- 601 Mailability
- 602 Addressing
- 604 Postage Payment
Methods and Refunds
- 607 Mailer Compliance
and Appeals of
Classification
Decisions
- 608 Postal Information and
Resources
- 609 Filing Indemnity
Claims for Loss
or Damage

601 Mailability

1.0 General Standards

- 1.1 Determining Mail Processing
Categories
- 1.2 General Mailability and Right of
Refusal
- 1.3 Mailer's Responsibility

2.0 RESERVED

3.0 Packaging

- 3.1 General
- 3.2 Stationery
- 3.3 Odd-Shaped Items in
Paper Envelopes
- 3.4 Liquids
- 3.5 Aerosols
- 3.6 Perishable, Hazardous, and
Restricted Items
- 3.7 High-Density Items
- 3.8 Load Type
- 3.9 General Cushioning Standards
- 3.10 Tape and Tape Size
- 3.11 Adhesive
- 3.12 Banding
- 3.13 Staples and Steel Stitching

4.0 Acceptable Mailing Containers

- 4.1 Envelopes
- 4.2 Boxes
- 4.3 Fiberboard Tubes
and Similar Long Containers
- 4.4 Paper Bags and Wraps
- 4.5 Plastic Bags
- 4.6 Plastic Film
- 4.7 Cloth Bags
- 4.8 Difficult Load
- 4.9 Bales
- 4.10 Cans and Drums

5.0 Handling, Content, and Extra Service Markings

- 5.1 Handling, Content, and
Extra Service
- 5.2 Method

6.0 Mailing Containers—Special Types of Envelopes and Packaging

- 6.1 Priority Mail Express and
Priority Mail Packaging
- 6.2 Green Diamond Border Envelope
- 6.3 Window Envelope

- 6.4 Reusable Mailpiece
- 6.5 Alternative Reusable Mailpieces
That Originate as Permit Imprint
Mailings

7.0 Packaging Standards for Mail Processed at Network Distribution Centers

- 7.1 High-Density Items
- 7.2 Books
- 7.3 Soft Goods
- 7.4 Sound Recordings

8.0 Hazardous, Restricted, and Perishable Mail

- 8.1 General
- 8.2 Hazardous Material
- 8.3 Restricted Matter
- 8.4 Perishable Matter

9.0 Written, Printed, and Graphic Matter Generally

- 9.1 Solicitations in Guise of Bills,
Invoices, or Statements of Account
(39 USC 3001(D); 39 USC 3005)
- 9.2 Solicitations Deceptively Implying
Federal Connection, Approval, or
Endorsement (39 USC 3001(H) and
3001(I); 39USC3005)
- 9.3 Lottery Matter (18 USC 1302)
- 9.4 Advertising Matter
- 9.5 Other Nonmailable Matter
- 9.6 Sweepstakes Matter (39 USC §
3001(K)(3)(A))
- 9.7 Skill Contests (39 USC
3001(K)(3)(B))
- 9.8 Facsimile Check (39 USC §
3001(K)(3)(C))
- 9.9 Exclusions and Disclosures (39
USC §§ 3001(K)(4) & 3001(K)(5))
- 9.10 Removal of Names from Mailing
Lists (39 USC § 3001(L))
- 9.11 Unauthorized Decisions by
Postmasters
- 9.12 Refusal Due to Improper
Preparation

602 Addressing

1.0 Elements of Addressing

- 1.1 Clear Space
- 1.2 Delivery Address
- 1.3 Address Elements

600
Basic Standards
For All Mailing
Services

- 1.4 Complete Addresses
- 1.5 Return Addresses
- 1.6 Ancillary Services
- 1.7 Attachment of Different Class
- 1.8 ZIP Codes
- 1.9 Additional Addressing Standards by Class

2.0 Restrictions

- 2.1 Dual Address
- 2.2 More Than One Post Office
- 2.3 Mail Addressed to CMRAs

3.0 Use of Alternative Addressing

- 3.1 General Information
- 3.2 Simplified Address
- 3.3 Occupant Address
- 3.4 Exceptional Address

4.0 Detached Address Labels (DALs) and Detached Marketing Labels (DMLs)

- 4.1 DAL and DML Use
- 4.2 Label Preparation
- 4.3 Mail Preparation
- 4.4 Disposition of Excess or Undeliverable Material
- 4.5 Postage

5.0 Move Update Standards

- 5.1 Basic Standards
- 5.2 USPS-Approved Methods
- 5.3 Basis for Move Update Assessment Charges
- 5.4 Mailer Certification

6.0 ZIP Code Accuracy Standards

- 6.1 Basic Standards
- 6.2 USPS-Approved Methods
- 6.3 Mailer Certification

7.0 Carrier Route Accuracy Standard

- 7.1 Basic Standards
- 7.2 Exception
- 7.3 USPS-Approved Methods
- 7.4 Mailer Certification

604
Postage Payment Methods
and Refunds

1.0 Stamps

- 1.1 Postage Stamp Denominations
- 1.2 Postage Stamps Valid for Use

- 1.3 Postage Stamps Invalid for Use
- 1.4 Imitations of Stamps
- 1.5 Imitations of Markings
- 1.6 Stamp Reproduction
- 1.7 Position of Stamp on Mailpiece
- 1.8 Reuse of Stamps
- 1.9 Perforating Stamps
- 1.10 Additional Standards for Forever Stamps
- 1.11 Additional Standards for Semipostal Stamps
- 1.12 Paying for Stamps
- 1.13 Seals and Stickers

2.0 Stamped Stationery

- 2.1 Plain Stamped Envelope
- 2.2 Personalized Stamped Envelopes
- 2.3 Other Stationery
- 2.4 Stamp Fulfillment Service

3.0 Precanceled Stamps

- 3.1 General Information
- 3.2 Permit to Use Precanceled Stamps
- 3.3 USPS Precanceled Stamps
- 3.4 Precancellation of Stamps by Mailer
- 3.5 Stamp Collectors
- 3.6 Using High Value Stamps

4.0 Postage Meters and PC Postage Products ("Postage Evidencing Systems")

- 4.1 Basic Information
- 4.2 Authorization to Use Postage Evidencing Systems
- 4.3 Postage Payment
- 4.4 Postage Discrepancies
- 4.5 Special Indicia
- 4.6 Mailings
- 4.7 Authorization to Produce and Distribute Postage Evidencing Systems

5.0 Permit Imprint (Indicia)

- 5.1 General Standards
- 5.2 Suspension and Revocation
- 5.3 Indicia Design, Placement, and Content
- 5.4 Picture Permit Imprint Indicia
- 5.5 Share Mail

**600
Basic Standards
For All Mailing
Services**

- 6.0 Payment of Postage**
 - 6.1 Basic Standards
 - 6.2 Unpaid Mailable Matter for Private Delivery
 - 6.3 Payment for Postage Due Mail
 - 6.4 Advance Deposit Account
 - 6.5 Annual Accounting Fee for Extra Services
- 7.0 Computing Postage**
 - 7.1 General Standards
- 8.0 Insufficient or Omitted Postage**
 - 8.1 Insufficient Postage
 - 8.2 Omitted Postage
 - 8.3 Mailable Matter Without Postage in or on Mail Receptacles
- 9.0 Exchanges and Refunds**
 - 9.1 Stamp Exchanges
 - 9.2 Postage and Fee Refunds
 - 9.3 Refunds for Postage Evidencing Systems
 - 9.4 Value Added Refunds
 - 9.5 Priority Mail Express Postage and Fees Refunds
- 10.0 Revenue Deficiency**
 - 10.1 General
 - 10.2 Nonprofit USPS Marketing Mail
- 11.0 Postage Due Weight Averaging Program**
 - 11.1 Basic Information
 - 11.2 Authorization
- 12.0 Scan Based Payment**
 - 12.1 Basic Information
 - 12.2 Authorization
 - 12.3 Price Adjustment

**607
Mailer Compliance and
Appeals of Classification
Decisions**

- 1.0 Mailer Compliance With Mailing Standards**
 - 1.1 Mailer Responsibility
 - 1.2 Postage Payment
 - 1.3 Request for Exception to Standards

- 2.0 Rulings on Mailing Standards**
 - 2.1 Local Decision
 - 2.2 Expedited Oral Decision
 - 2.3 Classification While Appeal Pending
 - 2.4 Decisions on National Rulings
 - 2.5 PCSC Decision
 - 2.6 Corresponding Standards

**608
Postal Information and
Resources**

- 1.0 About the Domestic Mail Manual**
 - 1.1 Content of the DMM
 - 1.2 Copies of the DMM
 - 1.3 Revisions to the DMM
 - 1.4 Terms in the DMM
- 2.0 Domestic Mail**
 - 2.1 Definition of “Domestic”
 - 2.2 Mail Treated as Domestic
 - 2.3 International Mail
 - 2.4 Customs Forms Required
 - 2.5 Foreign Trade Regulations—U.S. Department of Commerce, U.S. Bureau of the Census
 - 2.6 Alaska Bypass Service
- 3.0 Post Offices and Holidays**
- 4.0 Philatelic (Stamp Collecting) Services**
- 5.0 Private Express Statutes**
- 6.0 Complaints and Postal Law Violations**
 - 6.1 Consumer Complaints and Inquiries
 - 6.2 Postal Law Violations
- 7.0 Trademarks and Copyrights of the USPS**
 - 7.1 USPS Trademarks
 - 7.2 Inquiries about Copyrights and Use of USPS Trademarks
- 8.0 USPS Contact Information**
 - 8.1 Postal Service
 - 8.2 Federal Agencies
 - 8.3 Other Agencies
 - 8.4 PCSC and District Business Mail Entry Offices Contact Information

600
Basic Standards
For All Mailing
Services

609
Filing Indemnity Claims for
Loss or Damage

1.0 General Filing Instructions

- 1.1 Extra Services With Indemnity
- 1.2 Bulk Insured Claims
- 1.3 Who May File
- 1.4 When to File
- 1.5 Where and How to File

2.0 Providing Proof of Loss or Damage

3.0 Providing Evidence of
Insurance and Value

- 3.1 Evidence of Insurance
- 3.2 Proof of Value

4.0 Claims

- 4.1 Payable Claim
- 4.2 Payable Priority Mail Express Claim
- 4.3 Nonpayable Claims

5.0 Compensation

- 5.1 Payment Limit
- 5.2 Depreciation
- 5.3 Insufficient Fee
- 5.4 Loss
- 5.5 Dual Claim
- 5.6 Incompetent or Deceased
- 5.7 Recovered Article

6.0 Adjudication of Claims

- 6.1 Initial Adjudication of Claims
- 6.2 Appealing a Claim Decision
- 6.3 Final USPS Decision of Claims

700 Special Standards

TOPICS

- 703 Nonprofit USPS
Marketing Mail and
Other
Unique Eligibility
- 705 Advanced
Preparation and
Special Postage
Payment Systems
- 708 Technical
Specifications
- 709 Negotiated Service
Agreements

703 Nonprofit USPS Marketing Mail and Other Unique Eligibility

1.0 Nonprofit USPS Marketing Mail

- 1.1 Basic Standards
- 1.2 Qualified Nonprofit Organizations
- 1.3 Qualified Political Committees and
State or Local Voting Registration
Officials
- 1.4 Ineligible Organizations
- 1.5 Identification of Nonprofit
Organization
- 1.6 Eligible and Ineligible Matter
- 1.7 Authorization—Application
- 1.8 Confirmation of Authorization to
Mail at Nonprofit USPS Marketing
Mail Prices
- 1.9 Mailing While Application Pending
- 1.10 Ruling on Application
- 1.11 Revocation

2.0 Overseas Military and Diplomatic Post Office Mail

- 2.1 Basic Standards
- 2.2 Addressing Military Mail
- 2.3 General Restrictions
- 2.4 Military Ordinary Mail (MOM)
- 2.5 Parcel Airlift (PAL)
- 2.6 Priority Mail Express Military
Service (PMEMS)
- 2.7 Delivery of Military Mail

3.0 Department of State Mail

- 3.1 Availability
- 3.2 Conditions For Authorized Mail
- 3.3 Mail Security

4.0 Mail Sent by U.S. Armed Forces

- 4.1 Letters Sent Postage Collect
- 4.2 Matter Sent Free

5.0 Free Matter for the Blind and Other Physically Handicapped Persons

- 5.1 Basic Information
- 5.2 Matter Sent To Blind or Other
Physically Handicapped Persons
- 5.3 Matter Sent By Blind or Other
Physically Handicapped Persons
- 5.4 Preparation

6.0 Official Mail (Franked)

- 6.1 Basic Information

7.0 Official Mail (Penalty)

8.0 Balloting Materials

- 8.1 Basic Standards
- 8.2 Special Exemption
- 8.3 Priority Mail Express Label 11-DOD

9.0 Mixed Classes

- 9.1 Basic Information
- 9.2 Eligibility for Attachments of
Different Classes
- 9.3 Eligibility for an Enclosure in
Periodicals Publication
- 9.4 Eligibility for an Enclosure in USPS
Marketing Mail, Parcel Select, and
Package Services Parcels
- 9.5 Eligibility for an Incidental
First-Class Mail Attachment or
Enclosure
- 9.6 Eligibility for Combined Mailing of
Media Mail and Bound Printed
Matter
- 9.7 Markings on Mixed Mail
- 9.8 Postage Payment for Attachments
of Different Classes
- 9.9 Postage Payment for Enclosure in
Periodicals Publication
- 9.10 Postage Payment for Enclosure in
USPS Marketing Mail, Parcel
Select, or Package Services Parcel
- 9.11 Postage Payment for Incidental
First-Class Mail Attachment or
Enclosure
- 9.12 Postage Payment for Combined
Mailings of Media Mail and Bound
Printed Matter
- 9.13 Extra Services for Mixed Classes

705 Advanced Preparation and Special Postage Payment Systems

1.0 RESERVED

2.0 Manifest Mailing System

- 2.1 Description
- 2.2 Basic Standards
- 2.3 Keyline
- 2.4 Authorization
- 2.5 Revocation
- 2.6 Priority Mail Express Manifesting
Agreements

700 Special Standards

- 2.7 Basic Standards
- 2.8 Applications, Agreement Renewals, Modifications, Suspensions, and Cancellations
- 2.9 Electronic Verification System
- 3.0 Optional Procedure Mailing System**
- 4.0 Alternate Mailing System**
 - 4.1 Basic Information
 - 4.2 Authorization
- 5.0 First-Class Mail or USPS Marketing Mail Mailings With Different Payment Methods**
 - 5.1 Basic Provisions
 - 5.2 Postage
 - 5.3 Producing the Combined Mailing
 - 5.4 Documentation
- 6.0 Combining Mailings of USPS Marketing Mail, Package Services, and Parcel Select Parcels**
 - 6.1 Basic Standards for Combining Parcels
 - 6.2 Combining Parcels—DNDC Entry
 - 6.3 Combining Parcels—DSCF and DDU Prices
 - 6.4 Combining Package Services, Parcel Select, and USPS Marketing Mail—Optional 3-Digit SCF Entry
- 7.0 Combining Package Services and Parcel Select Parcels for Destination Entry**
 - 7.1 Combining Parcels—DSCF and DDU Entry
 - 7.2 Combining Parcel Select and Package Services Machinable Parcels for DNDC Entry
 - 7.3 Postage Payment
 - 7.4 Documentation
 - 7.5 Authorization
- 8.0 Preparing Pallets**
 - 8.1 Physical Characteristics
 - 8.2 Top Caps
 - 8.3 Stacking Pallets
 - 8.4 Pallet Boxes
 - 8.5 General Preparation
 - 8.6 Pallet Placards
 - 8.7 Copalletized, Combined, or Mixed-Price Level Palletized Mailings
 - 8.8 Basic Uses
 - 8.9 Bundles on Pallets
 - 8.10 Pallet Presort and Labeling
 - 8.11 Bundle Reallocation to Protect SCF Pallet for Periodicals Flats and Irregular Parcels and USPS Marketing Mail Flats on Pallets
 - 8.12 Bundle Reallocation to Protect ADC Pallet for Periodicals Flats and Irregular Parcels on Pallets
 - 8.13 Bundle Reallocation to Protect NDC Pallet for USPS Marketing Mail Flats on Pallets
 - 8.14 Pallets of Bundles, Sacks, and Trays
 - 8.15 Sacks
 - 8.16 Copalletized Letter-size and Flat-size Pieces—Periodicals or USPS Marketing Mail
 - 8.17 Pallets of Machinable Parcels
 - 8.18 Parcel Select DSCF Prices—Parcels on Pallets
 - 8.19 Parcel Select DSCF Prices—Sacks on Pallets
 - 8.20 Parcel Select and Bound Printed Matter DDU Prices
- 9.0 Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks**
 - 9.1 First-Class Mail
 - 9.2 Periodicals
 - 9.3 USPS Marketing Mail
 - 9.4 Bound Printed Matter
- 10.0 Merging Bundles of Flats Using the City State Product**
 - 10.1 Periodicals
 - 10.2 USPS Marketing Mail
- 11.0 Combining Automation Price and Nonautomation Price Flats in Bundles**
 - 11.1 First-Class Mail
 - 11.2 Periodicals
 - 11.3 USPS Marketing Mail
 - 11.4 Bound Printed Matter
- 12.0 Merging Bundles of Flats on Pallets Using a 5% Threshold**
 - 12.1 Periodicals
- 13.0 Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold**
 - 13.1 Periodicals
 - 13.2 USPS Marketing Mail

700 Special Standards

14.0 FSS Scheme Preparation

- 14.1 General
- 14.2 Periodicals
- 14.3 USPS Marketing Mail
- 14.4 Bound Printed Matter

15.0 Combining USPS Marketing Mail Flats and Periodicals Flats

- 15.1 Basic Standards
- 15.2 Combining USPS Marketing Mail Flats and Periodicals Flats in the Same Bundle
- 15.3 Combining Bundles of USPS Marketing Mail Flats and Periodicals Flats on the Same Pallet
- 15.4 Pallet Preparation

16.0 Plant Load Mailings

- 16.1 Basic Information
- 16.2 Application for Plant Load Privileges
- 16.3 Plant Load Operations
- 16.4 Expedited Plant Load Shipment
- 16.5 Mailer Responsibilities
- 16.6 Intradistrict Plant-Loaded Shipments
- 16.7 Interdistrict Plant-Loaded Shipments

17.0 Plant-Verified Drop Shipment

- 17.1 Description
- 17.2 Program Participation
- 17.3 Liability
- 17.4 USPS Marketing Mail Documentation
- 17.5 Parcel Select and Package Services PVDS Option

18.0 Priority Mail Express Open and Distribute and Priority Mail Open and Distribute

- 18.1 Prices and Fees
- 18.2 Basic Standards
- 18.3 Additional Standards for Priority Mail Express Open and Distribute
- 18.4 Additional Standards for Priority Mail Open and Distribute
- 18.5 Preparation
- 18.6 Enter and Deposit

19.0 Metered Mail Drop Shipment

- 19.1 Basic Information
- 19.2 Authorization
- 19.3 Option 1: Deposit at P&DC/F

- 19.4 Option 2: Deposit at Another Post Office
- 19.5 Option 3: Consolidated Drop Shipment With Endorsement
- 19.6 Option 4: Consolidated Drop Shipment Without Endorsement

20.0 RESERVED

21.0 Optional Combined Parcel Mailings

- 21.1 Basic Standards for Combining Parcel Select, Package Services, and USPS Marketing Mail Parcels
- 21.2 Price Eligibility
- 21.3 Mail Preparation

22.0 RESERVED

23.0 Full-Service Automation Option

- 23.1 Description
- 23.2 General Eligibility Standards
- 23.3 Fees
- 23.4 Preparation
- 23.5 Additional Standards

708 Technical Specifications

1.0 Standardized Documentation for First-Class Mail, Periodicals, USPS Marketing Mail, and Flat-Size Bound Printed Matter

- 1.1 Basic Standards
- 1.2 Format and Content
- 1.3 Price Level Column Headings
- 1.4 Sortation Level
- 1.5 Combined, Copalletized, and Merged Mailings
- 1.6 Detailed Zone Listing for Periodicals
- 1.7 Bundle and Container Reports for Outside-County Periodicals Mail
- 1.8 Optional Information

2.0 Presort Accuracy Validation and Evaluation (PAVE)

- 2.1 Presort Accuracy Validation and Evaluation (PAVE)

3.0 Coding Accuracy Support System (CASS)

- 3.1 Basic Information
- 3.2 Software Certification
- 3.3 Date of Address Matching and Coding

**700
Special
Standards**

- 3.4 Definitions—Mailing and Address Lists
- 3.5 Documentation
- 3.6 CASS Certification
- 4.0 Standards for Intelligent Mail and POSTNET Barcodes**
 - 4.1 General
 - 4.2 POSTNET Barcode
 - 4.3 Intelligent Mail Barcodes
 - 4.4 Reflectance
 - 4.5 Skew and Baseline Shift
 - 4.6 Barcode Software and Hardware Certification
- 5.0 Standards for Package and Extra Service Barcodes**
 - 5.1 Intelligent Mail Package Barcode
 - 5.2 Other Package Barcodes
- 6.0 Standards for Barcoded Tray Labels, Sack Labels, and Container Placards**
 - 6.1 General
 - 6.2 Specifications for Barcoded Tray and Sack Labels
 - 6.3 Specific Standards for Intelligent Mail Tray Labels
 - 6.4 Intelligent Mail Container Placards (Labels)
- 7.0 Optional Endorsement Lines (OELs)**
 - 7.1 OEL Use
 - 7.2 OEL Format
- 8.0 Carrier Route Information Lines**
 - 8.1 Basic Information
 - 8.2 Format and Content
- 9.0 Facing Identification Mark (FIM)**
 - 9.1 Using FIMs
 - 9.2 Pattern
 - 9.3 Specification
 - 9.4 Dimensional Tolerances
 - 9.5 Reflectance
- 10.0 Postal Zones**
 - 10.1 Basis
 - 10.2 Application
 - 10.3 Zone Charts
 - 10.4 Specific Zones

**709
Negotiated Service
Agreements**

- 1.0 General Requirements for Negotiated Service Agreements (NSAs)**
 - 1.1 Basic Information
 - 1.2 Candidate Factors and Requirements
 - 1.3 Application Process
 - 1.4 Market Dominant First-Class Mail and USPS Marketing Mail Letters NSAs