

<b>Physical Standards (201)</b>	<p>Minimum weight irregular parcels: none.</p> <p>Minimum weight machinable parcels: 6 ounces (3.5 ounces for parcels prepared under <a href="#">201.7.5.2</a>).</p> <p>Maximum weight: 15 pounds.</p> <p>For an overview of the physical standards for commercial parcels, see <a href="#">Quick Service Guide 201e</a>.</p>
<b>Prices and Fees (263.1.0)</b>	<p>For a complete listing of Bound Printed Matter prices — see <a href="#">Notice 123–Price List</a>.</p> <p>Presorted, Carrier Route, and destination NDC (DNDC) prices: separate per piece and per pound charges based on weight and zone. Per pound charges must be calculated using a 1 pound minimum weight per piece, even if the pieces weigh less than 1 pound each. DSCF and DDU prices are not zoned. Destination entry discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF, or delivery unit (DDU) (<a href="#">266</a>).</p> <p>No annual mailing fee; however, there is an annual destination entry mailing fee.</p>
<b>Content (263.2.0)</b>	<p>Bound Printed Matter is typically catalogs, directories, books, and other printed material that weigh up to 15 pounds and meet specific eligibility standards in <a href="#">263.2.0</a>. Contents must:</p> <ul style="list-style-type: none"><li>■ Consist of advertising, promotional, directory, or editorial material (or any combination of these).</li><li>■ Be securely bound by permanent fastening.</li><li>■ Consist of sheets of which at least 90% are imprinted by any process other than handwriting, typewriting with letters, characters, figures, or images (or any combination of these).</li><li>■ Not have the nature of personal correspondence.</li><li>■ Not be stationery (e.g., pads of blank printed forms).</li></ul>
<b>Eligibility Standards (263.4.0)</b>	<p>Eligible mailings must meet the following minimum pieces:</p> <ul style="list-style-type: none"><li>■ 300 pieces for Presorted and Carrier Route.</li><li>■ No minimum for nonpresorted.</li></ul> <p>Mailings of 300 or more pieces, sorted, and marked as described below. Machinable parcels (<a href="#">201.7.5</a>) and nonmachinable parcels (<a href="#">201.7.6</a>) may not be combined in the same mailing.</p> <p>Each piece must include complete delivery address with correct ZIP Code or ZIP+4 Code. Return address required for pieces with ancillary service endorsement or extra services.</p> <p>For Presorted prices, a certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.</p> <p>For Carrier Route price, carrier route information must be updated using CASS-certified process within 90 days before mailing (<a href="#">263.4.0</a>).</p> <p>Destination entry discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF, or delivery unit (DDU) (<a href="#">266.2.0</a>).</p> <p>Each piece entered at the Presorted or Carrier Route price must bear a unique Intelligent Mail package barcode, including a postal routing code, prepared under <a href="#">708.5.0</a>.</p>
<b>Postage Payment and Documentation (264)</b>	<p>Permit imprint (<a href="#">604.5.0</a>).</p> <p>Postage statement: <a href="#">PS Form 3605-R</a> or approved facsimile.</p>
<b>Mail Preparation (265)</b>	<p>Markings (<a href="#">202.3.0</a>):</p> <ul style="list-style-type: none"><li>■ Presorted price: “Bound Printed Matter” or “BPM” and either “Presorted” or “PRSRT.”</li><li>■ Carrier Route price: “Bound Printed Matter” or “BPM” and “Carrier Route Presort” or “CAR-RT SORT.”</li></ul> <p>Mark each piece in the postage area. For optional marking locations, see <a href="#">202.3.3</a>.</p> <p>Pieces must be separated by zones when presented unless authorized under <a href="#">705.2.0</a>.</p> <p>Parcels must include a unique Intelligent Mail package barcode with a postal routing code, prepared under <a href="#">708.5.0</a>.</p>
<b>Enter and Deposit (266)</b>	<p>Generally at the Post Office where permit is held.</p>

### Preparation

#### Bundling and Sacking Sequence for Irregular Parcels Less than 10 Pounds (265.8.2)

5-Digit/Scheme <sup>1</sup>	3-Digit	ADC	Mixed ADC	
<p><b>Bundles:</b> Scheme bundles required for 5-digit ZIP Codes in L606. Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds.<sup>2</sup></p> <p><b>Labels:</b> Red Label 5 or optional endorsement line (OEL) (708.7.0).</p>	<p><b>Bundles:</b> Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds.</p> <p><b>Labels:</b> Green Label 3 or OEL.</p>	<p><b>Bundles:</b> Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds.</p> <p><b>Labels:</b> Pink Label A or OEL.</p>	<p><b>Bundles:</b> Required with no minimum. Maximum weight 20 pounds.</p> <p><b>Labels:</b> Tan Label X or OEL.</p>	
<p><b>5-Digit/Scheme<sup>1</sup></b></p> <p><b>Sacks:</b> Required, at 10 addressed pieces or 20 pounds, smaller volumes not permitted.<sup>4</sup></p> <p><b>Labels:</b> <u>Line 1:</u> For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. <u>Line 2:</u> For 5-digit scheme sacks, use "PSVC IRREG 5D SCH." For 5-digit sacks, use "PSVC IRREG 5D."</p>	<p><b>3-Digit</b></p> <p><b>Sacks:</b> Required at 10 addressed pieces or 20 pounds, smaller volumes not permitted.</p> <p><b>Labels:</b> For Line 1, use L002, Column A. For Line 2, use "PSVC IRREG 3D."</p>	<p><b>SCF</b></p> <p><b>Sacks:</b> Optional at 10 addressed pieces or 20 pounds, smaller volumes not permitted.</p> <p><b>Labels:</b> For Line 1, use L005, Column B. For Line 2, use "PSVC IRREG SCF."</p>	<p><b>ADC</b></p> <p><b>Sacks:</b> Required at 10 addressed pieces or 20 pounds, smaller volumes not permitted.</p> <p><b>Labels:</b> For Line 1, use L004, Column B. For Line 2, use "PSVC IRREG ADC."</p>	<p><b>Mixed ADC</b></p> <p><b>Sacks:</b> Required; no minimum.</p> <p><b>Labels:</b> For Line 1, use "MXD" followed by the city, state, and ZIP Code of ADC serving 3-digit post office as shown in L009, Column B. For Line 2, use "PSVC IRREG WKG."</p>
<p>Each bundle (except mixed ADC bundles) must contain at least two addressed pieces.</p>				

- All possible 5-digit scheme bundles and 5-digit scheme sacks must be prepared before preparing 5-digit bundles and 5-digit sacks.
- Bundling not required for irregular parcels in 5-digit scheme and 5-digit sacks meeting the minimum bundle size requirements if individually wrapped or enveloped. 5-digit bundles placed in 5-digit scheme and 5-digit sacks or prepared and entered at the DDU price may weigh a maximum of 40 pounds.
- For 5-digit scheme sacks, use "PSVC IRREG 5D SCH." For 5-digit sacks, use "PSVC IRREG 5D."
- Sacking not required for 5-digit bundles of irregular parcels when prepared and entered at DDU prices; these bundles may be bedloaded and weigh up to 40 pounds.

**Sacking Machinable Parcels Not Claiming DNDC Prices (265.8.4)**



**5-Digit/Scheme<sup>2</sup>**

**Sacks:** Required; minimum 10 addressed pieces or 20 pounds, smaller volumes not permitted.

**Labels:** Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail.

Line 2: For 5-digit scheme sacks, use “PSVC MACH 5D SCH.” For 5-digit sacks, use “PSVC MACH 5D.”

**NDC**

**Sacks:** Required; minimum 10 addressed pieces or 20 pounds, smaller volumes not permitted.

**Labels:** For Line 1, use [L601](#), Column B. For Line 2, use “PSVC MACH NDC.”

**Mixed NDC**

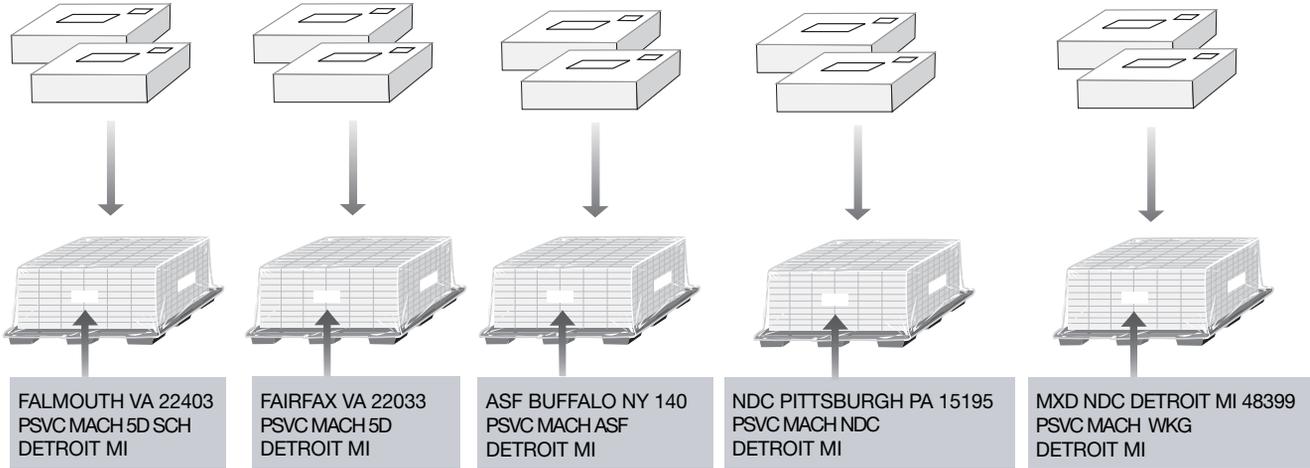
**Sacks:** Required; no minimum.

**Labels:** For Line 1, “MXD” followed by the information in [L601](#), Column B for the NDC serving the 3-digit ZIP Code prefix of the entry post office. For Line 2, use “PSVC MACH WKG.”

For Bound Printed Matter machinable parcels claiming DNDC prices, see [265.8.5](#).

1. For 5-digit scheme sacks, use “PSVC MACH 5D SCH;” for 5-digit sacks, use “PSVC MACH 5D.”
2. All possible 5-digit scheme bundles must be prepared before preparing 5-digit sacks.

### Palletizing Machinable Parcels (705.8.10.6)



#### 5-Digit Scheme

Optional at 250 pounds.

**Labels:** For Line 1, use [L606](#), Column B. For Line 2, use "PSVC MACH 5D SCH."

#### 5-Digit

Required at 500 pounds. Optional at 250 pounds.

**Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, use "PSVC MACH 5D."

#### ASF

Optional at 250 pounds. Allowed only for mail deposited at an ASF to claim DNDC prices.

**Labels:** For Line 1, use [L602](#). For Line 2, use "PSVC MACH ASF."

#### NDC

Required at 500 pounds. Optional at 250 pounds.

**Labels:** For Line 1, use [L601](#). For Line 2, use "PSVC MACH NDC."

#### Mixed NDC

Optional at 250 pounds.

**Labels:** For Line 1, use MXD followed by [L601](#), Column B information for NDC serving the 3-digit ZIP Code prefix of the entry post office. For Line 2, use "PSVC MACH WKG."