Special Standards
Periodicals Barcoded (Automation) Flats

707f

Quick Service Guide

Related QSGs
707a, Periodicals General Information and Eligibility
301a, Designing Flats for Automated Processing

Physical Standards (301.3.0, 707.3.0)

Maximum weight:
- 20 ounces automation compatible (301.3.0).
- 4.4 pounds for pieces prepared in 5-digit bundles only (707.26.0).

For an overview of designing machinable flats, see Quick Service Guide 301a.

Prices and Fees (707.1.0)

Prices include piece charges, pound prices (advertising and nonadvertising), and applicable discounts.
5-digit, 3-digit/SCF, and ADC and Mixed ADC prices are bundle based; Outside-County prices apply; In-County prices apply to all eligible In-County copies.

In-County Prices:
In-County prices include piece prices, pound prices (DDU and other), and DDU discount.

Outside-County Prices:
Pound Prices—Advertising pounds based on destination entry and zone. Nonadvertising pounds based on destination entry and all other zones.
Piece Prices—Based on the bundle level (six or more pieces). Firm bundles pay a separate firm piece price.
Bundle Prices—Based on container and bundle level. Bundle prices do not apply to flat-size pieces prepared in flat trays under the optional tray preparation (707.22.7). For bundles and containers with both In-County and Outside-County pieces, mailers do not pay the bundle or container charges for carrier route, 5-digit carrier routes, and 5-digit/scheme bundles, pallets, and sacks.
Container Prices—Based on the container type, container level, and entry. For mailings prepared in sacks, mailers pay the container price for each sack based on container level and entry.
- For mailings prepared on pallets (705.8.0):
  - For bundles placed directly on pallets, mailers pay the container price for each pallet.
  - For sacks on pallets, mailers pay the container price for each sack, and not for the pallets. The container price for each sack is based on the sack level and where the pallet is entered.
- For sacks with both In-County and Outside-County pieces, mailers do not pay the container charges for carrier route, 5-digit carrier routes, and 5-digit/scheme sacks.

Destination entry prices (DDU, DSCF, DADC, and DNDC) have additional standards (707.29.0). The mail must be addressed for delivery within that facility's service area.
Ride-Alongs are available for items up to 3.3 ounces (or not more than the weight of the host publication) eligible as Standard Mail (707.15.0).

Eligibility Standards (707.4.0, 707.14.0)

For authorized publications (e.g., magazines and newspapers) whose primary purpose is transmitting information. Periodicals must be issued at least four times a year at a stated frequency from a known office of publication and be formed of printed sheets. General publications must have a legitimate list of subscribers, and Requester publications must have a legitimate list of requesters or subscribers. All pieces within each mailing must be in the same processing category.
Mailings must be designed according to 301.3.0 or 707.26.0 (prepared in 5-digit bundles only), bear a delivery point Intelligent Mail barcode (707.14.0) and be sorted as described below.
Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code.
For address standards, see 707.4.0; for barcode quality standards, see 707.14.0; and for CASS/MASS, see standards in 708.3.0.
Addresses matched using CASS/MASS-certified process within 180 days before mailing.
All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and metered reply mail) provided as enclosures must meet the standards in 707.14.2.
Mailers can apply Repositionable Notes for an additional charge for Outside County and for In-County pieces. See 705.22.0.

Postage Payment and Documentation (707.16.0, 707.17.0)

Advance deposit account(s) at original and each additional entry post office, unless authorized under Centralized Postage Payment (CPP) (707.16.5).
Documentation:
- Postage statement: PS Form 3541, Periodicals One Issue or One Edition, or approved facsimile.
- Supporting documentation: required for prices claimed, including marked copy. Documentation generated by PAVE-certified software or printed in standardized format.
- PS Form 3553 for address and barcode accuracy must be retained by mailer for one year (708.3.5.2).

Mail Preparation (707.25.0)

Pink barcoded sack labels required (707.21.0).
Pieces meeting specifications in 707.26.0 must be prepared in separate bundles from pieces meeting specifications in 301.3.0. Separate bundle minimums (707.25.1) must be met for each bundle type. Within each bundle, mailers may combine pieces of nonidentical weights if authorized under 705.2.0. Bundles of pieces prepared under 707.26.0 and 301.3.0 may be combined in the same sack or on the same pallet.
Traying is permitted under 707.25.5.
Any mailing job that contains bundles of machinable barcoded (automation) flats and bundles of machinable nonbarcoded flats must be cosacked using 705.9.0.

Enter and Deposit (707.28.0)

Only at authorized original and/or additional entry Post Office(s), unless authorized exceptional dispatch under 707.28.3.

Preparation

Bundling and Sacking Sequence (707.25.0)

5-Digit/Scheme[1]

Bundles: Scheme bundles required for 5-digit ZIP Codes in L007. Pieces must be bundled if 6 or more pieces to the same 5-digit ZIP Codes; fewer pieces permitted under 707.25.1.7.

Labels: Red Label 5 SCH, Red Label 5, or optional endorsement line (OEL) (708.7.0).

Price: [2]

3-Digit/Scheme[1]

Bundles: Scheme bundles required for 3-digit ZIP Codes in L008. Pieces must be bundled if 6 or more pieces to same 3-digit ZIP Code prefix; fewer pieces permitted under 707.25.1.7.

Labels: Green Label 3 SCH, Green Label 3, or OEL.

Price: [2,3]

ADC

Bundles: Required, pieces must be bundled if 6 or more pieces to same ADC (L004); fewer pieces not permitted.

Labels: Pink Label A or OEL.

Price: [2]

Origin Mixed ADC

Bundles: Required, no minimum for any remaining pieces for destinations in L201, Column B, of the origin ZIP Code in Column A.

Labels: Tan Label X or OEL.

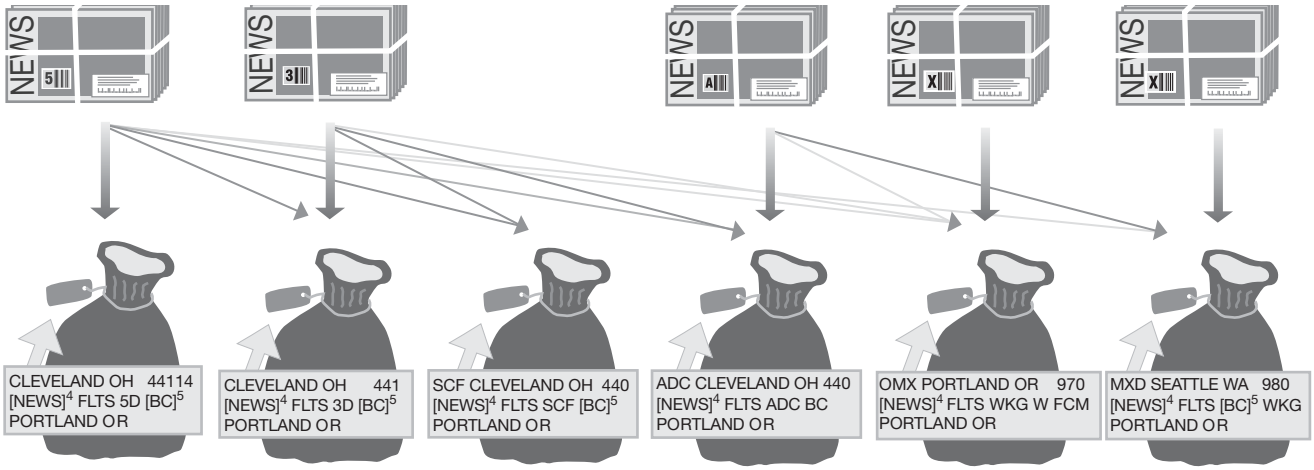
Price: [2]

Mixed ADC

Bundles: Required, any remaining pieces must be bundled in mixed ADC bundles.

Labels: Tan Label X or OEL.

Price: [2]



5-Digit/Scheme[1]

Sacks: Allowed at 24 pieces; required at 72 pieces; fewer than 24 pieces not permitted.

Barcoded Labels: Line 1: For 5-digit scheme sacks use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme sacks, use "NEWS" (or "PER") and "FLTS 5D SCH BC." For 5-digit sacks, use "NEWS" (or "PER") and "FLTS 5D BC."

3-Digit

Sacks: Allowed at 24 pieces; required at 72 pieces; fewer than 24 pieces not permitted.

Barcoded Labels: For Line 1, use L002, Column A; for Line 2, "NEWS" (or "PER") and "FLTS 3D BC."

SCF/Origin Entry SCF

Sacks: Allowed at 24 pieces; required at 72 pieces; fewer than 24 pieces not permitted.

Required, no minimum for SCF of origin (verification) office; optional for the SCF of an entry office other than origin office.

Barcoded Labels: For Line 1, use L002, Column C; for Line 2, "NEWS" (or "PER") and "FLTS SCF BC."

ADC

Sacks: Allowed at 24 pieces; required at 72 pieces; fewer than 24 pieces not permitted.

Barcoded Labels: For Line 1, use L004, Column B; for Line 2, "NEWS" (or "PER") and "FLTS ADC BC."

Origin Mixed ADC

Sacks: Required, no minimum for any remaining pieces for destinations in L201, Column B, of the origin ZIP Code in Column A.

Barcoded Labels: For Line 1, use L201, Column C; for Line 2, "NEWS" (or "PER") and "FLTS WKG W FCM."

Mixed ADC

Sacks: Required, no minimum for any remaining bundles placed into mixed ADC sacks.

Barcoded Labels: For Line 1, use L009, Column B; for Line 2, "NEWS" (or "PER") and "FLTS BC WKG."

Piece price is based on type of bundle regardless of sack in which it is placed.

1. 5-digit scheme and 3-digit scheme bundles required for pieces meeting standards in 301.3.0.
2. For prices, see Notice 123–Price List.
3. The ADC piece price applies to bundles with fewer than 6 pieces.
4. Use "PER" if issued less frequently than weekly.
5. For nonbarcoded pieces, use "NON BC."