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Decision Trees and Quick Service Guides

- Overview** Some users have requested simplified approaches to finding the information they need from the DMM. As a result, we have designed the Decision Trees and Quick Service Guides to provide two additional resources to facilitate less frequent users' access to the DMM. The Decision Trees and Quick Service Guides are tools designed to be used together to help the user move more easily from basic questions into the areas of the DMM pertaining to the user's interests.
- Decision Trees** The Decision Trees provide a generalized road map to postal services. By answering several basic questions about a mailing, the user is led through a series of decisions to the most appropriate selection of postal services. Answering questions on such matters as content, size, automation, and presort moves the user to more specific information and to specific Quick Service Guides.
- Quick Service Guides** The Quick Service Guides each provide an overview of the standards for a particular postal rate, service, or preparation method. Typically, one side summarizes prices, eligibility, or other standards, and the second side provides a summary of the mail preparation standards, an overview of mailpiece design, or other information. The Quick Service Guides include references to the DMM for more detailed information.
- Use** The Decision Trees and Quick Service Guides are provided as an overview of the DMM standards to assist the user in locating the standards applicable to a particular type of mailing. These guides are not in themselves standards. The information contained in them does not replace or amend the standards in the DMM. To ensure compliance with the applicable DMM standards, the user must refer to the specific DMM units referenced in each Quick Service Guide, as well as to the general sections within each DMM module.

additional entry (AE)—A post office other than the office of original entry where a publisher is authorized to mail a Periodicals publication.

Address Change Service (ACS)—An automated process that provides change-of-address information to participating mailers who maintain computerized mailing lists. The information is captured in Computerized Forwarding System (CFS) units and sent to mailers on electronic media, which reduces the volume of manual change-of-address notices.

address correction service—A system of ancillary service endorsements that allows mailers to obtain the addressee's new (forwarding) address or the reason for nondelivery.

Address Element Correction (AEC)—A process that identifies and revises incomplete or incorrect computerized address files and then attaches ZIP+4 and carrier route codes. It involves computer matching address records that cannot be coded using CASS-certified address matching software.

airport mail center/airport mail facility (AMC/AMF)—A postal facility at an airport that receives, concentrates, transfers, dispatches, and distributes mail transported by air.

Alternate Mailing System (AMS)—A procedure, authorized by the manager, Business Mailer Support, that provides methods for accepting permit imprint mail to ensure proper postage payment and mail preparation without verification by weight.

ancillary service—Forwarding, return, or address correction service included within a mail class. Depending on the mail class, these services are performed at a charge or at no additional charge, if and when the service is actually provided. Also see *forward*.

ancillary service endorsement—A marking used by a mailer to request the new address of an addressee and to provide the USPS with instructions on how to handle mail that is undeliverable as addressed. Also see *address correction service*.

area distribution center (ADC)—A mail processing facility that receives and distributes mail destined for specific ZIP Codes. ADCs and their associated ZIP Codes can be found in DMM Labeling list L004.

army post office (APO)—A branch of a designated USPS civilian post office, which falls under the jurisdiction of the postmaster of either New York City or San Francisco, that serves either Army or Air Force personnel. Also see *military post office*.

aspect ratio—The dimension of a mailpiece expressed as a ratio of length divided by height (for letters and cards, length is the dimension parallel to the address as read). For example, a postcard 5-1/2 inches long by 3-1/2 inches high has an aspect ratio of 1.57. An aspect ratio between 1.3 and 2.5, inclusive, is required for automation compatibility. Also see *nonmachinable surcharge*.

automated area distribution center (AADC)—A distribution center that uses multiline optical character readers (MLOCs), barcode sorters, and other equipment designed for processing automation-compatible mail. Also see *area distribution center*.

Automated Barcode Evaluator (ABE)—A computerized program used by business mail entry units to check barcode readability.

automation-compatible mail—Mail that can be scanned and processed by automated mail processing equipment such as a barcode sorter.

automation discount—A postage reduction offered to mailers who barcode their mailpieces and meet addressing, readability, and other requirements for processing on automated equipment.

auxiliary service facility (ASF)—A mechanized facility, usually part of a general mail facility, that has its own service area and serves as a satellite processing hub for a particular bulk mail center (BMC).

balloon rate—A rate charged for Priority Mail and Parcel Post items that weigh less than 15 pounds and measure between 84 and 108 inches in combined length and girth.

barcode—A series of vertical bars and spaces that represent any numerical series, most often a correct ZIP Code for the delivery address on a mailpiece. The barcode facilitates automated processing by barcode readers and scanners. A barcode also can be used to convey information for Delivery Confirmation and Signature Confirmation services. Barcodes that may be used for postal processing are POSTNET, Interleaved 2-of-5, Code 39, Code 128, and UCC/EAN Code 128. Also see *delivery point barcode* and *Postal Numeric Encoding Technique*.

barcode clear zone—A rectangular area in the lower right part of a letter-size mailpiece that must be kept free of printing and symbols, except for the barcode itself. This requirement allows automated processing machines to read or apply a barcode.

barcode read area—A small area within the barcode clear zone in which the barcode must be printed. This area is defined by the position of the leftmost bar of the barcode and the bottom edge of the bar.

barcode reader—A component in certain mail processing equipment that reads and interprets the barcode applied to a mailpiece.

barcoded container label—A tray or sack label that has a barcode that can be read and processed by an automated tray or sack handling system.

barcoded discount—A postage discount available for certain Standard Mail and Package Services machinable parcels and Bound Printed Matter flats that bear a correct barcode and meet other size, shape, and volume requirements.

Bound Printed Matter (BPM)—A subclass of Package Services that consists of permanently bound sheets of which at least 90% are printed with advertising, promotional, directory, or editorial matter (or a combination of such matter).

bulk mail center (BMC)—A highly mechanized mail processing plant that distributes Standard Mail and Package Services in piece and bulk form. Also see *auxiliary service facility*.

bulk mail center (BMC) Presort rate—A rate available for Parcel Post that is properly prepared and entered by the mailer at a BMC or other designated postal facility.

Bulk Parcel Return Service (BPRS)—A service by which high-volume mailers may have undeliverable-as-addressed Standard Mail machinable parcels returned to the mailer.

business mail entry unit (BMEU)—The area of a postal facility where mailers present bulk, presorted, and permit imprint mail for acceptance. The BMEU includes dedicated platform space, office space, and a staging area on the workroom floor.

business reply mail (BRM)—A service that allows a permit holder to receive First-Class Mail and Priority Mail back from customers and pay postage only for the returned pieces. These pieces must have a specific address and format. Postage and per piece charges are collected when the mail is delivered back to the permit holder.

caller service—An optional delivery service provided for a fee at all post offices to customers with large volumes of mail, to customers needing multiple separations, and to customers who need a post office box number address when no post office boxes are available.

carrier route—The addresses to which a carrier delivers mail. In common usage, carrier route includes city routes, rural routes, highway contract routes, post office box sections, and general delivery units.

Carrier Route File—The official listing of all city and noncity delivery post offices, available to mailers in a standardized format. It contains schemes for city routes, rural routes, highway contract routes, post office box sections, and general delivery units. The data are formatted by ZIP Code, street name, and ranged street numbers.

carrier route presort mail—Mail sorted by carrier route to qualify for discount postage rates. The mail requires no primary or secondary distribution. The term is a general descriptor of the available rates for this type of preparation, which includes Enhanced Carrier Route Standard Mail, automation carrier route First-Class Mail, carrier route Periodicals, and carrier route Bound Printed Matter.

Centralized Postage Payment System (CPP)—A postage payment system that allows publishers of authorized Periodicals publications entered at three or more post offices to pay postage at a single postal facility rather than through individual accounts maintained at each entry post office.

certified mail—A service that provides the sender with a mailing receipt. A delivery record is maintained by the USPS. This type of mail must be sent at First-Class Mail or Priority Mail rates. Certified mail may be combined with return receipt service and restricted delivery service.

classification—The grouping of mailable matter into mail classes and subclasses by rate categories, according to content, weight, size, and preparation standards.

Classroom rate—A Periodicals rate that is available to an authorized mailer of educational, scientific, or religious publications for scholastic or religious instruction.

Coding Accuracy Support System (CASS)—A service offered to mailers, service bureaus, and software vendors that improves the accuracy of matching to delivery point codes, ZIP+4 codes, 5-digit ZIP Codes, and carrier route codes on mailpieces. CASS provides a common platform to measure the quality of address matching software and to diagnose and correct software problems.

collect on delivery (COD)—A service for mailers who need to mail an article for which they have not received payment. The amount due the sender is collected from the addressee and the USPS returns the amount due to the sender.

combined mailing—A mailing in which individually addressed mailpieces are merged and sorted together, usually using two or more postage payment methods.

commercial mail receiving agency (CMRA)—A private business that acts as the mail receiving agent for specific clients by providing a delivery address and other services.

commingle—To integrate dissimilar mail (such as subscriber and nonsubscriber copies or machinable and irregular parcels) into the same mailing.

Computerized Forwarding System (CFS)—A centralized, computerized address label-generating operation that performs address correction and forwards or returns undeliverable-as-addressed mail to customers.

content identifier number (CIN)—A code number on a tray or sack label that represents and identifies the class of mail and presort level.

cooperative mailing—A mailing made jointly by one or more organizations authorized to mail at Nonprofit Standard Mail rates at the same post office.

copalletize—To combine and present together on pallets mail from two or more different or separately produced mailstreams.

courtesy reply mail (CRM)—Envelopes or postcards that a mailer provides to its customers to expedite delivery of their responses. The customer affixes the reply postage before mailing.

dead mail—Mail that is undeliverable as addressed and cannot be returned to the sender (usually because there is no return address on the piece).

Delivery Confirmation—A service that provides the date and time of delivery or, if delivery was attempted but not successful, the date and time of the delivery attempt. This service may be obtained in two forms: (1) an electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically; and (2) a retail option for mailers who retrieve delivery status through the USPS Internet at www.usps.com or by calling 800-222-1811.

delivery point barcode (DPBC)—A POSTNET barcode that consists of 62 bars with beginning and ending frame bars and 5 bars each for the nine digits of the ZIP+4 code, the last 2 digits of the primary street address number (or post office box, etc.), and a correction digit. The DPBC allows automated sortation of letter mail to the carrier level in walk sequence.

delivery sequenced mail—Mail that is arranged by a mailer in delivery order for a particular carrier route. This mail requires no primary or secondary distribution.

destination area distribution center (DADC) rate—A rate available for Periodicals mail that is prepared and entered by the mailer at the area distribution center (ADC) that serves the delivery address on the mail.

destination bulk mail center (DBMC) rate—A rate available for Standard Mail, Parcel Post, and Bound Printed Matter that is properly prepared and entered by the mailer at the BMC or other designated postal facility that serves the delivery address on the mail.

destination delivery unit (DDU) rate—A rate available for Periodicals, Standard Mail, Parcel Post, and Bound Printed Matter that is properly prepared and entered by the mailer at the delivery unit that serves the delivery address on the mail.

destination sectional center facility (DSCF) rate—A rate available for Periodicals, Standard Mail, Parcel Post, and Bound Printed Matter that is properly prepared and

entered by the mailer at the sectional center facility (SCF) or other designated postal facility that serves the delivery address on the mail.

detached address label (DAL)—Paper or cardstock used to carry address information when preparing a mailing of unaddressed Periodicals flats, Standard Mail flats and merchandise samples, and Bound Printed Matter.

detached mail unit (DMU)—An area in a mailer's facility where postal employees perform mail verification, acceptance, dispatch, and other postal functions.

direct mail—Another name for advertising mail sent to targeted markets. It can be any mail class, but it is usually Standard Mail.

Domestic Mail Manual (DMM)—The USPS manual that contains the basic standards governing domestic mail services, descriptions of the mail classes and services and conditions governing their uses, standards for rate eligibility and mail preparation, and all postage rates and fees. Domestic mail is classified by size, weight, content, service, and other factors.

drop shipment—Typically the movement of a mailer's product on private (nonpostal) transportation from the point of production to a postal facility located closer to the destination of that product.

eligibility—Qualification standards such as content, mail processing category, and preparation applied to mail for a specific rate or discount.

endorsement—An authorized marking on a mailpiece that shows handling instructions, a service, or a request for an ancillary service. Also see *marking*.

Enhanced Carrier Route Standard Mail—Two subclasses of Standard Mail (Regular and Nonprofit).

entry BMC—A bulk mail center (BMC), including its satellite auxiliary service facility (ASF) unless specified otherwise, at which mail is entered by the mailer. Also see *bulk mail center* and *auxiliary service facility*.

entry facility—The USPS mail processing facility (e.g., BMC, SCF) that serves the post office at which the mail is entered by the mailer. Also called origin facility.

entry post office—A post office at which a Centralized Postage Payment System (CPP) mailer deposits mailings to be paid for through an account maintained at the designated post office. Also see *Centralized Postage Payment System*.

Express Mail—A mail class that provides expedited delivery service. This is the fastest mail service offered by the USPS. Express Mail International Service is available between the United States and most other countries.

Express Mail Military Service (EMMS)—An Express Mail service available between the United States and designated APO and FPO addresses that provides Department of Defense and other authorized personnel stationed overseas with expedited delivery service to or from the United States.

extended managed mail tray (EMM)—a 2-foot letter tray that measures 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high. Must be used for “tall” letter-size mail that does not fit in a regular managed mail (MM) tray.

face—The side of a mailpiece with the delivery address. Also, to arrange mail in a uniform orientation; that is, with the delivery address facing forward and the postage area positioned in the upper right corner.

facing identification mark (FIM)—A series of five or six vertical bars used by automated postal equipment to identify, orient, and separate reply mail and mail produced by PC postage systems and some postage meters.

facing slip—A paper label attached to the top of a package that shows where the mail is to be distributed, the class and type of mail, and the country or military post office. Also see *optional endorsement line*.

FASTforward—A USPS-licensed automated system that updates addresses by matching names and addresses with current change-of-address orders on file. A piece updated with *FASTforward* can be delivered directly to the new address rather than forwarded from the old address.

Federal Register—A daily weekday publication distributed by the Office of the Federal Register in which certain U.S. government documents must be published. The USPS publishes proposed and final mail preparation changes in the *Federal Register* for public comment and notice.

First-Class Mail (FCM)—A class of mail that includes all matter wholly or partly in writing or typewriting, all actual and personal correspondence, all bills and statements of account, and all matter sealed or otherwise closed against inspection. Priority Mail is a subclass of First-Class Mail. Any mailable matter may be sent as First-Class Mail.

flat—The general term for flat-size mail, so called because the large mail is sorted without bending it so that the mail remains flat.

flat-size mail—A mailpiece that exceeds one of the dimensions for letter-size mail (11-1/2 inches long, 6-1/8 inches high, 1/4 inch thick) but that does not exceed the maximum dimension for the mail processing category (15 inches long, 12 inches high, 3/4 inch thick). Dimensions are different for automation rate flat-size mail. Flat-size mail may be unwrapped, sleeved, wrapped, or enveloped.

fleet post office (FPO)—A branch of a designated USPS civilian post office, which falls under the jurisdiction of the postmaster of either New York City or San Francisco, that serves Coast Guard, Navy, or Marine Corps personnel. Also see *military post office*.

FLTS—An abbreviation used on mail container labels that identifies the contents as flat-size.

forward—To redirect mail to the intended recipient's new delivery address in cases where Form 3575, *Change of Address Order*, or other written or personal notice has been filed with the local post office. Also see *Address Change Service*, *address correction service*, and *ancillary service*.

franked mail—Official mail sent without postage prepayment by members and members-elect of Congress, the Vice President, and other authorized individuals. Mail must relate to the mailer's official business, activities, and duties. The mailpiece bears a written signature, printed facsimile signature, or other required marking instead of a postage stamp. Compare with *penalty mail*.

full flat tray—A tray that is sufficiently filled with flats to allow or require preparation to the corresponding presort destination. A full flat tray contains at least enough pieces so that a single stack of mail lying flat on the bottom of the tray reaches to the bottom of the handholds. Additional pieces must be added when possible to physically fill the tray.

full letter tray—A full tray is filled between 75% and 100% with faced, upright pieces. Each tray must be physically filled to capacity before the filling of the next tray. Also see *less-than-full tray* and *overflow tray*.

full sack—A sack filled with the minimum number of pieces needed to qualify for the class and rate claimed.

hazardous material—Any article or substance designated by the U.S. Department of Transportation (DOT) as being capable of posing an unreasonable risk to health, safety, and property during transportation.

highway contract route (HCR)—A route of travel served by a postal contractor to carry mail over highways between designated points. Some HCRs include mail delivery to addresses along the line of travel. Formerly called star route.

identical piece—An individual mailpiece that has the same mail classification and physical aspect, size, and weight as all other pieces in a mailing.

indicia—Imprinted designation on mail that denotes postage payment (e.g., metered postage or permit imprint).

information-based indicia (IBI)—Digital indicia that include human-readable information and a USPS-approved two-dimensional barcode with a digital signature and other required fields.

insert—A letter, card, or similar item placed inside another mailpiece (host piece).

insured mail—A service that provides indemnity coverage for a lost, rifled, or damaged article, subject to the standards for the service and payment of the applicable fee. Insurance is available for merchandise sent as First-Class Mail, Priority Mail, Standard Mail, and Package Services.

International Mail Manual (IMM)—The USPS manual that contains classification regulations and other requirements for mailing between the United States and other countries.

International Standard Book Number (ISBN)—A publication number issued by the Library of Congress that identifies a specific book or other nonperiodical.

International Standard Serial Number (ISSN)—A publication number issued by the Library of Congress that identifies a specific periodical (such as a Periodicals publication).

irregular parcel—A mail processing category for a parcel that does not meet the dimensions of a machinable parcel.

irregular parcels and pieces—Parcels that do not meet the dimensional criteria of machinable parcels and other parcels that cannot be processed by parcel sorters (for example, a noncaseable flat, small cube or fragile parcel, paper or sleeve-wrapped catalog, or sackable roll, tube, or film).

keyline—Optional mailer information printed in or above the address or in the lower left corner of the envelope. The information in a keyline identifies the mailpiece and its presort level. Under some postage payment systems, the keyline is a required line that contains specific information about the mailpiece.

known office of publication—The business office of a Periodicals publication that is in the city where the original entry for Periodicals mailing privileges is authorized.

less-than-full tray—A tray that contains mail for a single destination that was not preceded by a full tray for that destination. Less-than-full trays may be prepared only if permitted by the standards for the rate claimed.

letter—According to the Private Express Statutes, a message directed to a specific person or an address and recorded in or on a tangible object. Also a shortened way to refer to letter-size mail.

letter-size mail—A mail processing category of mailpieces, including cards, that do not exceed any of the dimensions for letter-size mail (that is, 11-1/2 inches long, 6-1/8 inches high, 1/4 inch thick).

Library Mail—A subclass of Package Services for items sent to or from or exchanged between academic institutions, public libraries, museums, and other authorized organizations. Books, sound recordings, academic theses, and certain other items may be mailed at the Library Mail rate if properly marked.

line-of-travel (LOT) sequence—A sequence required for some Enhanced Carrier Route and carrier route rates in which mailpieces are arranged by ZIP+4 codes in the order in which the route is served by the carrier. The mailpieces are sequenced in delivery order.

LTR (or LTRS)—An abbreviation used on mail container labels that identifies the contents as letter-size pieces.

MACH—An abbreviation used on mail container labels that identifies the contents as machinable letters or parcels (mail that can be processed on mechanized mail sorting equipment).

machinable—The ability of a mailpiece to be sorted by mail processing equipment. Compare with *nonmachinable*.

machinable parcel—A parcel that is of the correct size and weight to be safely sorted by mail processing machinery such as a parcel sorting machine.

mail—Any mailable matter that is accepted for mail processing and delivery by the USPS. Also, the sum total of the mail at any time that is in USPS custody. To deposit a mailable item in a collection box or present the item (or a mailing for large quantities of mailpieces) at a post office or business mail entry unit.

mail class—The classification of domestic mail according to content (for example, personal correspondence versus printed advertising). It is codified in the Domestic Mail Classification Schedule.

mailing—A group of mailpieces within the same mail class and mail processing category that may be sorted together under the appropriate standards. Also, the action of depositing or presenting mail at a post office.

mailing agent—A private third party that mails on behalf of someone else.

managed mail (MM) tray—A stackable cardboard or plastic container with an enclosing cardboard sleeve and plastic strap that is used to transport letter mail to or between post offices.

Manifest Mailing System (MMS)—A postage payment system that enables the USPS to accept and verify permit imprint mailings that contain nonidentical-weight and/or nonidentical-rate pieces of the same mail class (except Periodicals) and same mail processing category. These pieces are prepared by the mailer according to certain standards and require specialized documentation.

marking—Words or abbreviations printed on a mailpiece that show the class of mail, presort level, or ancillary service endorsement. See also *endorsement*.

Media Mail—A subclass of Package Services that consists of books, sheet music, printed educational material, film, videocassettes, and computer prerecorded media such as CD-ROMs. Advertising restrictions apply.

merchandise return service—A service whereby an authorized company provides a customer with a special mailing label to return a shipment without prepaying postage. The company pays the return postage.

meter reply mail (MRM)—A preprinted return envelope, card, or label provided by a meter license holder as a courtesy to customers on which the postage is prepaid as a meter impression. Compare to *business reply mail* and *courtesy reply mail*.

meter stamp—A postage imprint (either on tape or as a direct impression) to show prepayment of postage applied in the upper right corner of the envelope, address label, or tag. The type, size, and style of the imprint must be fixed when the postage meter or PC postage system is approved by the USPS. For letter-size mail, the imprint must be set in fluorescent ink unless another approved method is used. Meter stamps may be used to pay postage for all mail classes except Periodicals.

metered mail—Any piece of mail with postage printed by a USPS-approved postage meter.

military ordinary mail (MOM)—A category for Department of Defense official mail sent at Periodicals or Standard Mail rates that requires faster service than sealift transportation to, from, and between military post offices. This mail is moved by surface transportation to a gateway facility and from there by air at a specific transportation rate and service standard. Compare with *parcel airlift*.

military post office (MPO)—A branch of a U.S. civil post office operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel overseas or aboard ships. Also see *army post office* and *fleet post office*.

minimum size standard—The smallest dimensions permitted for all mailable matter or for a specific mail processing category or specific rate.

mixed class—A mailing containing more than one class of mail. With certain exceptions, the postage on the entire piece or package is charged at the rate of the higher class.

MXD—An abbreviation used on mail container labels that identifies the contents as mixed mail for different destinations. Usually indicates the last presort level in a sequence.

National Change of Address (NCOA)—An address correction service that the USPS provides to mailers through USPS licensees. The licensees match mailing lists submitted to them on tape or disk against change-of-address information for the entire country from all Computerized Forwarding System units. If a match is made, NCOA can correct the address before it is printed on a mailpiece.

nonmachinable—The inability of a mailpiece to be sorted on mail processing equipment because of size, shape, content, or address legibility. Such mail must be processed manually and could be subject to a surcharge.

nonmachinable outside (NMO)—A parcel or mailpiece that, because of size, weight, or other characteristic, cannot be sorted by mechanized mail processing equipment and must be handled manually. The parcel is called an outside because it cannot be placed in a sack or other mailing container.

nonmachinable surcharge—A surcharge on some First-Class Mail, Standard Mail, and Parcel Post pieces that have physical characteristics that prevent the pieces from being processed on automated equipment. Characteristics that make a piece nonmachinable include weight, rigidity, and uneven thickness.

nonmailable articles and substances—Anything that, by statute, “may kill or injure another, or injure the mails or other property.” There are some exceptions to this rule that allow otherwise unmailable items to be mailed.

Nonprofit rate—A preferred rate for a Periodicals publisher authorized to mail as a nonprofit organization.

Nonprofit Standard Mail—A subclass of Standard Mail that is available only to qualified organizations specified by U.S. statute.

official mail—Mail authorized by federal law to be sent by government officials without postage prepayment. It includes franked mail sent by members of Congress and penalty mail sent by U.S. government agencies.

optical character reader (OCR)—An automated mail sorting machine that interprets the address information on a letter-size mailpiece and sprays the corresponding ZIP Code information onto the piece as a barcode.

optional endorsement line (OEL)—A series of specific printed characters on the top line of the address block that identifies the sortation level of a package and may contain an ACS participant code. The OEL is used in place of package labels.

origin bulk mail center (OBMC) Presort rate—A rate available for Parcel Post that is properly prepared and entered by the mailer at the origin BMC or other designated postal facility.

outsert—Mailing industry term for an external attachment.

overflow tray—A less-than-full tray that contains pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if allowed by the standards for the rate claimed.

oversized rate—Parcel Post rate for pieces exceeding 108 inches but not more than 130 inches in combined length and girth.

package—A group of addressed pieces assembled and secured together to make up a basic unit of bulk mail for processing purposes.

Package Services—A class of mail that comprises four subclasses: Bound Printed Matter, Library Mail, Parcel Post, and Media Mail. There is no minimum weight limit for Package Services.

pallet—A reusable platform on which mail is stacked to be moved as a single unit. Pallets are made of rigid material designed for four-way forklift entry and capable of handling loads of up to 65 cubic feet and 2,200 pounds. A USPS pallet measures 48 by 40 inches. Also see *copalletize* and *top cap*.

parcel—Mail that does not meet the mail processing category of letter-size mail or flat-size mail. It is usually enclosed in a mailing container such as a box.

parcel airlift (PAL)—A service that provides air transportation for parcels on a space-available basis to or from military post offices outside the 48 contiguous states.

Parcel Post—A subclass of Package Services with rates based generally on weight and zone.

PC Postage System—A postage system used on personal computers that prints postage onto mailpieces using information-based indicia.

penalty mail—Official mail sent without postage prepayment by officers of the executive and judicial branches of the U.S. Government, by departments and agencies of the U.S. Government, and by specifically authorized individuals. Agencies then reimburse the USPS for the penalty mail service they receive. The term comes from the endorsement “Penalty for Private Use” printed on the mail. Compare to *franked mail*.

Periodicals—A class of mail consisting of magazines, newspapers, or other publications formed of printed sheets that are issued at least four times a year at regular, specified intervals (frequency) from a known office of publication. Periodicals usually must have a legitimate list of subscribers and requesters.

permit—Any authorization required for specific types of preparation or postage payment. Specifically, an authorization to mail without postage affixed by using indicia or an imprint. Payment is made against an advance deposit account that is established with the USPS for postage and services. Permits also are required to participate in certain programs such as business reply mail.

permit imprint—Printed indicia, instead of an adhesive postage stamp or meter stamp, that shows postage prepayment by an authorized mailer.

piece—An individually addressed mailpiece. This definition also applies when the term piece is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.

piece rate—For some mail classes, the postage charged for each mailpiece in addition to the pound rate charge.

plant-verified drop shipment (PVDS)—A procedure that enables origin verification and postage payment for shipments transported by the mailer from the mailer’s plant to destination post offices for USPS acceptance as mail. PVDS is typically used for mailings for which a destination entry discount is claimed.

postage—Payment for delivery service that is affixed or imprinted to a mailpiece, usually in the form of a postage stamp, permit imprint, or meter impression.

postage statement—Documentation provided by a mailer to the USPS that reports the volume of mail being presented and the postage payable or affixed, and certifies that the mail meets the applicable eligibility standards for the rate claimed.

Postal Numeric Encoding Technique (POSTNET)—The barcode system used on letter-size and flat-size mailpieces for encoding the delivery point information and ZIP+4 code information. Also see *delivery point barcode*.

Postal Security Device (PSD)—A USPS-approved component for managing the registers and accounting for postal funds in postage meters.

postcard—A privately printed mailing card. Compare to *stamped card*.

precancel—To cancel postage stamps or stamped envelopes before mailing. If authorized, bulk mailers may precancel their own postage.

precanceled stamp—A postage stamp canceled by marking across the face before it is sold to mailers for use with bulk mailings. Also, a stamp designated by the USPS as a precanceled stamp without cancellation marks. The USPS sells precanceled stamps for Presorted First-Class Mail and regular and nonprofit Standard Mail. Mailpieces with these stamps do not go through a canceling machine at the time of mail processing. Also see *precancel*.

presort—The process by which a mailer groups mail by ZIP Code so that it is sorted to the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable to all mailings.

Presort Accuracy Validation and Evaluation (PAVE)—A voluntary program in which the USPS tests vendors’ presort software and hardware products to determine their accuracy in sorting address information according to USPS standards and producing standardized supporting documentation.

Presorted Standard—The postage rate for Standard Mail pieces that are part of a mailing and that meet minimum volume and preparation requirements.

printed matter—Paper on which words, letters, characters, figures, or images (or any combination of them) not having the character of a bill or statement of account, or of actual or personal correspondence, have been reproduced by any process other than handwriting or typewriting. In international mail, this is a classification that includes books and sheet music, publishers' periodicals, and regular printed matter (all printed matter other than the aforementioned types). Also see *Bound Printed Matter*.

Priority Mail—First-Class Mail that weighs more than 13 ounces and, at the mailer's option, any other mail matter weighing less than 13 ounces mailed at Priority Mail rates. Priority Mail provides expedited delivery. Any mailable matter may be sent as Priority Mail.

processing and distribution center/facility (P&DC/F)—A central mail facility that processes and dispatches part or all of both incoming mail and outgoing mail for a designated service area. It also provides instructions on the preparation of collection mail, dispatch schedules, and sorting plan requirements to mailers. The facility is usually a sectional center facility or a general mail facility, but it can also be a dedicated mail processing facility without a post office station or branch.

prohibited matter—Any material that is illegal to mail because it can kill or injure an individual or damage other mail. This includes certain poisons and controlled substances and certain flammable or hazardous matter.

qualified business reply mail (QBRM)—Business reply mail that is processed and rated by automated means, including the automated calculation of postage and fees. QBRM pieces must meet certain design specifications and may be eligible for the lowest per piece fee available for BRM and for reduced automation First-Class Mail postage rates.

rates and classification service center (RCSC)—A USPS field office that provides guidance to employees and customers on mail classification, postage rates, and mail preparation. See G042 for listing.

registered mail—Provides the most secure service offered by the USPS. The sender receives a receipt at the time of mailing, and a delivery record is maintained by the USPS. This service also provides optional indemnity in case of loss or damage. Compare with *certified mail* and *insured mail*.

residual shape surcharge—A surcharge applied to some Standard Mail parcels. Standard Mail pieces subject to the residual shape surcharge may be eligible for a barcoded discount.

restricted delivery—A supplemental mail service that generally limits who may receive an item. This service is available for a fee when used with certified mail, collect on delivery, insured mail, and registered mail.

restricted matter—Any item on which certain mailing restrictions have been imposed for legal reasons other than risk of harm to persons or property involved in moving the mail and that require specific endorsements and markings. Examples include intoxicating liquors, odd-shaped items in envelopes, motor vehicle master keys, and locksmithing devices as well as odor-producing materials, certain liquids and powders, and battery-powered devices. Compare to *hazardous material*.

rural route (RR)—A delivery route served by a rural carrier.

scheme—Systematic plan for the distribution of mail to its destination.

scheme sort—The distribution of mail to its destination according to a systematic plan determined by the mail processing functional area. Typically, a scheme sort allows mailers to combine pieces addressed to two or more 5-digit or 3-digit ZIP Code areas.

Science-of-Agriculture rate—A Periodicals rate that is available to an authorized mailer of agriculture publications.

sectional center facility (SCF)—A postal facility that serves as the processing and distribution center (P&DC) for post offices in a designated geographic area as defined by the first three digits of the ZIP Codes of those offices. Some SCFs serve more than one 3-digit ZIP Code range.

shipper paid forwarding (SPF)—An address change service (ACS) fulfillment vehicle. It allows mailers of Standard Mail machinable parcels and most Package Services pieces to pay forwarding charges via approved ACS participant code(s).

shortpaid mail—Mail on which additional postage is collectable on final delivery.

Signature Confirmation—A service that provides information to the mailer about the date and time of delivery, including the recipient's signature or the date and time of the delivery attempt. This service may be obtained in two forms: (1) an electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically; and (2) a retail option for mailers who retrieve delivery status through the Internet at www.usps.com or by calling 800-222-1811.

single-piece rate—A postage rate available for individual pieces of Express Mail, Priority Mail, First-Class Mail, and Package Services. It is not available for Periodicals except under the rate category of basic. This type of rate contrasts with rates available for bulk mail and presorted mail.

skew—The misalignment or slant of a character, bar, line of characters, or barcode with respect to the bottom or top edge of the mailpiece.

sleeve—A paperboard jacket that fits over the four sides (top, bottom, and two parallel sides) of a letter tray in order to keep the mail inside the tray from falling out.

stamped card—A postcard sold by the USPS (as distinguished from a privately printed postcard) with a printed or impressed postage stamp. Compare to *postcard*.

Standard Mail—A class of mail that weighs less than 16 ounces. It comprises the subclasses of Regular Standard Mail, Nonprofit Standard Mail, Enhanced Carrier Route Standard Mail, and Nonprofit Enhanced Carrier Route Standard Mail. These subclasses include circulars, printed matter, pamphlets, catalogs, newsletters, direct mail, and merchandise. Standard Mail may be sent at presorted rates and at automation rates.

subclass—A subdivision of a mail class, usually based on the consideration of a physical characteristic rather than content.

top cap—Material that forms a flat, level surface horizontal to the base of a pallet that is used to protect the integrity of the mail under the top cap while also supporting a loaded pallet above. A top cap must be secured to a pallet of mail with either stretchwrap or at least two crossed straps or bands.

tray—A container used in postal facilities to hold letters and First-Class Mail flats. It is used as a basic unit of mail quantity for purposes of preparing mail to qualify for discounted postage rates. Also see *full flat tray*, *full letter tray*, *less-than-full tray*, and *overflow tray*.

undeliverable-as-addressed (UAA)—Mail that the USPS cannot deliver as addressed and must forward to the addressee, return to the sender, or send to a mail recovery center.

unique ZIP Code—A ZIP Code assigned to a company, government agency, or entity with sufficient mail volume, based on average daily volume of letter-size mail received, availability of ZIP Code numbers in the postal area, and USPS cost-benefit analyses.

United States Code (USC)—The official restatement of the general and permanent laws of the United States; 39 USC contains laws relating to the USPS.

verification—The procedural checks of a mailing presented by a mailer to determine proper preparation and postage payment.

walk sequence—The order in which a carrier delivers mail for a route. This order is required for most carrier route presort mail.

WKG—An abbreviation for “working” used on mail container labels that identifies the contents as mail that needs to be worked (sorted and distributed).

ZIP Code—A system of 5-digit codes that identifies the individual post office or metropolitan area delivery station associated with an address. ZIP+4 is an enhanced code consisting of the 5-digit ZIP Code and four additional digits that identify a specific range of delivery addresses.

ZIP+4 code—A nine-digit numeric code composed of two parts: (a) the initial code: the first five digits that identify the sectional center facility and delivery area associated with the address, followed by a hyphen; and (b) the four-digit expanded code: the first two additional digits designate the sector (a geographic area) and the last two digits designate the segment (a building, floor, etc.).

ZIP+4 barcode—A nine-digit POSTNET barcode consisting of 52 vertical bars. Also see *Postal Numeric Encoding Technique*.

zoned rate—A rate structure for Priority Mail, Periodicals, Parcel Post, and Bound Printed Matter that is based on weight and distance traveled (or number of zones crossed).

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Overview The delivery address specifies where the USPS is to deliver a mailpiece. The address must be legible and complete on the side of the mailpiece that bears the postage.

General Information (A010) Placement and Location (A010.1)
The placement of the address can determine mailability of the mailpiece and/or rate and eligibility. See reverse for proper placement of an address block on letter-size and flat-size pieces.

Complete Addresses (A010.3) The address must include:

- Intended recipient's name or other designation.
- Delivery address (including street number and name (predirectional, suffix, and postdirectional as appropriate), post office box number, rural or highway contract route and box number) and secondary descriptor and number (e.g., suite or apartment number, floor) if needed.
- City and state.
- ZIP Code or ZIP+4 code where required.

The address on automation rate mail must be sufficiently complete to enable matching the current USPS ZIP+4 File when using current CASS-certified address matching software (A800.1). Standardized address elements are not required.

Return Address (A010.4) A return address tells the USPS where the sender wants the mail returned if it is undeliverable. A return address is required on certain types of mail. For letter mail prepared as upgradable mail, the return address must not be in the OCR read area. Mail qualifying for Nonprofit Standard Mail rates must have the name and return address of the authorized nonprofit organization either on the outside of the mailpiece or in a prominent location on the material being mailed (inside the mailpiece) (E670).

Alternative Addressing Formats (A040) Simplified addressing: simplified address format ("Postal Customer") is used when general distribution is requested to each customer on a rural route or highway contract route or to each boxholder at a post office without city carrier service. Government agencies may also use simplified addressing for official matter being sent to all stops on city carrier routes and post office boxholders at post offices with city carrier service.

Occupant addressing: mailer may use "Occupant" (instead of a recipient's name) with a *complete* delivery address on mail intended for selective distribution.

Exceptional addressing: indicates that mailpiece should be delivered to the current resident if addressee has moved. Exceptional addressing may not be used on certain types of mail.

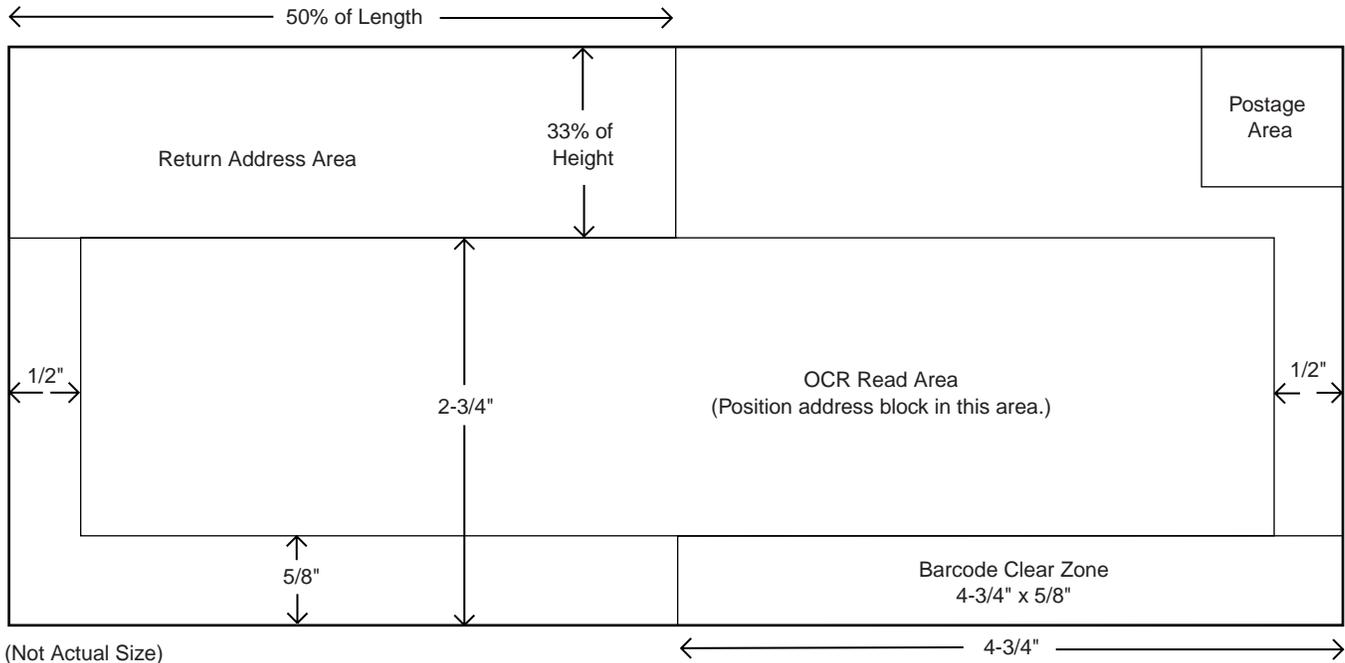
Addressing Guidelines The following guidelines for addressing a mailpiece are in USPS Publication 28, *Postal Addressing Standards*:

- Use simple sans serif type with uniform stroke thickness.
- Type or machine-print in dark ink on a light background with a uniform left margin.
- Left-justify every line in the address block.
- Use two-letter state abbreviations.
- Use one space between city and state, two spaces between state and ZIP+4 code.
- Use appropriate ZIP+4 code (if unknown, use 5-digit ZIP Code).

JOHN DOE
JOHNSON MANUFACTURING
500 E MAIN ST STE 222
KANSAS CITY MO 64100-1234

Additional Resources:
Pub. 25, *Designing Letter and Reply Mail*
Pub. 28, *Postal Addressing Standards*
Pub. 63, *Designing Flat Mail*

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.



1. For MLOCR *FASTforward* users, the name of the recipient must appear in the OCR read area.
Dark shaded area indicates "free space" for nonaddress printing.
Light shaded area indicates preferred clear zone to enhance readability.

What are the Private Express Statutes? (G011.4) The Private Express Statutes are a group of laws under which the U.S. Postal Service (USPS) has the exclusive right, with certain limited exceptions and suspensions, to carry letters for compensation. The Statutes are based on the provision in the U.S. Constitution that empowers Congress “to establish Post Offices.”

What is the purpose of these Statutes? Congress enacted the Statutes to protect the USPS and thereby enable it to fulfill its mission of providing mail service to all parts of the country at uniform rates. The Statutes enable the USPS to fulfill its responsibilities by preventing private courier services from competing selectively with the USPS on its most profitable routes.

What is a letter? For the purpose of the Private Express Statutes, a letter is defined as a message directed to a specific person or address and recorded on a tangible object. A more complete definition can be found at title 39, Code of Federal Regulations (CFR), 310.1.

What do the Private Express Statutes require? The Statutes provide that letters may be transported outside the U.S. Mail system only if one or more of the exceptions or suspensions apply, or appropriate postage is paid. The basic prohibition is against private carriage of letters for other persons without payment of postage.

Are there any exceptions to the Private Express Statutes? The law allows for the private carriage of letters under certain circumstances, including letters:

- Sent with and relating in all substantial respects to the cargo that they accompany.
- Carried by the senders or recipients or their regular, salaried employees.
- Carried by private hands without compensation.
- Carried by special messenger on an infrequent, irregular basis for the sender or addressee.
- Carried to or from a postal facility prior or subsequent to mailing.

For example, an individual may transport without restriction his or her own letters, or a company its own letters (but not those of a parent or subsidiary) if it uses its regular salaried employees as couriers. Contract couriers would not qualify under this exception to the Statutes.

More information regarding exceptions and suspensions to the Private Express Statutes is available in 39 CFR 310.3 and 320. In addition, the USPS has suspended the Private Express Statutes for extremely urgent letters (see below).

What is an extremely urgent letter as defined by the Private Express Suspension? Certain extremely urgent letters may be carried by means other than the USPS and without the payment of postage. To ensure that this provision is not open-ended, two tests of urgency are prescribed. If either of these tests is met, the suspension applies:

- (1) The letter’s value or usefulness will be lost or greatly diminished if not delivered within specific urgent time limits, and the private carrier meets that time limit. Specifically, the time limit for this test for letters dispatched before 12 noon and within 50 miles of the intended destination is delivery within 6 hours or by the close of the addressee’s normal business day. Delivery of letters dispatched within the same distance after 12 noon and before 12 midnight must be completed by 10 a.m. on the addressee’s next business day. For letters sent more than 50 miles, delivery must be completed within 12 hours or by noon of the addressee’s next business day.

— or —

- (2) It is “conclusively presumed” that a letter is extremely urgent if the amount paid for the private carriage of the letter is at least \$3.00 or twice the applicable First-Class rate (including Priority Mail), whichever is greater.

Examples of how these tests apply are on the reverse.

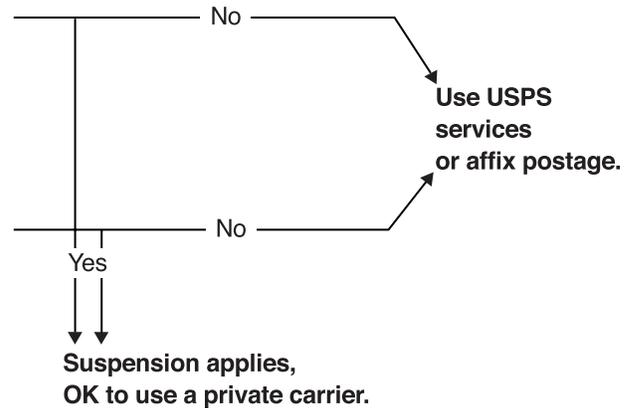
Criteria for Extremely Urgent Letter Suspension of Private Express Statutes

- (1) Will the letter lose its value or will its usefulness be greatly diminished if it is not delivered within the applicable time limits as described in (1) on the reverse, and will the private carrier complete delivery within the applicable limit?

— or —

- (2) Is the cost of private carriage at least \$3.00 or twice the applicable First-Class Mail rate (including Priority Mail), whichever is higher?

Letter Weight Not Over	Charges Must Equal or Exceed
5 oz.	\$3.00
6 oz.	3.04
7 oz.	3.50
8 oz.	3.96
9 oz.	4.42
10 oz.	4.88
11 oz.	5.34
12 oz.	5.80
13 oz.	6.26
1 lb.	7.70
2 to 70 lb.	twice the zoned rate



Suspension Applies

The headquarters of a city police department each night compiles a list of the license plate numbers and descriptions of automobiles reported stolen within the metro area during the previous 24 hours. This list is delivered by 7 a.m. the following day to each of the local precinct offices located throughout the city. By 9 a.m. that day, the list is circulated for use by law enforcement units operating from each office. Effective police recovery of stolen vehicles depends upon having this information handed out in written form to all units on at least a daily basis. *The private carriage of these lists would qualify under the urgent letter rule.*

A health maintenance organization (HMO) operating its own hospital, clinics, and medical laboratory daily sends test samples and specimens from the HMO's hospital and clinics to its medical laboratory in a different location for immediate analysis. In return, the HMO laboratory sends to the HMO's hospital and clinics the laboratory reports for these samples and specimens on the day that the reports are completed. The reports are then promptly utilized by the hospital and clinics as part of the regular diagnostic procedures. *The private carriage of these reports would qualify under the urgent letter rule.*

See 39 CFR 320.6 for more examples.

Suspension Does Not Apply

The same police department headquarters also from time to time distributes memoranda for advising the local precinct officers on departmental policy and vacation schedules and for responding to inquiries from the local precinct offices. Nothing substantial turns on whether these memoranda arrive by 12 midnight or by 10 a.m. of the next business day or whether their transmission takes a day or more longer to complete. *The private carriage of these memoranda would not qualify under the urgent letter rule, unless the private carrier charges the greater of \$3.00 or twice the postage for each piece.*

The same HMO's hospital and clinics send requisitions and invoices to the HMO's central office as the need arises for the ordering and payment for goods and services, which are handled centrally. Every other Friday, the central office sends to the hospital and clinics reports and memoranda on expenditures for personnel, supplies, utilities, and other goods and services. Nothing substantial turns on whether these materials arrive the same day or by 10 a.m. of the next business day or whether their transmission takes a day or more longer to complete. *The private carriage of these reports and memoranda would not qualify under the urgent letter rule, unless the private carrier charges the greater of \$3.00 or twice the postage for each piece.*

Overview Optional information lines include the optional endorsement line (OEL), carrier route information line, ACS participant code, and mailer's keyline. The OEL and the carrier route information line may be printed on the mailpiece or label when the address is printed. A mailer's keyline is reserved for the mailer's use except where required by the USPS.

**Optional
Endorsement
Line
(M013)**

Mailers may prepare mailings without applying pressure-sensitive labels to the top mailpiece of packages by using a specific OEL above the address block or on the address label on the top mailpiece of a package.

Type and style:

- Must be in capital letters, Arabic numerals, or asterisks with letter size and line spacing no less than the size and line spacing of the largest letter or character in the address block or any part of the address label.
- Type font must be the same as the font used for the address block.

ZIP Code:

- Except for carrier route packages, the OEL must include the appropriate ZIP Code information (see M013.2).

**Address Change
Service
(F030.2)**

Mailers receiving address corrections through Address Change Service (ACS) must use the first eight positions on the left side of the OEL for the ACS participant code. ACS codes must be printed in a minimum 8-point type; 10-point type is recommended (see Pub. 8, *Address Change Service* for details).

**Carrier Route
Information
(M014)**

Packages made up to individual carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units may be prepared without a facing slip if the standards in M014 are met. These standards apply to automation carrier route First-Class Mail, carrier route Periodicals, Enhanced Carrier Route Standard Mail, and carrier route Bound Printed Matter mailings. For preparation of facing slips, see M020.3.

Placement and format:

Carrier route information consisting of a descriptive prefix (or its abbreviation), plus a route number or numeric code, must be on the top line of the address, either alone or with other optional information. A minimum of 10 spaces must be allowed for carrier route information when included with other information on the OEL. Carrier route information must be preceded by at least two asterisks (**) or other distinctive nonalphabetic or nonnumeric characters. Specific details and examples are in M014. The carrier route information is in addition to the marking standards (Standard Mail Enhanced Carrier Route (M620.1), automation rate (M810.1), and Bound Printed Matter (M723)).

Abbreviations:

- The descriptive prefix "carrier route," "rural route," "highway contract route," "post office box section," and "general delivery unit" must be spelled out or abbreviated as shown below.

Carrier Route	C
General Delivery Unit	G
Highway Contract Route	H
Post Office Box Section	B
Rural Route	R

- The 1-letter descriptive prefix above must be followed by a 3-digit route or post office box section number.
- Additional standards apply to mail with a simplified address and no ZIP Code (M014.2).

Keyline

A mailer's internal keyline or comparable information may not be placed above or on the same line as the OEL. Authorized Manifest Mailing System mailers must use a keyline as described in P910.3.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Overview
(F010.4) Ancillary service endorsements are used by mailers to request an addressee's new address and to provide the USPS with instructions on how to handle undeliverable-as-addressed pieces. The endorsements consist of one keyword: "Address," "Return," "Change," or "Forwarding," followed by the two words "Service Requested." The endorsements are the same for all classes of mail, but the treatment and cost differ by class of mail. Use of an ancillary service endorsement on a mailpiece obligates the mailer to pay any applicable charges for forwarding, return, and separate address notification charges.

General
(M012.4) Proper placement of the endorsement is required. If the endorsement cannot be seen or understood, you might not receive the service requested. A return address as presented in A010 must be used and placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If a return address is a multiple delivery address, it must show a unit designation (e.g., apartment number). The endorsement and return address must read in the same direction as the delivery address.

Other Physical Standards
(M012.4) An endorsement must be printed in no smaller than 8-point type, and it must stand out clearly against its background. Brilliant-colored envelopes and reverse printing are not permitted. There must be a 1/4-inch clear space around all sides of the endorsement.



The endorsement must be placed in one of these four positions:

1. Directly below the return address.
2. Directly above the delivery address area (which includes an address block barcode and any related nonaddress elements such as a keyline or optional endorsement line).
3. Directly to the left of the postage area and below any rate marking.
4. Directly below the postage area and below any rate marking.

For a detailed listing of the endorsements, see F010.5.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

For a detailed description of USPS actions, see F010.

Mailer Endorsement and USPS Action	Priority Mail and First-Class Mail	Standard Mail	Package Services
Address Service Requested			
<i>Forwarding and return. New separate address notification provided.</i>			
Months 1 through 12: mailpiece forwarded; separate notice of new address provided (manual \$0.70, electronic \$0.20 each).	Forwarded at no charge.	Forwarded at no charge.	Forwarded locally at no charge; out of town as postage due.
Months 13 through 18: mailpiece returned with new address attached.	Returned at no charge.	Weighted fee charged. ¹	Return postage charged at appropriate single-piece rate.
After 18 months or if undeliverable at any time: mailpiece returned with reason for nondelivery attached.	Returned at no charge.	Weighted fee charged. ¹	Returned if undeliverable or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate single-piece rate.
Return Service Requested			
<i>No forwarding, only return. New address notification provided.</i>			
Mailpiece returned with new address or reason for nondelivery attached.	No charge.	Appropriate single-piece First-Class Mail or Priority Mail rate charged.	Return postage charged at appropriate single-piece rate.
Change Service Requested²			
<i>No forwarding or return. New address notification provided.</i>			
Separate notice of new address or reason for nondelivery provided; mailpiece disposed of by USPS.	Manual notice: N/A Electronic notice: \$0.20 each.	Manual notice: \$0.70 each. Electronic notice: \$0.20 each.	Manual notice: \$0.70 each. Electronic notice: \$0.20 each.
Forwarding Service Requested			
<i>Forwarding and return. New address notification provided only with return.</i>			
Months 1 through 12: mailpiece forwarded.	Forwarded at no charge	Forwarded at no charge.	Forwarded locally at no charge; out of town as postage due.
Months 13 through 18: mailpiece returned with new address attached.	Returned at no charge.	Weighted fee charged. ¹	Return postage charged at appropriate single-piece rate.
After 18 months or if undeliverable at any time: mailpiece returned with reason for nondelivery attached.	Returned at no charge.	Weighted fee charged. ¹	Returned if undeliverable or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate single-piece rate.
Temp—Return Service Requested			
Piece returned with new address or reason for nondelivery attached. If temporary change of address, piece forwarded; no separate notice of temporary change of address provided.	No charge.	N/A	N/A
No Endorsement			
<i>UAA handled by class of mail.</i>	Same as USPS action for "Forwarding Service Requested."	Mailpiece disposed of by USPS.	Same as USPS action for "Forwarding Service Requested," except Bound Printed Matter disposed of by USPS. Parcel Post, Media Mail and Library Mail with no endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece rate (F010.5.4).

1. Weighted fee (R600) is the appropriate single-piece First-Class or Priority Mail rate for the piece plus the nonmachinable surcharge if it applies (E130), multiplied by 2.472 and rounded up to the next whole cent.
2. For First-Class Mail and Priority Mail, Change Service Requested is only available with electronic Address Change Service (ACS). Only available for Priority Mail pieces containing perishable matter that bear the endorsement "Perishable." Not available for any mail with special services (e.g., certified or registered mail).



37 Cents
U.S. Flag
Issued June 7, 2002



37 Cents
Antique Toys
Issued June 7, 2002



15 Cents
Woody Wagon
Issued August 3, 2001



10 Cents
Atlas Rockefeller Center
Issued June 29, 2001



34 Cents
Love Letters
Issued January 19, 2001



10 Cents
The New York Public Library
Issued November 9, 2000



34 Cents
Farm Flag
Issued December 15, 2000



34 Cents
Statue of Liberty
Issued December 15, 2000



34 Cents
4 Flower
Issued December 15, 2000



1 Cent
H Stamp Make-Up Rate
Issued November 19, 1998



33 Cents
H Stamp First-Class Rate
U.S. Addresses Only
Issued November 19, 1998



10 Cents
Bicycle
Issued August 18, 1998



Purchase price, 45¢; Postage value, 37¢ on or after March 23, 2002
Breast Cancer Research Semi-Postal
Issued July 29, 1998 (see P022)



25 Cents
Diner
Issued June 5, 1998



5 Cents
Wetlands
Issued June 5, 1998



5 Cents
Mountain
Issued March 16, 1996



15 Cents
Auto Tail Fin
Issued March 17, 1995



5 Cents
Sheep
Issued March 10, 1995
Envelope (Sizes #6 3/4 and #10)



25 Cents
Juke Box
Issued March 17, 1995



10 Cents
Graphic Eagle
Issued March 10, 1995
Envelope (Size #10)



10 Cents
Automobile
Issued March 10, 1995



5 Cents
Butte
Issued March 10, 1995



32 Cents
Love Stamp
Issued February 1, 1995



25 Cents
G Stamp Old Glory
First-Class Presort Only
Issued December 13, 1994



20 Cents
G Stamp Old Glory
Postcard Rate Only
Issued December 13, 1994



3 Cents
G Stamp Make-Up Rate
Issued December 13, 1994



32 Cents
G Stamp Old Glory
U.S. Addresses Only
Issued December 13, 1994



10 Cents
Eagle and Shield
Issued December 13, 1991



29 Cents
Santa's Visit
Issued October 17, 1991



29 Cents
Santa's Visit
Issued October 17, 1991



29 Cents
Santa's Visit
Issued October 17, 1991



29 Cents
Santa's Visit
Issued October 17, 1991



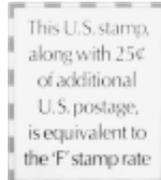
29 Cents
Santa's Visit
Issued October 17, 1991



29 Cents
Antoniazzi (Madonna & Child)
Issued October 17, 1991



29 Cents
F Flag
Issued January 22, 1991



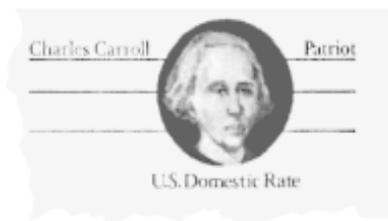
4 Cents
F Stamp Make-Up Rate
Issued January 22, 1991



29 Cents
F Stamp
Issued January 22, 1991



25 Cents
E Stamp
Issued March 22, 1988



14 Cents
Charles Carroll
Issued February 1, 1985
Postal Card



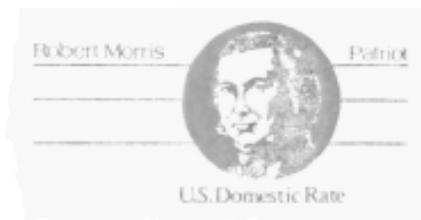
22 Cents
D Stamp and Envelope
Issued February 1, 1985



20 Cents
Botticelli (Madonna & Child)
Issued October 28, 1981



20 Cents
Teddy Bear
Issued October 28, 1981



13 Cents
Robert Morris
Issued October 11, 1981
Stamped Card



20 Cents
C Stamp and Envelope
Issued October 11, 1981



12 Cents
B Postal Card
Issued March 15, 1981



18 Cents
B Stamp and Envelope
Issued March 15, 1981

No Picture
15 Cents
A Stamp and Envelope
Issued May 22, 1978

No Picture
10 Cents
John Hancock
Issued May 19, 1978
Postal Card

No Picture
10 Cents
Ghirlandaio (Madonna & Child)
Issued October 14, 1975

No Picture
10 Cents
Prang (Early Greeting Card)
Issued October 14, 1975

Overview	Use of precanceled stamps is an optional payment method for mailings at Presorted and automation First-Class and all Standard Mail rates. Precanceled stamps may not be used with Package Services or Standard Mail with special services. This payment method requires the stamps to be affixed to each piece.
Fees	Mailer must complete Form 3615, <i>Mailing Permit Application and Customer Profile</i> , and submit it to the office of mailing. No permit application fee required.
Postage and Payment Methods (P023)	Documentation: mailings of nonidentical-weight pieces and mailings that do not have full correct postage affixed to each piece must meet basic documentation standards in P012 unless excepted by standard in P023.1. Return address: complete domestic return address required. If return address is outside delivery area of post office of mailing, mailer must follow one of the options in P023.1.
Amount of Postage	The value of a precanceled stamp affixed to each piece in a mailing must be either the exact amount due or another amount permitted by standard. If the exact amount is not affixed to each piece, documentation meeting the basic standards in P012 and those applicable to the rate claimed must be submitted with the mailing unless excepted by P100 or P600.
Producing Precanceled Stamps	Selection produced by USPS for specific users; other stamps may be precanceled by the USPS (P023.1); other stamps may be precanceled by the mailer (P023.3), as described below. Precancellation by mailer Application: complete Form 3615 for authorization to preprint rate markings or use a precancel postmark on adhesive stamps, stamped cards, and stamped envelopes (P023.3). Authorization conditions: valid only for sample mailpieces accompanying application and approved for use. Separate Form 3615 required for each additional precanceled postmark format or preprinted marking used. Format of postmark and required content: <ul style="list-style-type: none"> ■ First-Class Mail: day, month, and year of mailing. Standard Mail: month and year of mailing. ■ Words "Mailer's Postmark" followed by permit number and cancellation bars to cancel postage stamps. ■ Either the city, state, and 5-digit ZIP Code of the post office where the precancel permit is held and the mailing is deposited or the words "Mailed From ZIP Code" followed by the 5-digit ZIP Code of the office of mailing.
Mail Preparation and Sortation	Other markings and endorsements may be required on each piece under standards for the rate claimed or services requested (P023.1).
Deposit	Deposit: generally, at post office where permit is held. Mail with precanceled postage must not be deposited in collection boxes (P023.1).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Precanceled Stamp

Precanceled Stamp and Return Address

DONNA L HAUGHT
6820 ALPINE ST
ANNANDALE VA 22003-0001



Post Office Precanceled Postmarks

Single Bar Precanceling

GRAYSON SUPPLY CO
864 SUFFORK CIRCLE
OGDEN UT 84402-0001



XYZ SALES
PO BOX 1888
PERMITTOWN PA 00001-0001



City and State Precanceling

P KARSTEN CO
123 NORTH ST
MOBILE AL 00001-0001

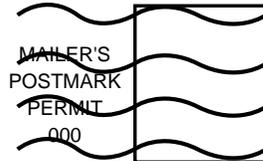
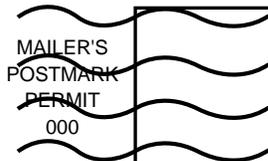


Rate Precanceling

P GOSLEE
175 CONWAY RD
WASHINGTON DC 20009-4214



Mailer's Precanceled Postmarks



Overview Postage meters and PC Postage systems generate indicia imprinted on or affixed to a mailpiece as evidence of prepayment of postage. This method of postage payment may be used on any class of mail except Periodicals. PC Postage systems access a personal computer to print postage indicia. Postage meters and PC Postage systems are available only by lease from an authorized provider. The USPS holds the provider responsible for the control, operation, maintenance, and replacement of their products. No one other than the provider may use a postage meter or PC Postage system without a valid USPS postage meter license and a rental agreement with the provider.

Authorized Providers (P030.1) The following are USPS-authorized postage and PC Postage system meter providers:

■ Hasler, Inc.	800-243-6275	www.haslerinc.com
■ Francotyp-Postalia Inc.	800-341-6052	www.fp-usa.com
■ Neopost	800-624-7892	www.neopostinc.com
■ Pitney Bowes Inc.	800-322-8000	www.pitneybowes.com
■ PSI Systems Envelope Manager	800-576-3279	www.envmgr.com
■ Stamps.com		www.stamps.com

Licensing (P030.2) A mailer wanting to be licensed to use a postage meter or PC Postage product must complete Form 3601-A, *Application or Update for a License to Lease and Use Postage Meters* (or a provider's equivalent form), and submit it to the provider. The license allows the licensee to use multiple systems for metered mail; however, all mail must be deposited at the licensing post office (P030.11). Exceptions are made for Express Mail, Priority Mail, single-piece First-Class Mail, and for drop-shipped mail (D072). A separate letter of application must be submitted to each post office where the mailer wants to deposit metered mail. There is no fee for this application and license. After a postage meter or a postal security device (PSD) is delivered to a licensee, the meter or PSD must be kept in the licensee's custody until returned to the authorized provider. The licensee is prohibited from taking a meter outside the United States, its territories, or its possessions without written permission from the manager of Metering Technology Management, USPS Headquarters.

Licensee Responsibilities (P030.3) The licensee must immediately notify the provider of any change in the licensee's name, address, telephone number, or the location of meters. The licensee must immediately report misregistering or otherwise defective meters to the provider. In addition, the licensee must immediately report to the provider the loss or theft of any meter or PSD or the recovery of any missing meter or PSD.

Amount of Postage (P030.8) The value of metered postage applied to each piece in a mailing must be either the exact amount due or another amount permitted by standard. Refunds for overpayment are considered only under standards in P014.

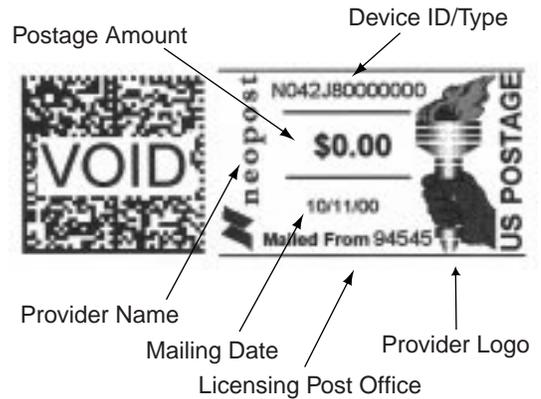
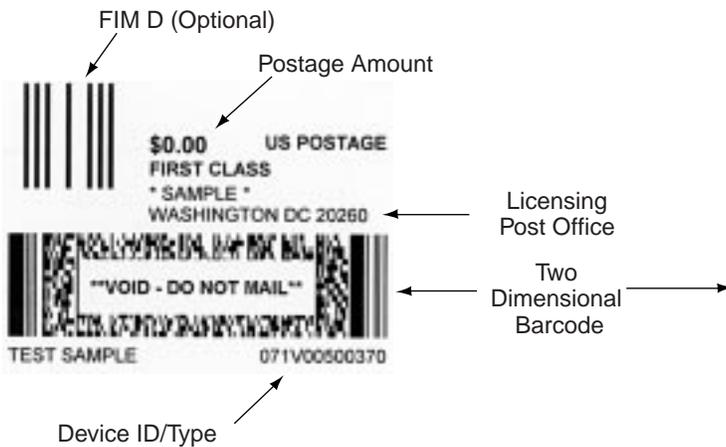
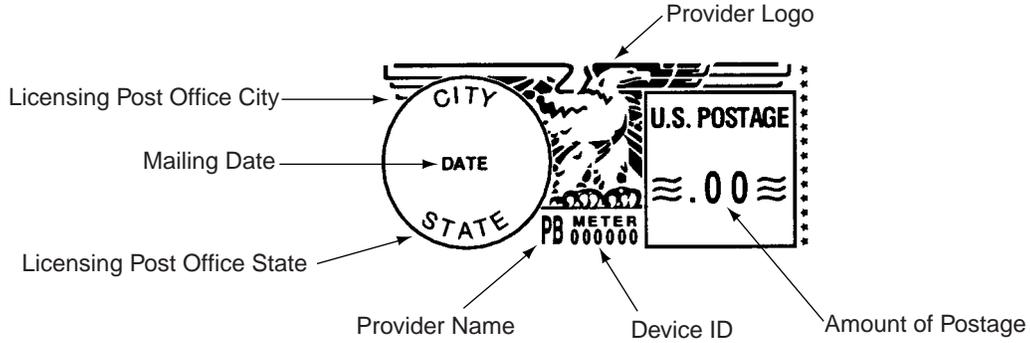
Metered Postage (P030.9) Metered postage must be legible and not overlap each other if more than one impression is applied to the same piece. Metered postage must be printed or applied in the upper right corner of the envelope or address label. Indicia must be printed with USPS-approved fluorescent ink or use another USPS-approved method to ensure that the mail is faced during processing. Approved methods include the use of a facing identification mark (FIM) for indicia printed directly on letter-size First-Class Mail or printing indicia on USPS-approved label or tape. USPS-approved labels or tapes must be used when meter stamps are printed on tape (P030.9.11).

Meter Date (P030.9) Except for prepaid reply postage, the month, day, and year must be shown in the meter stamp on all First-Class Mail and on all certified, COD, insured, registered, and special handling mail, whether the stamp is printed on the mailpiece or on a separate label or tape. The day, month, or year may be shown in indicia for Standard Mail or Package Services pieces (P030.9.12). Indicia printed by PC Postage Systems must include the day, month, and year in all uses.

Deposit (P030.11) Generally, metered mail must be deposited at locations designated by the postmaster of the licensing post office (i.e., the post office shown in the meter stamp). Exceptions include:

- Single-piece First-Class Mail, Express Mail, and Priority Mail may be deposited in any street collection box or post office.
- Drop shipment of metered mail may be used (D072).

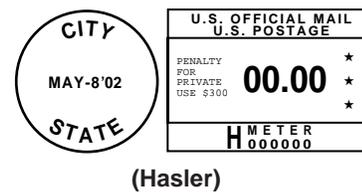
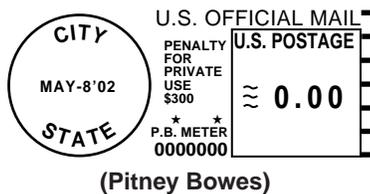
Metered Postage Designs



Information-Based Indicia with FIM (without fluorescent ink)

Information-Based Indicia without FIM (with fluorescent ink)

Official Mail Only (Samples)



This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

- Overview** Mailers may be authorized to mail without affixing postage if payment is made at the time of mailing from permit imprint advance deposit account. This payment method may be used to pay special service fees as well as postage. Each mailpiece sent under this method must bear a permit imprint indicia showing that postage is paid. Permit imprint mailings must contain at least 200 pieces or 50 pounds (P040.5), but higher volumes may be required for mail at some rates. These mailings must be presented for weighing unless otherwise authorized by the rates and classification service center (RCSC).
- Fees** (R900.17) A mailer must complete Form 3615, *Mailing Permit Application and Customer Profile*, and pay a \$150 one-time application fee at the post office where mailings are made. If no permit imprint mailings are made during a 24-month period, the permit is revoked. A separate annual mailing fee may also be due, depending on the class of mail to be prepared.
- Indicia Preparation** (P040.2) Producing imprints: embossed or unembossed permit imprints may be made by printing press, hand stamp, lithography, mimeograph, address plate, or similar device. They must not be typewritten or hand-drawn.
- Formats: permit imprints for ordinary mail, official mail, and Mailgrams must be prepared in one of the formats described in P040. See reverse for examples as applicable to the rate claimed or class of mail. Company-style imprints may be used, subject to P040.3.
- Indicia Content** (P040.3) **First-Class Mail and Priority Mail** Permit imprints for First-Class and Priority Mail must show city and state, applicable markings (“First-Class Mail,” “Priority Mail,” or “Priority”), “U.S. Postage Paid,” and permit number. The Priority Mail marking may be omitted when using USPS-provided Priority Mail envelopes and containers. The permit imprint may include the mailing date, amount of postage paid, or number of ounces for which postage was paid, ZIP Code, and rate markings. The endorsement “Mailed From ZIP Code,” followed by the 5-digit ZIP Code assigned to the post office of mailing, may be used instead of printing the city and state.
- Standard Mail and Package Services (P040.3)** Standard Mail and Package Services permit imprints must contain the same information required for First-Class Mail imprints, except that the date and words “First-Class Mail” or “Priority” or “Priority Mail” must be substituted with the applicable class or subclass name. The permit imprint may include the amount of postage paid, the weight of the piece, and rate markings as required.
- Mail Preparation and Sortation** All pieces in a permit imprint mailing must be of identical weight unless otherwise authorized by the RCSC (P040.5). Other markings and endorsements may be required by the standards of the rate claimed or service requested.
- Deposit** Mailings must be deposited at a business mail entry unit or other location designated by the postmaster. Mail must not be deposited in street collection boxes. Postage statements must be submitted as specified by P012 and the standards for the rate claimed.
- This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

First-Class Mail



FIRST-CLASS MAIL
U.S. POSTAGE
PAID .00
PERMIT NO. 1

FIRST-CLASS MAIL
U.S. POSTAGE
PAID
MAILED FROM ZIP CODE 10001
PERMIT NO. 1

FIRST-CLASS MAIL
AUTO
U.S. POSTAGE PAID
WASHINGTON, DC
PERMIT NO. 1



FIRST-CLASS MAIL
U.S. POSTAGE
PAID 1 OZ.
PERMIT NO. 1

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

FIRST-CLASS MAIL
AUTOOCR
U.S. POSTAGE PAID
WASHINGTON, DC
PERMIT NO. 1

Standard Mail

U.S. POSTAGE
PAID
NEW YORK, NY
PERMIT No. 1
ZIP CODE 10001

U.S. POSTAGE
PAID
JOHN DOE COMPANY



U.S. POSTAGE
PAID .00
PERMIT NO. 1

U.S. POSTAGE
PAID
MAILED FROM
ZIP CODE 10001
PERMIT NO. 1

(Class omitted from indicia—see note below)



PRSR STD
ECR
U.S. POSTAGE
PAID
PERMIT NO. 1

PRSR STD
AUTO
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

PRESORTED
STANDARD
AUTOOCR
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO.1



PRESORTED
STANDARD
U.S. POSTAGE
PAID
PERMIT NO. 1

PRSR STD
ECR
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO.1

PRSR STD
U.S. POSTAGE
PAID .00
MAILED FROM ZIP CODE 60607
PERMIT NO. 1



NONPROFIT
ORGANIZATION
U.S. POSTAGE
PAID
PERMIT NO. 1



NONPROFIT ORG
U.S. POSTAGE
PAID .00
PERMIT NO. 1

NONPROFIT
AUTOOCR
U.S. POSTAGE
PAID
WASHINGTON, DC

Package Services

PARCEL POST
U.S. POSTAGE PAID
MAILED FROM ZIP CODE 10001
PERMIT NO. 1

PRESORTED
BOUND PRINTED MATTER
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

PARCEL SELECT
U.S. POSTAGE PAID
MAILED FROM ZIP CODE 10001
PERMIT NO. 1

PRESORTED
MEDIA MAIL
U.S. POSTAGE PAID
MAILED FROM ZIP CODE 10001
PERMIT NO. 1

These are only examples; not all possible variations are shown. See P040 (Exhibits 4.1a and 4.1b) for other examples. When not in indicia, class and/or rate must be marked on mailpiece (see M012).

- General (M040)** Pallets are plastic or wooden platforms upon which mail (trays, sacks, packages, or parcels) is stacked.
The Postal Service supplies pallets to mailers.
- Dimensions (M041)** Pallets measure approximately 40" x 48".
Height:
■ Maximum height, single pallet: 77" (pallet + mail + top cap).
Some Parcel Post discounts have different height requirements. See individual QSGs.
■ Maximum height, stacked pallets: 84" (pallets + mail + top caps).
Weight:
■ Minimum load: 36 linear feet of letter trays or 3 full levels of trays. For packages (flats), parcels, or sacks, 250 pounds. Trays on pallets and some Parcel Post discounts do not have minimum weight requirements. See M045 for exception to the minimum weight.
■ Maximum weight: 2,200 pounds (pallet(s) + mail + top cap(s)).
- Labels (M031.4, M045.3)** Pallets are labeled according to content and destination of the mail.
At least two clearly visible labels must be affixed to two adjacent sides of each pallet.
Use pink labels for Periodicals or white labels for Standard Mail and Package Services.
Labels must be at least 8" x 11"; lettering for required information must be at least 1/2" high.
- Top Caps (M041.2)** Top caps may be used on any pallet. They must be used on stacked pallets when individual pallets do not have a sturdy, flat top surface. Top caps must be strapped or stretchwrapped onto the pallet. Mailers must supply their own top caps.
- Strapping and Stretchwrap (M041.1)** Each pallet must be secured with at least two straps or bands or be wrapped with plastic stretchwrap (or both). Stretchwrap must be wrapped completely over the lip of the pallet.
Stretchwrap is preferred for most pallets.
- Stacking Pallets (M041.3)** Pallets may be stacked to a maximum of four high or 84". Individual pallets must be strapped or stretchwrapped (or both); the entire pallet stack must be securely banded (not stretchwrapped).
The heaviest pallet must be on the bottom of the stack; the lightest pallet must be on the top.
There must be enough space between pallets to allow for a forklift.
- Measuring a Pallet** Measuring points on a pallet are shown on reverse.
How a pallet is measured is determined by the type of container (e.g., trays vs. sacks) and the type of discount. See individual QSGs.
- This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

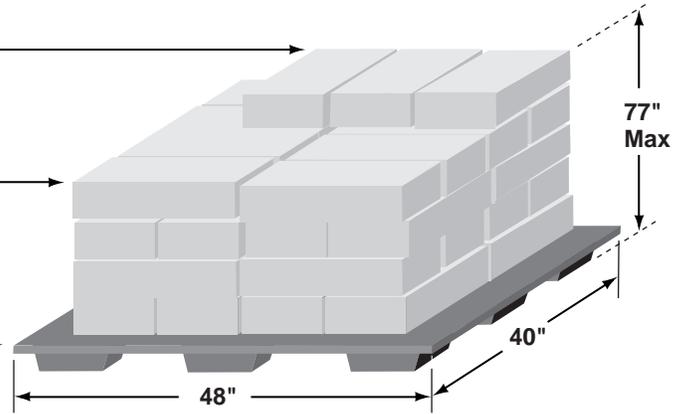
Pallet Measurements

Highest (tallest) point on pallet
Top of mail (on an evenly stacked
pallet)

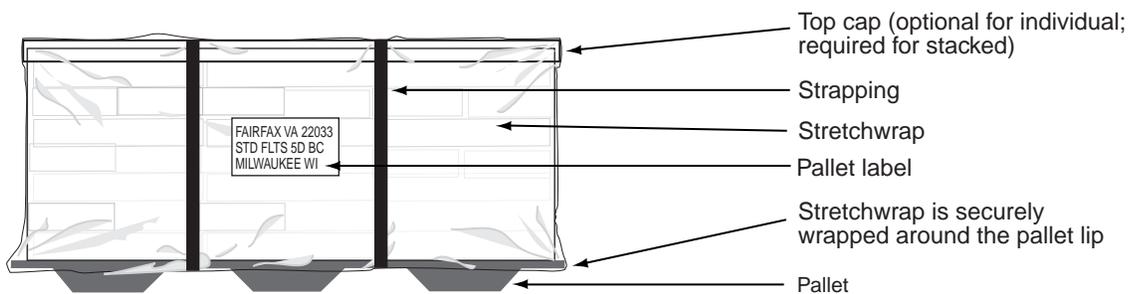
Lowest point of mail on the top
surface (top of lowest mailpiece
if pallet is stacked unevenly)

Top of the pallet or bottom
of the pallet box

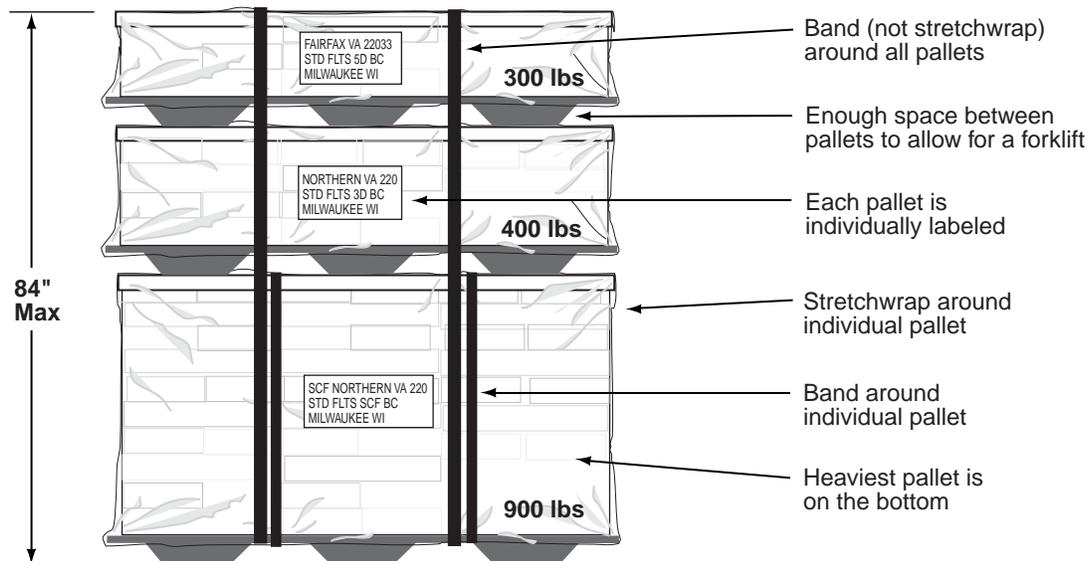
Maximum weight: 2,200 lbs



Pallet Components



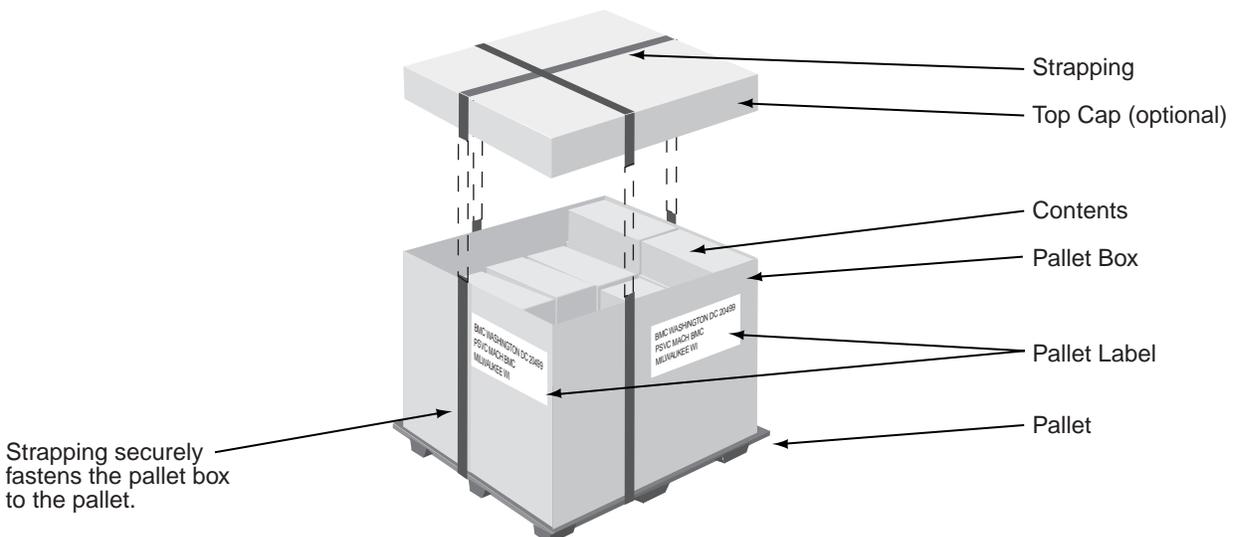
Stacked



Maximum weight: 2,200 lbs

- General (M041.4)** A pallet box is a sturdy corrugated fiberboard box placed on a pallet. Pallet boxes may be filled with sacks or parcels (machinable or nonmachinable or both depending on rate category). Mailers must supply their own pallet boxes, which must meet the requirements in M041.4.
- Dimensions (M041.4)** Pallet Box (without pallet)
Base: 40" x 48"
Height:
 - For Parcel Post DSCF and DDU: not greater than 60 inches.
 - For Parcel Post OBMC Presort and BMC Presort: must equal 69 inches.
 Pallet Box with Pallet
Height:
 - Maximum height, single pallet: 77" (pallet + pallet box + top cap).
 - Maximum height, stacked pallets: 84" (pallets + pallet boxes + top caps).
 The contents may not stick up over the rim of the pallet box.
Weight:
 - Minimum weight: 250 pounds. See M045 for exception to minimum weight. Some Parcel Post rates and discounts have different minimum load requirements. See M045.
 - Maximum weight: 2,200 pounds (pallet(s) + pallet box(es) + mail + top cap(s)).
- Labels (M031.4, M045.3)** Pallet boxes are labeled according to content and destination of the mail. See individual QSGs. At least two clearly visible labels must be affixed to two adjacent sides of each pallet box. Use pink labels for Periodicals and white labels for Standard Mail and Package Services. Labels must be at least 8" x 11"; lettering for required information must be at least 1/2" high.
- Top Caps (M041.2)** Top caps are not required on single pallet boxes; they are required on stacked pallet boxes. Top caps must be securely fastened onto the pallet box and pallet.
- Strapping and Stretchwrap (M041.4)** Each pallet box must be securely strapped or stretchwrapped (or both) to its pallet for safe transport (except when the pallet is accepted at the postal facility where the contents are distributed and the weight of the mail in the box will hold the box in place during transport and processing).
- Stacking Pallets of Pallet Boxes (M041.3)** Pallet boxes may be stacked to a maximum of four high or 84". Individual pallets must be strapped or stretchwrapped (or both); the entire pallet stack must be securely banded (not stretchwrapped). There must be enough space between pallets to allow for a forklift.
- Measuring a Pallet Box** Measuring points on a pallet box are included in "Pallet Measurements." See individual QSGs for how to measure mail for specific discounts.

A Pallet Box



General (M045) Trays are stacked on pallets so that many trays can be moved as a single unit. Trays must be individually sleeved, strapped, and labeled. See M045.6 for exception to the strapping requirement. Any combination of trays (1-foot, 2-foot, MM, EMM) can be stacked on the same pallet, as long as the finished pallet is sturdy and meets all height and weight requirements. Trays may not be combined with other containers (parcels, sacks) on the same pallet.

Dimensions (M041.1, M041.5) Height:
 ■ Minimum volume: 36 linear feet of letter trays or 3 full levels of trays. See M045 for exception to the minimum height.
 ■ Maximum height, single pallet: 77" (pallet + mail + top cap) or 12 layers of MM trays (11 layers of EMM trays).
 ■ Maximum height, stacked pallets: 84" (pallets + mail + top caps).
 Weight:
 ■ Minimum weight: none. Based on number of tray levels.
 ■ Maximum weight: 2,200 pounds.

Labels (M031.4, M045.3) Pallets are labeled according to content and destination of the mail. See individual QSGs. At least two clearly visible labels must be affixed to two adjacent sides of each pallet. Use pink labels for Periodicals and white labels for Standard Mail and Package Services. Labels must be at least 8" x 11"; lettering for required information must be at least 1/2" high.

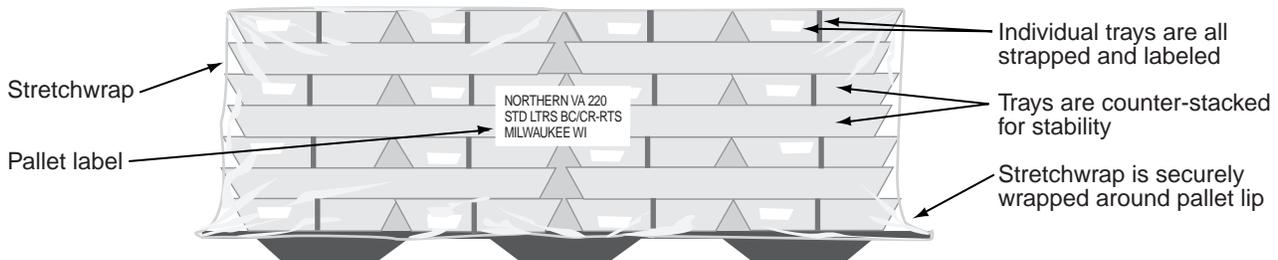
Top Caps (M041.2) Top caps are not required except when pallets are stacked. If used, top caps must be stretchwrapped or banded onto the trays and pallet.

Stretchwrap (M045.6) Stretchwrap must be used to secure the trays to the pallet and must be securely wrapped around the pallet. Banding alone is not permitted.

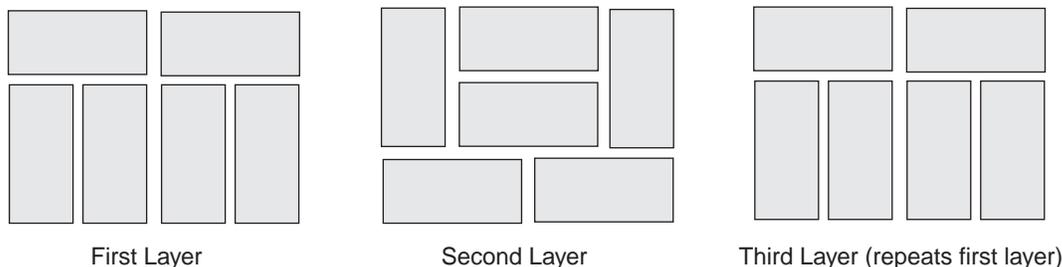
Tips on Stacking Trays Trays should be counter-stacked where possible to build the sturdiest pallet possible. It is easy to build a very sturdy locking pallet of all 2-foot trays (see diagram below for recommended method). All trays on a pallet should be stacked right-side-up with labels facing outward (where possible).

Stacking Pallets of Trays Pallets of trays may be stacked to a maximum of four high or 84". Individual pallets must be stretchwrapped; the entire pallet stack must be securely banded (not stretchwrapped). There must be enough space between pallets to allow for a forklift.

Trays on a Pallet



Building a Locking Skid



Package Services—BMC Presort and OBMC Presort

Related QSGs: 710

Eligibility Overview (E711)	Must meet the requirements for Parcel Post and meet the basic standards in E710. Minimum mailing: 50 pieces of Parcel Post. Pieces mailed at any Parcel Post rate may be counted toward the 50-piece minimum mailing quantity. Pieces must be sorted and marked as described below.
Rates, Discounts, and Fees (R700)	Inter-BMC machinable: Machinable parcels that originate in the service area of a BMC/ASF (or in Alaska, Hawaii, or Puerto Rico) and destinate outside that area. Inter-BMC nonmachinable: Nonmachinable parcels that originate in the service area of a BMC/ASF (or in Alaska, Hawaii, or Puerto Rico) and destinate outside that area. BMC Presort Discount: Deduct \$0.28 per piece from applicable Inter-BMC rate. OBMC Presort Discount: Deduct \$1.17 per piece from applicable Inter-BMC rate. Barcoded Discount: Deduct \$0.03 per piece. Applies only to machinable parcels as described below that bear a correct readable barcode under C850 for the ZIP Code of the delivery address. Fees: There is no annual mailing fee for BMC Presort or OBMC Presort mail.
Characteristics and Content (C700)	Minimum weight: None. Maximum weight: 70 pounds. Dimensions: Less than or equal to 130 inches in combined length and girth. <ul style="list-style-type: none"> ■ Machinable: <ul style="list-style-type: none"> ■ Not less than 6 inches long, 3 inches high, and 1/4 inch thick. ■ Not more than 34 inches long, 17 inches high, and 17 inches thick. ■ Weight: at least 6 ounces but not more than 35 pounds (25 pounds for books and other printed matter). Regardless of weight, a parcel that meets any of the characteristics in C700.2 is nonmachinable.
Deposit (D700)	<ul style="list-style-type: none"> ■ BMC Presort: Must be entered at a postal facility other than a BMC. ■ OBMC Presort: Must be entered at a BMC. ■ Pickup service is not available. Marking: "Parcel Post" (or "PP") must be printed on all pieces as part of or directly below or to the left of the permit imprint or meter stamp (M012).
Pallet Preparation and Sortation (M040, M045.11, and M045.12)	Machinable Parcel Sortation: Sorted to BMCs under L601 in 69-inch pallet boxes with at least 52 inches of mail. One overflow pallet box permitted per BMC destination. Preparation in sacks, directly on pallets, or other containers not permitted. See reverse for pallet label. Nonmachinable Parcel Sortation: Sorted to BMCs and ASFs under L605 directly on pallets with at least 42 inches of mail. Overflow pallets not permitted. Preparation in sacks, in pallet boxes, or other containers not permitted. See reverse for pallet label. Sortation by zone: Pieces must be separated by zones when presented unless either the correct postage is affixed to each piece or the mailing is prepared under M710.1.4 or presented under a special postage payment system (P910, P920, or P930). Documentation: <ul style="list-style-type: none"> ■ Postage statement: Form 3605-PP (postage affixed) or Form 3605-PR (permit imprint). ■ Supplemental documentation: additional documentation as required by postage payment system.
Postage and Payment Methods (P700)	Meter (P030) or permit imprint (P040); applicable conditions and restrictions.
Special Services (S900)	May use COD, Delivery Confirmation, insured, merchandise return service, Signature Confirmation, and special handling. Return receipt and restricted delivery are available for COD mail or mail insured for more than \$50.

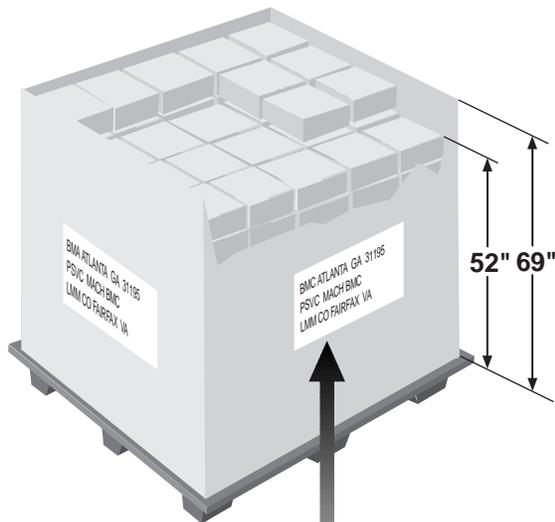
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

General The sortation for BMC Presort and OBMC Presort is the same. The sortation requirements for both rates are based on whether the pieces are machinable parcels or nonmachinable parcels as shown below.

OBMC Discount To qualify for the OBMC Presort discount the mailing must be entered at a BMC. Entry is not permitted at ASFs. Mail destined for ZIP Codes served by the entry BMC is eligible for DBMC rates and should be prepared, paid, and documented as DBMC rate mail.

Machinable Parcels

- Must be part of a mailing of 50 or more Parcel Post pieces.
- Must be sorted in 69-inch pallet boxes to BMCs using L601.
- Minimum of 52 inches of mail in each pallet box (not including the height of the pallet). The minimum must be met by the lowest point of mail on the top surface of parcels in the box (see QSG 040, Pallet Measurements). Overflow pallet boxes are not permitted. Preparation in sacks, directly on pallets, or in other containers is not permitted.



BMC ATLANTA GA 31195
PSVC MACH BMC
LMM CO FAIRFAX VA

Nonmachinable Parcels

- Must be part of a mailing of 50 or more Parcel Post pieces.
- Must be sorted directly on pallets to BMCs and ASFs using L605.
- Minimum height of mail on pallet is 42 inches (not including the height of the pallet). The minimum must be met by using the lowest point of mail on the top surface of the pallet (see QSG 040, Pallet Measurements). Overflow pallets are not allowed. Preparation in sacks, pallet boxes, or in other containers is not permitted.



ASF BUFFALO NY 140
PSVC NON MACH ASF
LMM CO FAIRFAX VA

Standard Mail—Packages of Flats on Pallets

045

Quick Service
Guide

Related QSGs: 632, 641, 643

Rate Eligibility Overview	Packages of Standard Mail must be sorted and prepared under the standards for the rate claimed. Rates are based on the preparation of mail in packages and are not affected by the pallet on which a package is placed. Rates are package-based.
General Package Preparation Standards	Package preparation must meet the applicable general standards in M610 (Presorted Standard Mail), M620 (Enhanced Carrier Route Standard Mail), or M820 (Automation Flat Mail). Mixed ADC packages may not be placed on pallets.
Package Size (M045.2)	<p>Prepare a package(s) when there are 10 or more pieces for the same presort destination within an individual mailing (for automation mail, AFSM 100 and FSM 1000 (C820) packages must separately meet this minimum). Packages are not subject to a specific thickness limit. When there are fewer than 10 pounds for a destination, the pieces must be prepared in a single physical package. When there are 10 or more pounds for a destination, pieces should be prepared in packages weighing from 10 to 20 pounds each except that the last package may weigh less than 10 pounds and mailers may balance the mail in packages as follows:</p> <ul style="list-style-type: none">■ The total number of physical packages prepared for a presort destination must not exceed the number of 10-pound increments to that destination. For example, if there are 25 pounds of mail to a 3-digit ZIP Code presort destination, packages could be prepared as (1) two 8-pound packages and a 9-pound package, (2) a 12-pound package and a 13-pound package, (3) a 20-pound package and a 5-pound package, or (4) other combinations that result in no more than three packages.
Securing Individual Packages (M020.1)	<p>Packages on pallets must be secure and stable and able to withstand normal transit and handling without breakage or injury to USPS employees. To prevent broken packages, material used to secure packages should be of adequate strength, be sealed securely (e.g., by heat or adhesive), and fit tightly around the packages. Prepare packages as follows:</p> <ul style="list-style-type: none">■ Select one of the methods below for securing individual packages placed on 5-digit, 3-digit, SCF, and ASF pallets:<ul style="list-style-type: none">■ Heavy-gauge shrinkwrap plus one or two bands■ Only heavy-gauge shrinkwrap■ Only banding■ Packages on BMC pallets must be secured with shrinkwrap and be machinable on BMC parcel sorters, except that packages of individually polywrapped pieces may be secured with banding material only. If used, banding material must be applied at least once around the length and once around the girth; wire and metal strapping are prohibited.
Copalletized Packages	Copalletization allows mailers to place together on pallets packages from separate mailings that have been independently presorted in accordance with applicable standards (e.g., ECR, automation, and Presorted rate mailings). Each separate mailing must separately meet the minimum volume and other requirements as set forth in E620 and be separately packaged according to the applicable requirements in M610, M620, or M820. Copalletization requires RCSC authorization (M041.6).
Pallet Preparation and Documentation (M045.3.2)	<p>Pallet sortation: see reverse.</p> <p>At the mailer's option, packages of flats may be palletized using the advanced presort options in M920, M930, or M940. These presort options require PAVE-certified software.</p> <p>Copalletized mailings: Packages of Presorted rate and automation rate flats must be placed on separate 5-digit and 5-digit scheme (L001) pallets from ECR rate packages; packages from ECR, automation, and Presorted rate mailings may be placed together on all other remaining levels of pallets. AFSM 100 and FSM 1000 automation packages may be placed together on all remaining level pallets.</p> <p>Documentation:</p> <ul style="list-style-type: none">■ Address accuracy, barcode accuracy, density standards or address sequencing (for ECR), as applicable for rates claimed.■ Postage statement:<ul style="list-style-type: none">Regular: Form 3602-P (postage affixed) or Form 3602-R (permit imprint) or consolidated form.Nonprofit: Form 3602-PN (postage affixed) or Form 3602-N (permit imprint) or consolidated form.■ Supporting documentation:<ul style="list-style-type: none">■ Standardized documentation required unless correct rate is affixed to each piece (see P012).■ For copalletized mailings, additional information may be required on the standardized documentation (see P012).

Package Preparation: See reverse for physical package size and securing standards. Except for 5-digit and 5-digit scheme pallets, carrier route packages may be combined with automation and Presorted rate packages on the same pallet.

Carrier Route

Pieces must be packaged if 10 or more pieces to the same carrier route. Packages of fewer pieces not permitted.

Labels: Use optional endorsement line (OEL) (M014).

5-Digit

Pieces must be packaged if 10 or more pieces to the same 5-digit ZIP Code. Packages of fewer pieces not permitted.

Labels: Red Label D or OEL.

3-Digit

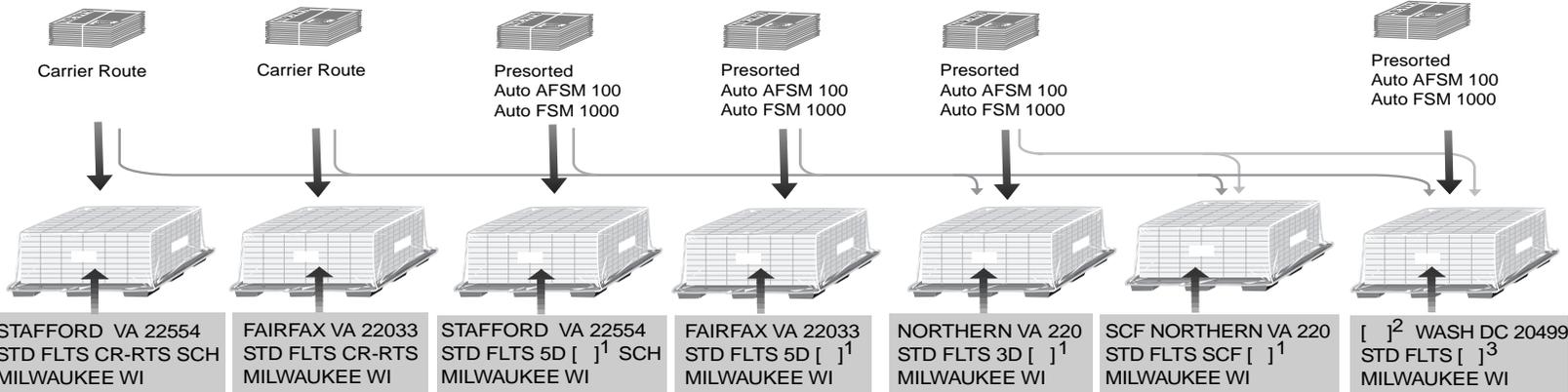
Pieces must be packaged if 10 or more pieces to the same 3-digit ZIP Code. Packages of fewer pieces not permitted.

Labels: Green Label 3 or OEL.

ADC

Pieces must be packaged if 10 or more pieces to the same ADC (L004). Sort ADC packages to ASF and BMC pallets based on ZIP Code of the package destination in L004, Column B.

Labels: Pink Label A or OEL.



5-Digit Scheme Carrier Routes⁴

Required at 500 pounds. Optional at 250 pounds.

Labels: For Line 1, use L001, Column B. For Line 2, use “STD FLTS CR-RTS SCH.”

5-Digit Carrier Routes⁴

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 “STD FLTS CR-RTS.”

5-Digit Scheme⁴

Required at 500 pounds. Optional at 250 pounds.

Labels: For Line 1, use L001, Column B. For Line 2, use “STD FLTS 5D” followed by “BARCODED” (or “BC”) for automation rate mail and/or “NONBARCODED” (or “NBC”) for Presorted rate mail followed by “SCH.”

5-Digit⁴

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 “STD FLTS 5D” followed by “BARCODED” (or “BC”) for automation rate mail and/or “NONBARCODED” (or “NBC”) for Presorted rate mail.

3-Digit⁴

Optional at 250 pounds.

Labels: For Line 1, use L002, Column A. For Line 2, use “STD FLTS 3D” followed by “BARCODED” (or “BC”) for automation rate mail and/or “NONBARCODED” (or “NBC”) for Presorted rate mail and/or carrier route mail.

SCF⁴

Required at 500 pounds. Optional at 250 pounds.

Labels: For Line 1, use L002, Column C. For Line 2, use “STD FLTS SCF” followed by “BARCODED” (or “BC”) for automation rate mail and/or “NONBARCODED” (or “NBC”) for Presorted rate mail and/or carrier route mail.

ASF⁴ and BMC

Separate ASF and BMC pallets required at 500 pounds. Optional at 250 pounds.

Labels: For Line 1, ASF use L602. For Line 1 BMC use L601. For Line 2, use “STD FLTS” and “ASF” or “BMC” followed by “BARCODED” (or “BC”) for automation rate mail and/or “NONBARCODED” (or “NBC”) for Presorted rate mail and/or carrier route mail.

1. Use “BARCODED” (or “BC”) for automation rate mail and/or “NONBARCODED” (or “NBC”) for Presorted and/or carrier route mail.
 2. Use “ASF” or “BMC” as appropriate.
 3. Use “ASF” or “BMC” followed by “BARCODED” (or “BC”) for automation rate mail and/or “NONBARCODED” (or “NBC”) for Presorted rate mail and/or carrier route mail.
 4. Processing and Distribution managers may authorize pallets of less than 250 pounds for their service area for mailings entered within their service area only. For these destinations, one residual (overflow) pallet of less than 250 pounds may be prepared for the service area of the entry office without special approval.

Package Services

Bound Printed Matter Packages on Pallets

046

Quick Service
Guide

Related QSGs: 040, 720

Eligibility Overview	Packages of flats or irregular parcels must be sorted and prepared under the standards for the rate claimed (Presorted rates under E712 and M722 or Carrier Route rates under E712 and M723). Destination entry under E752 is optional. Individual pieces weighing 10 pounds or more are not eligible for preparation on pallets unless prepared as machinable parcels or prepared in sacks under M722 or M723. See Quick Service Guide 047 for machinable parcels on pallets.
Rates and Fees (R700)	Presorted rates: Per piece and per pound charges are based on weight and zone (DSCF and DDU rates are not zoned). Carrier Route rates are available for machinable parcels sacked under M723. Destination entry rates are available under E752. No annual mailing fee; however, there is an annual destination entry mailing fee of \$150.00.
General Package	Package preparation must meet the applicable general standards in M010, M020, and M720. Mixed ADC packages must not be placed on pallets.
Package Size (E712, M045, M720)	Prepare Carrier Route BPM packages and label under M723. Prepare and label Presorted BPM packages in the sequence and to the destinations required for sacks in M722. Prepare a package when there are 10 or more pieces or 10 or more pounds, whichever comes first, for the same presort destination within an individual mailing (Carrier Route or Presorted). Packages are not subject to a specific thickness limit. It is, however, recommended that packages not exceed 8 inches in height. Each physical package must contain at least 2 addressed pieces. The maximum package size is 20 pounds, except as provided in M045.2.5. When there are at least 10 pieces but fewer than 10 pounds for a presort destination, the pieces must be prepared in a single physical package. When there are 10 or more pounds for a destination, pieces must be prepared in packages weighing from 10 to 20 pounds each except that the last package may weigh less than 10 pounds or contain fewer than 10 pieces (but never fewer than 2 pieces) and mailers should balance the mail in packages as follows: The total number of physical packages prepared for a presort destination must not exceed the number of 10-pound increments to that destination. For example, if there are 95 pounds of mail to a 3-digit ZIP Code presort destination, packages could be prepared as four 20-pound packages and one 15-pound package, or nine 10-pound packages and one 5-pound package.
Securing Individual Packages (M020.1)	Packages on pallets must be secure and stable and able to withstand normal transit and handling without breakage or injury to USPS employees. To prevent broken packages, material used to secure packages should be of adequate strength, be sealed securely (e.g., by heat or adhesive), and fit tightly around the packages. Prepare packages as follows: <ul style="list-style-type: none">■ Select one of the methods below for securing individual packages placed on 5-digit, 3-digit, SCF, and ASF pallets:<ul style="list-style-type: none">■ Heavy-gauge shrinkwrap plus one or two bands.■ Only heavy-gauge shrinkwrap.■ Only banding.■ Packages on BMC pallets must be secured with shrinkwrap and be machinable on BMC parcel sorters, except that packages of individually polywrapped pieces may be secured with banding material only. If used, banding material must be applied at least once around the length and once around the girth; wire and metal strapping are prohibited.
Pallet Preparation and Documentation	Pallet sortation: see reverse. Documentation: <ul style="list-style-type: none">■ Postage statement: Form 3605-BR and/or Form 3605-DBR (permit imprint) or Form 3605-BP and/or Form 3605-DBP (postage affixed) or applicable facsimile.■ Supporting documentation: Documentation required unless correct rate is affixed to each piece (see P012).

Package Preparation: See page 1 for physical package size and securing standards.

Carrier Route

Pieces must be packaged if there are at least 10 pieces or 10 pounds, whichever comes first, for the same carrier route.

Labels: Use optional endorsement line (OEL) (M014).

5-Digit

Pieces must be packaged if there are at least 10 pieces or 10 pounds, whichever comes first, for the same 5-digit ZIP Code.

Labels: Red Label D or OEL.

3-Digit

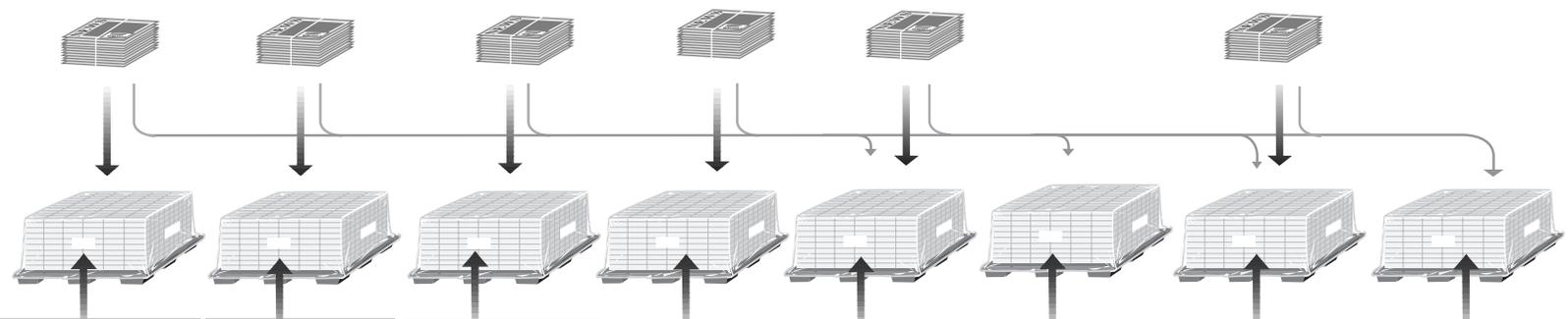
Pieces must be packaged if there are at least 10 pieces or 10 pounds, whichever comes first, for the same 3-digit ZIP Code prefix.

Labels: Green Label 3 or OEL.

ADC

Pieces must be packaged if there are at least 10 pieces or 10 pounds, whichever comes first, to the same ADC (L004). Sort ADC packages to ASF and BMC pallets based on ZIP Code of the package destination in L004, Column B.

Labels: Pink Label A or OEL.



ROME NY 13440 PSVC FLTS CR-RTS SCH MILWAUKEE WI	MADISON NY 13402 PSVC FLTS CR-RTS MILWAUKEE WI	ROME NY 13440 PSVC FLTS 5D SCH MILWAUKEE WI	MADISON NY 13402 PSVC FLTS 5D MILWAUKEE WI	UTICA NY 134 PSVC FLTS 3D MILWAUKEE WI	SCF UTICA NY 133 PSVC FLTS SCF MILWAUKEE WI	ASF BUFFALO NY 140 PSVC FLTS ASF MILWAUKEE WI	BMC PITTSBURGH PA 15195 PSVC FLTS BMC MILWAUKEE WI
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5-Digit Scheme Carrier Routes ¹	5-Digit Carrier Routes ¹	5-Digit Scheme ¹	5-Digit ¹	3-Digit ¹	SCF ¹	ASF ¹	BMC
Required at 500 pounds. Optional at 250 pounds.	Required at 500 pounds. Optional at 250 pounds.	Required at 500 pounds. Optional at 250 pounds.	Required at 500 pounds. Optional at 250 pounds.	Optional at 250 pounds.	Required at 500 pounds. Optional at 250 pounds.	Required at 500 pounds. Optional at 250 pounds.	Required at 500 pounds. Optional at 250 pounds.
Labels: For Line 1, use L001, Column B. For Line 2, use "PSVC FLTS CR-RTS SCH."	Labels: For Line 1, use city, state and 5-digit ZIP Code on mail. For Line 2, use "PSVC FLTS CR-RTS."	Labels: For Line 1, use L001, Column B. For Line 2, use "PSVC FLTS 5D SCH."	Labels: For Line 1, use city, state and 5-digit ZIP Code on mail. For Line 2, use "PSVC FLTS 5D."	Labels: For Line 1, use L002, Column A. For Line 2, use "PSVC FLTS 3D."	Labels: For Line 1, use L002, Column C. For Line 2, use "PSVC FLTS SCF."	Labels: For Line 1, use L602. For Line 2, use "PSVC FLTS ASF."	Labels: For Line 1, use L601. For Line 2, use "PSVC FLTS BMC."

1. Processing and Distribution managers may authorize pallets of less than 250 pounds for their service area for mailings entered within their service area only. For these destinations, one residual (overflow) pallet of less than 250 pounds may be prepared for the service area of the entry office without special approval.

Packaging and Palletizing Sequence (M045.3.4)

General: Although mailers may prepare single mailings on pallets (e.g., only Carrier Route or only Presorted), we have shown co-palletized mailings (commingled rate levels) because this is the most common mailer practice.

Package Preparation: See page 1 for physical package size and securing standards.

Carrier Route

Pieces must be packaged if there are at least 10 pieces or 10 pounds, whichever comes first, for the same carrier route.

5-Digit

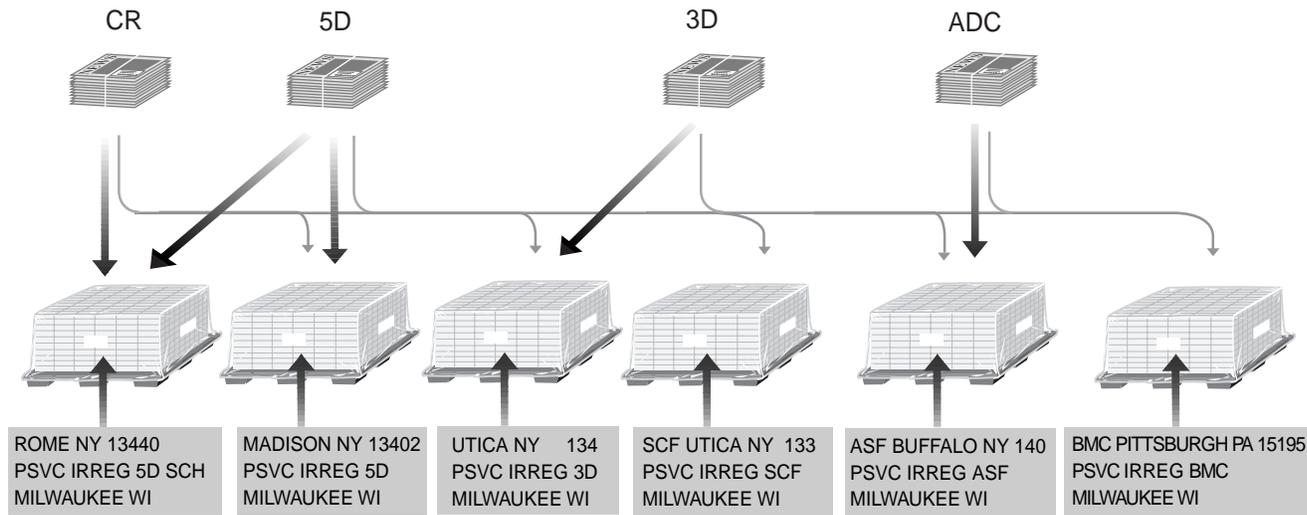
Pieces must be packaged if there are at least 10 pieces or 10 pounds, whichever comes first, for the same 5-digit ZIP Code.

3-Digit

Pieces must be packaged if there are at least 10 pieces or 10 pounds, whichever comes first, for the same 3-digit ZIP Code prefix.

ADC

Pieces must be packaged if there are at least 10 pieces or 10 pounds, whichever comes first, to the same ADC (L004). Sort ADC packages to ASF and BMC pallets based on ZIP Code of the package destination in L004, Column B.



5-Digit Scheme¹

Optional at 250 pounds.

Labels: For Line 1, use L606, Column B. For Line 2, use "PSVC IRREG 5D SCH." If pallet contains only carrier route packages, use "PSVC IRREG 5D SCH CR-RTS."

5-Digit¹

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 IRREG 5D." If pallet contains only carrier route packages, use "PSVC IRREG 5D CR-RTS."

3-Digit¹

Optional at 250 pounds.

Labels: For Line 1, use L002, Column A. For Line 2, use "PSVC IRREG 3D."

SCF¹

Required at 500 pounds. Optional at 250 pounds.

Labels: For Line 1, use L002, Column C. For Line 2, use "PSVC IRREG SCF."

ASF¹

Required at 500 pounds. Optional at 250 pounds.

Labels: For Line 1, use L602. For Line 2, use "PSVC IRREG ASF."

BMC

Required at 500 pounds. Optional at 250 pounds.

Labels: For Line 1, use L601. For Line 2, use "PSVC IRREG BMC."

1. Processing and Distribution managers may authorize pallets of less than 250 pounds for their service area for mailings entered within their service area only. For these destinations, one residual (overflow) pallet of less than 250 pounds may be prepared for the service area of the entry office without special approval.

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Package Services

Bound Printed Matter Machinable Parcels on Pallets

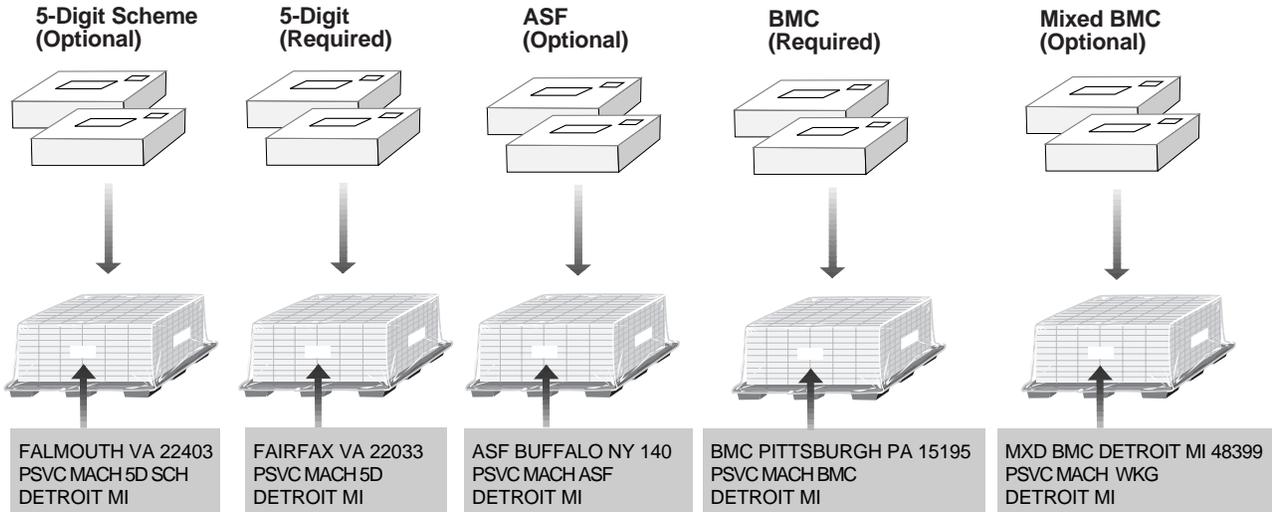
047

Quick Service
Guide

Related QSGs: 040, 720

Eligibility Overview	Parcels must be sorted and prepared under the standards for the Presorted rates claimed under E712 and M722. Destination entry under E752 is optional. Pieces must be machinable parcels under C050.4. Bound Printed Matter flats and irregular parcels may be palletized only under the packages on pallets standards in M045 (see Quick Service Guide 046).
Rates and Fees (R700)	Presorted rates: Per piece and per pound charges based on weight and zone. Carrier Route rates are not available for machinable parcels on pallets. Carrier Route rates are available for machinable parcels sacked under M723. Destination entry rates are available under E752. Barcoded discount: \$0.03 per piece. Not available for DSCF or DDU rates. Parcels must bear a correct barcode under C850. No annual mailing fee; however, there is a destination entry mailing fee of \$150.00.
Characteristics and Content (C010, C050.4.0)	Pieces must be prepared as machinable parcels. Pieces must meet the applicable size and weight requirements and must be individually wrapped or boxed to withstand processing on BMC parcel sorters under C010 and C050.4.
Mail Preparation and Sortation (M045.3.5, M722)	Package preparation: none, pieces must not be presorted into packages. Pallet sortation: see reverse. Pieces must be separated by zone when presented for acceptance unless the correct postage is affixed to each piece or the mailing is prepared under manifesting standards (P910), an optional procedure (P920), an alternate mailing system (P930), or under the commingled zones provisions of M722.1.4. Documentation: <ul style="list-style-type: none">■ Postage statement: Form 3605-BR and/or Form 3605-DBR (permit imprint) or Form 3605-BP and/or Form 3605-DBP (postage affixed) or applicable facsimile PVDS form.■ Supporting documentation: Documentation required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate and zone when presented for acceptance (P012).

Palletizing Sequence



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 DBMC rates.

Labels: For Line 1, use L602. For Line 2, use "PSVC MACH ASF."

BMC

Required at 500 pounds. Optional at 250 pounds.

Labels: For Line 1, use L602. For Line 2, use "PSVC MACH BMC."

Mixed BMC

Optional at 250 pounds.

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

General Mailability Standards

All mailpieces (except keys and identification devices mailed under E130.2) that are 1/4 inch thick or less must be rectangular, at least 5 inches long, and at least 3-1/2 inches high. All mailable matter must be at least 0.007 inch thick, weigh no more than 70 pounds, and be no more than 108 inches in combined length and girth. Parcel Post can measure no more than 130 inches (C010) in combined length and girth. See appropriate Quick Service Guides for the eligibility and dimensional standards that apply to each class of mail or rate of postage. Lower size or weight standards apply to certain APO/FPOs and Department of State mail.

Mail Processing Categories (C050)

Based strictly on the physical dimensions of the mailpiece regardless of address placement, all mail is assigned to one of the five mail processing categories listed below.

Letter-Size Mail

Dimensions:

- Minimum: 5 inches long, 3-1/2 inches high, and 0.007 inch thick.
- Maximum: 11-1/2 inches long, 6-1/8 inches high, and 1/4 inch thick.

For automation rate letters, see Quick Service Guide 810.

Flat-Size Mail

Dimensions:

- Minimum: more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4 inch thick.
- Maximum: 15 inches long, 12 inches high, and 3/4 inch thick (Standard Mail Enhanced Carrier Route rate pieces may not be more than 14 inches long, 11-3/4 inches high, and 3/4 inch thick).

May be wrapped, unwrapped, sleeved, or enveloped.

For automation rate flats, see Quick Service Guide 820.

Machinable Parcels

Dimensions:

- Not less than 6 inches long, 3 inches high, and 1/4 inch thick.
- Not more than 34 inches long or 17 inches high or 17 inches thick.

Weight: at least 6 ounces but not more than 35 pounds (25 pounds for books and other printed matter).

Irregular Parcels (Nonmachinable)

Parcels that do not meet the dimensional criteria of machinable parcels and other parcels that cannot be processed by parcel sorters, including:

- Rolls and tubes up to 26 inches long and merchandise samples not individually addressed.
- Unwrapped, paper-wrapped, or sleeve-wrapped articles that are not letter-size or flat-size (e.g. Bound Printed Matter, catalogs, directories).
- Articles enclosed in envelopes that are not letter-size, flat-size, or machinable parcels.

Outside Parcels (Nonmachinable)

Parcels that exceed the dimensions and standards for the other categories. (See C050.6 for specific criteria.) Might be subject to surcharge if Parcel Post (E711).

Packaging and Acceptability (C010)

The USPS accepts properly packaged and marked parcels but reserves the right to refuse nonmailable or improperly packaged articles or substances. Items must be packaged to withstand mail processing and transportation (C010.3). Markings for handling, content, and service are placed below the postage and above the address (C010.9).

Restricted and Nonmailable Matter (C020, C030)

For restricted or nonmailable articles or substances, see C020. For nonmailable written, printed, and graphic matter, see C030.

Additional Resources:

Pub. 2, *Packaging for Mailing*

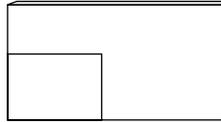
Pub. 14, *Prohibitions and Restrictions on Mailing Animals, Plants, and Related Products*

Pub. 52, *Acceptance of Hazardous, Restricted, or Perishable Matter*

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Letter-Size Mail

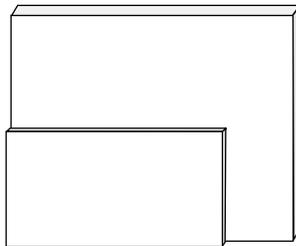
For automation letters, see Quick Service Guide 810.



	Minimum	Maximum
Height	3-1/2"	6-1/8"
Length	5"	11-1/2"
Thickness	0.007"	1/4"

Flat-Size Mail

May be wrapped, unwrapped, sleeved, or enveloped.
For automation flats, see Quick Service Guide 820.



	Minimum*	Maximum
Height	6-1/8"	12"
Length	11-1/2"	15"
Thickness	1/4"	3/4"

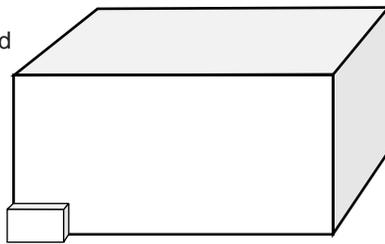
Standard Mail ECR Carrier Route Flat

Height	6-1/8"	11-3/4"
Length	11-1/2"	14"
Thickness	1/4"	3/4"

*Must exceed at least one of these letter-size maximums.

Machinable Parcels

Weight: at least 6 ounces but not more than 35 pounds (25 pounds for books and other printed matter).

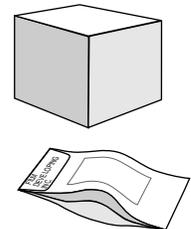
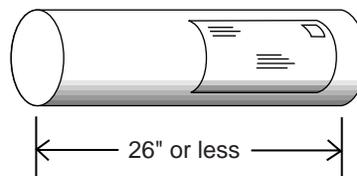


	Minimum	Maximum
Height	3"	17"
Length	6"	34"
Thickness	1/4"	17"

Irregular Parcels (Nonmachinable)

Parcels that do not meet dimensional criteria of machinable parcels and other parcels that cannot be processed by parcel sorters, including:

- Rolls and tubes up to 26 inches long and merchandise samples not individually addressed.
- Unwrapped, paper-wrapped, or sleeve-wrapped articles that are not letter-size or flat-size.
- Articles enclosed in envelopes that are not letter-size, flat-size, or machinable parcels.

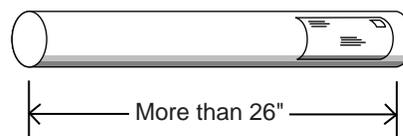


Outside Parcels (Nonmachinable) (C050.6)

Parcels that exceed dimensions and standards for other categories.



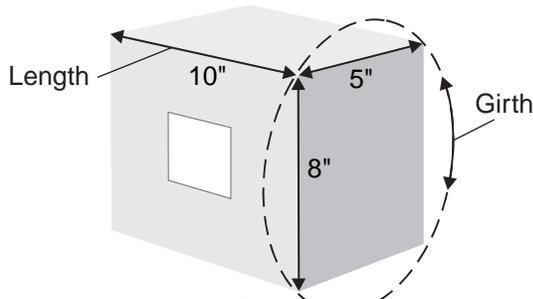
Metal-strapped boxes



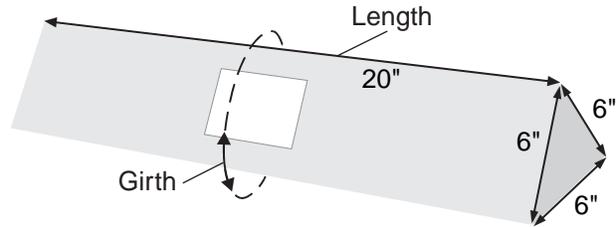
Liquid containers

How to Measure Length and Girth

For parcels, length is the measurement of the longest dimension and girth is the distance around the thickest part (perpendicular to the length).



Length = 10"
Girth (8 + 5 + 8 + 5) = 26"
Length + Girth = 36"



Length = 20"
Girth (6 + 6 + 6) = 18"
Length + Girth = 38"

Measurement	Maximum
Length + Girth	108 inches ¹
Weight	70 pounds

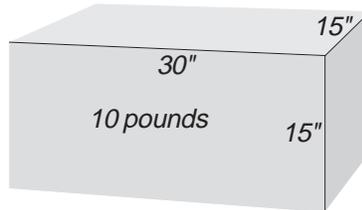
1. Except for Parcel Post, no mailpiece may measure more than 108 inches in length and girth combined. Parcel Post pieces measuring over 108 inches but not more than 130 inches in combined length and girth are mailable at the applicable oversized rates (R700).

Examples of Balloon Rate, Nonmachinable Surcharge, and Oversized Rates

Priority Mail and Parcel Post

Balloon Rate if:

- Weight less than 15 pounds *and*
- Length plus girth combined is more than 84 but not more than 108 inches

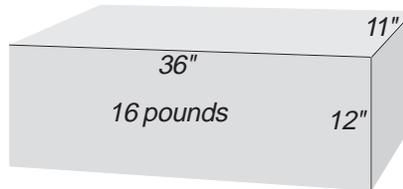


Nonmachinable Surcharge: No
Balloon Rate: Yes
Oversized Rate: No

Parcel Post Nonmachinable

Surcharge if:

- Length more than 34 inches *or*
- Height more than 17 inches *or*
- Width more than 17 inches *or*
- Weight more than 35 pounds (25 pounds for books and other printed matter) *or*
- Meets any criteria listed in C700.2.

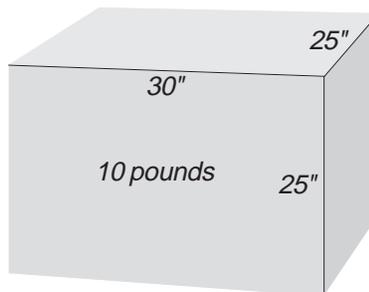


Nonmachinable Surcharge: Yes
Balloon Rate: No
Oversized Rate: No

Parcel Post Oversized Rate if:

- Length plus girth combined is more than 108 but not more than 130 inches

The nonmachinable surcharge does not apply to the oversized rate or pieces with special handling fee.



Nonmachinable Surcharge: No
Balloon Rate: No
Oversized Rate: Yes

Nonmachinable surcharge: Parcel Post only.
Balloon rate: Priority Mail and Parcel Post only.

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Related QSG: 810

Eligibility Overview
(E110)

Postcards may be mailed at various First-Class Mail rates, depending on level of sortation. Stamped cards are mailed at the single-piece First-Class Mail card rate.

- Stamped card: a mailing card supplied by the USPS, with a printed or impressed postage stamp.
- Double stamped card: two attached stamped cards (each with a printed or impressed stamp at the First-Class Mail single-piece card rate) for the receiver to detach one card and mail back as a reply (E110.3).
- Postcard: a privately printed mailing card requiring application of postage.
- Double postcard: two attached postcards for the receiver to detach one card and mail back as a reply (E110.3).

Cards must meet specific physical standards.

Nonconforming cards: charged at applicable First-Class letter rates.

Rates and Fees
(R000, R100)

Card Rates

Single-piece	\$0.230
Presorted	0.212
Automation Mixed AADC	0.194
Automation AADC	0.187
Automation 3-digit	0.183
Automation 5-digit	0.176
Automation Carrier Route	0.170

Stamped Cards

Single card	\$0.25 (\$0.23 postage plus \$0.02 fee).
Double reply card	0.50 (\$0.46 postage plus \$0.04 fee).

Single-piece card rate applies to a double postcard when originally mailed; reply half of a double postcard must bear postage at applicable rate when returned unless it is prepared as a business reply card or merchandise return label.

Addressing
(A010)

For Presorted and automation rates, each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code.

Presorted rate: for formatting, delivery address placement, and rate marking, see C100.2.

Automation rates: for formatting, delivery address placement, and rate marking, see C810.

Characteristics and Content
(C100)

Required physical standards: shape, size, weight, paper quality, construction, and color (C100.2).

Other criteria: applicable automation rate standards (C810).

Dimensions (each stamped card, postcard, or half of double stamped card or postcard):

- Rectangular.
- Not less than 3-1/2 inches high, 5 inches long, and 0.007 inch thick.
- Not more than 4-1/4 inches high, 6 inches long, and 0.016 inch thick.

Deposit
(D100)

Single-piece card rate with postage affixed: collection boxes, carriers, or post offices.

Other card-size mailings: business mail entry units or locations designated by postmaster.

Mail Preparation and Sortation
(M130, M810)

Single-piece card rate: none except that pieces paid with permit imprint must be faced and packaged.

Other card-rate mailings: as applicable for rate claimed.

Card-size pieces are always banded when presorted and trayed.

Postage and Payment Methods

Stamped cards: sold with postage affixed.

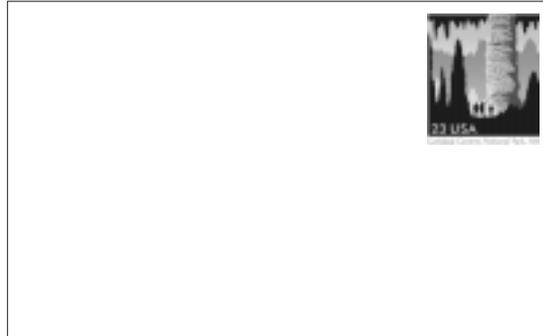
Postcards: adhesive stamp (P022), precanceled stamp (P023), meter (P030), or permit imprint (P040).

Special Services
(S900)

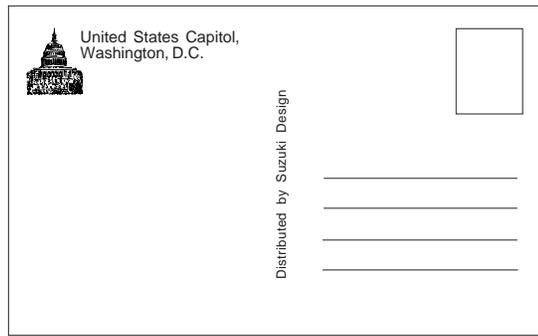
See Quick Service Guide 900.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

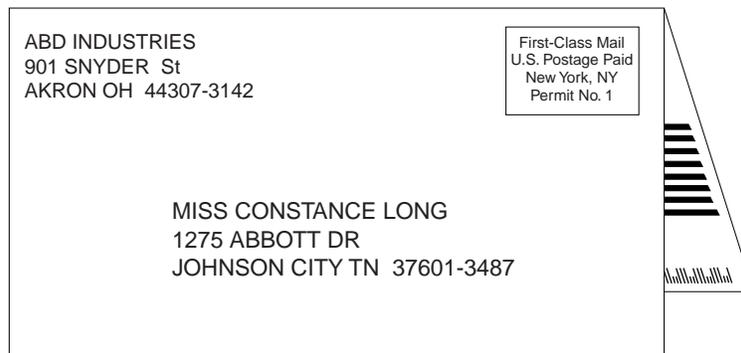
Stamped Cards/Postcards/Double Cards



USPS Stamped Card



Commercial Postcard



Double Reply Postcard

Wells Water Company 60813 Parrell Rd, Any Town, NY 12345				WELLS WATER COMPANY 60813 PARRELL RD ANY TOWN NY 12345		Presorted First Class Mail U.S. Postage PAID Any Town NY Permit #0510	
SERVICE PERIOD		METER		ADDRESS SERVICE REQUESTED			
FROM	TO	PREVIOUS		ACCOUNT	AMOUNT DUE \$		
ACTUAL CU FT. USAGE	/100 CU FT	BASE	IRRIGATION	BALANCE DUE 10TH OF THE MONTH			
	/100 CU FT	BASE	IRRIGATION	PLEASE RETURN THIS STUB WITH PAYMENT			
DCVA	FIRE FLOWS		ACCOUNT NO.		MR GORDON CAT 1298 RIVER RD ANY TOWN NY 12345-3456		
\$	\$						
PREVIOUS	CURRENT	LATE PYMT. CHG	AMOUNT DUE				
\$	\$	\$	\$				

METER RATES: Schedule number 1 meter reading to be rounded off to nearest 100.



50%		★ Memorial Day Sale ★ Sale Ends MONDAY May 28	
50% OFF	Solid Silk Blend and Spring Patterned Sportscoats.....	reg. \$295	NOW \$147.50
50% OFF	Classic Super 100s Business Express Suit Separates.....	reg. \$395	NOW \$197.50
(Jacket and Matching Trousers)			
50% OFF	Corporate Collection Suits.....	reg. \$495	NOW \$247.50
50% OFF	Ultrasoft Polynocis Dress Pants.....	reg. \$ 95	NOW \$47.50
50% OFF	Featherweight Blazers.....	reg. \$295	NOW \$147.50
50% OFF	Featherweight Dress Pants.....	reg. \$195	NOW \$62.50
<small>Offer not accepted on prior purchases and may not be combined with any other offers and is not applicable at Factory or Outlet stores, not through catalog or Internet. For store information, call 1-800-123-4567 or visit us at www.emmerthclothing.com</small>			
Emmerth Clothing		Please deliver on or before May 21	
ESTABLISHED 1961		CARRIE WITT 1234 ELM ST ANY TOWN NY 12345-6789	
		Presorted First Class Mail U.S. Postage PAID Any Town, NY Permit # 99	

Automation-Compatible Postcards

(Drawings not to scale)

Priority Mail

Related QSGs: 010, 900

120

Quick Service
Guide

Eligibility Overview (E120)

Priority Mail is First-Class Mail weighing more than 13 ounces and, at the mailer's option, any other mail matter (including regular First-Class Mail) weighing 13 ounces or less. Matter mailed in USPS-provided Priority Mail packaging is subject to Priority Mail rates regardless of how the package is reconfigured or how the marking is obliterated.

Priority Mail offers 2-day service to most domestic destinations and is often used to expedite matter mailable as First-Class, Periodicals, or Standard Mail. Priority Mail envelopes and boxes are available at no additional cost at post offices.

Rates and Fees (R100)

Weight Not Over (pounds)	Zones					
	Local, 1, 2, & 3	4	5	6	7	8
1	\$3.85	\$3.85	\$3.85	\$3.85	\$3.85	\$3.85
2	3.95	4.55	4.90	5.05	5.40	5.75
3	4.75	6.05	6.85	7.15	7.85	8.55
4	5.30	7.05	8.05	8.50	9.45	10.35
5	5.85	8.00	9.30	9.85	11.00	12.15

For rates over 5 pounds, see R100.9.

Flat rate: \$3.85, regardless of weight or destination, for material sent in a USPS Priority Mail flat-rate envelope (available at post offices) (E120.2).

Balloon rate: items weighing less than 15 pounds but measuring more than 84 inches in combined length and girth are charged a minimum rate equal to that for a 15-pound parcel for the zone to which it is addressed.

Keys and identification devices that weigh more than 13 ounces but not more than 1 pound are returned at the 1-pound Priority Mail rate plus a \$0.60 fee. Pieces weighing more than 1 pound but not more than 2 pounds are mailed at the 2-pound Priority Mail rate for zone 4 plus a \$0.60 fee.

Addressing (A010)

Each piece should include complete delivery and return addresses with correct ZIP Code or ZIP+4 code.

Characteristics and Content (C100)

Minimum size: 3-1/2 inches high by 5 inches long, and 0.007 inch thick.

Maximum weight: 70 pounds.

Maximum combined length and girth: 108 inches.

Deposit, Collection, and Delivery (D100)

Pickup service (D010): \$12.50 per stop (regardless of the number of pieces); service and information available by calling 1-800-222-1811. Only one fee for Express Mail, Priority Mail, or Parcel Post picked up at same time.

Deposit:

- Packages with adhesive stamps (less than 16 ounces): deposited in collection boxes, handed to carriers, or presented at post offices.
- Packages with adhesive stamps (16 ounces or more): presented at a post office retail counter.
- Packages with metered postage may be deposited in collection box or other places where mail is accepted and that is served by the licensing post office.
- Other: at post office or business mail entry unit.

Delivery: uninsured mail at mailer's option left in protected place if endorsed "Carrier—Leave If No Response" (D042.7).

Mail Preparation and Sortation (M120)

Marking on each piece: "Priority" or "Priority Mail."

Drop shipment: applicable standards (M072).

Postage statement: Form 3600-PM (permit imprint); other documentation may be required by standards for payment method used. No form required if metered postage is affixed.

Postage and Payment Methods (P100)

Adhesive stamp (P022), meter (P030), or permit imprint (P040); applicable conditions and restrictions (P100.3). P070.6 also applies for drop shipments (Priority Mail and contents).

Special Services (S900)

For special services, see Quick Service Guide 900.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Priority Mail Boxes



0-1095
This 12-1/4" x 15-1/2" x 3" box holds larger items like software boxes, clothes, office supplies, even laptop computers.
Minimum order: multiples of 25



0-1097
Box 11-1/4" x 14" x 2-1/4"
Minimum order: multiples of 25



0-1096S
Box "Video"
5-3/8" x 8-5/8" x 1-5/8"
Minimum order: multiples of 25



0-1098
Tube 6" x 38" for Priority Mail
Minimum order: multiples of 20

Priority Mail Envelopes



EP-14
This 12-1/2" x 15-1/2" Tyvek envelope can handle large stacks of documents, books, small boxes, clothes, and more.
Minimum order: multiples of 1



EP-14F
This 9-1/2" x 12-1/2" cardboard envelope holds whatever you can fit in the envelope. You pay the same 1 lb. rate, no matter what the weight.
Minimum order: multiples of 1

Other Priority Mail Supplies



Label 106
Sticker (Pressure Sensitive Strip)
Minimum order: multiples of 1



Label 107
Sticker (Pressure Sensitive 50/Pad)
Minimum order: multiples of 1



Label 106A
Tape
Minimum order: multiples of 1



Label 107R
Sticker (Pressure Sensitive 400/Roll)
Minimum order: multiples of 1



Label 228
Address Label
Minimum order: multiples of 10

These supplies and additional items are available by phone at 1-800-222-1811 or via the web at <http://supplies.usps.gov/>. Some items may not be available at post offices.

First-Class Mail

Presorted Letters and Cards—Nonmachinable

130

Quick Service
Guide

Related QSGs: 010, 015, 102, 900

Eligibility Overview (E130)	Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must fit within letter-size processing category (C050.2). Pieces mailed at card rates and pieces mailed at letter rates must meet separate 500-piece minimums.
Rates and Fees (R100)	Presorted: First ounce or fraction: (For pieces weighing not more than 2 ounces) \$0.352 (For pieces weighing more than 2 ounces) 0.311 Each additional ounce or fraction 0.225 Card Rate 0.212 Nonmachinable surcharge 0.055
	A \$0.055 nonmachinable surcharge applies to pieces weighing 1 ounce or less that meet one or more of the nonmachinable characteristics in C050.2.2. The surcharge also applies to pieces under the “manual only” option. The surcharge does not apply to pieces mailed at card rates. Annual \$150.00 presort mailing fee (E110.4).
Addressing (A010)	Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. Addresses on all pieces must be updated within 180 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA, <i>FASTforward</i> SM , or the appropriate ancillary service endorsement under F010). A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.
Characteristics and Content (C050, C100)	Maximum weight: 13 ounces. Machinable option: see Quick Service Guide 131. Shape: rectangular. Meets one or more of the characteristics in C050.2.2 for nonmachinability. Dimensions: ■ Minimum: 3-1/2 inches high, 5 inches long, and 0.007 inch thick. ■ Maximum for cards at card rates: 4-1/4 inches high, 6 inches long, and 0.016 inch thick. ■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 1/4 inch thick. Length is the dimension parallel to the address as read.
Deposit (D100)	Mailing entered at an acceptance point designated by USPS.
Mail Preparation and Sortation (M130)	Marking on each piece in the postage area: “PRESORTED (or PRSRT) FIRST-CLASS.” Documentation: ■ Postage statement: Form 3600-P (postage affixed) or Form 3600-R or 3600-EZ (permit imprint). ■ Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format). 1-foot or 2-foot trays used (M033) where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used). See reverse for tray label Line 2 information. Use 2-inch tray labels (M031). Trays sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mixed ADC trays and mailings that originate and destinate in delivery area of same SCF.
Postage and Payment Methods (P100)	Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions. Additional standards apply to mailings of nonidentical-weight pieces.
Special Services (S900)	See Quick Service Guide 900.

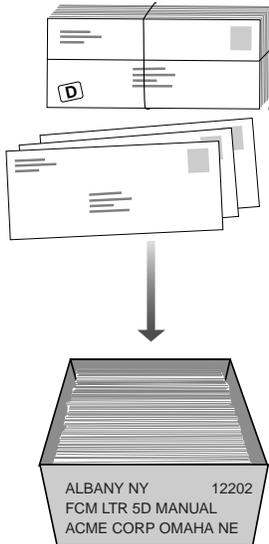
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Traying Sequence (M130.3)

5-Digit (Required)

Packages: Packaging not required if sufficient quantity to fill a 5-digit tray. Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Red Label D or optional endorsement line (OEL).



Trays: Required, full trays only for pieces to same 5-digit ZIP Code; packaging not required; less-than-full trays not permitted.

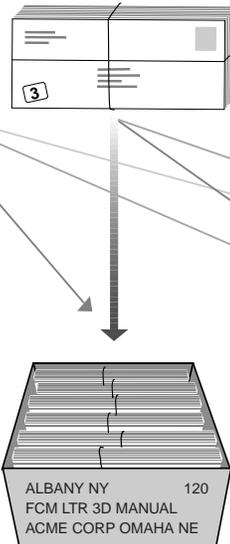
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: Presorted

3-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a package not permitted.¹

Labels: Green Label 3 or OEL.



Trays: Required, full trays only for packages to same 3-digit ZIP Code prefix; less-than-full trays not permitted. (Exception: One less-than-full tray must be prepared for any remaining packages for each origin 3-digit ZIP Code prefix.)

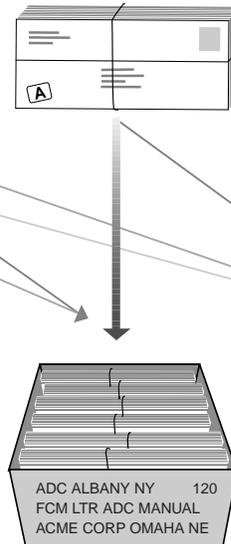
Labels: For Line 1, use L002, Column A, for destination facility.

Rate: Presorted

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.¹

Labels: Pink Label A or OEL.



Trays: Required, full trays only for packages to same ADC (see L004); less-than-full trays not permitted.

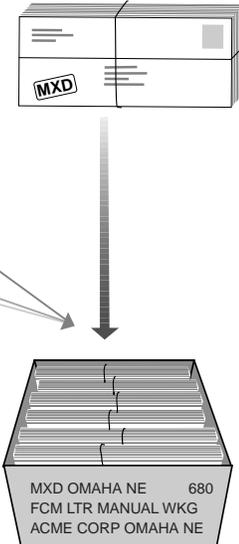
Labels: For Line 1, use L004 Column B for destination facility.

Rate: Presorted

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



Trays: Required for any remaining packages placed in mixed ADC trays; only one less-than-full tray permitted.

Labels: For Line 1, use "MXD" followed by city/state/ZIP Code of origin facility in L002, Column C.

Rate: Presorted

1. Packaging not required if sufficient quantity to fill a tray and none of the mail in the tray would have been more finely sorted if packaged (M020.1.9). This exception does not apply to "manual only" processing. Packaging required in mailings consisting entirely of postcard-size pieces and for other pieces in less-than-full trays. See M130.3 when selecting the manual only preparation option. Tray label standards in effect before June 30, 2002, may be used until January 1, 2003.

First-Class Mail

Presorted Letters and Cards—Machinable

131

Quick Service
Guide

Related QSGs: 010, 015, 102, 810, 811, 900

Eligibility Overview (E130)	Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must be machinable as described below. Pieces mailed at card rates and pieces mailed at letter rates must meet separate 500-piece minimums. For nonmachinable pieces, see Quick Service Guide 130.
Rates and Fees (R100)	Presorted: First ounce or fraction: (For pieces weighing not more than 2 ounces) \$0.352 (For pieces weighing more than 2 ounces) 0.311 Each additional ounce or fraction 0.225 Card Rate 0.212 Annual \$150.00 presort mailing fee (E110.4). Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code.
Addressing (A010, A800)	Addresses on all pieces must be updated within 180 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA, <i>FASTforward</i> , or the appropriate ancillary service endorsement under F010). A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.
Characteristics and Content (C100)	Maximum weight: 3.3 ounces, for pieces over 3.3 ounces, see Quick Service Guide 130. Letters that meet any one of the nonmachinable characteristics in C050.2.2 are nonmachinable. Shape: rectangular. Dimensions: ■ Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick <i>if not more than 4-1/4 inches high and 6 inches long</i> ; or 0.009 inch thick <i>if more than 4-1/4 inches high or 6 inches long, or both</i> . ■ Maximum for cards at card rates: 4-1/4 inches high, 6 inches long, and 0.016 inch thick. ■ Maximum for letters and other cards: 6-1/8 inches high, 11-1/2 inches long, and 1/4 inch thick. Length is the dimension parallel to the address as read.
Deposit (D100)	Mailing entered at an acceptance point designated by USPS.
Mail Preparation and Sortation (M130)	Marking on each piece in the postage area: "PRESORTED (or PRSRT) FIRST-CLASS." Documentation: ■ Postage statement: Form 3600-P (postage affixed) or Form 3600-R or 3600-EZ (permit imprint). ■ Supporting documentation: required unless correct rate affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format). 1-foot or 2-foot trays used (M033) where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used). See reverse for tray label Line 2 information. Use 2-inch tray labels (M031) or barcoded tray label (recommended) (M032). Trays sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mixed AADC trays and mailings that originate and destinate in delivery area of same SCF.
Postage and Payment Methods (P100)	Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions. Additional standards apply to mailings of nonidentical-weight pieces.
Special Services (S900)	See Quick Service Guide 900.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Traying Sequence (M130.2)

5-Digit

Trays: Optional, full trays only for pieces to same 5-digit ZIP Code; less-than-full trays not permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: Presorted

3-Digit

Trays: Required, full trays only for pieces to same 3-digit ZIP Code prefix; less-than-full trays not permitted. (Exception: One less-than-full tray must be prepared for any remaining pieces for each origin 3-digit(s) ZIP Code prefix.)

Labels: For Line 1, use L002, Column A, for destination facility.

Rate: Presorted

AADC

Trays: Required, full trays only for pieces to same AADC (see L801); pieces grouped by 3-digit ZIP Code prefix; less-than-full trays not permitted.

Labels: For Line 1, use L801 Column B for destination facility.

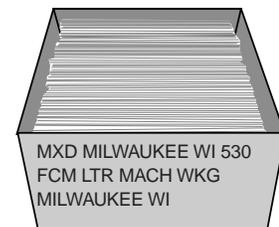
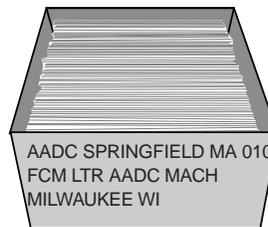
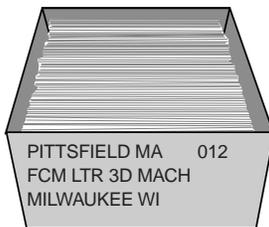
Rate: Presorted

Mixed AADC

Trays: Required for any remaining pieces placed in mixed AADC trays; pieces grouped by AADC; only one less-than-full tray permitted.

Labels: For Line 1, use "MXD" followed by city/state/ZIP Code of origin facility in L002, Column C.

Rate: Presorted



Packaging not permitted in full trays. Packaging required in mailings consisting entirely of card-size pieces and for pieces placed in less-than-full 3-digit and mixed AADC trays.

Tray label standards in effect before June 30, 2002, may be used until January 1, 2003.

Eligibility Overview (E130)	Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must fit within flat-size processing category (C050.3).								
Rates and Fees (R100)	<p>Presorted:</p> <table border="0"> <tr> <td>First ounce or fraction:</td> <td></td> </tr> <tr> <td> (For pieces weighing not more than 2 ounces)</td> <td>\$0.352</td> </tr> <tr> <td> (For pieces weighing more than 2 ounces)</td> <td>0.311</td> </tr> <tr> <td>Each additional ounce or fraction</td> <td>0.225</td> </tr> </table> <p>A \$0.055 nonmachinable surcharge applies to pieces weighing 1 ounce or less if: (a) more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4 inch thick or (b) has an aspect ratio (length divided by height) less than 1.3 or more than 2.5. Annual \$150.00 presort mailing fee (E110.4).</p>	First ounce or fraction:		(For pieces weighing not more than 2 ounces)	\$0.352	(For pieces weighing more than 2 ounces)	0.311	Each additional ounce or fraction	0.225
First ounce or fraction:									
(For pieces weighing not more than 2 ounces)	\$0.352								
(For pieces weighing more than 2 ounces)	0.311								
Each additional ounce or fraction	0.225								
Addressing (A010)	<p>Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. Addresses on all pieces must be updated within 180 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA, <i>FASTforward</i>, or the appropriate ancillary service endorsement under F010). A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.</p>								
Characteristics and Content (C050)	<p>Maximum weight: 13 ounces. Shape: rectangular, unless greater than 1/4 inch thick. Dimensions:</p> <ul style="list-style-type: none"> ■ Minimum: more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4 inch thick. ■ Maximum: 15 inches long, 12 inches high, and 3/4 inch thick. <p>Length is the dimension parallel to the address as read.</p>								
Deposit (D100)	Mailing entered at an acceptance point designated by USPS.								
Mail Preparation and Sortation (M130)	<p>Marking on each piece in the postage area: "PRESORTED (or PRSRT) FIRST-CLASS." Documentation:</p> <ul style="list-style-type: none"> ■ Postage statement: Form 3600-P (postage affixed) or Form 3600-R or 3600-EZ (permit imprint). ■ Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format). <p>See reverse for tray label Line 2 information. Use 2-inch tray labels (M031). Flat trays capped (green side up) and secured with two straps (M033). Any mailing job that contains packages of Presorted flats and packages of automation flats must be co-trayed using M910.1.0.</p>								
Postage and Payment Methods (P100)	Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions. Additional standards apply to mailings of nonidentical-weight pieces.								
Special Services (S900)	See Quick Service Guide 900.								

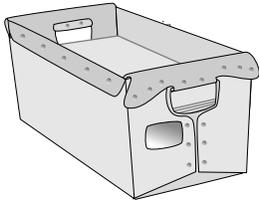
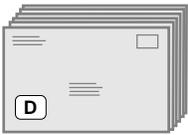
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Traying Sequence (M130.4)

5-Digit (Required)

Packages: Packaging not required if sufficient quantity to fill a 5-digit tray. Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Red Label D or optional endorsement line (OEL).



PHILADELPHIA PA 19118
FCM FLTS 5D NON BC
TOPEKA KS

Trays: Required, full trays only for packages to same 5-digit ZIP Code; less-than-full trays not permitted.

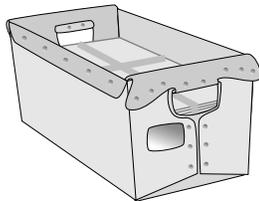
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: Presorted

3-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a package not permitted.¹

Labels: Green Label 3 or OEL.



PHILADELPHIA PA 191
FCM FLTS 3D NON BC
TOPEKA KS

Trays: Required, full trays only for packages to same 3-digit ZIP Code prefix; less-than-full trays not permitted. (Exception: One less-than-full tray must be prepared for any remaining packages for each origin 3-digit ZIP Code prefix).

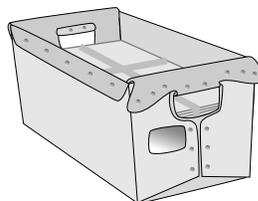
Labels: For Line 1, use L002, Column A, for destination facility.

Rate: Presorted

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.¹

Labels: Pink Label A or OEL.



ADC PHILADELPHIA PA 190
FCM FLTS ADC NON BC
TOPEKA KS

Trays: Required, full trays only for packages to same ADC (see L004); less-than-full trays not permitted.

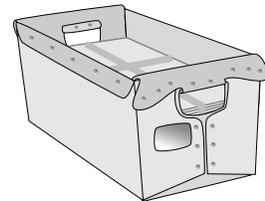
Labels: For Line 1, use L004 for destination facility.

Rate: Presorted

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



MXD TOPEKA KS 664
FCM FLTS NON BC WKG
TOPEKA KS

Trays: Required for any remaining packages placed in mixed ADC trays; only one less-than-full tray permitted.

Labels: For Line 1, use "MXD" followed by city, state, and ZIP Code of origin facility in L002, Column C.

Rate: Presorted

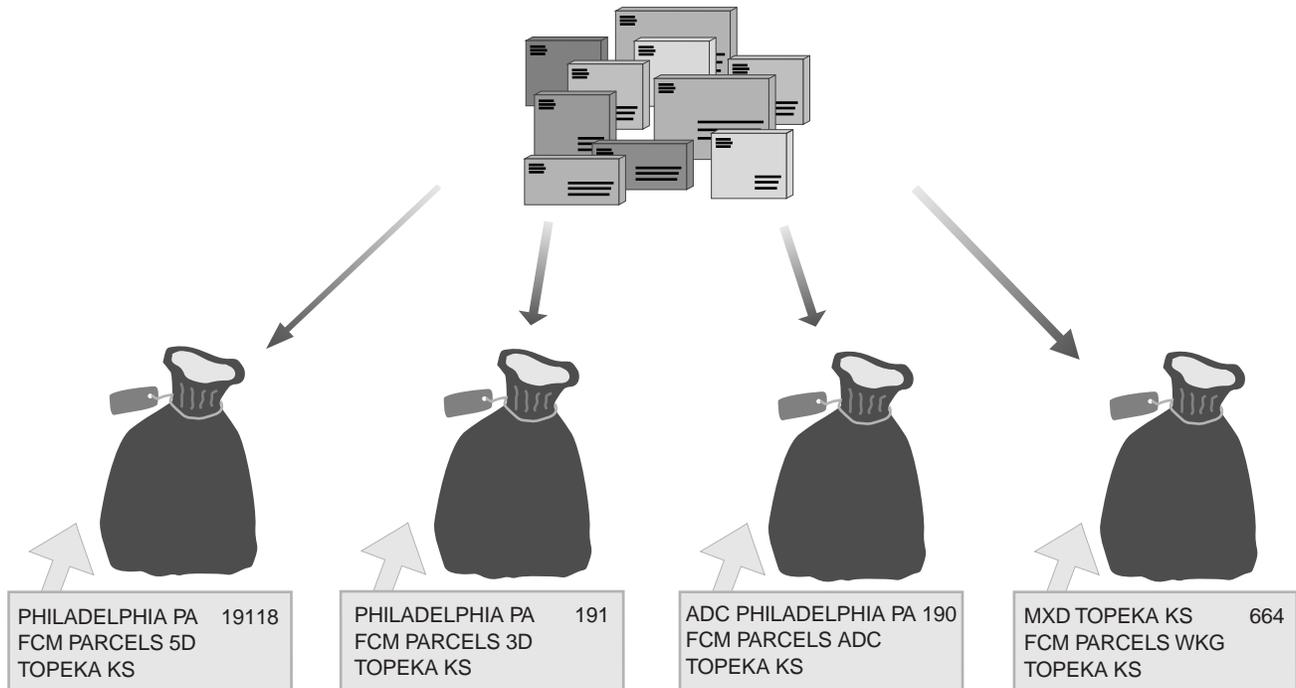
1. Packaging not required if sufficient quantity to fill a tray and none of the mail in the tray would have been more finely sorted if packaged (M020.1.9).

For flats, a full tray is defined as one that contains at least a single stack of pieces lying flat that reaches bottom of handholds, but no more than can be contained in tray with lid secured in place with two straps. When possible, pieces must be placed in two stacks to optimize tray use. Total weight of tray may not exceed 70 pounds.

Eligibility Overview (E130)	Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must fit within same processing category (C050).								
Rates and Fees (R100)	<p>Presorted:</p> <table border="0"> <tr> <td>First ounce or fraction:</td> <td></td> </tr> <tr> <td> (For pieces weighing not more than 2 ounces)</td> <td>\$0.352</td> </tr> <tr> <td> (For pieces weighing more than 2 ounces)</td> <td>0.311</td> </tr> <tr> <td>Each additional ounce or fraction</td> <td>0.225</td> </tr> </table> <p>Annual \$150.00 presort mailing fee (E110.4).</p>	First ounce or fraction:		(For pieces weighing not more than 2 ounces)	\$0.352	(For pieces weighing more than 2 ounces)	0.311	Each additional ounce or fraction	0.225
First ounce or fraction:									
(For pieces weighing not more than 2 ounces)	\$0.352								
(For pieces weighing more than 2 ounces)	0.311								
Each additional ounce or fraction	0.225								
Addressing (A010)	<p>Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. Addresses on all pieces must be updated within 180 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA, <i>FASTforward</i>, or the appropriate ancillary service endorsement under F010).</p> <p>A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.</p>								
Characteristics and Content (C050)	<p>Maximum weight: 13 ounces. Dimensions: see Quick Service Guide 050.</p> <p>To use Delivery Confirmation and Signature Confirmation, a parcel must:</p> <ul style="list-style-type: none"> ■ Have an address side with enough surface area to fit the delivery address, return address, postage, markings and endorsements, and special service label. ■ Be in a box or, if not in a box, be greater than 3/4 inch thick at its thickest point. 								
Deposit (D100)	Mailing entered at an acceptance point designated by USPS.								
Mail Preparation and Sortation (M130)	<p>Marking on each piece in the postage area: "PRESORTED (or PRSRT) FIRST-CLASS."</p> <p>Documentation:</p> <ul style="list-style-type: none"> ■ Postage statement: Form 3600-P (postage affixed) or Form 3600-R (permit imprint). ■ Supporting documentation: required unless correct rate is affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format). <p>See reverse for sack label Line 2 information. See M130.5 for packaging of parcels up to 1/2 inch thick that exceed any one dimension of flat-size mail (C050.3).</p>								
Postage and Payment Methods (P100)	<p>Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.</p> <p>Additional standards apply to mailings of nonidentical-weight pieces.</p>								
Special Services (S900)	See Quick Service Guide 900.								

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Sacking sequence for pieces 1/2 inch thick or thicker (M130.5)



5-Digit

Sacks: Required if 10 or more pounds of pieces to same 5-digit ZIP Code; less than 10 pounds in a sack not permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: Presorted

3-Digits

Sacks: Required if 10 or more pounds of pieces to same 3-digit ZIP Code prefix; less than 10 pounds in a sack not permitted. (Exception: After all full sacks are prepared, one less-than-full sack must be prepared for any remaining pieces for each 3-digit ZIP Code prefix of SCF serving post office where mail is verified.)

Labels: For Line 1, use L002, Column A, for destination facility.

Rate: Presorted

ADC

Sacks: Required if 10 or more pounds of pieces to same ADC (see L004); less than 10 pounds in a sack not permitted.

Labels: For Line 1, use L004 for destination facility.

Rate: Presorted

Mixed ADC

Sacks: Required for any remaining pieces. Pieces must be placed in mixed ADC sacks; only one less-than-full sack permitted.

Labels: For Line 1, use "MXD" followed by city, state, and ZIP Code of origin facility in L002, Column C.

Rate: Presorted

Packaging not required for pieces 1/2 inch thick or thicker if they are placed in a sack to same destination to which they would have otherwise been packaged. Prepared in green sacks.

Eligibility Overview (E140) Mailings of 500 or more addressed pieces, 100% delivery point barcoded (C840), sorted, and marked as described below. All pieces must be automation-compatible (C810). Pieces mailed at card rates and pieces mailed at letter rates must meet separate 500-piece minimums.

Rates and Fees (R100)	Carrier				
	Route	5-Digit	3-Digit	AADC	Mixed AADC
First ounce or fraction (Pieces weighing not more than 2 oz.)	\$0.275	\$0.278	\$0.292	\$0.301	\$0.309
(Pieces weighing more than 2 oz.)	0.234	0.237	0.251	0.260	0.268
Each additional ounce or fraction	0.225	0.225	0.225	0.225	0.225
Postcard	0.170	0.176	0.183	0.187	0.194

Annual \$150.00 presort mailing fee (E110.4).
Carrier Route rates limited to 5-digit ZIP Codes identified in the City State File.

Addressing (A800, A950) Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses on all pieces must be updated within 180 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA, *FASTforward*, or the appropriate ancillary service endorsement under F010).
Addresses must be matched using CASS/MASS-certified process within 180 days before mailing.
Carrier route information updated using CASS-certified process within 90 days before mailing.

Characteristics and Content (C810) Maximum weight: 3.3 ounces (pieces over 3 ounces must meet additional standards in C810.7.5).
Shape: rectangular. Aspect ratio from 1.3 to 2.5 (C810.2.2).
Dimensions:

- Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick *if not more than 4-1/4 inches high and 6 inches long*; or 0.009 inch thick *if more than 4-1/4 inches high or 6 inches long, or both*.
- Maximum for cards at card rates: 4-1/4 inches high, 6 inches long, and 0.016 inch thick.
- Maximum for letters and other cards: 6-1/8 inches high, 11-1/2 inches long, and 1/4 inch thick.

 All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures must meet the standards in C810.8.

Deposit Mailing entered at an acceptance point designated by USPS (D100).

Mail Preparation and Sortation (M810) Marking on each piece: “First-Class” or “Presorted (or PRSRT) First-Class” in the postage area. Pieces mailed at carrier route rate must bear an “AUTOCR” marking. Non-carrier route rates marked “First-Class” must also bear the “AUTO” marking. Non-carrier route pieces marked “Presorted (or PRSRT) First-Class” bearing a DPBC in the address block or on an insert visible through a window do not require the additional “AUTO” marking. For rate markings applied by MLOCs, see M012.2.2. For additional marking standards for carrier route pieces, see M014. Pieces not claimed at an automation rate must not be marked “AUTO” or “AUTOCR” unless single-piece postage is affixed or a corrective single-piece rate marking is applied under P100 (M012).

Documentation:

- Postage statement: Form 3600-P (postage affixed) or Form 3600-R (permit imprint).
- Form 3553 (address, barcode (A950), and CRIS accuracy (A930)), must be retained for 1 year.
- Supporting documentation: required unless correct rate affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

 1-foot or 2-foot trays used (M033) where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used).
 Barcoded tray labels required (M032).
 See reverse for tray label Line 2 information.
 Trays sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mixed AADC trays and mailings that originate and destinate in delivery area of same SCF.

Postage and Payment Methods (P100) Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

Special Services (S900) See Quick Service Guide 900.
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Traying Sequence (M810.2)

5-Digit/Scheme

Trays: Optional, 150 pieces to same 5-digit ZIP Code/scheme destination; packaging not permitted; only one overflow tray permitted per destination.

Barcoded Labels: For Line 1: use city, state, and 5-digit ZIP Code on mail; on optional 5-digit scheme trays, use destination in City State File.

Rate: 5-Digit

3-Digit/Scheme (Required)

Trays: Required, 150 pieces to same 3-digit ZIP Code/scheme destination; packaging not permitted; only one overflow tray permitted per destination. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code/scheme of SCF serving post office where mail is verified.)

Barcoded Labels: For Line 1, use L002, Column B, for destination facility.

Rate: 3-Digit or AADC¹

AADC

Trays: Required, 150 pieces to same AADC; packaging not permitted; pieces within trays grouped by 3-digit/scheme destination; only one overflow tray permitted per destination.

Barcoded Labels: For Line 1, use L801 for destination facility.

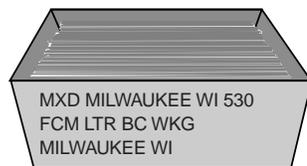
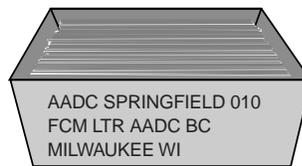
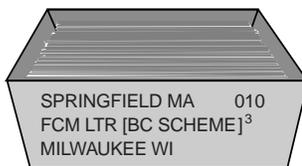
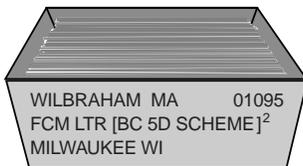
Rate: AADC

Mixed AADC

Trays: Required for all remaining pieces placed in mixed AADC trays; pieces within trays grouped by AADC tray; only one less-than-full mixed AADC tray permitted per mailing.

Barcoded Labels: For Line 1, use "MXD" followed by city/state/ZIP Code of origin facility in L002, Column C.

Rate: Mixed AADC



- AADC rate for any 3-digit/scheme tray for the origin SCF area containing fewer than 150 pieces.
- Use "5D BC" on 5-digit trays; on optional 5-digit scheme trays, use "BC 5D SCHEME."
- Use "3D BC" on 3-digit trays; on 3-digit scheme trays, use "BC SCHEME" and, if applicable, as shown in L002, Column B, followed by the letter "A," "B," or "C."

Where overflow trays are permitted, they are required for required presort levels and optional for optional presort levels (M033.2).

Optional Carrier Route Preparation

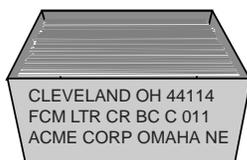
At least 10 or more pieces to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit); fewer than 10 pieces per route not permitted. Use an optional endorsement line or carrier route information line.

Carrier Route

Trays: Full trays only for pieces to same carrier route; packaging not permitted. Card-size pieces must be banded. Less-than-full trays not permitted.

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: Carrier Route

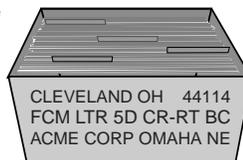


5-Digit Carrier Routes

Trays: Required if enough mail for a full tray, optional otherwise. After all full carrier route trays are prepared, remaining carrier route pieces (10 or more per route) must be grouped (use separator cards in full trays and banding material in less-than-full trays) and placed in 5-digit carrier routes trays (no minimum number of pieces per tray).

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: Carrier Route

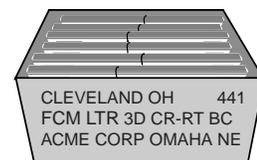


3-Digit Carrier Routes

Trays: Carrier route packages only; optional with minimum one 10-piece carrier route package for each of two or more 5-digit areas.

Barcoded Labels: For Line 1, use city, state, and 3-digit ZIP Code prefix shown in L002, Column A.

Rate: Carrier Route



Carrier route rates limited to 5-digit ZIP Codes identified in the City State File.

Packaging required in all mailings consisting entirely of postcard-size pieces and for pieces in overflow, less-than-full, and 3-digit carrier routes trays.

Tray label standards in effect before June 30, 2002, may be used until January 1, 2003.

First-Class Mail—Automation Flats

Related QSGs: 010, 015, 820, 900, 922, 923, 924

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Quick Service
Guide

Eligibility Overview (E140) Mailings of 500 or more addressed pieces, automation-compatible (C820), 100% ZIP+4 barcoded or delivery point barcoded (C840), sorted, and marked as described below.

Rates and Fees (R100)	5-Digit	3-Digit	ADC	Mixed ADC
First ounce or fraction: (For pieces weighing not more than 2 ounces)	\$0.302	\$0.322	\$0.333	\$0.341
(For pieces weighing more than 2 ounces)	0.261	0.281	0.292	0.300
Each additional ounce or fraction	0.225	0.225	0.225	0.225

A \$0.055 nonmachinable surcharge applies to pieces weighing 1 ounce or less if: (a) more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4 inch thick or (b) has an aspect ratio (length divided by height) less than 1.3 or more than 2.5 (C100.4).
Annual \$150.00 presort mailing fee (E110.4).

Addressing (A800, A950) Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses on all pieces must be updated within 180 days before mailing with a USPS-approved address update tool (e.g., ACS, NCOA, *FASTforward*, or the appropriate ancillary service endorsement under F010).
Addresses must be matched using a CASS/MASS-certified process within 180 days before mailing.

Characteristics and Content (C820, C840) Maximum weight: 13 ounces.
Shape: rectangular.
Dimensions:
Flats may qualify for the automation discount based on the dimensions and flexibility criteria for the AFSM (automated flat sorting machine) 100 or FSM 1000. See C820 (or Quick Service Guide 820) for specific standards.
All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.

Deposit (D100) Mailing entered at an acceptance point designated by USPS.

Mail Preparation and Sortation (M820) Marking on each piece in the postage area: "Presorted (or PRSRT) First-Class" or "AUTO" and "First-Class."
Documentation:
■ Postage statement: Form 3600-P (postage affixed) or Form 3600-R (permit imprint).
■ Form 3553 (address and barcode accuracy (A950)) must be retained by mailer for 1 year.
■ Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).
Barcoded tray labels required (M032).
See reverse for tray label Line 2 information.
Flat trays capped (green side up) and secured with two straps (M033).
Pieces meeting specifications for the Automated Flat Sorting Machine (AFSM) 100 in C820.2 must be prepared in separate packages from pieces meeting specifications for the FSM 1000 in C820.3.
Separate package minimums (M820.2) must be met for each package type. Within each package, mailers may combine pieces of nonidentical weights if authorized under P700. AFSM 100 and FSM 1000 packages may be combined in the same tray.
Automation mailings prepared using tray-based preparation may not combine AFSM 100 and FSM 1000 pieces in the same mailing.
Any mailing job that contains packages of Presorted flats and packages of automation flats must be co-trayed using M910.1.0.

Postage and Payment Methods (P100) Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

Special Services (S900) See Quick Service Guide 900.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

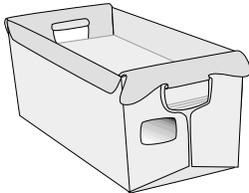
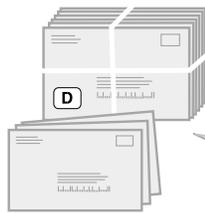
Package-Based Preparation (M820.2)

5-Digit (Optional)

Packages: Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Red Label D or optional endorsement line (OEL).

Rate: 5-Digit



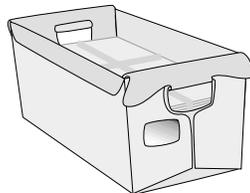
PHILADELPHIA PA 19118
FCM FLTS 5D BC
TOPEKA KS

3-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a package not permitted.

Labels: Green Label 3 or OEL.

Rate: 3-Digit



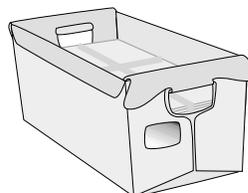
PHILADELPHIA PA 191
FCM FLTS 3D BC
TOPEKA KS

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.

Labels: Pink Label A or OEL.

Rate: ADC



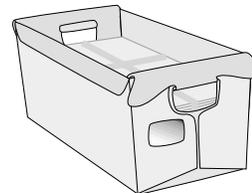
ADC PHILADELPHIA PA 190
FCM FLTS ADC BC
TOPEKA KS

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.

Rate: Mixed ADC



MXD TOPEKA KS 664
FCM FLTS BC WKG
TOPEKA KS

5-Digit

Trays: Optional, full trays only for packages to same 5-digit ZIP Code; packaging not required in full trays; less-than-full trays not permitted.

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

3-Digit

Trays: Required, full trays only for packages to same 3-digit ZIP Code prefix; less-than-full trays not permitted. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining packages for each 3-digit ZIP Code prefix of SCF serving post office where mail is verified.)

Barcoded Labels: For Line 1, use L002, Column A, for destination facility.

ADC

Trays: Required, full trays only for packages to same ADC (see L004); less-than-full trays not permitted.

Barcoded Labels: For Line 1, use L004 for destination facility.

Mixed ADC

Trays: Required for any remaining packages. Only one less-than-full tray permitted.

Barcoded Labels: For Line 1, use "MXD" followed by city, state, and ZIP Code of origin facility in L002, Column C.

For flats, a full tray is defined as one that contains at least a single stack of pieces lying flat that reaches bottom of handholds, but no more than can be contained in tray with cover secured in place with two straps. When possible, pieces must be placed in two stacks to optimize tray use. Total weight of tray may not exceed 70 pounds.

Tray-Based Preparation (M820.3)

5-Digit

Trays: Optional, 90-piece minimum, fewer pieces not permitted; one less-than-full or overflow tray allowed.

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: 5-Digit

3-Digit

Trays: Required, 90-piece minimum, fewer pieces not permitted; one less-than-full or overflow tray allowed. After all full trays are prepared, one less-than-full tray must be prepared for any pieces remaining for each origin 3-digit ZIP Code prefix.

Barcoded Labels: For Line 1, use L002, Column A for 3-digit destinations.

Rate: 3-Digit or ADC¹

ADC

Trays: Required, 90-piece minimum, fewer pieces not permitted; one less-than-full or overflow tray allowed; group pieces by 3-digit ZIP Code prefix. (Exception: Pieces do not have to be grouped by 3-digit ZIP Code if mailing is prepared using MLOCR and standardized documentation is submitted.)

Barcoded Labels: For Line 1, use L004.

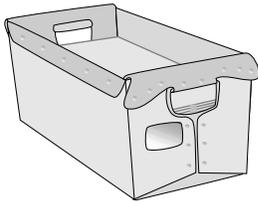
Rate: ADC

Mixed ADC

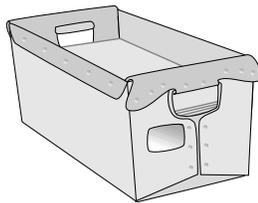
Trays: Required, no minimum, group by ADC. (Exception: Pieces do not have to be grouped by ADC if mailing is prepared using MLOCR and standardized documentation is submitted.)

Barcoded Labels: For Line 1, use "MXD" followed by city, state, and ZIP Code of origin facility in L002, Column C.

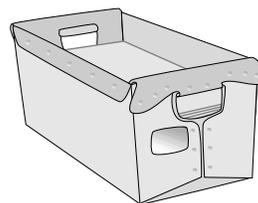
Rate: Mixed ADC



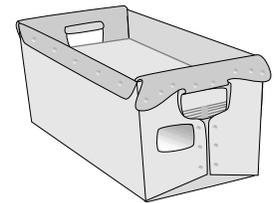
PHILADELPHIA PA 19118
FCM FLTS 5D BC
TOPEKA KS



PHILADELPHIA PA 191
FCM FLTS 3D BC
TOPEKA KS



ADC PHILADELPHIA PA 190
FCM FLTS ADC BC
TOPEKA KS



MXD TOPEKA KS 664
FCM FLTS BC WKG
TOPEKA KS

1. ADC rate for any 3-digit origin tray containing fewer than 90 pieces. For flats, a full tray is defined as one that contains at least a single stack of pieces lying flat that reaches bottom of handholds, but no more than can be contained in tray with cover secured in place with two straps. Total weight of tray may not exceed 70 pounds. Mailers choosing to prepare their mail using the tray-based preparation option would not be eligible to prepare their mail as outlined in M910.

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Related QSGs: 230, 231, 240, 241

Eligibility Overview (E210) Generally used by publications (e.g., magazines and newspapers) whose primary purpose is transmitting information to an established list of subscribers or requesters. Periodicals must be issued regularly at a stated frequency (at least four times a year) from a known office of publication and be formed of printed sheets. All pieces within each mailing must be the same processing category.

Application form required (E213).

Authorization: Periodicals entry in one of these five categories (E212):

- General publications.
- Publications of institutions and societies.
- Publications of state departments of agriculture.
- Requester publications.
- Foreign publications.

Records: maintained by publisher to support application and confirm eligibility for entry at Periodicals rates; specific standards by category.

Additional standards: circulation, documentation, advertising limits, and other conditions that vary by category.

Limits apply to nonsubscriber/nonrequester distribution for general and requester publications.

Identification: title, identification statement, marking of certain contents.

Supplements, enclosures, additions, parts, sections, and editions are permitted under applicable standards.

Additional documentation and separate postage statement required for mailings combining more than one edition or publication.

Rates and Fees (R200)	Application (original entry) fee	\$375.00
	Additional entry application fee	60.00
	Reentry fee	40.00
	News agent registry	40.00

Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.

Basic, 3-digit, 5-digit, and carrier route rates are available; Outside-County rates apply per E217; In-County rates apply to all eligible in-county copies of other than requester publications. The Preferred rate discount is available under E270; see reverse.

Characteristics and Content (C200) Limitations apply to advertising percentage and mailpiece components (e.g.), independent printed matter and products are not permitted in a publication at Periodicals rates.

Deposit (D200) Only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under D210.

Mail Preparation and Sortation Presorted (M210), Carrier Route (M220), Automation Letters (M810), or Automation Flats (M820) as appropriate.

Identification: title on cover and identification statement (E211.10).

Postage statement: Form 3541, *Periodicals One Issue or One Edition*.

Postage and Payment Methods (P200, P950) Advance deposit account(s) at original and each additional entry post office, unless authorized under Centralized Postage Payment (CPP).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Eligibility Overview (E200)	Available for publications authorized in other than the requester category and further qualifying under specific standards for special (Nonprofit, Classroom (E270), or Science-of-Agriculture (E217)) rates. These standards are in addition to the criteria in Quick Service Guide 200.						
Rates and Fees (R200)	<table border="0"> <tr> <td>Application (original entry) fee</td> <td style="text-align: right;">\$375.00</td> </tr> <tr> <td>Additional entry application fee</td> <td style="text-align: right;">60.00</td> </tr> <tr> <td>Reentry fee</td> <td style="text-align: right;">40.00</td> </tr> </table> <p>No additional fee to mail at a preferred Periodicals rate. Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc. The Preferred rate discount applies to outside-county postage, excluding the postage for advertising pounds for Nonprofit and Classroom rate publications; In-County rates apply to all eligible in-county copies (E217).</p>	Application (original entry) fee	\$375.00	Additional entry application fee	60.00	Reentry fee	40.00
Application (original entry) fee	\$375.00						
Additional entry application fee	60.00						
Reentry fee	40.00						
Eligibility (E200)	<p>In addition to Quick Service Guide 200. Application form required (E213). Nonprofit standards: the publication must be issued by and in the interest of a religious, educational, scientific, philanthropic, agricultural, labor, veterans', or fraternal organization not organized for profit and none of whose net income benefits a private stockholder or individual (E270). Also generally eligible (regardless of the nonprofit status of the publishing organization) are:</p> <ul style="list-style-type: none"> ■ Publication issued by and in the interest of an association of rural electric cooperatives ■ Program announcement or guide published by an educational radio or television agency of a state or political subdivision thereof or by a nonprofit education radio or television station ■ Publication of the official highway or development agency of the state meeting the standards for a general publication (E212) and containing no advertising except the publisher's own advertising ■ Conservation publication published by a state agency responsible for the management and conservation of the fish or wildlife resources of that state <p>Classroom: publication must be designed for educational, religious, or scientific use in school classrooms or religious instruction classes. Science-of-Agriculture: rates apply to outside-county copies of an authorized Periodicals publication mailed by a publisher or news agent when the total copies furnished during any 12-month period to subscribers residing in rural areas are at least 70% of the total number of copies distributed by any means for any purpose.</p>						
Characteristics and Content (C200)	See Quick Service Guide 200; further limits in advertising may apply.						
Deposit (D200)	Deposit only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under D210.						
Mail Preparation and Sortation	Presorted (M210), Carrier Route (M220), Automation Letters (M810), or Automation Flats (M820), as appropriate. Identification: title on cover and identification statement (E211.10). Postage statement: Form 3541, <i>Periodicals One Issue or One Edition</i> .						
Postage and Payment Methods (P200, P950)	Advance deposit account(s) at original and each additional entry post office, unless authorized under Centralized Postage Payment (CPP).						

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Eligibility Overview (E217)	<p>In-County rates apply to subscriber copies of any issue of a Periodicals publication (except a requester publication) when the copies are entered within the county in which the post office of original entry is located for delivery to addresses within that county, under either of these two conditions:</p> <ul style="list-style-type: none">■ The total paid circulation of such issue is less than 10,000 copies.■ The number of paid copies of such issue distributed within the county of publication is more than 50 percent of the total paid circulation of such issue.
Nonsubscriber Copies (E215)	<p>For a calendar year, the total number of nonsubscriber copies mailed at In-County rates may not exceed 10 percent of the number of subscriber copies mailed at In-County rates.</p> <p>For publications authorized for preferred rates and for publications authorized for both Regular and In-County rates and/or Science-of-Agriculture rates, once the total number of nonsubscriber copies mailed for the calendar year (regardless of rate) exceeds 10 percent of the total number of copies mailed to subscribers during the calendar year, further mailings of nonsubscriber copies are not eligible for any preferred rate including In-County rates.</p> <p>A mailing is not eligible for any Periodicals rate if it consists entirely of nonsubscribers over the 10 percent limit of the total number of copies mailed to subscribers during the calendar year.</p>
Preferred Rates (E217, E270)	<p>Preferred rates include:</p> <ul style="list-style-type: none">■ In-County■ Nonprofit■ Classroom■ Science-of-Agriculture
Addressing (A040)	<p>The simplified and exceptional address formats are prohibited on Periodicals publications (A040) intended to count as subscribers or requesters copies.</p>
Spreadsheet	<p>To help publishers maintain compliance with the Periodicals nonsubscriber copies 10 percent requirement, the reverse side of this form contains a manual spreadsheet that can be used to track a publication's mailing of subscriber and nonsubscriber copies. An electronic version of the spreadsheet is available through Postal Explorer at http://pe.usps.gov. To access this form, click on "Postal Links" in the upper left frame of the Postal Explorer Home Page and then select "Nonsubscriber Percentage Calculator." The template is available as a Microsoft Excel spreadsheet.</p>

Eligibility Overview (E210, E230)	All Periodicals mail must be sorted and may be eligible for a reduced rate if prepared and sorted under additional specific standards.
Rates and Fees (R200)	<p>Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.</p> <p>Carrier Route, 5-digit, 3-digit, and basic rates are available; Outside-County rates apply per E217; In-County rates apply to all eligible in-county copies of other than requester publications.</p> <p>Carrier Route (Outside-County and In-County):</p> <ul style="list-style-type: none"> ■ Basic Carrier Route: six or more addressed pieces sorted in carrier route packages, prepared in line-of-travel or walk-sequence and placed in carrier route, 5-digit carrier routes, or 3-digit carrier routes trays. ■ High Density: carrier route pieces prepared in walk sequence with necessary density (125 pieces or more to single carrier route). For In-County rate, density requirement may be based on either 125 pieces or 25% of total active deliveries per carrier route. ■ Saturation: carrier route pieces prepared in walk sequence with necessary density (90% residential or 75% total deliveries) (M050). <p>5-Digit: Six or more addressed pieces sorted in 5-digit packages, placed in 5-digit trays.</p> <p>3-Digit: Six or more addressed pieces sorted in 5-digit and 3-digit packages (L002), placed in 3-digit trays.</p> <p>Basic: Six or more addressed pieces sorted in 5-digit, 3-digit, ADC (L004), or mixed ADC packages and placed in ADC and mixed ADC trays.</p> <p>Destination entry discounts (DDU, DSCF, and DADC) have additional standards (E250).</p> <p>Not all presort levels may be claimed in combination with destination entry discounts.</p> <p>Ride-Along rate available for items eligible as Standard Mail (E260).</p>
Addressing (E230)	<p>Carrier route: carrier route information updated using CASS-certified process or another AIS product containing carrier route information within 90 days before mailing.</p> <p>A certified process used at least once a year to ensure accuracy of 5-digit ZIP Codes for other than carrier route pieces.</p>
Characteristics and Content (C050, C200)	<p>See Quick Service Guide 200.</p> <p>Shape: rectangular.</p> <p>Dimensions:</p> <ul style="list-style-type: none"> ■ Minimum: 3-1/2 inches high, 5 inches long, and 0.007 inch thick. ■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 1/4 inch thick.
Deposit (D200)	Only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under D210.
Mail Preparation and Sortation (M210, M220)	<p>See pages 2 and 3 for presort.</p> <p>Documentation:</p> <ul style="list-style-type: none"> ■ Postage statement: Form 3541, <i>Periodicals One Issue or One Edition</i>. ■ Supporting documentation: required by rates claimed, including marked copy. Documentation generated by PAVE-certified software or printed in standardized format. <p>Packages for individual carrier routes must be prepared with facing slips under M020, optional endorsement lines under M013, or carrier route information lines under M014.2.0.</p> <p>1-foot or 2-foot trays used where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used).</p> <p>See reverse for pink tray label Line 2 information.</p> <p>Use 2-inch pink tray labels (M031).</p> <p>Trays sleeved and strapped (M033). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.</p>
Postage and Payment Methods (P200, P950)	Advance deposit account(s) at original and each additional entry post office, unless authorized under Centralized Postage Payment (CPP).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

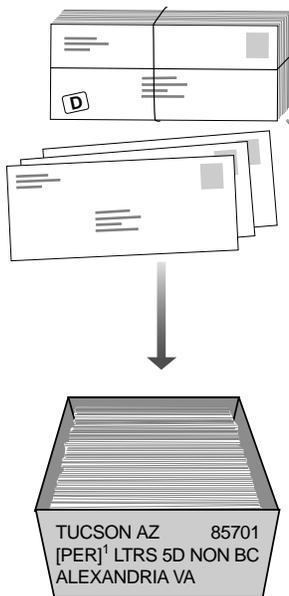
Packaging and Traying Sequence (M210.3)

See next page for carrier route preparation.

5-Digit (Required)

Packages: Packaging not required in full trays. Pieces must be packaged if 6 or more pieces to same 5-digit ZIP Code; fewer than 6 pieces in a package not permitted. See M210 for optional firm packages.

Labels: Red Label D or optional endorsement line (OEL).



Trays: Required at 24 pieces; optional with one 6-piece package.

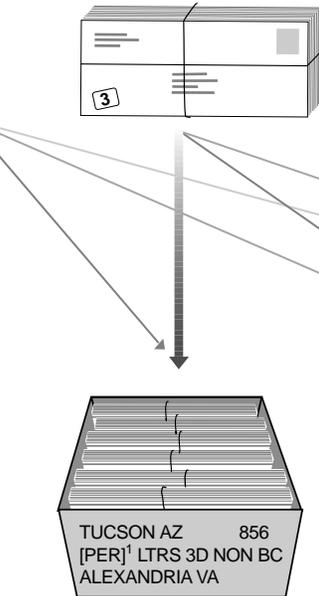
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS") and "LTRS 5D NON BC."

Rate: 5-Digit

3-Digit (Required)

Packages: Pieces must be packaged if 6 or more pieces to same 3-digit ZIP Code prefix; fewer than 6 pieces in a package not permitted.

Labels: Green Label 3 or OEL.



Trays: Required at 24 pieces; optional with one 6-piece package. One less-than-full tray must be prepared for any remaining packages for each 3-digit ZIP Code prefix of SCF serving entry post office.

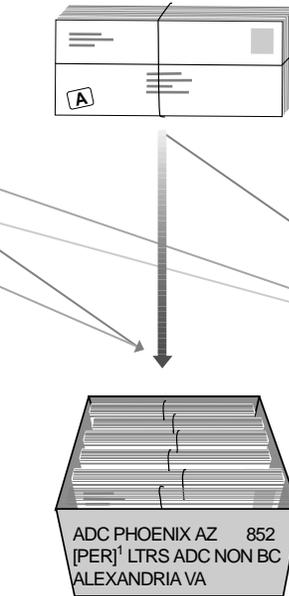
Labels: For Line 1, use L002, Column A; for Line 2, "PER" (or "NEWS") and "LTRS 3D NON BC."

Rate: 3-Digit

ADC (Required)

Packages: 6 or more pieces to same ADC (L004); fewer than 6 pieces in a package not permitted.

Labels: Pink Label A or OEL.



Trays: Required at 24 pieces; optional with one 6-piece package.

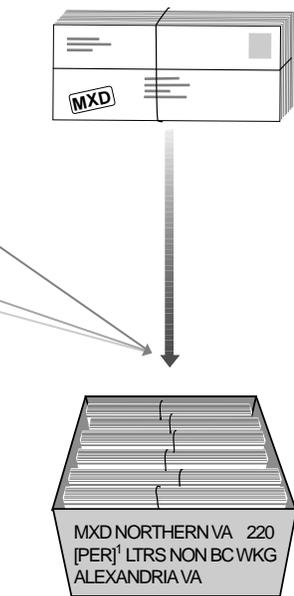
Labels: For Line 1, use L004; for Line 2, "PER" (or "NEWS") and "LTRS ADC NON BC."

Rate: Basic

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



Trays: Required, no minimum for any remaining packages; only one less-than-full tray permitted.

Labels: For Line 1, use MXD, followed by origin facility in L004; for Line 2, "PER" (or "NEWS") and "LTRS NON BC WKG."

Rate: Basic

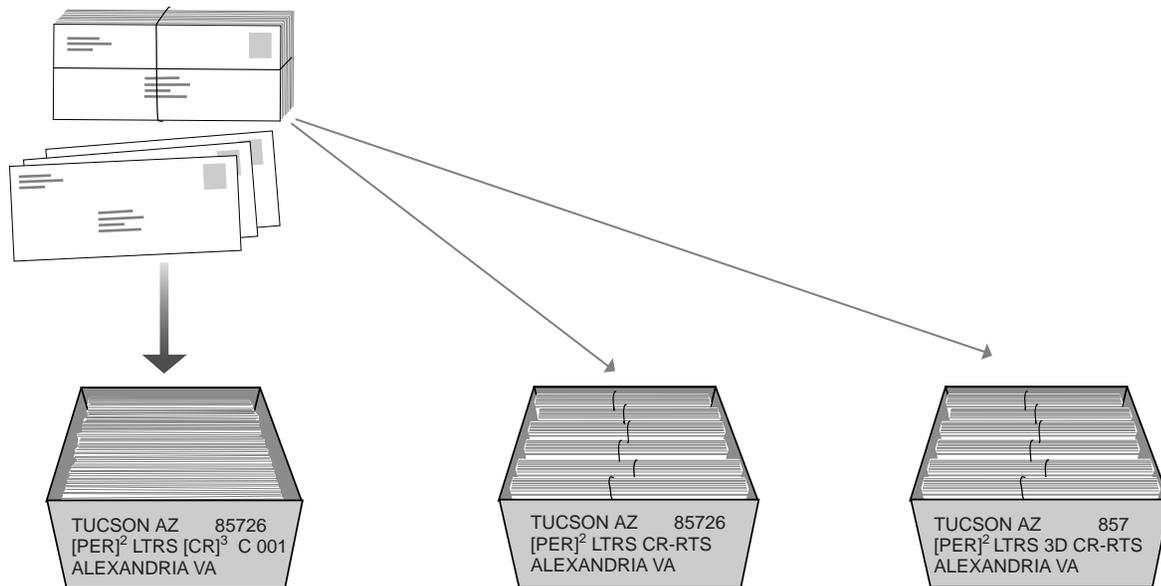
1. Use "NEWS" only if issued weekly or more frequently.

Optional Carrier Route Preparation (M220.3)

Packages: Six or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) prepared in line-of-travel or walk sequence, must be prepared in packages. Fewer than 6 pieces in a package not permitted. See M220 for optional firm packages.

Labels: Facing slip, OEL, or carrier route information line.

Rate: Saturation, High Density, Basic Carrier Route¹



Carrier Route

Trays: Required at 24 pieces; optional with one 6-piece package.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, “PER” (or “NEWS”), “LTRS,” and route marking as appropriate: for saturation, “WSS” and route type and number; for high density, “WSH” and route type and number; or for basic, “CR” and route type and number.

5-Digit Carrier Routes

Trays: Required if full tray, optional with one 6-piece package; only one less-than-full tray permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, “PER” (or “NEWS”) and “LTRS CR-RTS.”

3-Digit Carrier Routes

Trays: Optional with one 6-piece package for each of two or more 5-digit areas.

Labels: For Line 1, use city, state, and 3-digit ZIP Code prefix shown in L002, Column A; for Line 2, “PER” (or “NEWS”) and “LTRS 3D CR-RTS.”

1. Basic rate for packages of fewer than 6 pieces.
2. Use “NEWS” only if issued weekly or more frequently.
3. Use “WSS” for Saturation, “WSH” for High Density or “CR” for Basic Carrier Route.

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Related QSGs: 200, 750

Eligibility Overview (E210, E230)	All Periodicals mail must be sorted and may be eligible for a reduced rate if prepared and sorted under additional specific standards.
Rates and Fees (R200)	<p>Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc. Carrier Route, 5-digit, 3-digit, and Basic rates are available; Outside-County rates apply per E217; In-County rates apply to all eligible in-county copies of other than requester copies.</p> <p>Carrier Route (Outside-County and In-County):</p> <ul style="list-style-type: none"> ■ Basic Carrier Route: 24 or more addressed pieces sorted into carrier route packages, prepared in line-of-travel or walk sequence and placed into carrier route sacks; or 6 or more addressed pieces sorted into carrier route packages, prepared in line-of-travel or walk sequence and placed into 5-digit/scheme carrier route sacks. ■ High Density: carrier route pieces prepared in walk sequence with necessary density (125 pieces or more to single carrier route). For In-County rate, density requirement may be based on either 125 pieces or 25% of total active deliveries per carrier route. ■ Saturation: carrier route pieces prepared in walk sequence with necessary density (90% residential or 75% total deliveries) (M050). <p>5-Digit: Six or more addressed pieces sorted in 5-digit packages, placed into 5-digit sacks or palletized under M045.</p> <p>3-Digit: Six or more addressed pieces sorted in 5-digit and 3-digit packages (L002) placed into 3-digit sacks or palletized under M045.</p> <p>Basic:</p> <ul style="list-style-type: none"> ■ Six or more addressed pieces sorted to 5-digit, 3-digit, ADC (L004), or mixed ADC packages and placed in SCF, ADC, and mixed ADC sacks. ■ Fewer than six pieces sorted to carrier route, 5-digit, and 3-digit packages. <p>Destination entry discounts (DDU, DSCF, and DADC) have additional standards (E250). Not all presort levels may be claimed in combination with destination entry discounts. Pallet discount: \$0.005 per-piece discount available for each addressed nonletter-size piece prepared in packages on pallets. Destination entry pallet discount: \$0.015 per-piece discount available for each addressed nonletter-size piece prepared in packages on destination entry pallets. Ride-Along rate available for items eligible as Standard Mail (E260).</p>
Addressing (E230)	<p>Carrier route: carrier route information updated using CASS-certified process or another AIS product containing carrier route information within 90 days before mailing.</p> <p>A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes in other than carrier route pieces.</p>
Characteristics and Content (C200)	<p>See Quick Service Guide 200.</p> <p>Shape: rectangular, unless greater than 1/4 inch thick.</p> <p>Dimensions:</p> <ul style="list-style-type: none"> ■ Minimum: more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4 inch thick. ■ Maximum: 15 inches long, 12 inches high, and 3/4 inch thick.
Deposit (D200)	Deposit only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under D210.
Mail Preparation and Sortation (M210, M220)	<p>See reverse for presort.</p> <p>Documentation:</p> <ul style="list-style-type: none"> ■ Postage statement: Form 3541, <i>Periodicals One Issue or One Edition</i>. ■ Supporting documentation: required by rates claimed, including marked copy. Documentation generated by PAVE-certified software or printed in standardized format. <p>Packages for individual carrier routes must be prepared with facing slips under M020, optional endorsement lines under M013, or carrier route information lines under M014.2.0.</p> <p>Flat-size pieces must be prepared in brown sacks. Palletization of sacks or packages is as permitted by M040.</p> <p>See reverse for pink sack label Line 2 information.</p> <p>Any mailing job that contains packages of Presorted flats and packages of automation flats must be co-sacked using M910.2.0.</p>
Postage and Payment Methods (P200, P950)	<p>Advance deposit account(s) at original and each additional entry post office, unless authorized under Centralized Postage Payment (CPP).</p> <p>This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.</p>

Packaging and Sacking Sequence (M210.4)

See next page for carrier route preparation.

5-Digit (Required)

Packages: Pieces must be packaged if 6 or more pieces to same 5-digit ZIP Code; packages of fewer than 6 pieces permitted. See M210 for optional firm packages.

Labels: Red Label D or optional endorsement line (OEL).

3-Digit (Required)

Packages: Pieces must be packaged if 6 or more pieces to same 3-digit ZIP Code prefix; packages of fewer than 6 pieces permitted.

Labels: Green Label 3 or OEL.

ADC (Required)

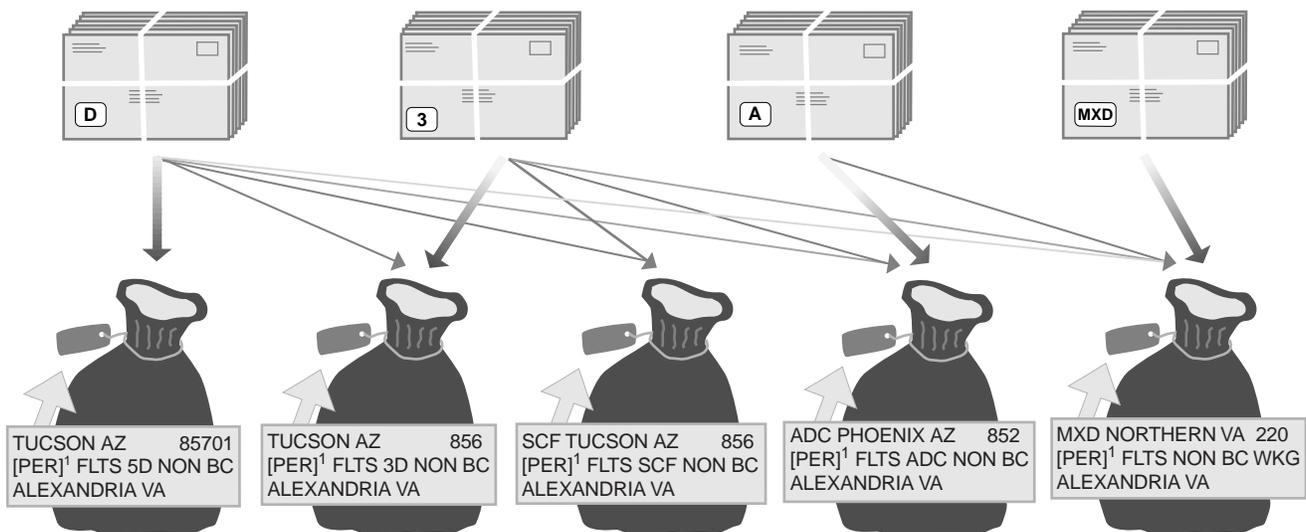
Packages: 6 or more pieces to same ADC (L004); fewer than 6 pieces in a package not permitted.

Labels: Pink Label A or OEL.

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



5-Digit

Sacks: Required at 24 pieces; optional with one 6-piece package.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS") and "FLTS 5D NON BC."

Rate: 5-Digit²

3-Digit

Sacks: Required at 24 pieces; optional with one 6-piece package (except a sack must be prepared for any remaining packages for each 3-digit ZIP Code prefix of SCF serving entry post office).

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

Rate: 3-Digit²

SCF

Sacks: Required at 24 pieces (no minimum for required origin/optional entry SCF); optional with one 6-piece package.

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

Rate: Basic

ADC

Sacks: Required at 24 pieces; optional with one 6-piece package.

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

Rate: Basic

Mixed ADC

Sacks: Required, no minimum for any remaining packages.

Labels: For Line 1, use MXD, followed by origin facility in L004; for Line 2, "PER" (or "NEWS") and "FLTS NON BC WKG."

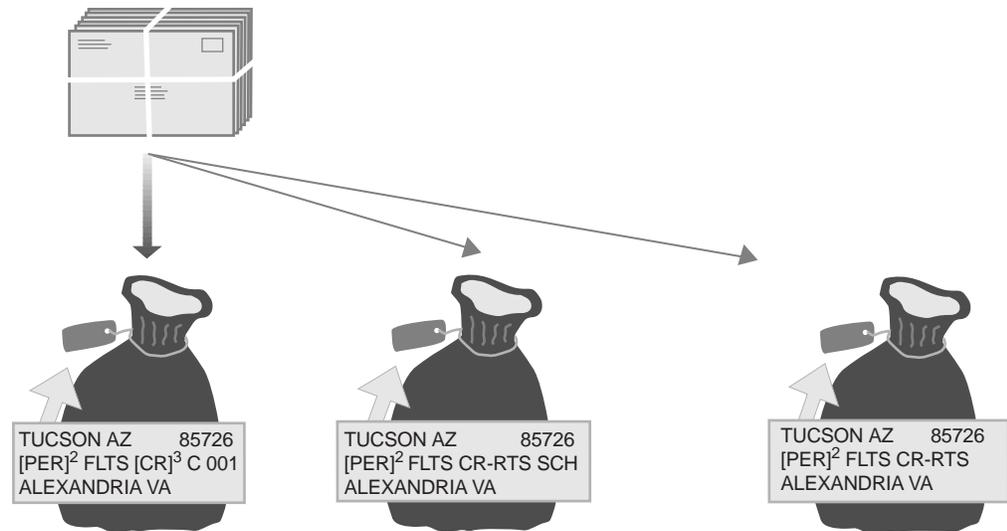
Rate: Basic

1. Use "NEWS" only if issued weekly or more frequently.
2. Basic rate for packages of fewer than 6 pieces.

Optional Carrier Route Preparation (M220.4)

Packages: Six or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages. Fewer than 6 pieces in a package are permitted in 5-digit scheme carrier routes or 5-digit carrier routes sacks, but only qualify for the Basic Presort rate. See M220 for optional firm packages.

Rate: Saturation, High Density, Basic Carrier Route¹



Carrier Route

Sacks: Required at 24 pieces; fewer pieces not permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, “PER” (or “NEWS”), “FLTS,” and route marking as appropriate: for saturation, “WSS” and route type and number; for high density, “WSH” and route type and number; or for basic, “CR” and route type and number.

5-Digit Scheme Carrier Routes

Sacks: Required; no minimum.

Labels: For Line 1, use L001, Column B; for Line 2, “PER” (or “NEWS”) and “FLTS CR-RTS SCH.”

5-Digit Carrier Routes

Sacks: Required; no minimum.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, “PER” (or “NEWS”) and “FLTS CR-RTS.”

1. Basic rate for packages of fewer than 6 pieces.
2. Use “NEWS” only if issued weekly or more frequently.
3. Use “WSS” for Saturation, “WSH” for High Density or “CR” for Basic Carrier Route.

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Eligibility Overview (E210, E240)	All Periodicals mail must be sorted and may be eligible for a reduced rate if prepared and sorted under additional specific standards. Mailings eligible for automation discounts must contain automation-compatible (C810) 100% delivery point barcoded (C840) pieces, sorted as described below.
Rates and Fees (R200)	<p>Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.</p> <ul style="list-style-type: none"> ■ 5-Digit (optional): 150 or more pieces to the same 5-digit/scheme placed in a 5-digit/scheme tray. ■ 3-Digit: 150 or more pieces to the same 3-digit/scheme placed in a 3-digit/scheme tray. ■ Basic: 150 or more pieces to the same AADC placed in an AADC tray, and all remaining pieces placed in mixed AADC trays. <p>Destination entry discounts (DSCF and DADC) have additional standards (E250). Not all presort levels may be claimed in combination with other automation or destination entry discounts. Ride-Along rate available for items eligible for Standard Mail (E260).</p>
Addressing (A800, A950)	<p>Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses matched using CASS/MASS-certified process within 180 days before mailing.</p>
Characteristics and Content (C200, C810, C840)	<p>Maximum weight: 3.3 ounces (pieces over 3 ounces must meet additional standards in C810.7.5). Shape: rectangular. Dimensions:</p> <ul style="list-style-type: none"> ■ Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick <i>if not more than 4-1/4 inches high and 6 inches long</i>; or 0.009 inch thick <i>if more than 4-1/4 inches high or 6 inches long, or both</i>. ■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 1/4 inch thick. <p>All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures must meet the standards in C810.8.</p>
Deposit (D200)	Deposit only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under D210.
Mail Preparation and Sortation (M810)	<p>See reverse for presort. Documentation:</p> <ul style="list-style-type: none"> ■ Postage statement: Form 3541, <i>Periodicals One Issue or One Edition</i>. ■ Supporting documentation: required by rates claimed, including marked copy. Documentation generated by PAVE-certified software or printed in standardized format. ■ Form 3553 for address and barcode accuracy must be retained by mailer for 1 year (A950). 1-foot or 2-foot trays used where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used). <p>Pink barcoded tray labels required (M032). See reverse for pink tray label Line 2 information. Trays sleeved and strapped (M033). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.</p>
Postage and Payment Methods (P200, P950)	Advance deposit account(s) at the original and each additional entry post office, unless authorized under Centralized Postage Payment (CPP).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Traying Sequence (M810.3)

5-Digit/Scheme

Trays: Optional, at least 150 pieces to same 5-digit ZIP Code or optional 5-digit scheme destination; packaging not permitted; only one overflow tray permitted per destination.

Barcoded Labels: For Line 1: on 5-digit trays, use city, state, and 5-digit ZIP Code on mail; on optional 5-digit scheme trays, use destination shown in City State File.

Rate: 5-Digit

3-Digit/Scheme

Trays: Required, at least 150 pieces to same 3-digit ZIP Code/scheme destination; packaging not permitted; only one overflow tray permitted per destination. (Exception: One less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code/scheme of origin post office.)

Barcoded Labels: For Line 1, use L002, Column B, for destination facility.

Rate: 3-Digit

AADC

Trays: Required, at least 150 pieces to same AADC; packaging not permitted; only one overflow tray permitted per destination. Pieces must be grouped by 3-digit ZIP Code prefix or 3-digit/scheme if applicable.

Barcoded Labels: For Line 1, use L801 for destination facility.

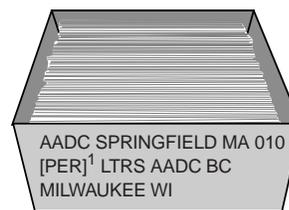
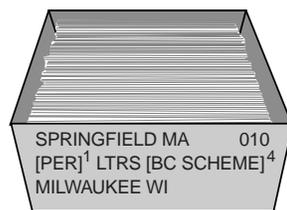
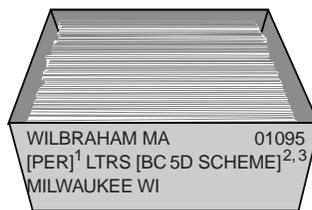
Rate: Basic

Mixed AADC

Trays: Required, any remaining pieces placed in mixed AADC trays grouped by AADC; only one less-than-full mixed AADC tray permitted per mailing.

Barcoded Labels: For Line 1, use L803 for destination facility (for BMC/ASF entry, use L802).

Rate: Basic



1. Use "NEWS" only if issued weekly or more frequently.
2. Use "5D BC" on 5-digit trays; use "BC 5D SCHEME" on 5-digit scheme trays.
3. For news 5-digit scheme trays, use "NEWS LTRS BC 5D SCHEME."
4. Use "3D BC" on 3-digit trays; use "BC SCHEME" on 3-digit scheme trays and, if applicable, as shown in L002, Column B, followed by the letter "A," "B," or "C."

Packaging not permitted in full trays. Packaging required in mailings consisting entirely of card-size pieces and for pieces placed in less-than-full 3-digit origin and mixed AADC trays.

Where overflow trays are permitted, they are required for required presort levels (M033.2).

Eligibility Overview (E210, E240)	All Periodicals mail must be sorted and may be eligible for a reduced rate if prepared and sorted under additional specific standards. Mailings eligible for automation discounts must contain automation-compatible (C820), 100% ZIP+4 barcoded or delivery point barcoded (C840) pieces, sorted as described below. Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code.
Rates and Fees (R200)	<p>Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.</p> <p>5-Digit, 3-digit, and basic rates are package-based. Outside-County rates apply per E217; In-County rates apply to all eligible in-county copies of other than requester publications.</p> <ul style="list-style-type: none"> ■ 5-Digit: Six or more pieces sorted to 5-digit packages and placed into 5-digit, 3-digit, SCF, ADC (L004), and mixed ADC sacks. ■ 3-Digit: Six or more pieces sorted to 3-digit packages and placed into 3-digit, SCF, ADC (L004), and mixed ADC sacks. ■ Basic: <ul style="list-style-type: none"> ■ Six or more pieces sorted to ADC (L004) and pieces sorted to mixed ADC packages and placed into ADC and mixed ADC sacks. ■ Fewer than 6 pieces sorted to 5-digit or 3-digit packages. <p>Destination entry discounts (DSCF and DADC) have additional standards (E250). Not all presort levels may be claimed in combination with other automation or destination entry discounts.</p> <p>Pallet discount: \$0.005 per-piece discount available for each addressed nonletter-size piece prepared in packages on pallets.</p> <p>Destination entry pallet discount: \$0.015 per-piece discount available for each addressed nonletter-size piece prepared in packages on destination entry pallets.</p> <p>Ride-Along rate available for items eligible as Standard Mail (E260).</p>
Addressing (A800, A950)	<p>Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950.</p> <p>Addresses matched using CASS/MASS-certified process within 180 days before mailing.</p>
Characteristics and Content (C820, C840)	<p>Maximum weight: 20 ounces for automated flat sorting machine (AFSM) 100 processing; 6 pounds for FSM 1000 processing.</p> <p>Shape: rectangular.</p> <p>Dimensions: Flats may qualify for the automation discount based on the dimensions and flexibility criteria for the AFSM (automated flat sorting machine) 100 or FSM 1000. See C820 (or Quick Service Guide 820) for specific standards.</p> <p>All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.</p>
Deposit (D200)	Only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under D210.
Mail Preparation and Sortation (M820)	<p>Package preparation, labeling, and sacking (brown sacks only): see reverse.</p> <p>Documentation:</p> <ul style="list-style-type: none"> ■ Postage statement: Form 3541, <i>Periodicals One Issue or One Edition</i> ■ Supporting documentation: required by rates claimed, including marked copy. Documentation generated by PAVE-certified software or printed in standardized format. ■ Form 3553 for address and barcode accuracy must be retained by mailer for 1 year (A950). <p>Pink barcoded sack labels required (M032). See reverse for pink sack label Line 2 information.</p> <p>Pieces meeting specifications for the Automated Flat Sorting Machine (AFSM) 100 in C820.2 must be prepared in separate packages from pieces meeting specifications for the FSM 1000 in C820.3. Separate package minimums (M820.3) must be met for each package type. Within each package, mailers may combine pieces of nonidentical weights if authorized under P900. AFSM 100 and FSM 1000 packages may be combined in the same tray.</p> <p>Any mailing job that contains packages of Presorted flats and packages of automation flats must be co-sacked using M910.2.0.</p>
Postage and Payment Methods (P200, P950)	<p>Advance deposit account(s) at original and each additional entry post office, unless authorized under Centralized Postage Payment (CPP).</p> <p>This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.</p>

Packaging and Sacking Sequence (M820.4)

5-Digit (Required)

Packages: Pieces must be packaged if 6 or more pieces to same 5-digit ZIP Code; fewer than 6 pieces in a package permitted.

Labels: Red Label D or optional endorsement line (OEL).

Rate: 5-Digit¹

3-Digit (Required)

Packages: Pieces must be packaged if 6 or more pieces to same 3-digit ZIP Code prefix; fewer than 6 pieces in a package permitted.

Labels: Green Label 3 or OEL.

Rate: 3-Digit¹

ADC (Required)

Packages: Pieces must be packaged if 6 or more pieces to same ADC (L004); fewer than 6 pieces in a package not permitted.

Labels: Pink Label A or OEL.

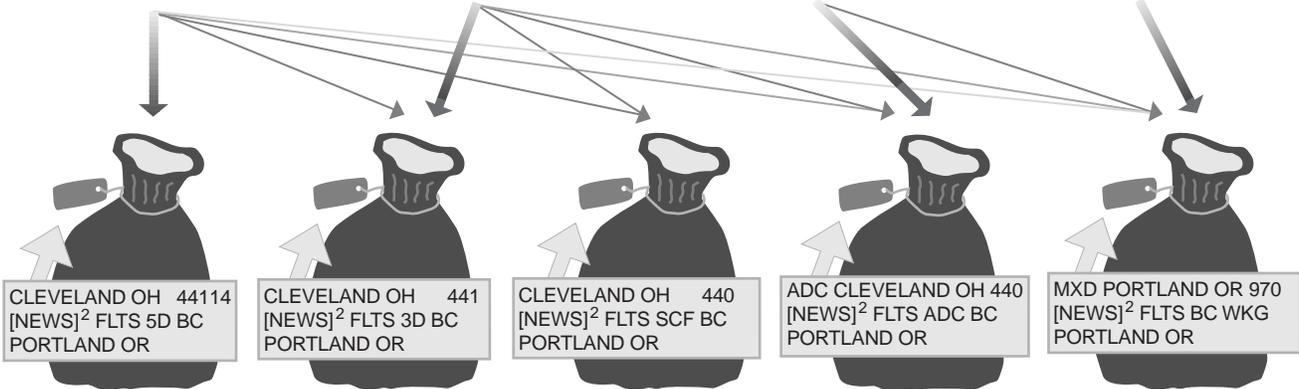
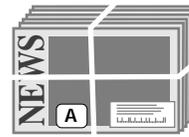
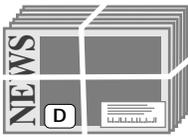
Rate: Basic

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.

Rate: Basic



5-Digit

Sacks: Required at 24 pieces; optional with one 6-piece package minimum to the same 5-digit ZIP Code.

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "NEWS" (or "PER") and "FLTS 5D BC."

3-Digit

Sacks: Required at 24 pieces; optional with one 6-piece package minimum to same 3-digit ZIP Code prefix (except that a sack must be prepared for any packages for each 3-digit ZIP Code prefix of SCF serving post office where mail is entered).

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

SCF

Sacks: Required at 24 pieces (no minimum for required origin/optional entry SCF); optional with one 6-piece package.

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

ADC

Sacks: Required at 24 pieces; optional with one 6-piece package minimum to the same ADC (L004).

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

Mixed ADC

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

Barcoded Labels: For Line 1, use L803 (for BMC/ASF entry, use L802); for Line 2, "NEWS" (or "PER") and "FLTS BC WKG."

1. Basic rate applies to packages with fewer than 6 pieces.
2. Use "PER" if issued less frequently than weekly.
Rate is based on type of package regardless of sack in which it is placed.

Eligibility Overview (E500)	Express Mail is a guaranteed expedited service for shipping mailable matter. It offers next day delivery by 12 noon to most destinations. Express Mail is delivered 365 days a year with no extra charge for Saturday, Sunday, or holiday delivery. Mailers may call 1-800-222-1811 for delivery information between specific ZIP Codes. For mailers' convenience, Express Mail envelopes and boxes are available from local post offices at no additional cost. Customized preprinted labels are also available by contacting your local post office. Matter mailed in USPS-provided Express Mail packaging is subject to Express Mail rates regardless of how the packaging is reconfigured or how markings may be obliterated. Express Mail International Service is available between the United States and more than 200 foreign countries. Express Mail tracking is available on the USPS Web site at www.usps.com .
	Options: <ul style="list-style-type: none"> ■ Express Mail Next Day/Second Day Services provide guaranteed overnight/second day service to designated delivery areas and post offices (E500.5, E500.6). For post office to post office option, sender must notify addressee for pickup. ■ Express Mail Custom Designed Service is available between locations in the United States on a scheduled basis under a service agreement (E500.4, D500.2). ■ Express Mail Military Service is available between the United States and designated APOs and FPOs. Shipments are delivered in 2 to 3 days to more than 300 locations in Europe, Asia, and Panama (E500.7). ■ Express Mail Same Day Airport Service is suspended indefinitely.
Rates and Fees (R500)	Express Mail rates are the lowest published rates for next morning delivery: \$13.65 for an 8-ounce piece. Rates are based on the weight of the addressed piece and level of service, without regard to zone. Flat rate: the applicable 1/2-pound rate is charged for matter mailed in the Express Mail flat rate envelope provided by the USPS, regardless of weight (E500.1).
Addressing (A010)	Each piece should include a complete delivery address with correct ZIP Code or ZIP+4 code. All packages must use an Express Mail label.
Characteristics and Content (C500)	Maximum weight: 70 pounds. Maximum length and girth combined: 108 inches. Weight and size limitations vary for international and military service (see the <i>International Mail Manual</i> or your local postmaster for more information).
Deposit, Collection, and Delivery (D500)	Pickup service (D010): \$12.50 per stop (regardless of the number of pieces); service and information available by calling 1-800-222-1811. Only one fee for Express Mail, Priority Mail, or Parcel Post picked up at same time. Express Mail Next Day and Second Day items may be mailed at post offices, stations, and branches; dropped into Express Mail collection boxes; handed to carriers; or picked up by the USPS. Acceptance and collection information may be obtained by calling 1-800-222-1811 or contacting your local postmaster (D500.2). Waiver of signature: mailers may instruct the USPS to deliver Express Mail packages without obtaining the addressee's signature by signing the waiver on the Express Mail label. Waiver of signature is not available for COD, Express Mail Military Service (M500.3), or if additional insurance is purchased (S500).
Mail Preparation and Sortation	Drop shipment: applicable standards (M072).
Postage and Payment Methods (P500)	Express Mail may be paid by stamps, postage meter, or Express Mail Corporate Account.
Special Services (S500)	COD service is available for all Express Mail options except Express Mail Military Service (S921.1). Return receipt service is available (S915). Insurance against loss, damage, or rifling is included at no extra cost up to \$100 (S500.1.5). Additional merchandise insurance may be available up to \$5,000, depending on the value and nature of the item. Claims must be filed within 90 days of the date of mailing (S010). See Quick Service Guide 900.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Express Mail—All Service Levels

Weight Not Over (pounds)	Service ¹			Weight Not Over (pounds)	Service ¹		
	Custom Designed	Next Day & Second Day ² PO to PO	Next Day & Second Day PO to Addressee		Custom Designed	Next Day & Second Day ² PO to PO	Next Day & Second Day PO to Addressee
1/2 ³	\$10.70	\$10.40	\$13.65	36	\$73.75	\$73.45	\$76.70
1	14.90	14.60	17.85	37	75.40	75.10	78.35
2	14.90	14.60	17.85	38	77.20	76.90	80.15
3	18.10	17.80	21.05	39	78.95	78.65	81.90
4	21.25	20.95	24.20	40	80.75	80.45	83.70
5	24.35	24.05	27.30	41	82.55	82.25	85.50
6	27.45	27.15	30.40	42	84.40	84.10	87.35
7	30.50	30.20	33.45	43	86.10	85.80	89.05
8	31.80	31.50	34.75	44	87.85	87.55	90.80
9	33.25	32.95	36.20	45	89.45	89.15	92.40
10	34.55	34.25	37.50	46	90.80	90.50	93.75
11	36.25	35.95	39.20	47	92.45	92.15	95.40
12	38.90	38.60	41.85	48	93.90	93.60	96.85
13	40.80	40.50	43.75	49	95.30	95.00	98.25
14	41.85	41.55	44.80	50	96.80	96.50	99.75
15	43.15	42.85	46.10	51	98.40	98.10	101.35
16	44.70	44.40	47.65	52	99.80	99.50	102.75
17	46.20	45.90	49.15	53	101.35	101.05	104.30
18	47.60	47.30	50.55	54	102.80	102.50	105.75
19	49.05	48.75	52.00	55	104.30	104.00	107.25
20	50.50	50.20	53.45	56	105.85	105.55	108.80
21	51.95	51.65	54.90	57	107.30	107.00	110.25
22	53.40	53.10	56.35	58	108.85	108.55	111.80
23	54.90	54.60	57.85	59	110.45	110.15	113.40
24	56.30	56.00	59.25	60	112.20	111.90	115.15
25	57.70	57.40	60.65	61	114.10	113.80	117.05
26	59.20	58.90	62.15	62	115.85	115.55	118.80
27	60.60	60.30	63.55	63	117.55	117.25	120.50
28	62.10	61.80	65.05	64	119.50	119.20	122.45
29	63.55	63.25	66.50	65	121.20	120.90	124.15
30	65.00	64.70	67.95	66	123.10	122.80	126.05
31	66.45	66.15	69.40	67	124.80	124.50	127.75
32	67.95	67.65	70.90	68	126.70	126.40	129.65
33	69.30	69.00	72.25	69	128.45	128.15	131.40
34	70.85	70.55	73.80	70	130.25	129.95	133.20
35	72.20	71.90	75.15				

1. Same Day Airport Service is currently suspended.
2. Sender must contact the intended addressee to notify addressee that package has been sent and will be available for pickup.
3. The applicable 1/2-pound rate is charged for matter sent in a Express Mail flat-rate envelope provided by the USPS, regardless of the actual weight of the piece.

Standard Mail

Presorted Letters—Nonmachinable

630

Quick Service
Guide

Related QSGs: 010, 750 Nonprofit: 670

Eligibility Overview (E620) Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. All pieces must fit within letter-size processing category (C050.2). Pieces are eligible if not required to be mailed at First-Class rates or not eligible for Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)		Regular	Nonprofit
3/5		\$0.248	\$0.153
Basic		0.268	0.165
Nonmachinable surcharge		0.040	0.020

Pieces exceeding 3.3 ounces pay piece/pound postage; see R600.
A nonmachinable surcharge (Regular \$0.04, Nonprofit \$0.02) applies to letter-size pieces (including cards) that weigh 3.3 ounces or less and meet any of the nonmachinable characteristics in C050.2.2. The surcharge also applies to pieces under the “manual only” option.
Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF or SCF (E650).
Annual \$150.00 presort mailing fee (E610.6.1).

Addressing (A010) Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

Characteristics and Content (C050, C600) Maximum weight: less than 16 ounces.
Machinable option: see Quick Service Guide 631.
Shape: rectangular.
Dimensions:
■ Minimum: 3-1/2 inches high, 5 inches long, and 0.007 inch thick.
■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 1/4 inch thick.

Deposit (D600) Mailing entered at an acceptance point designated by USPS.

Mail Preparation and Sortation (M610) Marking on each piece in the postage area:
■ **Regular:** “Presorted Standard” or “PRVRT STD.”
■ **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”
Documentation:
■ Postage statement:
Regular: Form 3602-PS (postage affixed) or Form 3602-RS (permit imprint).
Nonprofit: Form 3602-NPS (postage affixed) or Form 3602-NS (permit imprint).
■ Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).
1-foot or 2-foot trays used (M033) where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used).
See reverse for tray label Line 2 information.
Use 2-inch tray label (M031).
Trays on pallets (M040) are permitted and preferred.
Trays sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

Postage and Payment Methods (P600) Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

Special Services (S900) No special services are available for Standard Mail presorted letters (E610.9.1).

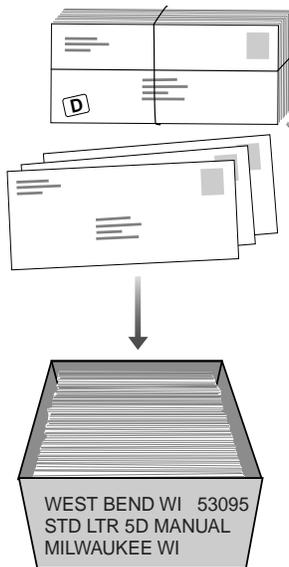
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Traying Sequence (M610.3)

5-Digit (Required)¹

Packages: Packaging not required if sufficient quantity to fill a 5-digit tray. Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Red Label D or optional endorsement line (OEL).



5-Digit

Trays: Required, full trays only for pieces to same 5-digit ZIP Code; packaging not required; less-than-full trays not permitted.

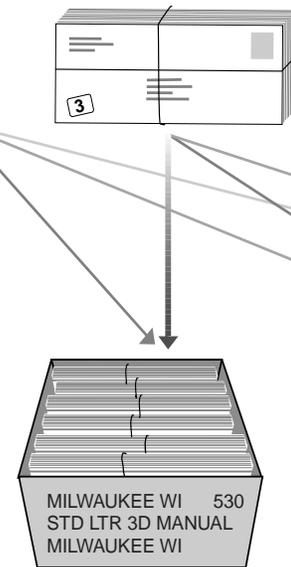
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: 3/5¹

3-Digit (Required)¹

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a package not permitted.²

Labels: Green Label 3 or OEL.



3-Digit

Trays: Required for any remaining packages for same 3-digit ZIP Code prefix placed in 3-digit trays; only one less-than-full or overflow tray permitted per destination. (Exception: One less-than-full tray must be prepared for any remaining packages for each origin 3-digit ZIP Code prefix.)

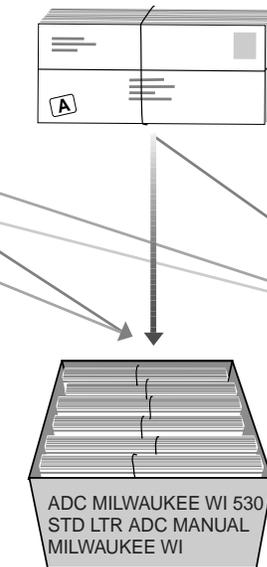
Labels: For Line 1, use L002, Column A, for destination facility.

Rate: 3/5 or Basic¹

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.²

Labels: Pink Label A or OEL.



ADC

Trays: Required, full trays only for packages to same ADC (see L004); no overflow trays permitted.

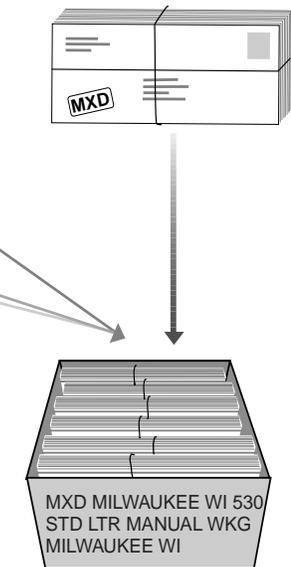
Labels: For Line 1, use L004 for destination facility.

Rate: Basic

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



Mixed ADC

Trays: Required for any remaining packages placed in mixed ADC trays.

Labels: For Line 1, use "MXD" followed by city, state, and ZIP Code of origin ADC facility in L004.

Rate: Basic

1. Only pieces in 5-digit and 3-digit packages meeting eligibility standards (150 or more pieces packaged to a 3-digit area) may be prepared in 5-digit or 3-digit trays and be eligible for the 3/5 rate. Basic rate for any 3-digit tray for origin SCF not meeting 150-piece minimum.

2. Packaging not required if sufficient quantity to fill a tray and none of the mail in the tray would have been more finely sorted if packaged (M020.1.9).

Rates based on tray in which package is placed.

See M610.3 when selecting the manual only preparation option.

Tray label standards in effect before June 30, 2002, may be used until January 1, 2003.

Standard Mail

Presorted Letters—Machinable

631

Quick Service
Guide

Related QSGs: 010, 750, 810, 811 Nonprofit: 670

Eligibility Overview (E620) Mailings of 200 or more addressed pieces, sorted and marked as described below. All pieces must fit within letter-size processing category and must be machinable as described below. Pieces are eligible if not required to be mailed at First-Class rates or not eligible for Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees		Regular	Nonprofit
(R600)	3/5	\$0.248	\$0.153
	Basic	0.268	0.165

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF or SCF (E650).
Annual \$150.00 presort mailing fee (E610.6.1).

Addressing (A010, A800) Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

Characteristics and Content (C600) Maximum weight: 3.3 ounces.
Letters that meet any one of the nonmachinable characteristics in C050.2.2 are nonmachinable.
Shape: rectangular.
Dimensions:
■ Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick *if not more than 4-1/4 inches high and 6 inches long*; or 0.009 inch thick *if more than 4-1/4 inches high or 6 inches long, or both*.
■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 1/4 inch thick.

Deposit (D600) Mailing entered at an acceptance point designated by USPS.

Mail Preparation and Sortation (M610) Marking on each piece in the postage area:
■ **Regular:** "Presorted Standard" or "PRSRT STD."
■ **Nonprofit:** "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT."
Documentation:
■ Postage statement:
Regular: Form 3602-P (postage affixed), Form 3602-R or Form 3602-EZ (permit imprint).
Nonprofit: Form 3602-NP (postage affixed), Form 3602-N or Form 3602-NZ (permit imprint).
■ Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).
1-foot or 2-foot trays used (M033) where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used).
See reverse for tray label Line 2 information.
Use 2-inch tray label (M031) or barcoded tray label (recommended) (M032).
Trays on pallets (M040) are permitted and preferred.
Trays must be sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF and for trays not processed at a BMC.
Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

Postage and Payment Methods (P600) Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

Special Services (S900) No special services are available for Standard Mail presorted letters (E610.9.1).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Traying Sequence (M610.2)

5-Digit¹

Trays: Optional, full trays only for pieces to same 5-digit ZIP Code; less-than-full trays not permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: 3/5¹

3-Digit¹

Trays: Required for any remaining pieces for same 3-digit ZIP Code prefix placed in 3-digit trays; packaging not permitted except in less-than-full trays; one less-than-full/overflow tray permitted per destination. (Exception: One less-than-full tray must be prepared for any remaining pieces for each origin 3-digit ZIP Code prefix.)

Labels: For Line 1, use L002, Column A, for destination facility.

Rate: 3/5 or Basic¹

AADC

Trays: Required, full trays only for pieces to same AADC (see L801); pieces grouped by 3-digit ZIP Code prefix; less-than-full trays not permitted.

Labels: For Line 1, use L801 for destination facility.

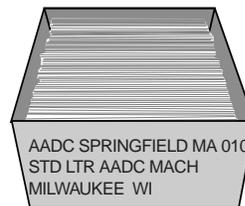
Rate: Basic

Mixed AADC

Trays: Required for any remaining pieces placed in mixed AADC trays; pieces grouped by AADC; only one less-than-full/overflow tray permitted.

Labels: For Line 1, use L803 (for BMC/ASF entry, use L802).

Rate: Basic



1. Only pieces meeting eligibility standards (150 or more pieces to a 3-digit area) may be prepared in 5-digit or 3-digit trays and be eligible for the 3/5 rate. The basic rate is applied for any 3-digit tray for origin SCF not meeting the 150-piece minimum.

Rates are based on tray in which pieces are placed.

Packaging not permitted except for mailings of card-size pieces and for pieces placed in less-than-full 3-digit or mixed AADC trays.

Tray label standards in effect before June 30, 2002, may be used until January 1, 2003.

Standard Mail—Presorted Flats

Related QSGs: 010, 750 Nonprofit: 670

632

Quick Service
Guide

Eligibility Overview (E620) Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. All pieces must fit within flat-size processing category (C050.3). Pieces are eligible if not required to be mailed at First-Class rates or not eligible for Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)		Regular	Nonprofit
	<i>For pieces weighing 3.3 ounces (0.2063 pound) or less</i>		
	3/5	\$0.288	\$0.183
	Basic	0.344	0.230
	<i>For pieces weighing more than 3.3 ounces (0.2063 pound)</i>		
	Per piece rates:		
	3/5	\$0.142	\$0.063
	Basic	0.198	0.110
	PLUS Per pound rates:	0.708	0.584

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF or SCF (E650).
Annual \$150.00 presort mailing fee (E610.6.1).

Addressing (A010) Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

Characteristics and Content (C050, C600) Maximum weight: less than 16 ounces.
Shape: rectangular, unless greater than 1/4 inch thick.
Dimensions:

- Minimum: more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4 inch thick.
- Maximum: 15 inches long, 12 inches high, and 3/4 inch thick.

Deposit (D600) Mailing entered at an acceptance point designated by USPS.

Mail Preparation and Sortation (M610) Marking on each piece in the postage area:

- **Regular:** "Presorted Standard" or "PRSRT STD."
- **Nonprofit:** "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT."

 Documentation:

- Postage statement:
Regular: Form 3602-P (postage affixed), Form 3602-R, or Form 3602-EZ (permit imprint).
Nonprofit: Form 3602-NP (postage affixed), Form 3602-N, or Form 3602-NZ (permit imprint).
- Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).
 See reverse for sack label Line 2 information.
 Prepared in white sacks (unless palletized). Palletization is preferred, see QSG 045.
 Any mailing job that contains packages of Presorted flats and packages of automation flats must be co-sacked using M910.3.0.

Postage and Payment Methods (P600) Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

Special Services (S900) No special services are available for Standard Mail presorted flats (E610.9.1).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Sacking Sequence (M610.4)

5-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Red Label D or optional endorsement line (OEL).



PHILADELPHIA PA 19118
STD FLTS 5D NON BC
TOPEKA KS

5-Digit

Sacks: Required at 125 pieces or 15 pounds. Smaller volume not permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: 3/5

3-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a package not permitted.

Labels: Green Label 3 or OEL.



PHILADELPHIA PA 191
STD FLTS 3D NON BC
TOPEKA KS

3-Digit

Sacks: Required at 125 pieces or 15 pounds. Smaller volume not permitted. (Exception: After all full sacks are prepared, one less-than-full sack must be prepared for any remaining packages for each 3-digit ZIP Code prefix of SCF serving post office where mail is verified.)

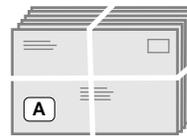
Labels: For Line 1, use L002, Column A, for destination facility.

Rate: 3/5 or Basic¹

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.

Labels: Pink Label A or OEL.



ADC PHILADELPHIA PA 190
STD FLTS ADC NON BC
TOPEKA KS

ADC

Sacks: Required at 125 pieces or 15 pounds; smaller volume not permitted.

Labels: For Line 1, use L004 for destination facility.

Rate: Basic

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



MXD KANSAS CITY MO 66340
STD FLTS NON BC WKG
TOPEKA KS

Mixed ADC

Sacks: Any remaining packages placed in mixed ADC sacks.

Labels: For Line 1, use "MXD" followed by city, state, and ZIP Code of origin ADC facility in L004.

Rate: Basic

1. Basic rate for any 3-digit sack for origin SCF not meeting 125-piece or 15-pound minimum. Rates are based on sack level.

Standard Mail—Presorted Irregular Parcels

633

Quick Service
Guide

Related QSGs: 010, 050, 750 Nonprofit: 670

Eligibility Overview (E620) Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. All pieces must fit within irregular parcel processing category (C050.5). (For machinable parcels, see C050.4 and Quick Service Guide 700.) Pieces are eligible if not required to be mailed at First-Class rates or not eligible for Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)		Regular	Nonprofit
	<i>For pieces weighing 3.3 ounces (0.2063 pound) or less</i>		
	3/5	\$0.288	\$0.183
	Basic	0.344	0.230
	<i>For pieces weighing more than 3.3 ounces (0.2063 pound)</i>		
	Per piece rates:		
	3/5	\$0.142	\$0.063
	Basic	0.198	0.110
	PLUS Per pound rates:	0.708	0.584

For all pieces, add \$0.23 per piece residual shape surcharge (E610.5.5).
Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF or SCF (E650).
Annual \$150.00 presort mailing fee (E610.6.1).

Addressing (A010) Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes. Mail prepared using a special service must bear a return address and an ancillary service endorsement (F010) that results in the return of the mailpiece if undeliverable. (E610.9.3)

Characteristics and Content (C050, C600) Maximum weight: less than 16 ounces.
Dimensions: see Quick Service Guide 050.

Deposit (D600) Mailing entered at an acceptance point designated by USPS.

Mail Preparation and Sortation (M610) Marking on each piece in the postage area:
■ **Regular:** "Presorted Standard" or "PRSRT STD."
■ **Nonprofit:** "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT."
Documentation:
■ Postage statement:
 Regular: Form 3602-PS (postage affixed) or Form 3602-RS (permit imprint).
 Nonprofit: Form 3602-NPS (postage affixed) or Form 3602-NS (permit imprint).
■ Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).
See reverse for sack label Line 2 information.
Merchandise samples using detached address labels (A060.1.3).

Postage and Payment Methods (P600) Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

Special Services (S900) May use bulk insurance, return receipt for merchandise, and electronic Delivery Confirmation.

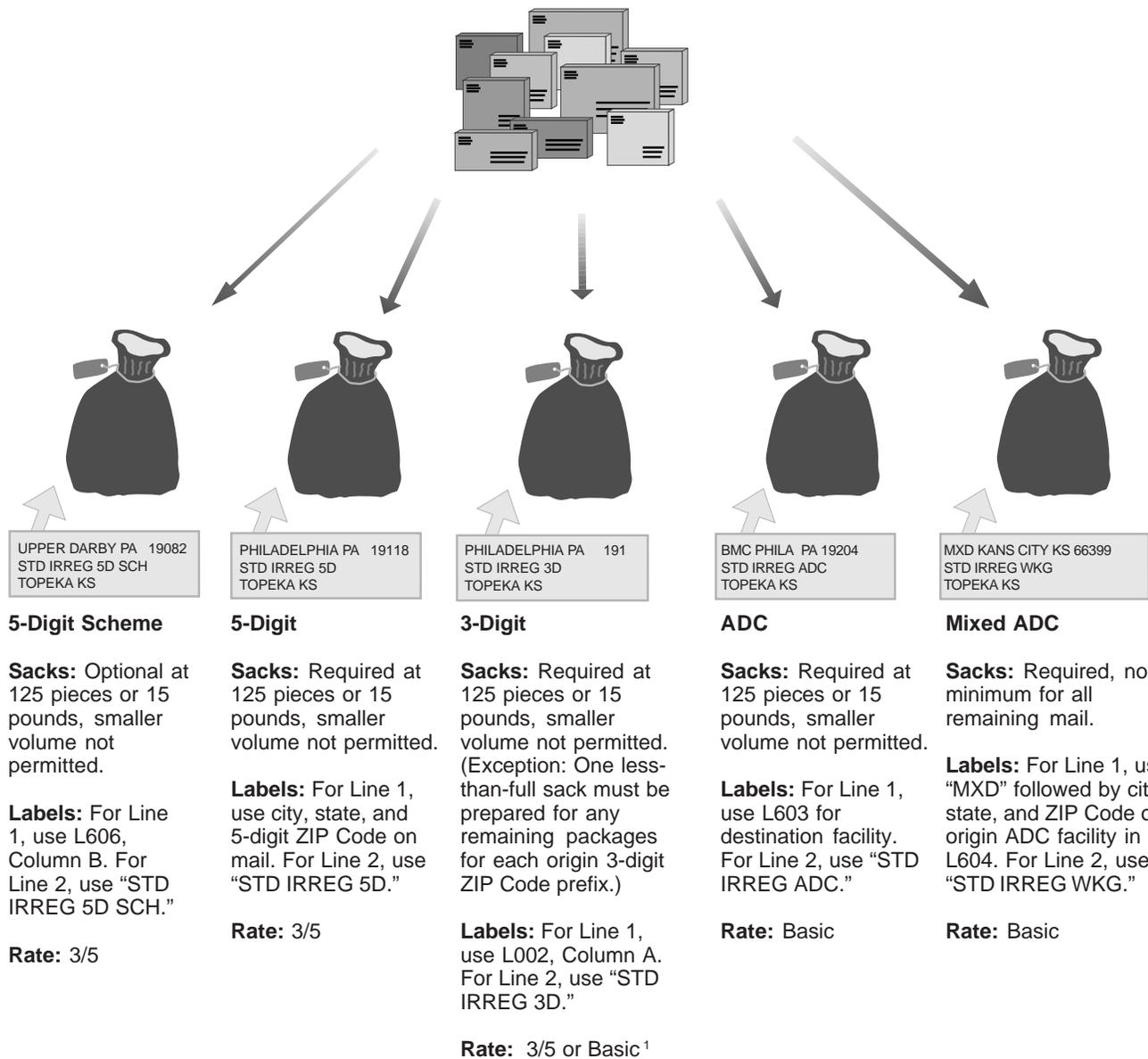
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Sacking sequence for irregular parcels 1/2 inch thick or thicker (M610.4)

No packaging required for irregular parcels 1/2 inch thick or more. They are placed directly in a sack for the same destination to which they would have to otherwise be packaged (M610.4). Packaging not required if 10 or fewer pieces fill a sack.

Packaging required (see M610) for parcels less than 1/2 inch thick (which do not fall within the dimensions for letter-size or flat-size pieces as described in C050).

Packaging required at 10 or more pieces to a destination finer than the required sack level (i.e., 10 or more pieces to a 3-digit destination placed in an ADC sack must be packaged).



1. Basic rate for any 3-digit sack for origin SCF not meeting 125-piece or 15-pound minimum. Rate is based on sack level.

Eligibility Overview (E640) Mailings of 200 or more addressed pieces must be 100% delivery point barcoded (C840), sorted, and marked as described below. All pieces must be automation compatible (C810). Pieces are eligible if not required to be mailed at First-Class rates or not eligible for Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)	Regular	Nonprofit
5-Digit (optional)	\$0.190	\$0.114
3-Digit	0.203	0.129
AADC	0.212	0.136
Mixed AADC	0.219	0.144

Letters that weigh more than 3.3 ounces but not more than 3.5 ounces pay piece/pound postage but receive a discount (see E640.1.4).
Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF or SCF (E650).
Annual \$150.00 presort mailing fee (E610.6.1).

Addressing (A800, A950) Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses matched using CASS/MASS-certified process within 180 days before mailing date.

Characteristics and Content (C810, C840) Maximum weight: 3.5 ounces (pieces over 3 ounces must meet additional standards in C810.7.5).
Shape: rectangular. Must meet standards in C810.
Dimensions:

- Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick *if not more than 4-1/4 inches high and 6 inches long*; or 0.009 inch thick *if more than 4-1/4 inches high or 6 inches long, or both*.
- Maximum: 6-1/8 inches high, 11-1/2 inches long, and 1/4 inch thick.

 All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures must meet the standards in C810.8.

Deposit Mailing entered at an acceptance point designated by USPS (D600).

Mail Preparation and Sortation (M810) Marking on each piece in the postage area:

- **Regular:** "Presorted Standard" or "PRSRT STD."
- **Nonprofit:** "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT."

 Pieces with a delivery point barcode (DPBC) printed in the barcode clear zone must also bear an "AUTO" marking. For rate markings applied by a MLOC, see M012.2.2. Pieces not claimed at an automation rate must not bear an "AUTO" marking.
 Documentation:

- Postage statement:
 - Regular:** Form 3602-P (postage affixed) or Form 3602-R (permit imprint).
 - Regular Heavy Letters:** Form 3602-HP (postage affixed) or Form 3602-HR (permit imprint).
 - Nonprofit:** Form 3602-PN (postage affixed) or Form 3602-N (permit imprint).
 - Nonprofit Heavy Letters:** Form 3602-NHP (postage affixed) or Form 3602-NHR (permit imprint).
- Form 3553 (address and barcode accuracy: (A950)) must be retained for 1 year.
- Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

 1-foot or 2-foot trays used (M033) where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used).
 Barcoded tray labels required (M032).
 See reverse for tray label Line 2 information.
 Trays on pallets (M040) are permitted and preferred.
 Trays must be sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

Postage and Payment Methods (P600) Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

Special Services (S900) No special services are available for Standard Mail automation letters (E610.9.1).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Traying Sequence (M810.2)

5-Digit/Scheme

Trays: Optional, at least 150 pieces to same 5-digit ZIP Code/scheme destination; only one overflow tray permitted per destination.

Barcoded Labels: For Line 1: use city, state, and 5-digit ZIP Code on mail; on optional 5-digit scheme trays, use destination in City State File.

Rate: 5-Digit

3-Digit/Scheme

Trays: Required, at least 150 pieces to same 3-digit ZIP Code/scheme destination; smaller quantities not permitted; only one overflow tray permitted per destination. (Exception: One less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code/scheme of SCF serving post office where mail is verified.)

Barcoded Labels: For Line 1, use L002, Column B, for destination facility.

Rate: 3-Digit or AADC¹

AADC

Trays: Required, at least 150 pieces to same AADC (see L801); smaller quantities not permitted; pieces within trays grouped by 3-digit/scheme; only one overflow tray permitted per destination.

Barcoded Labels: For Line 1, use L801 for destination facility.

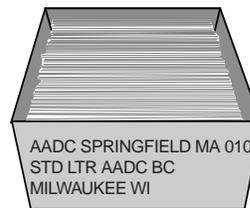
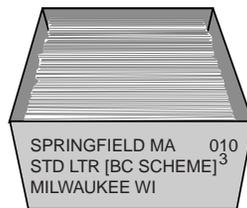
Rate: AADC

Mixed AADC

Trays: Required for all remaining pieces placed in mixed AADC trays; pieces within trays grouped by AADC; only one less-than-full tray permitted per mailing.

Barcoded Labels: For Line 1, use "MXD" followed by L803 (for BMC/ASF entry, use L802).

Rate: Mixed AADC



1. AADC rate for any 3-digit/scheme tray for the origin SCF area containing fewer than 150 pieces.
 2. Use "5D BC" on 5-digit trays; use "BC 5D SCHEME" on optional 5-digit scheme trays.
 3. Use "3D BC" on 3-digit trays; use "BC SCHEME" on 3-digit scheme trays and, if applicable, as shown in L002, Column B, followed by the letter "A," "B," or "C."
- Packaging not permitted except for mailings card-size pieces and for pieces in overflow and less-than-full trays. Tray label standards in effect before June 30, 2002, may be used until January 1, 2003.

Standard Mail—Automation Flats

641

Related QSGs: 010, 012, 750, 820, 922, 923, 924

Nonprofit: 670

Quick Service
Guide

Eligibility Overview (E640) Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces) must be automation compatible (C820), 100% ZIP+4 barcoded or delivery point barcoded (C840), sorted and marked as described below. Pieces are eligible if not required to be mailed at First-Class rates or not eligible for Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)		Regular	Nonprofit
	<i>For pieces weighing 3.3 ounces (0.2063 pounds) or less</i>		
	3/5 Basic	\$0.261 0.300	\$0.166 0.189
	<i>For pieces weighing more than 3.3 ounces (0.2063 pounds)</i>		
	Per piece rates:		
	3/5 Basic	\$0.115 0.154	\$0.046 0.069
	PLUS Per pound rates:	0.708	0.584

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF or SCF (E650).
Annual \$150.00 presort mailing fee (E610.6.1).

Addressing (A800, A950) Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses matched using a CASS/MASS-certified process within 180 days before mailing date.

Characteristics and Content (C820, C840) Maximum weight: less than 16 ounces.
Shape: rectangular.
Dimensions:
Flats may qualify for the automation discount based on the dimensions and flexibility criteria for the AFSM (automated flat sorting machine) 100 or FSM 1000. See C820 (or Quick Service Guide 820) for specific standards.
All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.

Deposit (D600) Mailing entered at an acceptance point designated by USPS.

Mail Preparation and Sortation (M820) Marking on each piece in the postage area:

- **Regular:** "Presorted Standard" or "PRSRT STD."
- **Nonprofit:** "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT."

 Use of the "AUTO" marking is optional.
 Documentation:

- Postage statement:
 - Regular:** Form 3602-P (postage affixed) or Form 3602-R (permit imprint).
 - Nonprofit:** Form 3602-PN (postage affixed) or Form 3602-N (permit imprint).
- Form 3553 (address and barcode accuracy (A950)) must be retained by mailer for 1 year.
- Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

 Barcoded sack labels required (M032).
 Pallets are preferred (see QSG 045).
 Pieces meeting specifications for the automated flat sorting machine (AFSM) 100 in C820.2 must be prepared in separate packages from pieces meeting specifications for the FSM 1000 in C820.3. Separate package minimums (M820.4) must be met for each package type. Within each package, mailers may combine pieces of nonidentical weights if authorized under P700. AFSM 100 and FSM 1000 packages may be combined in the same sacks or on the same pallets.

Postage and Payment Methods (P600) Any mailing job that contains packages of Presorted flats and packages of automation flats must be co-sacked using M910.3.0.
Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

Special Services (S900) No special services are available for Standard Mail automation flats (E610.9.1).

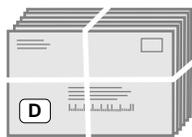
Packaging and Sacking Sequence (M820.5)

5-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Red Label D or optional endorsement line (OEL).

Rate: 3/5



CLEVELAND OH 44114
STD FLTS 5D BC
PORTLAND OR

5-Digit

Sacks: Required at 125 pieces or 15 pounds; smaller quantities not permitted.

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

3-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a package not permitted.

Labels: Green Label 3 or OEL.

Rate: 3/5



CLEVELAND OH 441
STD FLTS 3D BC
PORTLAND OR

3-Digit

Sacks: Required at 125 pieces or 15 pounds; smaller quantities not permitted. (Exception: A sack must be prepared for any remaining packages for each 3-digit ZIP Code prefix of SCF serving post office where mail is verified.)

Barcoded Labels: For Line 1, use L002, Column A, for destination facility.

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.

Labels: Pink Label A or OEL.

Rate: Basic



ADC CLEVELAND OH 440
STD FLTS ADC BC
PORTLAND OR

ADC

Sacks: Required at 125 pieces or 15 pounds; smaller quantities not permitted.

Barcoded Labels: For Line 1, use L004 for destination facility.

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.

Rate: Basic



MXD PORTLAND OR 970
STD FLTS BC WKG
PORTLAND OR

Mixed ADC

Sacks: Required, no minimum for any remaining packages placed in mixed ADC sacks.

Barcoded Labels: For Line 1, use "MXD" followed by L803 (for BMC/ASF entry, use L802).

Rate is based on type of package regardless of sack in (or pallet on) which it is placed.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Standard Mail

Enhanced Carrier Route—Letters

642

Quick Service
Guide

Related QSGs: 010, 012, 050, 750 Nonprofit: 670

Eligibility Overview (E630)

Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. Pieces are eligible if not required to be mailed at First-Class rates or not eligible for Periodicals rates. Nonprofit rates require specific authorization (E670). Pieces must be part of a group of 10 or more to one carrier route, prepared in line-of-travel or walk sequence. All high-density and saturation letter rate pieces must be automation compatible (C810) and have a delivery point barcode (C840). Pieces not meeting these standards are subject to the corresponding high density or saturation nonletter rate. Exceptions apply for pieces with simplified addresses (E630).

Rates and Fees (R600)

	Regular	Nonprofit
Basic	\$0.194	\$0.126
High Density	0.164	0.102
Saturation	0.152	0.095

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF, SCF, or delivery unit (E650).

For saturation and high-density letter rates for pieces that weigh more than 3.3 ounces but not more than 3.5 ounces, see E630.3.3. For pieces that are not automation compatible, not barcoded, or for pieces weighing more than 3.3 ounces, see R600.2.2 (Regular) or R600.4.2 (Nonprofit).

Annual \$150.00 presort mailing fee (E610.6.1)

Addressing (A930, A950)

Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code, as appropriate.

Carrier route information updated using CASS-certified process within 90 days before mailing.

High-density and saturation letter rate mail subject address and barcode quality standards in A800 and CASS/MASS standards in A950.

Characteristics and Content (C600)

Maximum weight: High-density and saturation rate letters, 3.5 ounces (pieces over 3 ounces must meet additional standards on C810.7.5). For all other pieces, less than 16 ounces.

Dimensions:

- Minimum: 3-1/2 inches high, 5 inches long, and 0.007 inch thick.
- Maximum: 6-1/8 inches high, 11-1/2 inches long, and 1/4 inch thick.

Deposit

Mailing entered at an acceptance point designated by USPS (D600).

Mail Preparation and Sortation (M620)

Marking on each piece in the postage area:

- **Regular:** "Presorted Standard" or "PRSR STD."
- **Nonprofit:** "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT."
- Basic, High-Density, and Saturation rate pieces must also be marked "ECRLOT," "ECRWSH," or "ECRWSS," respectively, in the correct optional endorsement line under M013 or in correct carrier route information line under M014. Mailings consisting of packages claimed at more than one Enhanced Carrier Route rate must bear appropriate marking for rate claimed. Pieces not claimed at corresponding rate must not be included in mailing and must not bear the "ECRLOT," "ECRWSH," or "ECRWSS" marking. For additional marking standards for carrier route pieces, see M014.

Documentation:

- Postage statement:
 - Regular:** Form 3602-P (postage affixed), Form 3602-R (permit imprint).
 - Nonprofit:** Form 3602-NP (postage affixed), Form 3602-N (permit imprint).
- Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).
- Additional documentation to support density standards (M050).

Basic rate mail must be in line-of-travel (LOT) or in walk sequence (M050.3.4).

High density (WSH) and saturation (WSS) rate mail must be in walk sequence (M050).

See reverse for tray label Line 2 information.

Letter-size pieces that are claimed at nonletter rates must be marked, sorted, and trayed as letters.

For high density and saturation letter rate pieces: barcoded tray labels required (M032). Use 2-inch tray labels for all other letter-size pieces (M031).

The mailer must retain required documentation in M050.4 for 1 year.

Trays must be sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF and for trays not processed at a BMC.

Postage and Payment Methods (P600)

Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.

Additional standards apply to mailings of nonidentical-weight pieces.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Traying Sequence (M620)

Package Preparation

Saturation¹

Packages: 10 or more pieces addressed to same carrier route³ must be prepared in packages (unless placed in full carrier routes trays or placed in full 5-digit carrier routes trays with separator cards); fewer than 10 pieces allowed only if route has fewer than 10 delivery stops. Mail must be in walk-sequence order (M050) and meet density standards.

Labels: Use optional endorsement line (OEL) stating carrier route description prefix and route number (M014).

Rate: Saturation

```
*****ECRWSS**C 013
STEVE BRUCE
891 N MARGINAL DR
CLEVELAND OH 44114
```

Sample Address Labels

High Density²

Packages: 10 or more pieces addressed to same carrier route³ must be prepared in packages (unless placed in full carrier routes trays or placed in full 5-digit carrier routes trays with separator cards). Mail must be in walk-sequence order (M050) and meet density standards.

Labels: Use OEL with carrier route description prefix and route number (M013).

Rate: High density

```
*****ECRWSH**C 013
STEVE BRUCE
891 N MARGINAL DR
CLEVELAND OH 44114
```

Basic

Packages: 10 or more pieces addressed to same carrier route³ must be prepared in packages (unless placed in full carrier routes trays or placed in full 5-digit carrier routes trays with separator cards). Mail must be in line-of-travel or walk-sequence order (M050).

Labels: Use OEL with carrier route description prefix and route number (M013).

Rate: Basic

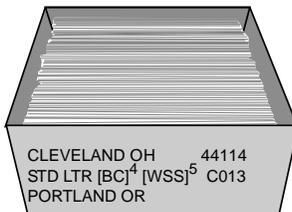
```
*****ECRLOT**C 013
STEVE BRUCE
891 N MARGINAL DR
CLEVELAND OH 44114
```

Tray Preparation

Carrier Route

Trays: Required, full trays only for pieces to same carrier route; smaller quantities not permitted; packaging not required.

Labels: For Line 1, use city, state, and 5-digit ZIP Code of destination. For Line 2, use "STD LTR BC" and "WSS" for saturation, "WSH" for high density, or "LOT" for line Basic followed by route type and number.^{4,5}

**5-Digit Carrier Routes**

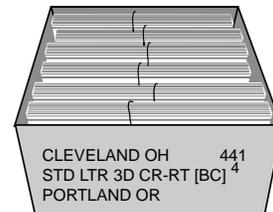
Trays: Required if full tray, optional with one 10-piece package. No minimum number of carrier route packages for same 5-digit area.

Labels: For Line 1, use city, state, and 5-digit ZIP Code of destination. For Line 2, use "STD LTR 5D CR-RT BC."⁵

**3-Digit Carrier Routes**

Trays: Carrier route packages only; optional with minimum one 10-piece carrier route package for each of two or more 5-digit areas.

Labels: For Line 1, use city, state, and 3-digit ZIP Code prefix shown in L002, Column A. For Line 2, use "STD LTR 3D CR-RT BC."⁵



1. Minimum 90% total active residential or 75% total active deliveries per route (100% if simplified address (E630.1)).
 2. 125-piece minimum per route unless route has fewer than 125 deliveries.
 3. Carrier route includes city route, rural route, highway contract route, post office box section, or general delivery unit.
 4. Use "BC" for barcoded pieces. Use "MACH" for pieces that are machinable but not barcoded. Use "MAN" for pieces that are nonmachinable or for pieces with a simplified address.
 5. For saturation pieces, use "WSS," for high-density pieces, use "WSH," for basic pieces, use "LOT."
- Tray label standards in effect before June 30, 2002, may be used until January 1, 2003.

Standard Mail

Enhanced Carrier Route—Flats and Parcels

643

Quick Service
Guide

Related QSGs: 010, 012, 050, 750 Nonprofit: 670

Eligibility Overview (E630) Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. Pieces must be part of a group of 10 or more to one carrier route, prepared in line-of-travel or walk-sequence order, as required. All pieces must fit within same processing category. Pieces are eligible if not required to be mailed at First-Class rates or not eligible for Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)		Regular	Nonprofit
	<i>For pieces weighing 3.3 ounces (0.2063 pound) or less</i>		
	Basic	\$0.194	\$0.126
	High-Density	0.169	0.110
	Saturation	0.160	0.104
	<i>For pieces weighing more than 3.3 ounces (0.2063 pound)</i>		
	Per piece rates:		
	Basic	\$0.068	\$0.050
	High-Density	0.043	0.034
	Saturation	0.034	0.028
	PLUS Per pound for all rates:	0.610	0.370

Residual Shape Surcharge: Add \$0.20 per piece for items that are prepared as parcels (E610.5.5). Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF, SCF, or delivery unit (E650). Annual \$150.00 presort mailing fee (E610.6.1).

Addressing (A930, A950) Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code, as appropriate.

Carrier route information updated using CASS-certified process within 90 days before mailing date. Detached address labels required for merchandise samples (A060).

Characteristics and Content (C050, C600) Maximum weight: less than 16 ounces. (Merchandise samples with detached address labels may exceed these dimensions if the labels meet the standards in A060.)
Dimensions:
Flats:
■ Minimum: more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4 inch thick.
■ Maximum: 14 inches long, 11-3/4 inches high, and 3/4 inch thick.
Parcels:
■ See C050 or Quick Service Guide 050.

Deposit (D600) Mailing entered at an acceptance point designated by USPS.

Mail Preparation and Sortation (M620) Marking on each piece in the postage area:
■ **Regular:** "Presorted Standard" or "PRSRT STD."
■ **Nonprofit:** "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT."
■ Basic, High-Density, and Saturation rate pieces must also be marked "ECRL0T," "ECRWSH," or "ECRWSS," respectively, in the correct optional endorsement line under M013 or in correct carrier route information line under M014. Pieces in a mailing consisting of packages claimed at more than one Enhanced Carrier Route rate must bear appropriate marking for rate claimed. Pieces not claimed at corresponding rate must not be included in the mailing and must not bear the "ECRL0T," "ECRWSH," or "ECRWSS" marking. For additional marking standards for carrier route pieces, see M014.
Documentation:
■ Postage statement:
 Regular: Form 3602-P or 3602-PS (postage affixed), Form 3602-R or 3602-RS (permit imprint).
 Nonprofit: Form 3602-NP or 3602-NPS (postage affixed), Form 3602-N or 3602-NS (permit imprint).
■ Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).
■ Additional documentation to support density standards (M050).
Basic rate mail must be in line-of-travel (LOT) or in walk sequence (M050.3.4).
High-density (WSH) and saturation (WSS) rate mail must be in walk sequence (M050).
Palletization is preferred (see QSG 045).
See reverse for sack label Line 2 information.
Use standard sack label (M031).

Postage and Payment Methods (P600) Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

Special Services (S900) No special services are available for Standard Mail Enhanced Carrier Route flats and parcels (E610.9.1).

Packaging and Sacking Sequence

Package Preparation (M620.2)

Saturation¹

Packages: 10 or more addressed pieces to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages; fewer than 10 pieces allowed only if route has fewer than 10 delivery stops. Mail must be presented in walk-sequence (M050) and meet density standards.

Labels: Use optional endorsement line (OEL) with carrier route description prefix and route number (M013).

Rate: Saturation

**High Density²**

Packages: 10 or more addressed pieces to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages. Mail must be presented in walk-sequence (M050) and meet density standards.

Labels: Use OEL with carrier route description prefix and route number (M013).

Rate: High density

**Basic**

Packages: 10 or more addressed pieces to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages. Mail must be presented in line-of-travel or walk-sequence (M050).

Labels: Use OEL with carrier route description prefix and route number (M013).

Rate: Basic



Sack Preparation (M620.4)

Carrier Route

Sacks: Required for flats and irregulars at 125 pieces or 15 pounds.

Labels: For Line 1, use city, state and 5-digit ZIP Code of destination. For Line 2, use "STD FLTS" or "STD IRREG," as applicable, and "ECRWSS," "ECRWSH," or "ECRLOT," as applicable, followed by route type and number.

**5-Digit Scheme Carrier Routes**

Sacks: Required for flats, no minimum.

Labels: For Line 1, use L001, Column B. For Line 2, use "STD FLTS CR-RTS SCH."

**5-Digit Carrier Routes**

Sacks: Required for flats and irregulars, no minimum.

Labels: For Line 1, use city, state, and 5-digit ZIP Code of destination. For Line 2, use "STD FLTS" or "STD IRREG," as applicable, and "CR-RTS."



1. Minimum 90% total active residential or 75% total active deliveries per route (100% if simplified address (E630.1)).
2. Minimum 125 pieces per route unless route has fewer than 125 deliveries.
3. Use "STD FLTS" for flats or "STD IRREG" for irregular parcels.
4. Use "ECRWSS" for saturation, "ECRWSH" for high density, and "ECRLOT" for basic.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Standard Mail

Enhanced Carrier Route—Automation Letters

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Quick Service
Guide

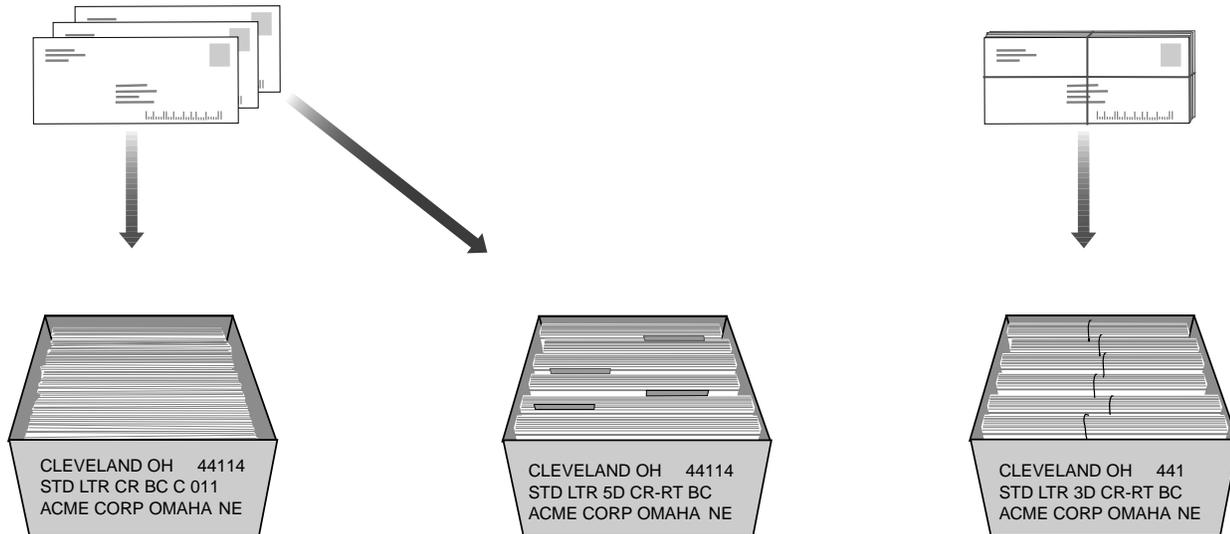
Related QSGs: 010, 012, 750, 810, 811, 922, 923, 924

Eligibility Overview (E640)	Mailings of 200 or more addressed pieces must be 100% delivery point barcoded (C840), sorted, and marked as described below. All pieces must be automation-compatible (C810). Pieces are eligible if not required to be mailed at First-Class rates or not eligible for Periodicals rates. Nonprofit rates require specific authorization (E670).				
Rates and Fees (R600)	<table><tr><td>Enhanced Carrier Route Basic</td><td>\$0.171</td></tr><tr><td>Nonprofit Enhanced Carrier Route Basic</td><td>\$0.111</td></tr></table> <p>Letters that weigh more than 3.3 ounces but not more than 3.5 ounces pay piece/pound postage but receive a discount (see E640.2.6). Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF, SCF, or delivery unit (E650). Rates limited to 5-digit ZIP Codes identified in the City State File. Annual \$150.00 presort mailing fee (E610.6.1).</p>	Enhanced Carrier Route Basic	\$0.171	Nonprofit Enhanced Carrier Route Basic	\$0.111
Enhanced Carrier Route Basic	\$0.171				
Nonprofit Enhanced Carrier Route Basic	\$0.111				
Addressing (A800, A950)	Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses matched using CASS/MASS-certified process within 180 days before mailing. Carrier route information updated using CASS-certified process within 90 days before mailing date.				
Characteristics and Content (C810, C840)	Maximum weight: 3.5 ounces (pieces over 3 ounces must meet additional standards in C810.7). Shape: rectangular. Must meet standards in C810. Dimensions: <ul style="list-style-type: none">■ Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick <i>if not more than 4-1/4 inches high and 6 inches long</i>; or 0.009 inch thick <i>if more than 4-1/4 inches high or 6 inches long, or both</i>.■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 1/4 inch thick. All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.				
Deposit (D600)	Mailing entered at an acceptance point designated by USPS.				
Mail Preparation and Sortation (M810)	Marking on each piece in the postage area: <ul style="list-style-type: none">■ Regular: "Presorted Standard" or "PRSRT STD" and "AUTOOCR."■ Nonprofit: "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT" and "AUTOOCR." Pieces not claimed at an automation rate may not be marked "AUTOOCR." For additional marking standards for carrier route pieces, see M014. Documentation: <ul style="list-style-type: none">■ Postage statement:<ul style="list-style-type: none">■ Regular: Form 3602-P (postage affixed) or Form 3602-R (permit imprint).■ Nonprofit: Form 3602-PN (postage affixed) or Form 3602-N (permit imprint).■ Form 3553 (address, barcode (A950), and CRIS accuracy (A930)) must be retained for 1 year (A950.5.2).■ Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format). 1-foot or 2-foot trays used where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used). Trays on pallets (M040) are permitted and preferred. Trays must be sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Barcoded tray labels required (M032). See reverse for tray label Line 2 information.				
Postage and Payment Methods (P600)	Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions. Additional standards apply to mailings of nonidentical-weight pieces.				
Special Services (S900)	No special services available for Enhanced Carrier Route automation letters (E610.9.1).				

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Traying Sequence (M810.2)

At least 10 or more pieces to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit); fewer than 10 pieces per route not permitted. Use an optional endorsement line or carrier route information line.

**Carrier Route**

Trays: Full trays only for pieces to same carrier route; packaging not permitted. Postcard-size pieces must be banded. Less-than-full or overflow trays not permitted.

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, use "STD LTR CR BC" along with carrier route type and number (M810).

Rate: Enhanced Carrier Route automation basic

5-Digit Carrier Routes

Trays: Required if full tray, otherwise optional. After all full carrier route trays are prepared, remaining carrier route pieces (10 or more per route) must be grouped (using separator cards in full trays and banding material in less-than-full trays) and placed in 5-digit carrier routes trays (no minimum number of pieces per tray).

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, use "STD LTR 5D CR-RT BC" (M810).

Rate: Enhanced Carrier Route automation basic

3-Digit Carrier Routes

Trays: Carrier route packages only; optional with minimum one 10-piece carrier route package for each of two or more 5-digit areas.

Barcoded Labels: For Line 1, use city, state, and 3-digit ZIP Code prefix shown in L002, Column A, for 3-digit ZIP Code prefix of packages. For Line 2, use "STD LTR 3D CR-RT BC" (M810).

Rate: Enhanced Carrier Route automation basic

Carrier Route rates limited to 5-digit ZIP Codes identified in the City State File. Packaging required in mailings consisting entirely of postcard-size pieces and for pieces in overflow, less-than-full, and 3-digit carrier routes trays.

Standard Mail—Nonprofit Eligibility

Related QSGs: 630, 631, 632, 633, 640, 641, 642, 643, 644

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Quick Service
Guide

Eligibility Overview (E670)

Only political committees, voting registration officials, and organizations that meet specific standards for qualified nonprofit organizations and that have received specific authorization from the USPS (E670) may mail eligible matter at the Nonprofit Standard Mail rates. Except for mailings deposited under the plant-verified drop shipment program (P950), a separate authorization is required at each post office where Nonprofit rate mailings are deposited. Pieces mailed at the Nonprofit Standard Mail rates must meet the general standards for Standard Mail (E610) and the standards specific to any other discount or rate claimed.

Qualified organization: organization is not organized for profit, and none of its net income inures to the benefit of any private stockholder or individual. Types of organizations that may qualify (E670): religious, educational, scientific, philanthropic, agricultural, labor, veterans, and fraternal. Voting registration officials and national and state political committees may be qualified without regard to their nonprofit status.

Ineligible nonprofit organizations: service, social, and hobby clubs; citizens' and civic improvement associations; state, county, and municipal governments are generally not eligible.

Prohibitions and restrictions: Nonprofit rates not permitted for mailing promotional material for credit cards, insurance policies, and travel arrangements. Authorized organizations may not let any other person or organization use their authorizations to mail at Nonprofit Standard Mail rates.

Cooperative mailings: mailable at Nonprofit Standard Mail rates only if each cooperating organization is individually authorized to mail at Nonprofit Standard Mail rates where the mailing is deposited.

Authorizations: Form 3624 required at post office where mail is deposited; Form 3623 required for each additional mailing office.

Rates and Fees (R600)

Nonprofit Standard Mail

■ Letter-size minimum per piece

Presorted

Basic	\$0.165
3/5	0.153

Automation

Mixed AADC	\$0.144
AADC	0.136
3-Digit	0.129
5-Digit	0.114

■ Nonletter-size minimum per piece

Presorted

Basic	\$0.230
3/5	0.183

Automation

Basic	\$0.189
3/5	0.166

Residual Shape Surcharge: Add \$0.23 for Nonprofit and \$0.20 for Nonprofit Enhanced Carrier Route for pieces that are prepared as parcels or are neither letter-size nor flat-size (E610.5.5).

Annual presort mailing fee \$150.00. Destination rate eligibility: standards in E650.

Nonprofit letter-size pieces that meet any one of the nonmachinable characteristics in C050.2.2 are nonmachinable and are subject to a \$0.02 nonmachinable surcharge.

Nonprofit Enhanced Carrier Route

■ Letter-size minimum per piece

Nonautomation

Basic	\$0.126
High Density	0.102
Saturation	0.095

Automation

Basic	\$0.111
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■ Nonletter-size minimum per piece

Basic	\$0.126
High Density	0.110
Saturation	0.104

Addressing (A010)

Name and return address on outside of mailpiece must be that of the authorized organization; pseudonyms or bogus names of persons or organizations prohibited (E670.6). All matter mailed at Nonprofit Standard Mail rates must identify the authorized organization. The authorized organization's name and return address must appear in at least one of two places: on the outside of the mailpiece or in a prominent place on the material mailed.

Characteristics and Content

Same as Standard Mail generally; some restrictions on promotional material (E670).

Mail Preparation and Sortation (M600)

Marking:

- "Nonprofit Organization" or "Nonprofit" or "Nonprofit Org."

Postage statement: See individual Quick Service Guides.

Identification: name of authorized nonprofit organization.

For mail preparation graphic, see the appropriate Quick Service Guide:

630 Presorted Letters—Nonmachinable	640 Automation Letters
631 Presorted Letters—Machinable	641 Automation Flats
632 Presorted Flats	642 Enhanced Carrier Route—Letters
633 Presorted Irregular Parcels	643 Enhanced Carrier Route—Flats and Parcels
	644 Enhanced Carrier Route—Automation Letters

**Postage and
Payment
Methods
(P600)**

Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.

**Frequently
Asked
Questions****Q. What is Nonprofit Standard Mail?**

A. Nonprofit Standard Mail is printed matter such as pamphlets, newsletters, direct mail, or merchandise that weighs less than 16 ounces and is eligible for reduced rates as a nonprofit mailing.

Q. What can an authorized organization mail at nonprofit rates?

- An authorized organization can mail only its own mail.
- A product may be mailed at Nonprofit Standard Mail rates only if it meets one of the following requirements:
 - The product must be a low-cost item. “Cost” is based on the price paid by the nonprofit organization to acquire the product and not the sale price. (At the beginning of each calendar year, the value of low cost is adjusted for the cost of living (see E670.5.11 for current cost)).
 - It must be a gift or donation obtained by your organization at no cost or,
 - It must be a periodical publication of a nonprofit organization. (If any eligible product contains advertising, it is also subject to the information provided below.)

Q. What types of advertising are not eligible?

A. The following types of advertising are not eligible:

- Any advertisements that promote credit, debit, or charge cards are always prohibited at Nonprofit Standard Mail rates.
- Advertising that promotes or offers any insurance policy is ineligible for Nonprofit Standard Mail rates, unless it is promoted to members, donors, supporters, or beneficiaries of the authorized mailer and provided the policy coverage is not generally, otherwise, commercially available.
- Advertising or announcements that promote the availability of any travel arrangement are ineligible unless the arrangement is promoted to members, donors, and supporters of the organization, and the reason for the travel must contribute substantially to the organization’s qualifying purpose.
- Advertisements for products or services that are not substantially related to one or more of the qualifying purposes of the organization.

Note: Other than travel, insurance and credit, debit, and charge card advertisements, an organization may include advertisements that are not substantially related to their primary purposes if these advertisements are in a mailpiece prepared to meet the content requirements of a Periodicals publication.

Q. How can I make sure my newsletter meets the content requirements or a Periodicals publication?

A. To meet those requirements, a newsletter must:

- Have a title printed on the front cover.
- Consist of printed sheets and not be reproduced by stencil, mimeograph, or hectograph processes.
- Contain an identification statement within the first five pages. This statement must include the title, issue dates, publication frequency, name and address of the organization, issue number; International Standard Serial Number, if applicable, and the subscription price, if applicable.
- Ensure that at least 25 percent of the content be nonadvertising.

Q. I want to hire a mailing house to print and mail my organization’s newsletter. We are authorized to use Nonprofit Standard Mail rates, but the mailing house isn’t. Is the mailing eligible for Nonprofit Standard Mail rates?

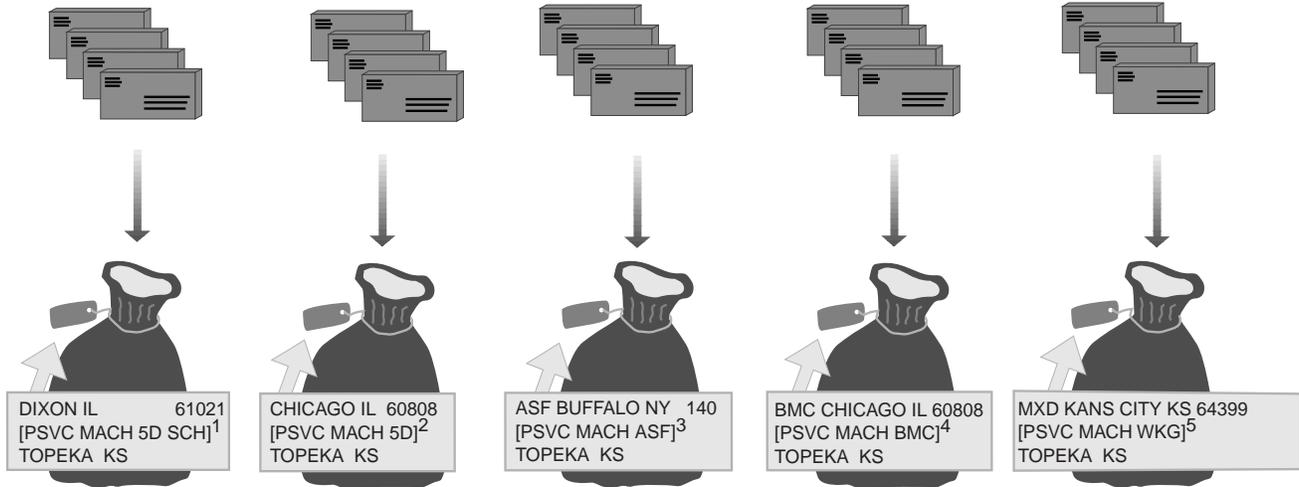
A. As an organization authorized to mail at Nonprofit Standard Mail rates, you can use a commercial firm to prepare and present your mailing for you at those rates. The issue is whether the arrangement is a legitimate “principal–agent” relationship. If you are paying a fee to the mailing house to prepare your mailing, and the mailing house has no other interest in the mailing, it should be eligible for Nonprofit Standard Mail rates. However, if the mailing house shares in the advertising revenues, places its own advertisement(s) in the mailpiece at no cost, at a discount, or will not receive any fees for its services (reimbursement for expenses), the mailpiece would probably not be eligible for Nonprofit Standard Mail rates. Under this arrangement, the mailing house now has a vested interest in the mailing and is no longer functioning in a principal-agent capacity.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Eligibility Overview (E600, E700)	Machinable parcels must qualify under applicable standards for Standard Mail, Bound Printed Matter, Media Mail, or Library Mail. Machinable parcels also must meet dimension standards in C050 to be sorted on USPS parcel sorting equipment. For Parcel Post, see Quick Service Guide 710.
Rates and Fees (R600, R700)	For Standard Mail rates, see R600. Residual Shape Surcharge: for Presorted Standard Mail parcels, add \$0.23 (E610.5.5). See R700.2 for Bound Printed Matter, R700.3 for Media Mail, and R700.4 for Library Mail rates. Postage discounts are available for Standard Mail and some Bound Printed Matter, Media Mail, and Library Mail rates if mail meets additional standards for volume, presort, and destination entry. Destination entry discounts are available for Media Mail or Library Mail. Barcoded discount: \$0.03 per piece. For eligibility, see Standard Mail (E620.4), Bound Printed Matter (E712.2), Media Mail E713.2), or Library Mail (E714.2). Separate annual fee (\$150.00) is required for destination entry Bound Printed Matter.
Addressing (A010)	Each piece must include complete delivery and return addresses with correct ZIP Code or ZIP+4 code. Standard Mail or Bound Printed Matter with no ancillary service endorsements or special services are not required to have a return address. For Bound Printed Matter, Media Mail, Library Mail, and Standard Mail barcoded discount, each piece must meet the standards in C850.
Characteristics and Content (C050, C600, C700)	Minimum weight: 6 ounces. Standard Mail: maximum weight is less than 16 ounces. Bound Printed Matter: maximum weight is 15 pounds. Media Mail and Library Mail: maximum weight is 35 pounds (25 pounds for books and other printed matter). Dimensions: 6 to 34 inches long, 3 to 17 inches high, and 1/4 to 17 inches thick. Pieces 1/4 inch thick must be at least 3-1/2 inches high. Regardless of weight, a parcel that meets any of the criteria in C700.2 is not machinable.
Deposit (D600, D700)	Single-piece Bound Printed Matter, Media Mail, and Library Mail with complete postage affixed: in any collection box or post office. Presorted: at post office where permit or license held. Destination entry mail must be deposited as specified by standards for rate claimed.
Mail Preparation and Sortation	Single-piece: Bound Printed Matter, Media Mail, and Library Mail none. Preparation and labeling (presorted) on reverse. Mail must be prepared and marked under applicable standards for Presorted Standard Mail (M610.5), Presorted Bound Printed Matter (M722.5), Media Mail (M730.4), or Library Mail (M740.4) machinable parcel preparation. For pallet preparation, see M045.
Postage and Payment Methods (P600, P700)	Adhesive stamp (single-piece rate only) (P022), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Special Services (S900)	See Quick Service Guide 900. Machinable parcels using Bulk Parcel Return Service are not eligible for any special service.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Sacking Sequence

**5-Digit Scheme****STANDARD MAIL**

Sacks: Optional; minimum 10 pounds, smaller volumes not permitted.⁶

Labels: For Line 1, use L606, Column B.

BOUND PRINTED MATTER, MEDIA MAIL, AND LIBRARY MAIL

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

Labels: For Line 1, use L606, Column B.

5-Digit**STANDARD MAIL**

Sacks: Optional; minimum 10 pounds, smaller volumes not permitted.⁶

Labels: For Line 1, use 5-digit destination of mail.

BOUND PRINTED MATTER, MEDIA MAIL, AND LIBRARY MAIL

Sacks: Required; minimum 10 addressed pieces, 20 pounds, or 1,000 cubic inches for Media or Library Mail. Smaller volumes not permitted.

Labels: For Line 1, use 5-digit destination of mail.

ASF**STANDARD MAIL**

Sacks: Optional; minimum 10 pounds, smaller volumes not permitted. Allowed only for mail deposited at an ASF to claim DBMC rates.

Labels: For Line 1, use L602.⁷

BOUND PRINTED MATTER

Sacks: Optional; minimum 10 addressed pieces or 20 pounds, smaller volumes not permitted. Allowed only for Bound Printed Matter pieces deposited at an ASF to claim the DBMC rate.

Labels: For Line 1, use L602.⁷

BMC**STANDARD MAIL**

Sacks: Required; minimum 10 pounds, smaller volumes not permitted.

Labels: For Line 1, use L601, Column B.⁷

BOUND PRINTED MATTER, MEDIA MAIL, AND LIBRARY MAIL

Sacks: Required; minimum 10 addressed pieces, 20 pounds, or 1,000 cubic inches for Media or Library Mail. Smaller volumes not permitted.

Labels: For Line 1, use L601, Column B.⁷

Mixed BMC**STANDARD MAIL**

Sacks: Required, no minimum.

Labels: For Line 1, "MXD" followed by the information in L601, Column B for the BMC serving the 3-digit ZIP Code prefix of the entry post office.

BOUND PRINTED MATTER, MEDIA MAIL, AND LIBRARY MAIL

Sacks: Required, no minimum.

Labels: For Line 1, "MXD" followed by the information in L601, Column B for the BMC serving the 3-digit ZIP Code prefix of the entry post office.

1. Use "STD MACH 5D SCH" for Standard Mail.

2. Use "STD MACH 5D" for Standard Mail.

3. Use "STD MACH ASF" for Standard Mail.

4. Use "STD MACH BMC" for Standard Mail.

5. Use "STD MACH WKG" for Standard Mail.

6. To claim the 3/5 rate, every possible 5-digit sack must be prepared.

7. DBMC rate eligibility is determined by E650 for Standard Mail, and E752 for Bound Printed Matter.

Eligibility Overview (E711)	<p>Parcel Post is Package Services matter not mailed as Bound Printed Matter, Media Mail, or Library Mail. Any Package Service matter may be mailed at Parcel Post rates, subject to the basic standards in E710.</p> <p>Generally used for shipping merchandise, Parcel Post has a wide range of discounted rates. Minimum mailing: 50-piece minimum for origin bulk mail center (OBMC) Presort, bulk mail center (BMC) Presort, Parcel Select (destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU) rates) and for the barcoded discount. The 50-piece minimum for these rates applies to pieces mailed at any Parcel Post rate. Pieces sorted and marked as described below. Single-piece rates: no minimum piece requirement.</p>
Rates and Fees (R700)	<p>Available rates: Intra-BMC, Inter-BMC, and Parcel Select (DBMC, DSCF, and DDU) (E711). Rate determination: Intra-BMC, Inter-BMC, and DBMC rates are calculated based on weight and zone; DSCF and DDU rates are based on weight only.</p> <ul style="list-style-type: none"> ■ Intra-BMC: originates and destines within the same BMC/ASF service area (or within Alaska, Hawaii, or Puerto Rico). <ul style="list-style-type: none"> ■ Intra-BMC machinable: meets the criteria in C050.4.1 and does not contain items in C700.2. ■ Intra-BMC nonmachinable: does not meet the criteria in C050.4.1 or contains items in C700.2. Includes \$1.35 nonmachinable surcharge (except oversized rates or with special handling). ■ Inter-BMC: originates in the service area of a BMC/ASF (or in Alaska, Hawaii, or Puerto Rico), destines outside that area. <ul style="list-style-type: none"> ■ Inter-BMC machinable: meets the criteria in C050.4.1 and does not contain items in C700.2. ■ Inter-BMC nonmachinable: does not meet the criteria in C050.4.1 or contains items in C700.2. Includes \$2.75 nonmachinable surcharge (except oversized rates or with special handling). <p>Barcoded discount: \$0.03 per piece. Available for machinable parcels (C050.4.1) that bear a correct barcode under C850 and are part of a mailing of 50 or more Parcel Post pieces. Does not apply to pieces claimed at DSCF or DDU rates or pieces claimed at the DBMC rate that are entered at an ASF other than Phoenix, AZ.</p> <p>Oversized rate: pieces exceeding 108 inches but not more than 130 inches in combined length and girth are available at the Parcel Post oversized rate for the zone to which addressed.</p> <p>Balloon rate: pieces exceeding 84 inches (but not exceeding 108 inches) in combined length and girth and weighing less than 15 pounds are charged at the 15-pound rate for the zone to which addressed.</p> <p>Presort discounts: (For mailings of 50 or more Parcel Post rate pieces.)</p> <ul style="list-style-type: none"> ■ Origin BMC Presort (OBMC): \$1.17 discount applies to pieces sorted to BMC destinations using L601 if machinable or BMC/ASF destinations using L605 if nonmachinable. Entered at a BMC. ■ BMC Presort: \$0.28 discount applies to pieces sorted to BMC destinations using L601 if machinable or BMC/ASF destinations using L605 if nonmachinable. Entered at any facility (other than BMC) that accepts bulk mail. <p>Parcel Select (E751):</p> <ul style="list-style-type: none"> ■ DBMC: entered at the destination BMC/ASF for delivery within the DBMC/ASF service area and part of a mailing of 50 or more Parcel Post pieces. ■ DSCF: entered at the designated facility for delivery within the DSCF area, sorted by 5-digit scheme or 5-digit ZIP Code destinations, and part of a mailing of 50 or more Parcel Post pieces. Nonmachinable parcels sorted to 3-digit ZIP Code areas subject to \$1.09 surcharge (E751.14) ■ DDU: entered at the designated destination delivery unit for delivery within the DDU area and part of a mailing of 50 or more Parcel Post pieces.
Addressing (A010)	<p>Annual Parcel Select (DBMC, DSCF, and DDU) destination entry fee: \$150.00.</p> <p>Each piece must include complete delivery and return addresses. Each discounted piece must also include a correct ZIP Code or ZIP+4 code.</p>
Characteristics and Content (C700)	<p>Minimum weight: None, pieces subject to 1-pound minimum rate.</p> <p>Maximum weight: 70 pounds.</p> <p>Dimensions:</p> <ul style="list-style-type: none"> ■ Machinable: <ul style="list-style-type: none"> ■ Not less than 6 inches long, 3 inches high, and 1/4 inch thick. ■ Not more than 34 inches long, 17 inches high, and 17 inches thick. ■ Weight: at least 6 ounces but not more than 35 pounds (25 pounds for books and other printed matter). ■ Nonmachinable: parcels measuring more than 34 inches long, or 17 inches wide, or 17 inches high, or weighing more than 35 pounds (25 pounds for books and other printed matter), or that meet any criteria in C700.2 regardless of size.
Forwarding and Related Service (F010)	<p>Mailing items with no ancillary service endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece rate (F010.5.4).</p>

Deposit (D700) Pickup service (D010): \$12.50 per stop for single-piece Parcel Post. Service and information available by calling 1-800-222-1811. Only one fee for Express Mail, Priority Mail, or single-piece Parcel Post picked up at same time (regardless of the number of pieces).

Deposit:

- Single-piece: entered at a retail window or acceptance unit designated by USPS.
- Bulk mailings: meter or permit imprint must be presented at post office where license or permit held.
- OBMC and BMC Presort, DBMC, DSCF, and DDU: at facility appropriate for rate claimed. See E751 for scheduling deposit of DBMC, DSCF, and DDU rate mail.

Mail Preparation and Sortation (M710, M045)

Marking:

- All pieces: "Parcel Post" (or "PP") must be printed in the postage area (M012).
- Parcel Select (DBMC, DSCF, or DDU):
Option 1: "Parcel Select" ("Parcel Post" marking is not required if "Parcel Select" marking is placed in the postage area).

Option 2: "Parcel Post" (or "PP") and "Drop Ship" (or "D/S") or "Parcel Select."

Separation by zone: Intra-BMC, Inter-BMC, and DBMC pieces must be separated by zones when presented unless either the correct postage is affixed to each piece or the mailing is prepared under M710.1.4 or presented under a special postage payment system (P910, P920, or P930).

Barcoded discount: machinable parcels meeting the standards in C850.

OBMC Presort and BMC Presort: sorted to BMC if machinable or BMCs/ASFs if nonmachinable.

Preparation and labeling: DBMC: none; DSCF: sorted by 5-digit or 5-digit scheme ZIP Code; DDU: separated by 5-digit ZIP Code.

Documentation:

- Postage statement: Parcel Post, Form 3605-PP (postage affixed) or Form 3605-PR (permit imprint); Parcel Select, Form 3605-SP (postage affixed) or Form 3605-SR (permit imprint).
- Supplemental documentation: additional documentation as required by rate, destination discount, preparation option, or postage payment system.

Postage and Payment Methods (P700)

Adhesive stamp (single-piece rate only) (P022), meter (P030), or permit imprint (P040); applicable conditions and restrictions.

Special Services (S900)

May use COD, Delivery Confirmation, insurance, return receipt for merchandise, Signature Confirmation, and special handling. Parcel Select pieces are eligible for no-fee electronic Delivery Confirmation. Return receipt and restricted delivery are available for COD mail or mail insured for more than \$50.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Intra-BMC and Inter-BMC Preparation

Intra-BMC	<p>Presort: None Pallets: See M045 for preparation. Rate: Local and Intra-BMC/ASF Parcel Post.</p>	
Inter-BMC	<p><i>Machinable Parcels</i> Presort: Single-piece: none. Pallets: See M045 for pallet preparation. Rate: Inter-BMC/ASF Machinable Parcel Post.</p>	<p><i>Nonmachinable Parcels</i> Presort: Single-piece: none. Pallets: See M045 for pallet preparation. Rate: Inter-BMC/ASF Nonmachinable Parcel Post.</p>
BMC Presort (M045.10) and OBMC Presort (M045.11)	<p><i>Machinable Parcels</i> Presort: Sorted to BMCs under L601 in 69-inch pallet boxes with at least 52 inches of mail. Overflow pallet boxes not permitted. No other preparation permitted. Pallet Box Label: For Line 1, use L601 for destination BMC; for Line 2, "PSVC MACH BMC."</p>	<p><i>Nonmachinable Parcels</i> Presort: Sorted to BMC/ASF under L605 on pallets containing at least 42 inches of mail. Overflow pallets not permitted. No other preparation permitted. Pallet Label: For Line 1, use L605 for destination BMC/ASF; for Line 2, "PSVC NON MACH BMC" or "PSVC NON MACH ASF," as appropriate.</p>

DBMC, DSCF, and DDU Preparation

DBMC

DBMC rate applies to parcels deposited at the destination BMC, ASF, or SCF (E751.5). Parcels claimed at the DBMC rate must meet the standards in E751, including:

- Must be part of a mailing of 50 or more Parcel Post pieces (at any rate).
- Must be addressed for delivery within the service area of the BMC, ASF, or SCF where the mail is deposited.

Preparation:

For machinable parcels on pallets, see M045.3.5. For machinable parcels prepared in sacks, see M710. For bedloaded parcels, see E751.2.1. Special preparation may be required for nonmachinable parcels (see E751.2). DBMC rate machinable and nonmachinable parcels may not be combined in the same container.

Rate: DBMC, see R700.1.5.

DSCF

DSCF rate applies to parcels deposited at the destination SCF listed in L005 (or at a BMC under E751.6). Pieces claimed at the DSCF rate must meet the standards in E751, including:

- Must be part of a mailing of 50 or more Parcel Post pieces (at any rate).
- Must be addressed for delivery within the service area of the SCF where the mail is deposited.

Nonmachinable parcels sorted to 3-digit ZIP Code areas and claimed at a DSCF rate must be entered at a designated SCF under L005 (for exceptions see E751.6.0).

Preparation: Must be sacked or placed directly on pallets or in pallet boxes. Machinable and nonmachinable parcels may be combined in the same container.

Sacks: Must be in 5-digit scheme or 5-digit sacks. Minimum seven pieces per sack, one overflow sack permitted per 5-digit scheme or 5-digit ZIP Code. After all possible 5-digit scheme or 5-digit sacks are prepared, any remaining 3-digit nonmachinable parcels are placed in 3-digit sacks, no minimum required.

Sack Labels

5-digit scheme: For Line 1, use L606, Column B. For Line 2, use "PSVC PARCELS 5D SCH."
5-digit: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, "PSVC PARCELS 5D."

3-digit nonmachinable: For Line 1, use L002, Column C. For Line 2, "PSVC 3D NON MACH."

For sacks on pallets, see M045.13.0.

Pallets: See M045.12 for pallet preparation standards. Must be on 5-digit scheme, 5-digit pallets, or 3-digit (nonmachinable) destinations. Pallet boxes cannot exceed 60 inches in height. If the 5-digit destination facility cannot handle pallets, the DSCF rate is not available for mail on pallets; however, mail for those facilities can be put into sacks that are placed on pallets (see M045.13.0).

Pallet Labels: See M045.12.0.

Rate: DSCF, see R700.1.6. DBMC rate for overflow pallet.

DDU

DDU rate applies to parcels deposited at the destination delivery unit. Parcels claimed at the DDU rate must meet the standards in E751, including:

- Must be part of a mailing of 50 or more Parcel Post pieces (at any rate).
- Must be addressed for delivery within the service area of the delivery unit where the mail is deposited.

Preparation: Must be bedloaded, sacked, or placed directly on pallets or in pallet boxes. Machinable and nonmachinable pieces may be combined.

Sacks: Must be in 5-digit scheme or 5-digit sacks. There are no piece or weight minimums.

Sack Labels

5-digit scheme: For Line 1, use L606, Column B. For Line 2, use "PSVC PARCELS 5D SCH."

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

Pallets: Must be on 5-digit scheme or 5-digit pallets. There are no piece or weight minimums. Pallet boxes cannot exceed 60 inches. Pallets or pallet boxes may be used only if the delivery unit can handle pallets or if mailer unloads pallets into a container specified by the delivery unit.

Pallet Labels

5-digit scheme: For Line 1, use L606, Column B. For Line 2, use "PSVC PARCELS 5D SCH."

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

Rate: DDU, see R700.1.7.

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Eligibility Overview (E712)	Bound Printed Matter (BPM) is Package Services matter (typically catalogs, directories, books, and other printed material) that weighs up to 15 pounds and meets specific eligibility standards. Minimum mailing: no minimum for single-piece rates; 50 addressed pieces for single-piece barcoded discount, 300 addressed pieces for Presorted or Carrier Route rates. Presorted and Carrier Route rates apply to pieces prepared and presorted under M045 and M720. General standards include: <ul style="list-style-type: none"> ■ Consists of advertising, promotional, directory, or editorial material (or any combination of these). ■ Is securely bound by permanent fastening. ■ Consists 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). ■ Does not have the nature of personal correspondence. ■ Is not stationery (e.g., pads of blank printed forms).
Rates and Fees (R700)	Single-piece rates: separate rates for flats and for parcels based on weight and zone. Presorted, Carrier Route, and destination BMC (DBMC) rates: separate per piece and per pound charges for flats and for parcels based on weight and zone. Destination entry discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF, SCF, or delivery unit (DDU) (E752). DDU rates not available for flat-size pieces weighing 1 pound or less unless sorted to carrier route. Barcoded discount: \$0.03 per piece. Available for presorted machinable parcels and automatable flats with correct barcodes that meet standards in E712.2 and for single-piece rates that are part of a mailing of 50 or more pieces of BPM. No annual mailing fee; however, there is a destination entry-mailing fee of \$150.00.
Addressing (A010)	Each piece must include complete delivery address with correct ZIP Code or ZIP+4 code. Return address required except for pieces with no ancillary service endorsement. For barcode flat discount: address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses matched using a CASS/MASS-certified process within 180 days before mailing date. For Presorted rates, a certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes (E712). For Carrier Route rate, carrier route information updated using CASS-certified process within 90 days before mailing (A930).
Characteristics and Content (C700)	Minimum weight: None. Maximum weight: For flat-size pieces claiming the barcode discount, 20 ounces; for all others, 15 pounds. For barcode flat discount, pieces must meet the standards in C820 for AFSM 100 processing. For barcode parcel discount, pieces must meet the standards in C850.
Forwarding and Related Services (F010)	Mailing items with an ancillary service endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece rate (F010.5.4). Bound Printed Matter with no ancillary service endorsement that is undeliverable-as-addressed is disposed of by USPS.
Deposit (D700)	Single-piece: mailing entered at an acceptance unit designated by USPS. Presorted or Carrier Route and all meter, or permit imprint: generally, at post office where permit or license is held. For destination entry rates, see E752.
Mail Preparation and Sortation (M720)	Marking on each piece: <ul style="list-style-type: none"> ■ Single-piece rate: "Bound Printed Matter" or "BPM." ■ Presorted rate: "Bound Printed Matter" or "BPM" and either "Presorted" or "PRSRT." For flats claiming the barcode discount, the optional marking "AUTO" may be used in place of "PRSRT" (M012). ■ Carrier Route rate: "Bound Printed Matter" or "BPM" and "Carrier Route Presort" or "CAR-RT SORT." The rate marking must appear in postage area. Package preparation and labeling: Presorted and Carrier Route rates on following pages. Pieces must be separated by zones when presented unless either the correct postage is affixed to each piece or authorized under P900. Postage statement: Form 3605-BR or Form 3605-DBR (permit imprint) or Form 3605-BP or Form 3605-DBP (postage affixed) or approved facsimile.
Postage and Payment	Adhesive stamp (single-piece rate only) (P022), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Special Services (S900)	May use COD, Delivery Confirmation, insured services, return receipt for merchandise, Signature Confirmation, and special handling. Return receipt and restricted delivery are available for COD mail or mail insured for more than \$50.

Presorted Flats (M722.2)

5-Digit

Packages: Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds.¹

Labels: Red Label D or optional endorsement line (OEL).

3-Digit

Packages: Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds.

Labels: Green Label 3 or OEL.

ADC

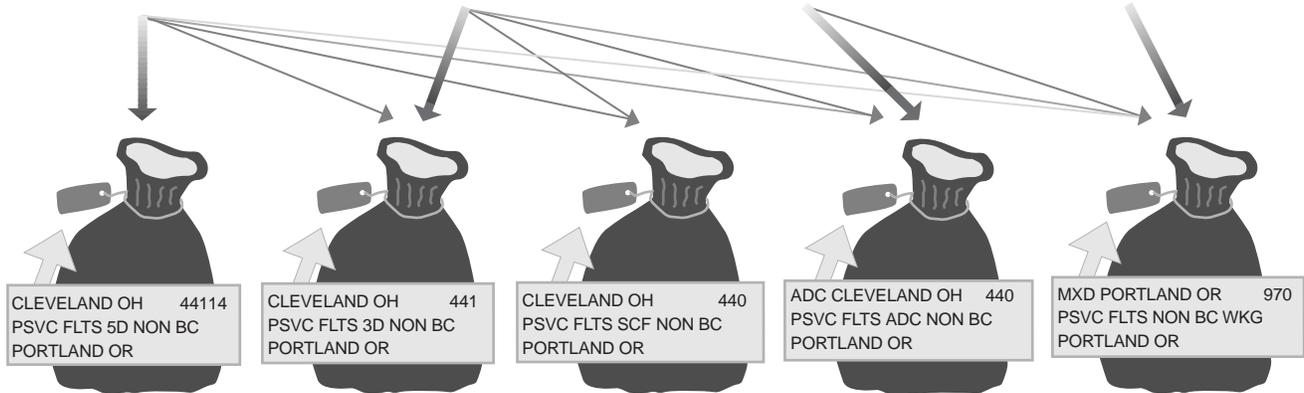
Packages: Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds.

Labels: Pink Label A or OEL.

Mixed ADC

Packages: Required with no minimum. Maximum weight 20 pounds.

Labels: Tan Label MXD or OEL.



5-Digit

Sacks: Required at 20 addressed pieces or 20 pounds, smaller volumes not permitted.

Labels: For Line 1, use 5-digit ZIP Code destination of packages. For Line 2, use "PSVC FLTS 5D NON BC."

3-Digit

Sacks: Required at 20 addressed pieces or 20 pounds, smaller volumes not permitted.

Labels: For Line 1, use L002, Column A. For Line 2, use "PSVC FLTS 3D NON BC."

SCF

Sacks: Optional at 20 addressed pieces or 20 pounds, smaller volumes not permitted.

Labels: For Line 1, use L005, Column B. For Line 2, use "PSVC FLTS SCF NON BC."

ADC

Sacks: Required at 20 addressed pieces or 20 pounds, smaller volumes not permitted.

Labels: For Line 1, use L004, Column B. For Line 2, use "PSVC FLTS ADC NON BC."

Mixed ADC

Sacks: Required with no minimum.

Labels: For Line 1, use "MXD" followed by the city, state, and 3-digit prefix shown for the entry post office in L004, Column B. For Line 2, use "PSVC FLTS NON BC WKG."

1. 5-digit packages of flats placed in 5-digit sacks may weigh a maximum of 40 pounds. Each package (except mixed ADC packages) must contain at least two addressed pieces. For Bound Printed Matter flat size pieces claiming a barcode discount, see M820.6.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Presorted Irregular Parcels Less than 10 Pounds (M722.3)

5-Digit

Packages: Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds.¹

Labels: Red Label D or optional endorsement line (OEL).

3-Digit

Packages: Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds.

Labels: Green Label 3 or OEL.

ADC

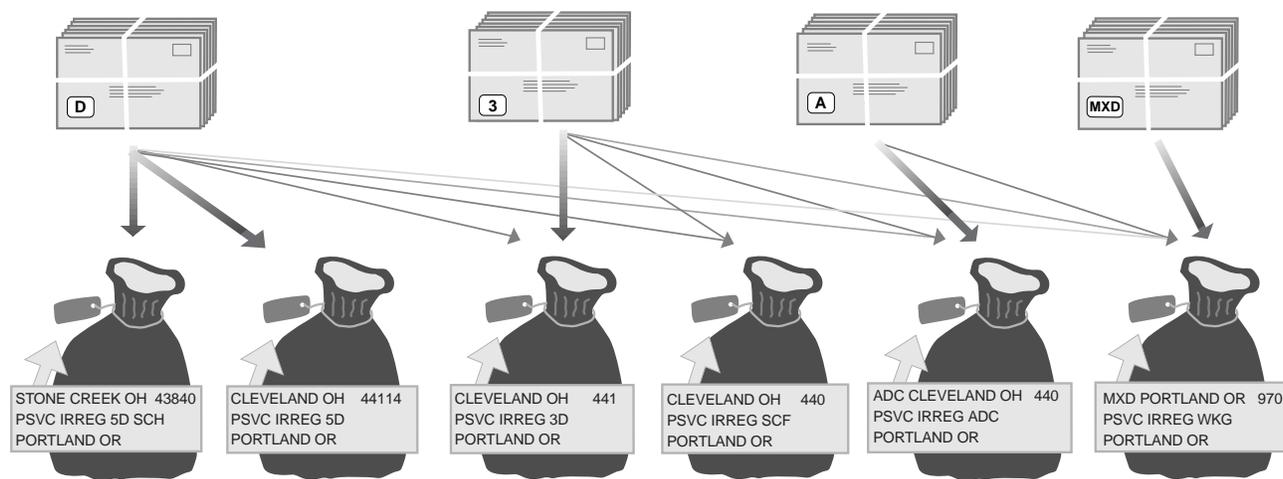
Packages: Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds.

Labels: Pink Label A or OEL.

Mixed ADC

Packages: Required with no minimum. Maximum weight 20 pounds.

Labels: Tan Label MXD or OEL.



5-Digit Scheme

Sacks: Optional at 10 addressed pieces or 20 pounds, smaller volumes not permitted.²

Labels: For Line 1, use L606, Column B. For Line 2, use "PSVC IRREG 5D SCH."

5-Digit

Sacks: Required at 10 addressed pieces or 20 pounds, smaller volumes not permitted.²

Labels: For Line 1, use 5-digit ZIP Code destination of packages. For Line 2, use "PSVC IRREG 5D."

3-Digit

Sacks: Required at 10 addressed pieces or 20 pounds, smaller volumes not permitted.

Labels: For Line 1, use L002, Column A. For Line 2, use "PSVC IRREG 3D."

SCF

Sacks: Optional at 10 addressed pieces or 20 pounds, smaller volumes not permitted.

Labels: For Line 1, use L005, Column B. For Line 2, use "PSVC IRREG SCF."

ADC

Sacks: Required at 10 addressed pieces or 20 pounds, smaller volumes not permitted.

Labels: For Line 1, use L004, Column B. For Line 2, use "PSVC IRREG ADC."

Mixed ADC

Sacks: Required with no minimum.

Labels: For Line 1, use "MXD" followed by the city, state, and 3-digit prefix for the entry post office as shown in L004, Column B. For Line 2, use "PSVC IRREG WKG."

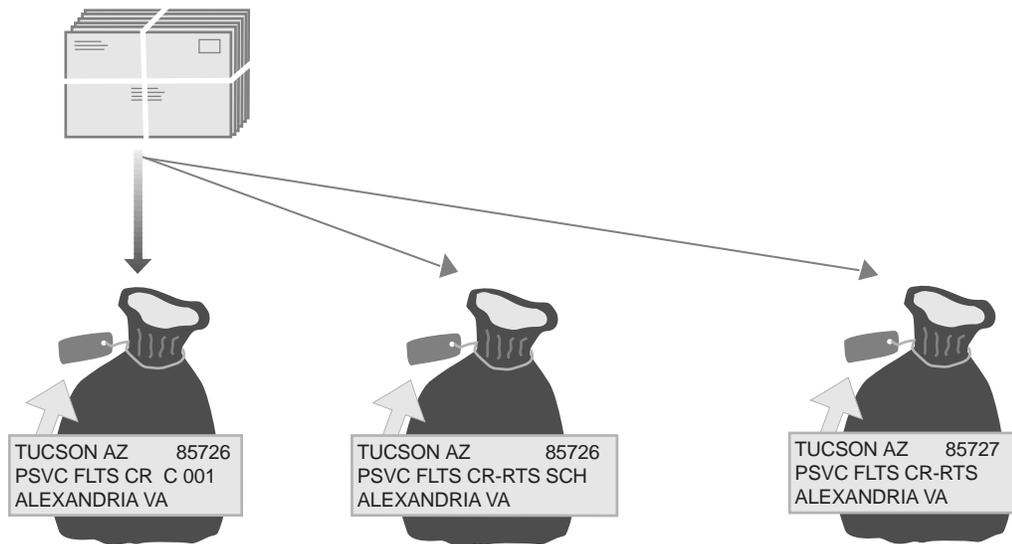
1. Packaging not required for irregular parcels in 5-digit scheme and 5-digit sacks meeting the minimum package size requirements if individually wrapped or enveloped. 5-digit packages placed in 5-digit scheme and 5-digit sacks or prepared and entered at the DDU rate may weigh a maximum of 40 pounds.
 2. Sacking not required for 5-digit packages of irregular parcels when prepared and entered DDU rates; these packages may be bedloaded and weigh up to 40 pounds.
 Each package (except mixed ADC packages) must contain at least two addressed pieces.
 For irregular parcels that weigh 10 pounds or more, see M722.4.0
 For machineable parcels, see Quick Service Guide 700.

Carrier Route Flats (M723.2)

Packages: Required at 10 addressed pieces or 10 pounds for an individual carrier route, smaller volumes not permitted. Maximum weight 40 pounds. Each package must contain at least 2 addressed pieces except for the last package to each carrier route destination under M020.

Labels: Facing slip, optional endorsement line, or carrier route information line.

Rate: Carrier Route.

**Carrier Route**

Sacks: Required at 20 addressed pieces or 20 pounds, smaller volumes not permitted.

Labels: For Line 1, use 5-digit ZIP Code destination of packages. For Line 2, use "PSVC FLTS CR" followed by the route type and number.

5-Digit Scheme Carrier Routes

Sacks: Required, no minimum.

Labels: For Line 1, use L001, Column B. For Line 2, use "PSVC FLTS CR-RTS SCH."

5-Digit Carrier Routes

Sacks: Required, no minimum.

Labels: For Line 1, use 5-digit ZIP Code destination of packages. For Line 2, use "PSVC FLTS CR-RTS."

For Bound Printed Matter carrier route irregular parcels weighing less than 10 pounds, see M723.3; for carrier route irregular parcels weighing 10 pounds or more, see M723.4; for carrier route machinable parcels, see M723.5.

Eligibility Overview (E713)	Mailings of 300 or more addressed pieces are eligible for 5-digit and Basic rates; no minimum volume for single-piece rates. Generally used for books (at least eight pages), film (16 mm or narrower), printed music, printed test materials, video and sound recordings, play scripts, printed educational charts, loose-leaf pages and binders consisting of medical information, and computer-readable media. Media Mail includes specific types of Package Services matter that meets additional eligibility standards for single-piece and presorted rates. Advertising restrictions apply.
Rates and Fees (R700)	Single-piece rates are based on weight only. Presorted rates: 5-digit and Basic rates are based on weight and level of presort. Barcoded discount: \$0.03 per piece. Available for single-piece and Presorted Basic BMC rate machinable parcels (C050.4.1) that bear a correct barcode under C850 and are part of a mailing of at least 50 pieces. Does not apply to pieces mailed at the Presorted 5-digit rate. Annual presort mailing fee: \$150.00.
Addressing (A010)	Each piece must include complete delivery and return addresses with correct ZIP Code or ZIP+4 code. For barcoded discount, each piece must meet the standards in C850.
Characteristics and Content (C700)	Minimum weight: none; subject to 1-pound minimum rate. Maximum weight: 70 pounds. Dimensions: no more than 108 inches in combined length and girth.
Forwarding and Related Services (F010)	Mailing items with no ancillary service endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece rate (F010.5.4).
Deposit (D700)	Deposit: <ul style="list-style-type: none"> ■ Single-piece: mailing entered at an acceptance unit designated by USPS. ■ Presorted: all meter or permit imprint: generally, at post office where permit or meter license is held.
Mail Preparation and Sortation (M730)	Marking on each qualifying piece: <ul style="list-style-type: none"> ■ Single-piece rate: "Media Mail." ■ Presorted rate: "Presorted Media Mail" or "PRSRT Media Mail." The rate marking must appear in postage area. Postage statement: Form 3608-P (postage affixed) or Form 3608-R (permit imprint). Preparation and labeling: <ul style="list-style-type: none"> ■ Single-piece rates, none. ■ Presorted flats, see reverse. ■ Presorted machinable parcels, see Quick Service Guide 700. ■ Presorted irregular parcels, see M730.3. ■ Pallet preparation, see M045.3.4 (irregular) and M045.3.5 (machinable) parcels.
Postage and Payment Methods (P700)	Adhesive stamp (single-piece rate only) (P022), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Special Services (S900)	May use COD, Delivery Confirmation, insured services, merchandise return service, Signature Confirmation, and special handling. Return receipt and restricted delivery are available for COD mail or mail insured for more than \$50.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Presorted Flats (M730.2)

5-Digit

Packages: Required at 10 addressed pieces, smaller volumes not permitted. Maximum weight 20 pounds.¹

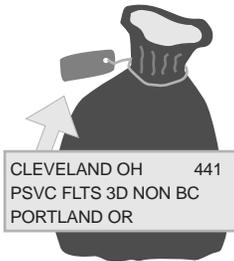
Labels: Red Label D or optional endorsement line (OEL).



3-Digit

Packages: Required at 10 addressed pieces, smaller volumes not permitted. Maximum weight 20 pounds.

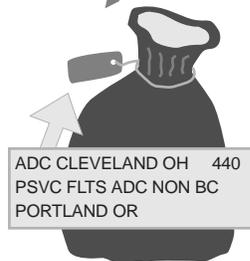
Labels: Green Label 3 or OEL.



ADC

Packages: Required at 10 addressed pieces, smaller volumes not permitted. Maximum weight 20 pounds.

Labels: Pink Label A or OEL.



Mixed ADC

Packages: Required with no minimum. Maximum weight 20 pounds.

Labels: Tan Label MXD or OEL.



5-Digit

Sacks: Optional at 10 pieces (or 1,000 cubic inches), smaller volumes not permitted.

Labels: For Line 1, use 5-digit ZIP Code destination of packages. For Line 2, use "PSVC FLTS 5D NON BC."

Rate: 5-Digit

3-Digit

Sacks: Required at 20 pieces (or 1,000 cubic inches), smaller volumes not permitted.

Labels: For Line 1, use L002, Column A. For Line 2, use "PSVC FLTS 3D NON BC."

Rate: Basic

ADC

Sacks: Required at 20 pieces (or 1,000 cubic inches), smaller volumes not permitted.

Labels: For Line 1, use L004, Column B. For Line 2, use "PSVC FLTS ADC NON BC."

Rate: Basic

Mixed ADC

Sacks: Required, no minimum.

Labels: For Line 1, use "MXD" followed by the city, state, and 3-digit prefix shown for the entry post office in L004, Column B. For Line 2, use "PSVC FLTS NON BC WKG."

Rate: Basic

¹ 5-digit packages of flats placed in 5-digit sacks may weigh a maximum of 40 pounds. Each package (except mixed ADC packages) must contain at least two addressed pieces.

Eligibility Overview (E714)	Mailings of 300 or more addressed pieces are eligible for 5-digit and Basic rates; no minimum for single-piece rates, sorted and marked as described below. Generally used by qualified libraries, schools, nonprofit organizations, universities, and museums to mail specific types of Package Services matter that meet additional eligibility standards. Mailable items are limited generally to books, recordings, educational, and museum materials; advertising restrictions apply. Specific mailable items may be sent to, from, or between a school, college, university, public library, museum, herbarium, or nonprofit organization (religious, educational, scientific, philanthropic, agricultural, labor, veterans, or fraternal); any such institution, organization, or association, and an individual who has no financial interest in the sale, promotion, or distribution of the materials. Also, there are provisions for publishers to mail specified items to qualified customers.
Rates and Fees (R700)	Single-piece rates are based on weight only. Presorted rates: 5-digit and Basic rates are based on weight and level of presort. Barcoded discount: \$0.03 per piece. Available for single-piece and Presorted Basic rate machinable parcels (C050.4.1) that bear a correct barcode under C850 and are part of a mailing of at least 50 pieces. Does not apply to pieces mailed at the Presorted 5-digit rate. Annual presort mailing fee: \$150.00.
Addressing (A010)	Each piece must include complete delivery and return addresses with correct ZIP Code or ZIP+4 code. Each piece must show in the address or return address the name of a school, college, university, public library, museum, herbarium, or a qualified nonprofit organization (E714).
Characteristics and Content (C700)	For barcoded discount, each piece must meet the standards in C850. Minimum weight: none; subject to 1-pound minimum rate. Maximum weight: 70 pounds. Dimensions: no more than 108 inches in combined length and girth.
Forwarding and Related Services (F010)	Mailing items with no ancillary service endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece rate (F010.5.4).
Deposit (D700)	Deposit: <ul style="list-style-type: none"> ■ Single-piece: mailing entered at an acceptance unit designated by USPS. ■ Presorted: all meter or permit imprint: generally, at post office where permit or meter license is held.
Mail Preparation and Sortation (M740)	Marking on each qualifying piece: <ul style="list-style-type: none"> ■ Single-piece rate: "Library Mail." ■ Presorted rate: "Presorted Library Mail" or "PRSRT Library Mail." The rate marking must appear in postage area. Postage statement: Form 3608-P (postage affixed) or Form 3608-R (permit imprint). Preparation and labeling: <ul style="list-style-type: none"> ■ Single-piece, none. ■ Presorted flats, see reverse. ■ Presorted machinable parcels, see Quick Service Guide 700. ■ Presorted irregular parcels, see M740.3. ■ Pallet preparation, see M045.3.4 (irregular) and M045.3.5 (machinable) parcels.
Postage and Payment Methods (P700)	Adhesive stamp (single-piece rate only) (P022), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Special Services (S900)	May use COD, Delivery Confirmation, insured services, merchandise return service, Signature Confirmation, and special handling. Return receipt and restricted delivery are available for COD mail or mail insured for more than \$50.

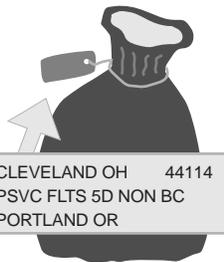
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Presorted Flats (M740.2)

5-Digit

Packages: Optional at 10 addressed pieces, smaller volumes not permitted. Maximum weight 20 pounds.¹

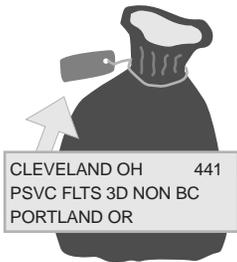
Labels: Red Label D or optional endorsement line (OEL).



3-Digit

Packages: Required at 10 addressed pieces, smaller volumes not permitted. Maximum weight 20 pounds.

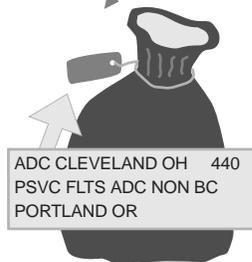
Labels: Green Label 3 or OEL.



ADC

Packages: Required at 10 addressed pieces, smaller volumes not permitted. Maximum weight 20 pounds.

Labels: Pink Label A or OEL.



Mixed ADC

Packages: Required, no minimum. Maximum weight 20 pounds.

Labels: Tan Label MXD or OEL.



5-Digit

Sacks: Optional at 10 piece (or 1,000 cubic inches), smaller volumes not permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code destination of packages. For Line 2, use "PSVC FLTS 5D NON BC."

Rate: 5-Digit

3-Digit

Sacks: Required at 20 pieces (or 1,000 cubic inches), smaller volumes not permitted.

Labels: For Line 1, use L002, Column A. For Line 2, use "PSVC FLTS 3D NON BC."

Rate: Basic

ADC

Sacks: Required at 20 pieces (or 1,000 cubic inches), smaller volumes not permitted.

Labels: For Line 1, use L004, Column B. For Line 2, use "PSVC FLTS ADC NON BC."

Rate: Basic

Mixed ADC

Sacks: Required, no minimum.

Labels: For Line 1, use "MXD" followed by the city, state, and 3-digit prefix shown for the entry post office in L004, Column B. For Line 2, use "PSVC FLTS NON BC WKG."

Rate: Basic

¹ 5-digit packages of flats placed in 5-digit sacks may weigh a maximum of 40 pounds. Each package (except mixed ADC packages) must contain at least two addressed pieces.

Overview	Periodicals and Standard Mail mailings may be eligible for one of four destination entry discounts: destination bulk mail center (DBMC) (Standard Mail only), destination area distribution center (DADC) (Periodicals only), destination sectional center facility (DSCF), or destination delivery unit (DDU). Only one destination discount is permitted per piece. For destination entry, see E250 for Periodicals or E650 for Standard Mail. Discount varies by destination and class of mail, subject to payment of applicable mailing fees.
Rates and Fees (R200, R600)	All mail must meet the eligibility, volume, and preparation standards for the class of mail and rate claimed. Specific destination entry rate standards include:
Eligibility (E250, E650)	<p>Periodicals:</p> <ul style="list-style-type: none">■ DADC rate applies to addressed pieces (not eligible for In-County rates) addressed for delivery in the same DADC service area, deposited at the DADC or designated facility.■ DSCF rate applies to pieces (not eligible for In-County rates) addressed for delivery in the same SCF service area, deposited at the DSCF or a designated facility (L006), and are placed in any container level.■ DDU rate applies only to copies of publications entered at the facility where the carrier cases mail for the carrier route (city carrier route, rural route, highway contract route, general delivery unit, or post office box section) serving the address on the mailpiece. Pieces for which a DDU discount is claimed must also be eligible for and claimed at a Carrier Route rate. <p>Standard Mail:</p> <p>Minimum volume: 200 or more addressed pieces (or 50 pounds) per mailing. Regular and Nonprofit Standard Mail meeting the basic standards in E610 may qualify for DBMC, DSCF, or DDU discounts.</p> <ul style="list-style-type: none">■ DBMC rate applies to mail deposited at the correct DBMC (or destination auxiliary service facility (ASF)) addressed for delivery within that facility's service area and prepared subject to the standards for the rate claimed.■ DSCF rate applies to mail deposited at the correct DSCF. The mail must be addressed for delivery within that facility's service area and placed in other than an ADC, AADC, BMC, mixed ADC, mixed AADC, or residual tray, sack, or pallet (as permitted by the rate claimed) that is correctly labeled to that DSCF or postal facility within its service area.■ DDU rate applies to carrier route mail that is entered at the facility (post office, station, branch, etc.) where the carrier cases mail for the carrier route (city route, rural route, highway contract route, general delivery unit, or post office box section) serving the address on the mailpiece. Pieces for which a DDU discount is claimed must also be eligible for and claimed at one of the Enhanced Carrier Route rates or Nonprofit Enhanced Carrier Route rates. Automation rate Enhanced Carrier Route mail must be deposited at the facility identified by the district drop shipment coordinator.
Addressing (A010)	Each piece must meet the applicable standards for class and rate claimed.
Characteristics and Contents (C200, C600)	All mail must meet the applicable standards for class and rate claimed.
Deposit (D200, D600)	Deposit: generally at DBMC, DADC, DSCF, or DDU. May be prepared as plant-verified drop shipment (PVDS) (P950). Subject to standards applicable to postage payment method used.
Mail Preparation and Sortation (M200, M600)	Markings, presort and labeling, and postage statements are subject to the standards applicable to the class of mail and rate claimed. Supplemental documentation: additional documentation as required by rate, destination discount, preparation option, or postage payment system.

**Postage and
Payment
Methods**
(P200, P600)

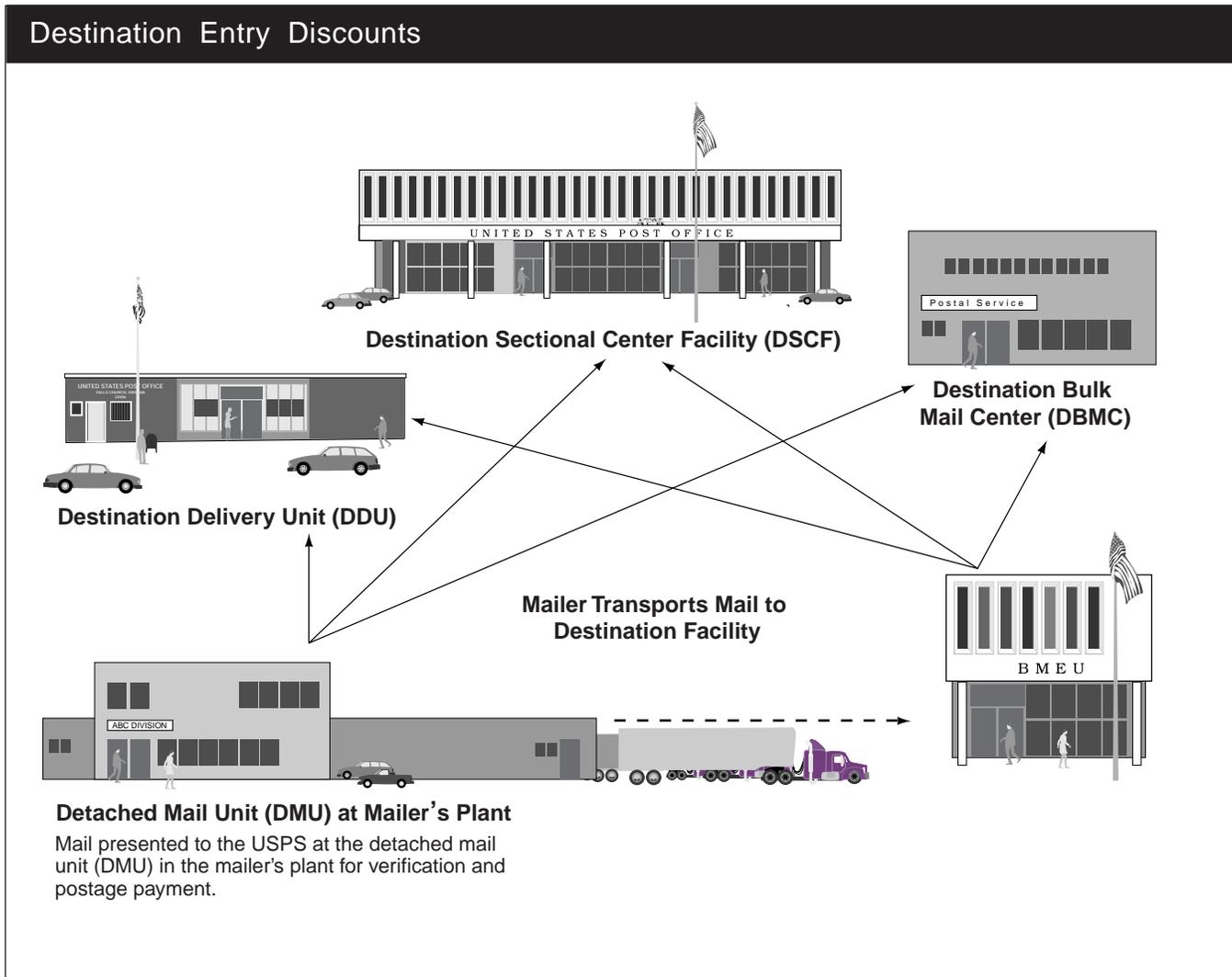
Precanceled stamp (P023), meter (P030), or permit imprint (P040): subject to applicable conditions and restrictions. Standard Mail must be verified where the permit or license is held unless otherwise authorized by the USPS. Payment for Periodicals must be by advance deposit account at the original or additional entry post office, except under P200.3 for Centralized Postage Payment (CPP) or P950 for PVDS.

Special Services
(S900)

No special services are available for Standard Mail except for pieces that have paid the residual shape surcharge. These pieces may add bulk insurance, return receipt for merchandise, and electronic option for Delivery Confirmation. Machinable parcels using Bulk Parcel Return Service and matter using detached address labels (A060) are not eligible for any special service.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Destination Entry Discounts



Overview Letter-size mail (including postcards) meeting the applicable automation standards is entitled to automation rates. This Quick Service Guide summarizes the standards for mail with 100% delivery point barcodes and mail without barcodes processed on USPS optical character readers (OCRs).

**Characteristics
and Content**
(C810, C840)

Must meet all physical standards in C810.

Shape: rectangular. Aspect ratio from 1.3 to 2.5 (C810.2).

Dimensions:

- Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick *if not more than 4-1/4 inches high and 6 inches long*; or 0.009 inch thick *if more than 4-1/4 inches high or 6 inches long, or both*.
- Maximum for cards at card rates: 4-1/4 inches high, 6 inches long, and 0.016 inch thick.
- Maximum for letters and other cards: 6-1/8 inches high, 11-1/2 inches long, 1/4 inch thick.

Maximum Weight:

- First-Class Mail Machinable Presorted—3.3 ounces (0.2063 pound)
- First-Class Mail Automation—3.3 ounces (0.2063 pound)¹
- Periodicals Automation—3.3 ounces (0.2063 pound)¹
- Standard Mail Machinable Presorted—3.3 ounces (0.2063 pound)
- Standard Mail Automation Regular—3.5 ounces (0.2188 pound)¹
- Enhanced Carrier Route High Density and Saturation—3.5 ounces (0.2188 pound)¹
- Enhanced Carrier Route Automation—3.5 ounces (0.2188 pound)¹

1. Heavy letters over 3 ounces must bear an address block delivery point barcode under C840, be part of a 100% delivery point barcoded mailing, and be prepared in a sealed envelope. Heavy letters may neither contain stiff enclosures nor be prepared as a self-mailer or booklet-type mailpiece.

Prohibitions:

- Polywrap, polybag, and shrinkwrap.
- Clasps, strings, staples, buttons, or protrusions that might impede or damage the mail or mail processing equipment (C810.3).

Other machinability standards:

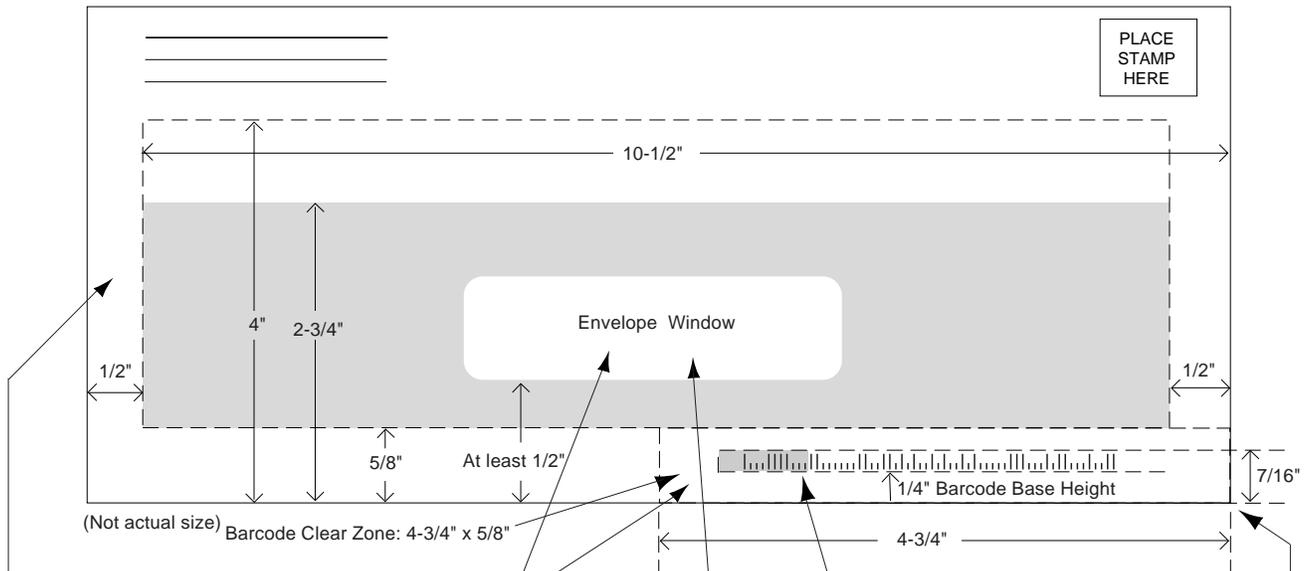
- Regular shape, with adequate flexibility and rigidity (C810.5).
- Tabbing for self-mailers or pieces with open edges (see C810 or Quick Service Guide 811).

Pieces with delivery point barcodes must meet all standards in C840:

- Format of barcode bars (e.g., dimensions and spacing, C840.4).
- Minimum clearance around barcode for barcodes printed on a mailpiece or label: 1/8 inch on left and right sides; 1/25 inch above and below barcode.
- Placement of address block barcode, lower right barcode, or barcode within a window: see reverse.
- Reflectance standards for barcode and portion of mailpiece on which barcode is printed (C840.5).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Physical Standards for Automation-Compatible Mail (C840)



Barcode Location: DPBC either within address block or within barcode clear zone in lower right corner of mailpiece (C840.2).

Address Block Barcode: (C840.2) Within address block (shown by dashed lines) must be:

- Rightmost bar—at least 1/2" from right edge of the mailpiece.
- Leftmost bar—less than 10-1/2" from right edge, and at least 1/2" from the left edge.
- Top of each bar—less than 4" from bottom edge of mailpiece.
- Bottom line in address block including barcode—at least 5/8" from bottom edge of mailpiece.

Recommended Address Placement

On a letter-size piece, the recommended address placement is within the optical character reader (OCR) read area, which is a space on the address side of the mailpiece defined by these boundaries (A010.1.3):

- Left: 1/2 inch from the left edge of the piece.
- Right: 1/2 inch from the right edge of the piece.
- Top: 2-3/4 inches from the bottom edge of the piece.
- Bottom: 5/8 inch from the bottom edge of the piece.

Barcode Skew: See C840.6.

Envelope Window:
1/8"—minimum clear space between barcode and right and left edges of window.
1/25"—minimum clear space between barcode and top and bottom edges of window.

Clear space must be maintained when insert is moved to its full limits in each direction within envelope (C840.2).

For Barcode in Lower Right Corner Location:
Leftmost bar between 4-1/4" and 3-1/2" from right edge (C840.2).

Barcode Window: If the barcode is printed on an insert to appear through a window in the lower right corner, see C840.2. For barcode placement and window dimensions, see C840.7.

Overview Unenveloped letter-size mailpieces prepared for automation rate mailings must be secured (tabbed) to prevent an open edge from jamming high-speed processing equipment. Construction of the mailpiece plays an important role in determining automation compatibility. Standards for tabbing are based on basis weight of paper stock used and the location of the folded or bound edge. As an alternative to tabs or wafer seals, the open edge of the length of the mailpiece may be continuously glued or spot glued. Continuous glue or spot glue is permissible with single-sheet self-mailers and cards.

Characteristics and Content (C810.4, C820.4) Number and location of tabs or wafer seals are specified for particular types of letter mail. In all cases, additional tabs may be used. Tabs, wafer seals, tape, or glue must not interfere with recognition of postage, facing identification mark (FIM), rate markings, required address information, or barcode. If placed in the barcode clear zone, tabs or wafer seals must contain a paper face meeting the standards for background reflectance and ink acceptance, except when a delivery point barcode appears in the address block. Adequate adhesion is required. Basis weight: the minimum basis weight standards vary, depending on the construction of the mailpiece (see reverse) and the sheet size below.

Letter-Size Folded Self-Mailers (C810.7) Folded edge (top or bottom) must be parallel to the longest dimension (length) and address of the mailpiece. With one tab or wafer seal: folded edge at bottom of mailpiece, tab or wafer seal in middle of top edge of mailpiece.

- Single folded sheet, sealed with one tab or wafer seal, minimum basis weight: 28 pounds (17 by 22 inches by 500 sheets) or 70 pounds (25 by 38 inches by 500 sheets).
- Two or more sheets, sealed with one tab or wafer seal, minimum basis weight: 24 pounds (17 by 22 inches by 500 sheets) or 60 pounds (25 by 38 inches by 500 sheets).

With two tabs or wafer seals: minimum basis weight 20 pounds (17 by 22 inches by 500 sheets) if folded edge is at top or bottom of the mailpiece. Tabs or wafer seals must be placed within 1 inch of the right and left edges of mailpiece (see reverse).

With folded edge on right (leading) edge: left (trailing) edge secured with at least one tab or a glue line; additional tabs may be required based on trim size and basis weight. Pieces 7 or more inches in length must also be secured at top and bottom edges and be preapproved by the USPS.

Letter-Size Booklet-Type Mailpiece (C810.7) The bound edge (spine) must be at the bottom and parallel to the longest dimension (length) and the address of the mailpiece, unless preapproved by the USPS. The mailpiece must be tabbed (secured) in one of two ways:

- Top (unbound edge) must have at least two tabs or wafer seals placed within 1 inch of the right and left edges (see reverse).
- The right (leading) and left (trailing) edges must be secured with tabs or wafer seals placed within 1 inch of the top right and top left edges of the mailpiece.

Cover must have a minimum basis weight of 20 pounds.

With spine on right (leading) edge: minimum basis weight 20-pound bond paper. Address must be parallel to longest dimension (length) and unbound left (trailing) edge must be tabbed (secured):

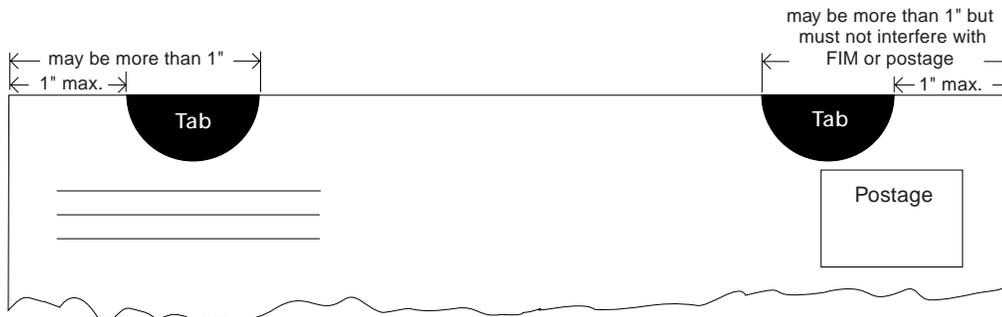
- If no more than 4-1/4 inches high and 6 inches long, 1 tab or wafer seal in middle of trailing left edge.
- If more than 4-1/4 inches high and 6 inches long, 2 tabs or wafer seals within 1 inch of top and bottom edges.

Postcard (C810.7) Minimum basis weight 75 pounds or greater. Double postcards not sealed on all edges must have folded edge at the top or bottom. The open edge must be secured with 1 tab in the middle.

Flat-Size Booklet-Type Mailpieces (C820.6) The contents of the mailpiece prepared in sleeves or other wrappers must be sufficiently secure in the sleeve or wrapper to stay in place during processing. If material bearing the delivery information or barcode for the mailpiece is enclosed in a partial wrapper, that wrapper must be sufficiently secure to prevent the contents from shifting and obscuring the delivery address or barcode.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

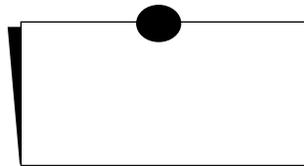
Placement of Tabs and Wafer Seals



Specifications for Automation-Compatible Letter-Size Mailpieces

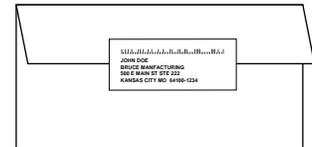
Double Postcard

Tabs 1 (middle)
Folded Edge Top or Bottom
Sheets Single
Basis Weight 75 lb.



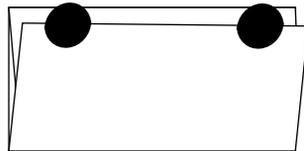
Folded Self-Mailer (Invitation Fold)

Tab Address Label
Folds Top and Bottom
Sheets Multiple or Single
Basis Weight 20 lb.



Folded Self-Mailer

Tabs 2 (start \leq 1 inch from edges)
Folded Edge Top or Bottom
Sheets Single
Basis Weight 20 lb.



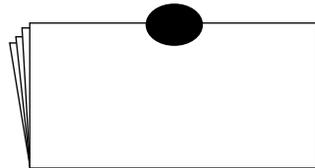
Folded Self-Mailer (Continuous Glue Strip)

Open Edge Top
Folded Edge Bottom
Sheets Single
Basis Weight 20 lb.



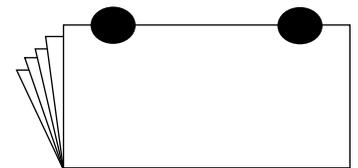
Folded Self-Mailer

Tabs 1 (middle)
Folded Edge Bottom
Sheets Multiple
Basis Weight 24 lb.



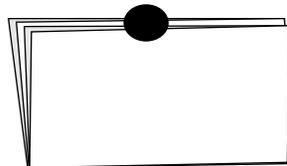
Booklet

Tabs 2 (start \leq 1 inch from edges)
Spine Bottom
Sheets Multiple with Cover
Basis Weight 20 lb. (Cover)



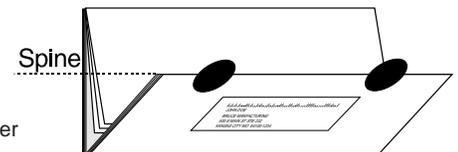
Folded Self-Mailer

Tabs 1 (middle)
Folded Edge Bottom
Sheets Single
Basis Weight 28 lb.



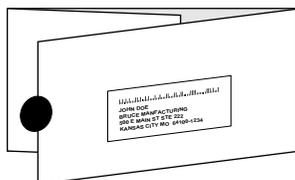
Folded Booklet

Tabs 2 (start \leq 1 inch from edges)
Spine Top
Folded Edge Bottom
Sheets Multiple with Cover
Basis Weight 20 lb. (Cover)



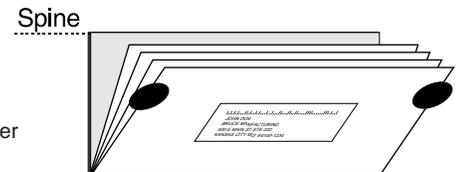
Folded Self-Mailer¹

Tabs 1 (middle)
Folded Edge Right
Sheets Single
Basis Weight 75 lb.



Folded Booklet

Tabs 2 (start \leq 1 inch from top edge)
Spine Top
Folded Edge Bottom
Sheets Multiple with Cover
Basis Weight 20 lb. (Cover)



Booklet

Tabs 2 (start \leq 1 inch from top and bottom edges)
Spine Right (open edge left)
Sheets Multiple with Cover
Basis Weight 24 lb. (Cover)



1. Pieces 7 inches or longer must be sealed on the top and bottom; the middle tab is optional (C810.7).

Overview Pieces designed for automated flats processing (C820) could include pieces that, if not prepared as an automation flat, would be considered flat-size, letter-size, or parcels under C050. For eligibility and preparation standards for specific rate discounts, see the appropriate Quick Service Guides: 141 First-Class Automation Flats, 241 Periodicals Automation Flats, 641 Standard Mail Automation Flats, or 720 Bound Printed Matter. Size, weight, thickness, polywrap, and flexibility standards vary for the class of mail and processing criteria of the Automated Flat Sorting Machine (AFSM) 100 and the FSM 1000.

Characteristics and Content (C820) Shape: rectangular.
Dimensions: see reverse.
Maximum weight:

- First-Class Mail: 13 ounces.
- Periodicals: 20 ounces for AFSM 100, 6 pounds for FSM 1000.
- Standard Mail: less than 16 ounces.
- Bound Printed Matter: to qualify for barcode discount, pieces must meet the automation standards for AFSM 100 including a maximum weight of 20 ounces.

Prohibitions: polywrapped, polybagged, and shrinkwrapped pieces are prohibited unless specifically approved by a manager, business mail entry (a list of approved polywrap and polywrap manufacturers is available on the USPS Web site). Clasps, strings, buttons, or other protrusions (C820.5).

Each piece in an automation flat-size mailing must contain a complete delivery address (A010). Polywrapped pieces that meet the dimensions, flexibility, and rigidity standards for the AFSM 100 in C820.2 must meet all polywrap criteria in C820.4.5. Polywrapped pieces that do not meet the flexibility or rigidity standards in C820.2 but do meet the FSM 1000 standards in C820.3 may be processed on the FSM 1000. FSM 1000 pieces may be prepared with polywrap that meets only property number 2, haze, in Exhibit C820.4.1a (not required if address label is on the outside of polywrapped piece).

Polywrapped pieces must be endorsed to show they are automation-compatible (C820.4.3).

Folded publications:

- For AFSM 100: a flat-size piece with a final fold must be designed so that the address is in view when the final folded edge is at the bottom and any intermediate bound or folded edge is to the right of the mailpiece.
- For FSM 1000: a flat-size piece with a final fold must be designed so that the address is in view when the final folded edge is to the right and any intermediate bound or folded edge is at the bottom.
- Unbound newspapers and tabloids must be double-folded.

Mailpiece Length and Height Length and height of an automation-compatible flat-size piece are determined by the following:

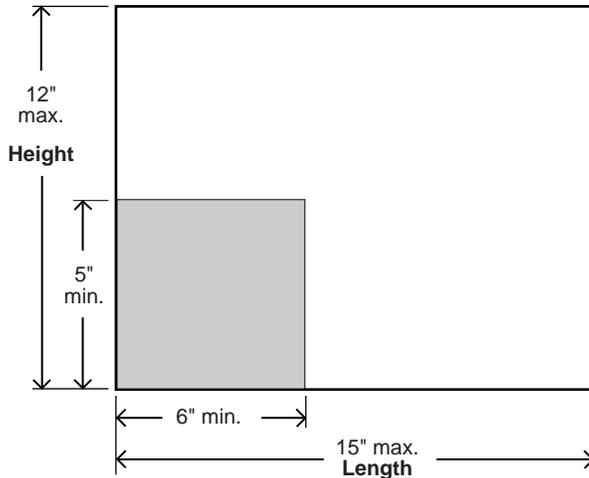
- For pieces prepared as a single sheet or in an envelope, full length wrapper, or full length sleeve, the length is the longest dimension. The height is the dimension perpendicular to the length.
- For a piece with a bound, folded, or closed edge (e.g., newspaper, tabloid, or catalog), the *length* is the dimension *parallel* to the folded or bound edge. The height (vertical dimension) is the dimension perpendicular to the bound, folded, or closed edge. If the piece is folded more than once or is bound and then folded, the length of the piece is based on the final fold.

Barcodes (C840) Barcodes must be in one of these four positions:

- Above the address line containing the recipient's name.
- Below the city, state, and ZIP Code line.
- Above or below the keyline information.
- Above or below the optional endorsement line.

Barcodes must be at least 1/8 inch from any edge of the address side (for FSM 1000 pieces, at least 2 inches from the length, as defined above, is preferred). Additional standards apply for address block barcodes.

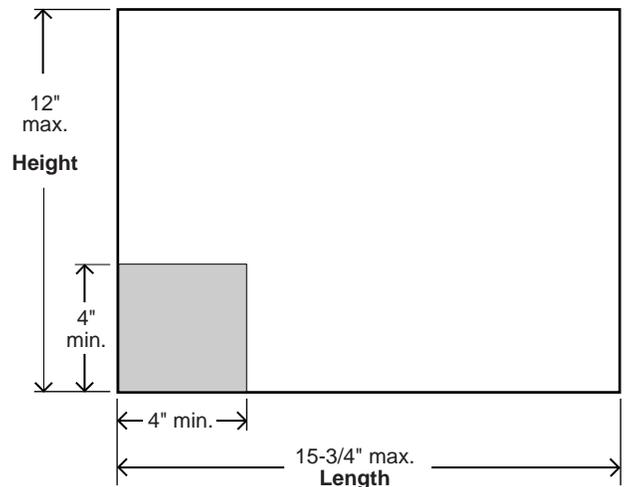
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

**Automated Flat Sorting Machine
(AFSM) 100****Length** Minimum: 6 inches.
Maximum: 15 inches**Height** Minimum: 5 inches
Maximum: 12 inches**Thickness** Minimum: 0.009 inch
Maximum: 3/4 inch**Flexibility** Must meet flexibility requirements in C820.2.5.**Polywrapped Pieces** Must meet all eight properties in Exhibit C820.4.1a.
Must meet wrap standards in Exhibit C820.4.1b(1) and (2a).**Mailpiece Identification** Polywrap marking: "USPS AFSM 100 Approved Polywrap" or "USPS 100 Approved Poly" (on address side, preferably below postage area).**Flat Sorting Machine (FSM) 1000**Minimum: 4 inches
Maximum: 15-3/4 inchesMinimum: 4 inches
Maximum: 12 inchesMinimum: Pieces at least 4 inches but less than 5 inches long, greater than 1/4 inch thick. Pieces at least 5 inches long, 0.009 inch thick.
Maximum: Pieces 13 inches long or less, 1-1/4 inches thick. Pieces longer than 13 inches up to and including 15-3/4 inches, 7/8 inch thick.

No requirement.

Must meet property number 2, haze, in Exhibit C820.4.1a (not required if address label is on the outside of polywrapped piece).
Must meet wrap standards in Exhibit C820.4.1b(1) and (2b).

Polywrap marking: "USPS FSM 1000 Approved Polywrap" or "USPS 1000 Approved Poly" (on address side, preferably below postage area).



For a piece with a bound, folded, or closed edge (e.g., newspaper, tabloid, or catalog), the *length* is the dimension *parallel* to the folded or bound edge. The height (vertical dimension) is the dimension perpendicular to the bound, folded, or closed edge. If the piece is folded more than once or is bound and then folded, the length of the piece is based on the final fold.

Overview This guide will help you design parcels for automated processing for faster, more efficient delivery.

Characteristics and Content (C050)
 Minimum weight: 6 ounces.
 Standard Mail: maximum weight is less than 16 ounces.
 Bound Printed Matter: maximum weight is 15 pounds.
 Parcel Post: maximum weight is 35 pounds (25 pounds for books and other printed matter).
 Dimensions: 6 to 34 inches long, 3 to 17 inches high, and 1/4 to 17 inches thick. Pieces 1/4 thick must be at least 3-1/2 inches high.
 Parcels are nonmachinable if they meet any of the criteria in C700.2. Parcel Post pieces meeting any of the criteria in C700.2 are subject to a nonmachinable surcharge in addition to postage.
 Barcoded discount: Package Services barcoded discount pieces must meet the standards in C850.

Proper Container (C010.3)
 Use sturdy materials to withstand handling.
 Size must be adequate to contain items and provide space for cushioning material:

- Paperboard boxes for easy and average loads to 10 pounds.
- Metal-stayed paperboard boxes for easy and average loads up to 20 pounds.
- Soft goods in paper or plastic bags and enveloped printed matter up to 5 pounds are acceptable.
- Avoid waxed or oiled materials, exterior foam boxes, and unsecurely packaged articles.
- Solid corrugated fiberboard boxes as shown below.

Fiberboard Grade	Maximum lb. weight of box and contents		Maximum length & girth in inches
	Easy and avg. loads	Difficult loads	
125	20	—	67
175	40	20	100
200	65	45	108
275	70	65	108
350	—	70	108

Cushioning (C010.4) Cushioning absorbs shock and vibration of handling. Combinations of cushioning materials are most effective. Cushion items separately. Examples of cushioning materials: foamed plastics, corrugated fiberboard, loose-fill material, shredded paper.

Closure and Sealing (C010.5)

- Except for pressure-sensitive filament tape, tapes used for closure and reinforcement must be at least 2 inches wide.
- Paper tape must be at least 60-pound basis weight.
- Adhesive (glue, paste, thermal plastic, etc.) must be serviceable from -20°F to 160°F.
- Staples and steel stitching acceptable if spaced less than 5 inches apart for easy loads, less than 2-1/2 inches for difficult loads.
- Avoid twine, cord, rope, cellophane tape, and masking tape.

Mail Preparation Mail must be prepared and marked under applicable standards for machinable parcel preparation:

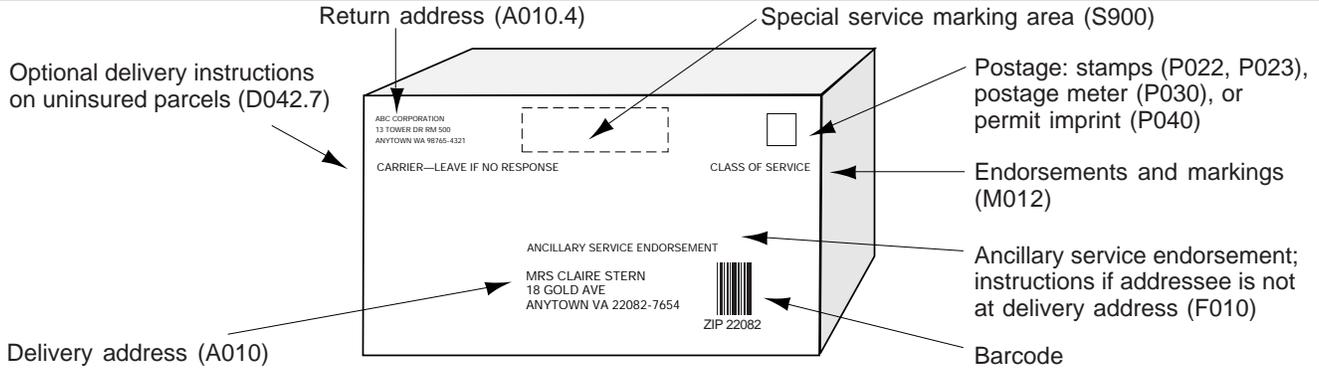
- Presorted Standard Mail (M610.5).
- Parcel Post Quick Service Guide 710.
- Presorted Bound Printed Matter (M722.5) or Quick Service Guide 720.
- Presorted Media Mail Quick Service Guide 730.
- Presorted Library Mail Quick Service Guide 740.

For pallet preparation, see M045.

Special Services (S900) See Quick Service Guide 900.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Physical Standards for Automation-Compatible Parcels



- Class of service may be indicated on face and sides.
- Avoid glassine covering address and barcode.

Barcodes (Required for Package Services barcoded discount)

For barcode specifications and placement, see C850.

Effective January 10, 2004, only UCC/EAN Code 128 may be used.



Packaging and Sealing

Container (see front for details):

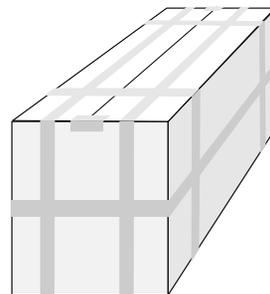
- Sturdy paperboard or fiberboard boxes.
- Plastic or paper bags up to 5 pounds.
- Enveloped printed matter up to 5 pounds.
- Avoid waxed or oiled materials, exterior foam boxes.

Cushioning:

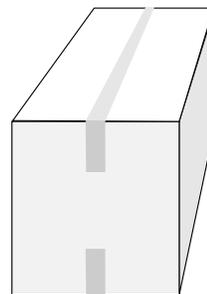
- Cushion items separately.
 - Combine materials for most effectiveness.
- Cushioning materials: foamed plastics, corrugated fiberboard, loose-fill material, and shredded newspapers.

Sealing (see front for details):

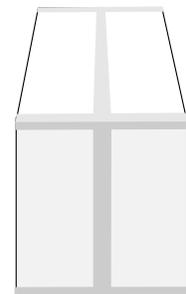
- Pressure-sensitive reinforced tape.
- Reinforced paper tape.
- Staples or steel stitching.
- Adhesive.
- Avoid twine, cord, rope, cellophane tape, and masking tape.



Pressure-sensitive filament tape



Reinforced kraft paper tape



Kraft paper tape

- Overview** Special services are enhancements that, for a fee in addition to postage (R900), provide greater security and accountability for mail, convenience to the sender, or improved handling. Special services are not available with Periodicals. Not all special services are available for all classes of mail, and only certain services may be combined for the same mailpiece.
- Certificate of Mailing (S914)** Provides evidence of mailing only. Certificate of mailing does not provide a record of delivery. Available for: First-Class Mail, Priority Mail, Standard Mail, Package Services. May be combined with: parcel airlift (PAL), special handling. Use Form 3817 for single pieces. Fee is affixed to form or paid with permit imprint. Use Form 3606 for bulk mailings of identical weight pieces. This certificate states only the total number of pieces mailed and must not be used as an itemized list or with permit imprint mailings. Fee is affixed to form. Deposit: may not be placed in a post office maildrop or in a street letterbox.
- Certified Mail (S912)** Provides sender with mailing receipt. Delivery record is maintained by USPS. No insurance provided. Available for: First-Class Mail and Priority Mail. May be combined with: restricted delivery, return receipt. Use Form 3800.
- Collect on Delivery (COD) (S921)** USPS collects from recipient the postage and price of an item that was not prepaid and provides the amount collected to the mailer. Amount collected from recipient may not exceed \$1,000. Delivery record is maintained by USPS. A record of mailing is maintained at the mailing post office. Available for: Express Mail (except Express Mail Military Service), First-Class Mail, Priority Mail, Package Services. Registered COD mail is available for items sent as First-Class Mail (including Priority Mail). May be combined with: Delivery Confirmation, registered mail, restricted delivery, return receipt, Signature Confirmation, special handling. Delivery Confirmation and restricted delivery are not available with Express Mail COD. Deposit: may not be placed in a post office maildrop or in a street letterbox. Use Form 3816.
- Delivery Confirmation (S918)** Provides the date and time of delivery or attempted delivery. Delivery Confirmation may be purchased at the time of mailing only. This service may be obtained in two forms: (1) an electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically; and (2) a retail option for mailers who retrieve delivery status on the Internet at www.usps.com or by calling 1-800-222-1811. No record is kept at the office of mailing. Available for: First-Class Mail parcels, Priority Mail, Standard Mail pieces subject to the residual shape surcharge (electronic option only), and Package Services parcels. Not available for: APO/FPO destinations, U.S. territories, possessions, and freely-associated states in G011 (except for Puerto Rico and U.S. Virgin Islands, to which service is available), mail paid with precanceled stamps. May be combined with: COD, insured mail, registered mail, return receipt for merchandise (Form 3804), special handling. Restricted delivery is available if purchased with insurance for over \$50, COD, or registered mail. Return receipt is available if purchased with insurance for over \$50, COD, or registered mail. Use Form 152 (retail) or Label 314 (electronic).
- Express Mail Insurance (S500)** Provides automatic indemnity coverage of Express Mail up to \$100 at no extra charge for items that are lost, rifled, or damaged. Additional insurance may be purchased up to a maximum liability of \$5,000. For negotiable items, currency, or bullion, the maximum liability is \$15. May be combined with: return receipt, COD (except Express Mail Military Service).
- Insured Mail (S913)** Provides indemnity coverage of up to \$5,000 for a lost, rifled, or damaged article. Record of delivery is maintained by USPS for pieces insured for more than \$50. Bulk insurance is available for authorized mailers. Available for: Standard Mail pieces subject to the residual shape surcharge (bulk insurance only), Package Services, merchandise sent at First-Class Mail or Priority Mail rates. May be combined with: Delivery Confirmation, merchandise return service, parcel airlift (PAL), Signature Confirmation, special handling. Return receipt and restricted delivery available for items insured for more than \$50. Return receipt for merchandise available for items insured up to \$50. Deposit: Insured mail may not be placed in a post office maildrop or in a street letterbox. Use Form 3813-P for items insured for more than \$50.00. Use elliptical insured marking for items insured up to \$50.00.

- Registered Mail (S911)** Provides the most secure service offered by USPS. Provides sender with mailing receipt and a delivery record is maintained by the USPS. A record of mailing is maintained at the mailing post office. Available for: First-Class Mail, Priority Mail. Insurance is not available for items with no value. Insurance is provided and included in fee for items valued up to a maximum liability of \$25,000. Handling charges apply for articles valued over \$25,000. May be combined with: COD, Delivery Confirmation, restricted delivery, return receipt, Signature Confirmation. Deposit: must be presented to a retail employee at a post office or a rural carrier. Use Form 3806 and Label 200.
- Restricted Delivery (S916)** Directs delivery only to addressee or addressee's authorized agent. Available for: First-Class Mail, Priority Mail, and Package Services that is sent certified mail, COD, mail insured for more than \$50, registered mail. May be combined with: Delivery Confirmation, parcel airlift (PAL), return receipt, Signature Confirmation, special handling. Use Form 3811.
- Return Receipt (S915)** Provides sender with evidence of delivery (to whom the mail was delivered and date of delivery). May be requested at the time of mailing or after mailing. A return receipt requested at the time of mailing also supplies the recipient's actual delivery address if different from the address used by sender. Available for: Express Mail, First-Class Mail, Priority Mail, and Package Services when purchased with one of the following: certified, COD, mail insured for more than \$50, registered mail. May be combined with: Delivery Confirmation, parcel airlift (PAL), restricted delivery, Signature Confirmation, special handling. Use Form 3811 at the time of mailing, Form 3811-A after mailing.
- Return Receipt for Merchandise (S917)** Provides sender with a mailing receipt and a return receipt. Return receipt supplies the recipient's actual address if different from the address used by the sender. Delivery record is maintained by the USPS. Available for: merchandise sent as Priority Mail, Standard Mail pieces subject to the residual shape surcharge, Package Services. May be combined with: Delivery Confirmation, insurance (for up to \$50), parcel airlift, special handling. Use Form 3804 and Form 3811.
- Signature Confirmation (S919)** Provides the date and time of delivery or attempted delivery. May be purchased at the time of mailing only. This service may be obtained in two ways: (1) an electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically; and (2) a retail option for mailers who retrieve delivery information on the Internet at www.usps.com or by calling 1-800-222-1811. A delivery record, including the recipient's signature is maintained by the USPS and is available, via fax or mail, upon request. No acceptance record is kept at the office of mailing. Waiver of signature is optional. Available for: First-Class Mail parcels, Priority Mail and Package Services parcels. Not available for: APO/FPO destinations, U.S. territories, possessions, and freely-associated states in G011 (except for Puerto Rico and U.S. Virgin Islands, to which service is available), mail paid with precanceled stamps. May be combined with: COD, insured mail, registered mail, or special handling. Restricted delivery is available if purchased with insurance for over \$50, COD, or registered mail. Form 153 (retail) or Label 315 (electronic).
- Special Handling (S930.1)** Provides preferential handling, but not preferential delivery, to extent practicable in dispatch and transportation. Available for: First-Class Mail, Priority Mail, Package Services. Must be used for honeybees and day-old poultry sent as Parcel Post. May be combined with: COD, Delivery Confirmation, insured mail, parcel airlift (PAL) (Package Services only), return receipt for merchandise, Signature Confirmation.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Overview For an annual permit fee, a business reply mail (BRM) permit is available for distributing business reply cards, envelopes, self-mailers, cartons, and labels. BRM allows the permit holder to receive First-Class Mail and Priority Mail back from customers by paying postage only on the mail returned. The BRM permit holder guarantees payment of First-Class Mail postage plus a per piece charge for pieces returned by the USPS (see payment options below). When designing a BRM mailpiece or label, mailers must consult with their local post office. The piece must conform to a specific format to qualify as BRM, including a unique ZIP+4 code assigned by the USPS. Proofs for regular BRM should be approved by the USPS before printing. Proofs for Qualified Business Reply Mail (QBRM) must be approved by the USPS. On the reverse is a layout example for a BRM envelope. BRM pieces distributed in automation rate mailings are required to meet automation compatibility standards. BRM templates are available on the Postal Explorer web site at <http://pe.usps.gov> by selecting "Mailpiece Design" in the left frame.

Payment Options (S922) **Basic BRM**—Annual permit fee of \$150. Per piece charge of \$0.60 plus First-Class Mail postage. Paid through a regular postage-due account or by cash/check on delivery.

Cost per piece First-Class postage + 60¢ Letter (1 oz.): 37¢ + 60¢ = 97¢ Card Rate: 23¢ + 60¢ = 83¢
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High-Volume BRM—Annual permit fee (\$150) plus an annual accounting fee of \$475 for each separation.

Per piece charge of \$0.10 plus First-Class Mail postage. Paid through BRM advance deposit account only. Best suited if return volume is approximately 950 pieces or more per year.

Cost per piece First-Class postage + 10¢ Letter (1 oz.): 37¢ + 10¢ = 47¢ Card Rate: 23¢ + 10¢ = 33¢
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Basic Qualified Business Reply Mail (QBRM)—Annual permit fee (\$150) plus an annual accounting fee of \$475.

Per piece charge of \$0.06 plus a lower QBRM automation First-Class Mail postage rate. Paid through BRM advance deposit account only. Used only on barcoded automation-compatible cards and letter-size mail weighing up to 2 ounces if design is approved for QBRM by USPS before distribution (E150.2). A unique ZIP+4 code is assigned by the USPS for each rate category of QBRM to be returned (one for card-rate pieces, one for letter-size pieces weighing 1 ounce or less, and one for letter-size pieces weighing over 1 ounce up to 2 ounces). Best suited if return volume is approximately 834 pieces or more annually.

Cost per piece QBRM postage + 6¢ Letter (1 oz.): 34¢ + 6¢ = 40¢ Card Rate: 20¢ + 6¢ = 26¢
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High-Volume QBRM—Annual permit fee (\$150) and annual accounting fee (\$475) and separate quarterly fee of \$1,800. Mailers can pay additional quarterly fee for any consecutive 3-calendar month period. Per piece charge \$0.008 plus lower QBRM automation First-Class Mail postage rate. Paid through BRM advanced deposit account only. Best suited if return volume is approximately 34,615 pieces or more quarterly.

Cost per piece QBRM postage + 0.8¢ Letter (1 oz.): 34¢ + 0.8¢ = 34.8¢ Card Rate: 20¢ + 0.8¢ = 20.8¢
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Other Post Offices A BRM permit holder can allow its authorized representatives or agents to use that permit number to receive BRM at any other post office. The original permit holder must supply the representative with a letter authorizing the use of the BRM permit and a copy of the USPS receipt showing the annual fee payment for that permit. See S922.8 for additional requirements.

Official Mail Authorized users of official mail may distribute BRM, subject to E060 and S922.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Business Reply Mail Layout Guidelines (S922.5)

Permit Holder Space: May contain information such as return address, logos, distribution codes, and form numbers.

Company Logo: For barcoded pieces, a company logo is permitted in the address block if it is placed no lower than 5/8 inch from the bottom edge of the mail piece and does not interfere with the barcode clear zone.

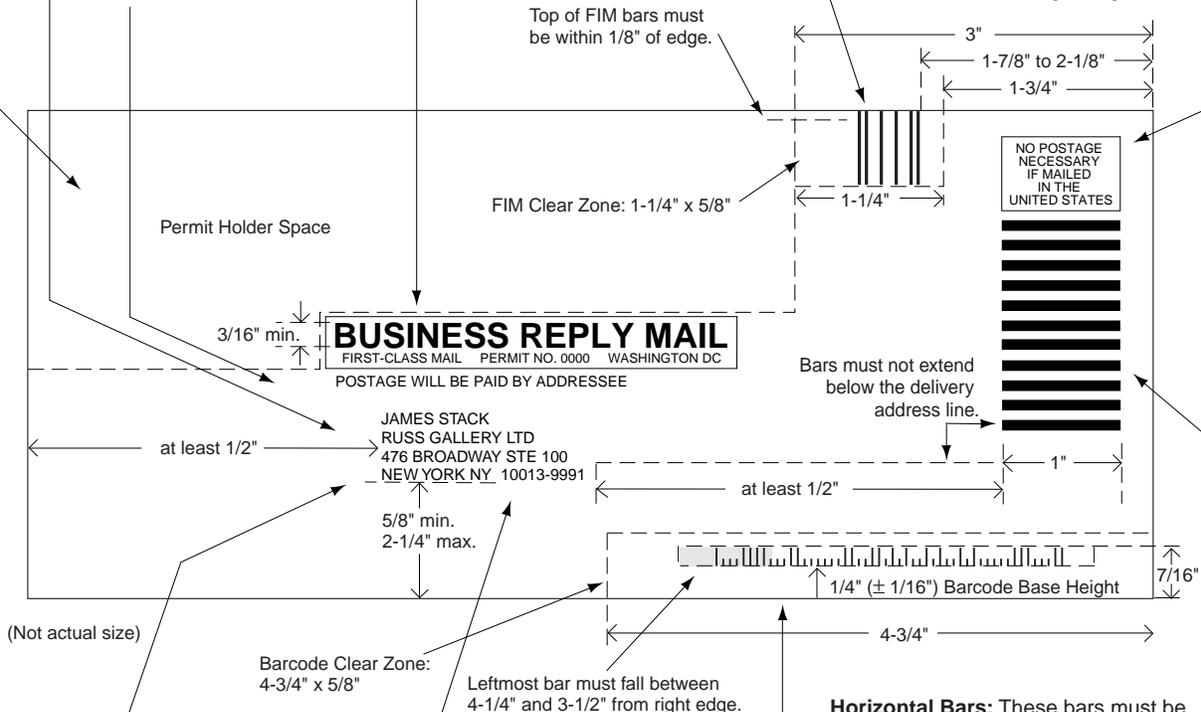
Postage Paid Line: Place the endorsement "POSTAGE WILL BE PAID BY ADDRESSEE" (in capital letters) under the business reply legend box.

Business Reply Legend: The words "BUSINESS REPLY MAIL" are required above the address in capital (uppercase) letters. Immediately below, place the words "FIRST-CLASS MAIL PERMIT NO.:" followed by the permit number and the name of the issuing post office (city and state) in capital letters.

Facing Identification Mark (FIM): A FIM pattern (specifically FIM B without barcode or FIM C with barcode) is required on all BRM postcards and letter-size mailpieces.

FIM Location: The FIM clear zone must contain no printed matter other than the FIM pattern. FIM bars must be between 1/2 and 3/4 inch high and 0.03125 (1/32 inch) (± 0.008 inch) wide.

Postage Imprint: "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" must appear in the upper right corner of the mailpiece and must not extend more than 1-3/4 inches from the right edge.



Address Format: The complete address, including the name of the permit holder (company or individual), must be printed on the mailpiece.

ZIP Code: A unique ZIP+4 code is assigned to each piece.

Before printing, submit proofs of BRM samples to your local post office for advice and approval. Take advantage of this service—it could save you money. Qualified Business Reply Mail pieces must be approved by the USPS before printing.

POSTNET Barcode Location: The barcode must be located here (unless an address block barcode is used on a window envelope or printed address label). The barcode must be a ZIP+4 barcode (delivery point barcodes are not permitted). This area must be free of any printing other than the barcode. A free camera-ready barcode positive may be obtained from your local post office.

Dimensions: Between 3-1/2 by 5 inches and 6-1/8 by 11-1/2 inches. To qualify for the card rate, cards must be between 3-1/2 by 5 inches and 4-1/4 by 6 inches and between 0.007 and 0.016 inch thick. Larger card sizes are available, but they are charged at First-Class Mail letter rate.

Barcoded pieces measuring more than 4-1/4" high or 6" long must be at least 0.009 inch thick.
— Additional standards apply to QBRM pieces (S922.7).
— A surcharge is assessed for nonmachinable mailpieces (C050.2.2) weighing 1 ounce or less.

Ink/Paper Colors and Type Styles: Not all colors of paper and/or ink and type styles are compatible with automated equipment. Contact your local post office for guidance.

All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in C810.8.

Overview Courtesy reply mail (CRM) consists of preaddressed postcards or envelopes provided by the mailer to customers both to expedite their responses and to provide more accurate delivery. It differs from business reply mail (BRM) in that no fees are required and the respondent is responsible for applying the correct postage before mailing back the card or envelope. CRM can come back faster because it is prepared with the correct address and barcode to take advantage of automated USPS processing. It is also good to use when you wish to direct replies (payments) to an address that is different from your usual mailing address. CRM templates are available on the Postal Explorer web site at <http://pe.usps.gov> by selecting "Mailpiece Design" in the left frame.

The USPS provides *free of charge* the facing identification mark (FIM) and the appropriate barcode to print on CRM pieces. The guidelines on the reverse will help optimize the use of this format.

Market research shows that providing barcoded envelopes makes good business sense:

- Barcoded reply envelopes can be processed and delivered faster by the post office.
- Customers save the time required to find an envelope, look up an address, and then write or type the address.
- Customers with correctly addressed return envelopes do not make addressing errors that can delay your returns.
- Customers and donors return payments and pledges significantly faster when supplied with a return envelope.
- Providers of return envelopes get remittance faster for optimum cash flow.
- Customers who are "thanked" by the back copy on the envelope flap are more likely to repeat the performance of mailing remittances or donations.
- Automated processing of properly prepared barcoded reply mail provides accurate sorting and eliminates mail delay.
- Customers have positive attitudes about creditors, marketers, and fund raisers who show thoughtfulness in providing reply envelopes.
- Providers of reply mail envelopes get orders faster, reducing inventories and their investment in them.
- Providers of reply envelopes receive and fulfill orders sooner, which improves customer relations.
- Providers using barcoded reply envelopes see faster initial response, giving them an earlier projection of future activity.

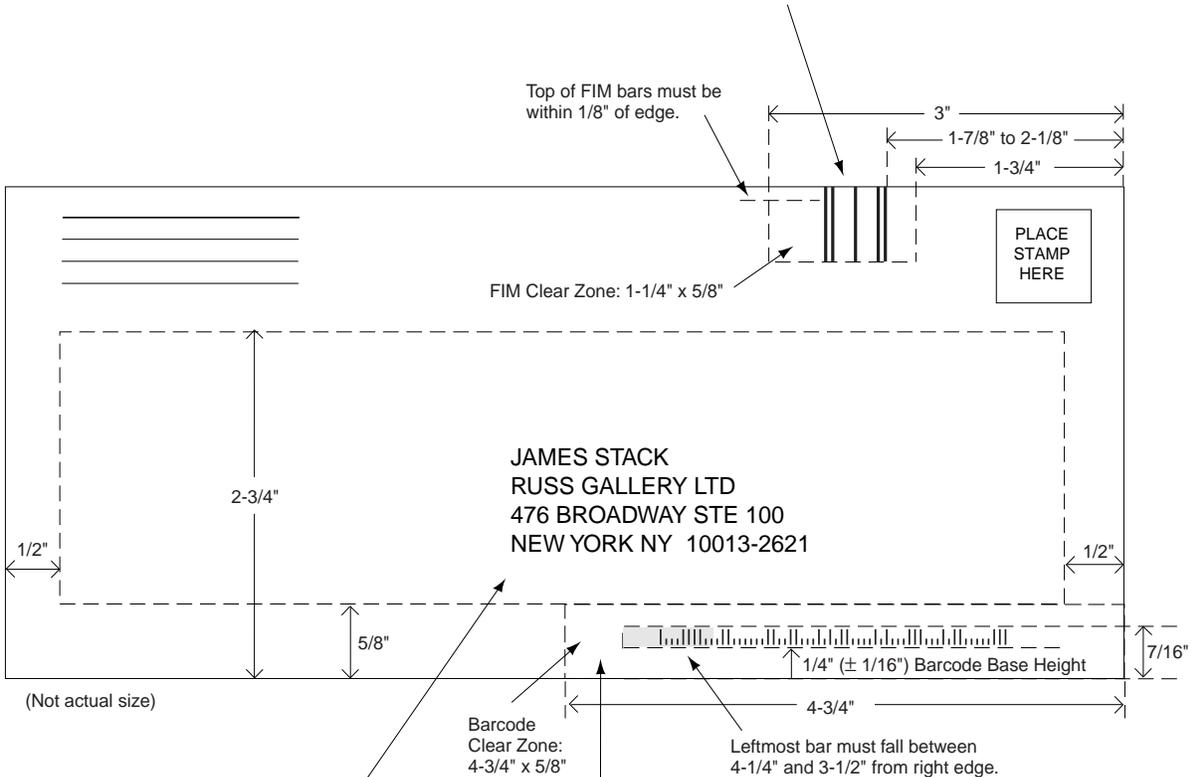
Barcodes (C840) Barcodes may be placed either in the address block or in the lower right barcode clear zone. The correct barcode could be a delivery point barcode, a ZIP+4 barcode (if the address is assigned an individual (unique) ZIP+4 code), or, in some cases, a 5-digit barcode (if the address is assigned a firm (unique) 5-digit ZIP Code).

All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in C810.8.

Courtesy Reply Mail Layout Guidelines

Facing Identification Mark (FIM): Use FIM A on all courtesy reply mail postcards and letter-size mailpieces with the appropriate POSTNET barcode. This permits computerized cancellation equipment to align, postmark, and direct the mailpiece properly.

FIM Location: The FIM clear zone must contain no printed matter other than the FIM A pattern. FIM bars must be between 1/2 and 3/4 inch high and 0.03125 (1/32 inch) (± 0.008 inch) wide.



Address Format: The complete address, including the name of the sender (company or individual), must be printed directly on the mailpiece.

POSTNET Barcode Location: This area must be free of any printing other than the appropriate barcode (see reverse). A camera-ready barcode positive may be obtained from your local post office.

Dimensions: Between 3-1/2 by 5 inches and 6-1/8 by 11-1/2 inches. To qualify for the card rate, cards must be between 3-1/2 by 5 inches and 4-1/4 by 6 inches. Larger postcard sizes are available, but they are charged at the regular First-Class Mail letter rate. Postcard thickness must be between 0.007 and 0.016 inch.

If letter mail is more than 4-1/4 inches high or more than 6 inches long, it must be at least 0.009 inch thick.

A surcharge is assessed for nonmachinable mailpieces (C050.2.2) weighing 1 ounce or less.

Ink/Paper Colors and Type Styles: Not all colors of paper and/or ink and type styles are compatible with automated equipment. Contact your local post office for guidance.

All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in C810.8.

Overview
(P030) Meter stamps may be used to prepay reply postage on Express Mail; Priority Mail (up to 1 pound); all First-Class cards, letters, and flats up to a maximum of 13 ounces; single-piece Media Mail and Library Mail.

The USPS provides *free of charge* the FIM (facing identification mark) and appropriate barcode to print on meter reply letter-size mailpieces. The guidelines on the reverse will help optimize the use of this format.

The following conditions apply (P030.10):

- Meter stamp amount must be enough to pay postage in full. Meter stamps on reply cards and envelopes must fully prepay the correct postage.
- Meter stamps may be printed directly on a mailpiece or address label that bears the delivery address of the meter license holder. A label must adhere so that once applied, it cannot be removed in one piece. Reply mail prepaid with meter stamps is delivered only to the address of the license holder.
- Postage on Priority Mail over 13 ounces, single-piece Media Mail, and Library Mail may be paid only with meter-stamped address labels.
- Any photographic, mechanical, or electronic process (other than handwriting, typewriting, or handstamping) may be used to prepare the address side of meter reply mail. The address side must follow the style and content of the example on the reverse. The USPS will provide, free of charge, a FIM and the correct ZIP+4 code and delivery point barcode to be printed on letter-size envelopes.
- Meter stamps used to prepay reply postage must not show the date, except for IBI generated by a PC Postage system (P030.10.3).

Barcodes
(C840) Barcodes on letter-size pieces may be placed either in the address block or in the lower right barcode clear zone. The correct barcode could be a delivery point barcode, a ZIP+4 barcode (if the address is assigned an individual (unique) ZIP+4 code), or, in some cases, a 5-digit barcode (if the address is assigned a firm (unique) 5-digit ZIP Code).

Envelopes and cards formatted for meter reply mail on which the mailer failed to imprint a meter stamp are treated as basic BRM (P011.1). Such mail is delivered after payment of postage and the applicable BRM per-piece charge (S922).

All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in C810.8. For all other meter reply mailpieces, the use of FIMs and barcoding is encouraged.

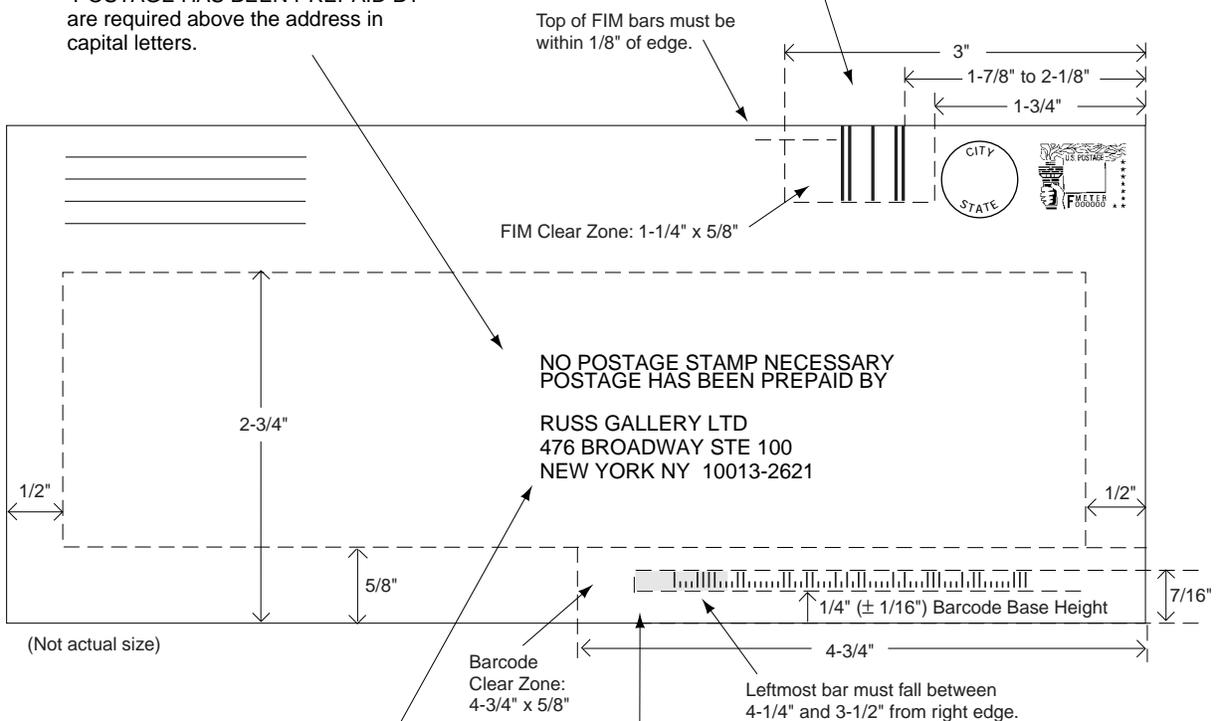
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Meter Reply Mail Layout Guidelines

Facing Identification Mark (FIM): Use FIM A on all meter reply mail postcards and letter-size mailpieces with the appropriate POSTNET barcode. This permits computerized cancellation equipment to align, postmark, and direct the mailpiece properly.

FIM Location: The FIM clear zone must contain no printed matter other than the FIM A pattern. FIM bars must be between 1/2 and 3/4 inch high and 0.03125 (1/32 inch) (\pm 0.008 inch) wide.

Legend: The words "NO POSTAGE STAMP NECESSARY POSTAGE HAS BEEN PREPAID BY" are required above the address in capital letters.



(Not actual size)

Address Format: The complete address of the meter license holder must be printed directly on the mailpiece.

POSTNET Barcode Location: This area must be free of any printing other than the appropriate barcode (see reverse). A camera-ready FIM and barcode are available free of charge from your local post office.

Dimensions: Between 3-1/2 by 5 inches and 6-1/8 by 11-1/2 inches. To qualify for the card rate, cards must be between 3-1/2 by 5 inches and 4-1/4 by 6 inches. Larger postcard sizes are available, but they are charged at the regular First-Class Mail letter rate. Card thickness must be between 0.007 and 0.016 inch.

If letter mail is more than 4-1/4 inches high or more than 6 inches long, it should be at least 0.009 inch thick.

A surcharge is assessed for nonmachinable mailpieces (C050.2.2) weighing 1 ounce or less.

Ink/Paper Colors and Type Styles: Not all colors of paper and/or ink and type styles are compatible with automated equipment. Contact your local post office for guidance.

All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in C810.8.