

2 Conditions for Mailing

210 Global Express Guaranteed

211 **Description**

211.1 **General**

Global Express Guaranteed® (GXG®) service is an international expedited delivery service provided through an alliance with FedEx Corporation. It provides reliable, high-speed, guaranteed, and time-definite service from selected Post Office facilities in the United States to a large number of international destinations. (See Countries and Cities Served Section of Publication 141, *Global Express Guaranteed Service Guide*, for destination service commitments.) Global Express Guaranteed delivery service is guaranteed to meet the specified service standards or the postage paid may be refunded. For almost all network destinations, liability insurance is provided for lost or damaged shipments. See [215.5](#).

211.2 **Eligibility**

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

211.3 **Mail Sealed Against Inspection**

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

211.4 Global Express Guaranteed Service

Global Express Guaranteed (GXG) service may be used for shipments that contain documents and general correspondence for which no duty is assessed by the customs authority of the destinating country or for shipments that contain non-documents, including merchandise, for which duty may be assessed by the customs authority of the destinating country. See the listing of destinating countries in [213](#) for specific availability.

212 Postage Prices**212.1 Global Express Guaranteed Service Prices/Groups**

See the Individual Country Listings for availability, additional details, and prices.

212.2 Commercial Base Prices**212.21 General**

Commercial base prices apply to Global Express Guaranteed mailings that do not qualify for the volume discount schedule and the customer prepares and pays for Global Express Guaranteed shipments online at usps.com or by using an authorized PC Postage vendor. Commercial base prices also apply to qualifying end-user customers who pay postage using information-based indicia (IBI) postage meters and electronically transmit customs forms. The Global Express Guaranteed online application provides the necessary systems for tracking usage and volume, as well as verifying and protecting revenue. Commercial base pricing does not apply to Global Express Guaranteed shipments that are paid for at participating Post Office facilities because the necessary volume tracking capabilities are not available at retail locations.

212.22 Online Prices

For selected destination countries, Global Express Guaranteed items receive a 10-percent incentive below retail prices when customers utilize one of the following shipping methods:

- a. Click-N-Ship.
- b. Authorized PC Postage vendors.
- c. End-user customers using information-based indicia (IBI) postage meters, provided they electronically transmit customs forms.

The commercial base price is automatically applied to each shipment. The incentive applies only to the postage portion of the Global Express Guaranteed price. It does not apply to any other charges or fees, such as Pickup on Demand service, insurance fees, or shipments made under a customized agreement.

212.23 Computing Postage

For each addressed mailpiece, determine single-piece price based on weight and price group. Then multiply the retail price by 10 percent to obtain the discount amount. Subtract the discount amount (without rounding off) from the retail price and then round off the result (see [152.32](#)).

212.24 Eligibility for Online Prices

Customers must register via the Global Express Guaranteed Web site, usps.com/gxg. Registration is accomplished by selecting the designated icon on the Global Express Guaranteed home page and following the accompanying instructions. This one-time registration will establish a shipping record and a customer history for purposes of calculating the commercial base price. To be eligible for online prices, customers must prepare their shipping labels and pay for their shipments online using a credit card.

212.25 Online Postage Payment**212.251 Credit Card Payment**

Customers must pay postage online using a credit card. The following credit cards are accepted for payment online: American Express, Diner's Club, Discover, MasterCard, and Visa.

212.252 Deposit Within 24 Hours

Customers paying postage online must enter their shipment via any of the methods outlined in [212.26](#) within 24 hours of the time when the label is printed or the transaction will be voided.

212.253 Postage Adjustments

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

212.254 Notification

An e-mail notification will be provided to each customer showing the exact postage amount applicable for the online shipment, as well as the acceptance time and date.

212.26 Shipment Preparation and Deposit**212.261 Preparation**

Customers must prepare shipments following the shipping preparation instructions on the Global Express Guaranteed Web site.

212.262 Deposit

The following choices are available for depositing Global Express Guaranteed shipments prepared online:

- a. On-call and scheduled pickup services are available for an added charge of \$15.30 for each pickup stop, regardless of the number of pieces picked up. (See [213.3](#).)
- b. Customers may present their online shipments at the retail counter of any participating Global Express Guaranteed Post Office facility.
- c. Customers using the online postage payment option may drop shipments in collection boxes served by a participating Global Express Guaranteed Post Office facility.

212.263 Acceptance of Online Shipments

For purposes of computing the delivery guarantee, Postal Service acceptance of a Global Express Guaranteed item prepared online occurs when the shipment is received and scanned at a participating Global Express Guaranteed Post Office facility. Collection box deposit and carrier pickup do not constitute Postal Service acceptance of a Global Express Guaranteed shipment. Acceptance occurs when the shipment is brought back to the Post Office facility and the acceptance office performs a retail system scan to verify the weight and dimensions of the shipment. The customer will receive an e-mail verification of the acceptance date, time, and weight, as well as a verification of the amount of postage applicable for the shipment.

212.3 Payment of Postage**212.31 Methods of Payment**

Postage may be paid by postage stamps, postage validation imprinter (PVI) labels, postage meter strips, PC Postage, or other payment methods noted on the Global Express Guaranteed Web site at usps.com/gxg.

212.32 Official Mail

Global Express Guaranteed shipments that are originated by federal agencies and departments are subject to the same postage payment requirements, weight and size limits, customs requirements, and general conditions for mailing as Global Express Guaranteed shipments that are originated by non-governmental entities.

Global Express Guaranteed shipments mailed by Postal Service entities must bear the G-10 permit indicia that is prescribed for all Postal Service official mail. There is a 70-pound weight limit for Postal Service-originated Global Express Guaranteed shipments going to all authorized destinating countries. See section [142.2](#).

213 Service Areas**213.1 U.S. Origins**

Global Express Guaranteed items must be entered through selected Post Office facilities that are located in the ZIP Code areas listed in [Exhibit 213.1](#). Not all facilities within a 3-digit ZIP Code area accept Global Express Guaranteed items. Check with your local Post Office facility for a participating Post Office facility near you.

Exhibit 213.1

Global Express Guaranteed: Participating 3-Digit ZIP Codes

State	Code	ZIP Code Areas
Alabama	AL	350, 351, 352, 354–369
Alaska	AK	995–999
Arizona	AZ	850, 852, 853, 855–857, 859, 860, 863–865
Arkansas	AR	716–729
California	CA	900, 902–908, 910–928, 930–937, 939–941, 943–961
Colorado	CO	800–816
Connecticut	CT	060–069
Delaware	DE	197–199
District of Columbia	DC	200, 202, 203, 205
Florida	FL	320–339, 341, 342, 344, 346, 347, 349
Georgia	GA	300–319, 398
Idaho	ID	832–838
Illinois	IL	600–620, 622–629
Indiana	IN	460–479
Iowa	IA	500–508, 510–516, 520–528
Kansas	KS	660–662, 664–679
Kentucky	KY	400–418, 420–427
Louisiana	LA	700, 701, 703–708, 710–714
Maine	ME	039–049
Maryland	MD	206–212, 214–219
Massachusetts	MA	010–027
Michigan	MI	480–499
Minnesota	MN	550, 551, 553, 554, 556–567
Mississippi	MS	386–397
Missouri	MO	630, 631, 633–641, 644–648, 650–658
Montana	MT	590–599
Nebraska	NE	680, 681, 683–693
Nevada	NV	890, 891, 893–895, 897, 898
New Hampshire	NH	030–038
New Jersey	NJ	070–089
New Mexico	NM	870, 871, 873–875, 877–884
New York	NY	100–149
North Carolina	NC	270–289
North Dakota	ND	580–588
Ohio	OH	430–458
Oklahoma	OK	730, 731, 734–741, 743–749
Oregon	OR	970–979
Pennsylvania	PA	150–191, 193–196
Puerto Rico	PR	006–009
Rhode Island	RI	028, 029
South Carolina	SC	290–299
South Dakota	SD	570–577
Tennessee	TN	370–374, 376–385
Texas	TX	750–770, 772–799
Utah	UT	840, 841, 843–847
Vermont	VT	050–054, 056–058
Virgin Islands	VI	008
Virginia	VA	201, 220–246
Washington	WA	980–986, 988–994
West Virginia	WV	247–268
Wisconsin	WI	530–532, 534, 535, 537–549
Wyoming	WY	820–831

213.2 **Destinating Countries and Price Groups**

Global Express Guaranteed service is available to the following destinating countries and territories. Countries have been placed into one of eight price groups.

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

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

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

Country	GXG Price Group
Mauritius	4
Mexico	2
Moldova	4
Mongolia	4
Montenegro	4
Montserrat	7
Morocco	4
Mozambique	4
Namibia	4
Nauru	No Service
Nepal	6
Netherlands	3
Netherlands Antilles	7
New Caledonia	8
New Zealand	6
Nicaragua	8
Niger	4
Nigeria	4
Norway	5
Oman	6
Pakistan	6
Panama	8
Papua New Guinea	8
Paraguay	8
Peru	8
Philippines	6
Pitcairn Island	No Service
Poland	4
Portugal	5
Qatar	6
Reunion	4
Romania	4
Russia	4
Rwanda	4
St. Christopher (St. Kitts) and Nevis	7
Saint Helena	No Service
Saint Lucia	7
Saint Pierre and Miquelon	No Service
Saint Vincent and the Grenadines	7
San Marino	3
Sao Tome and Principe	No Service
Saudi Arabia	4
Senegal	4
Serbia, Republic of	4

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

Global Express Guaranteed service is available to all locations that are referenced in the Individual Country Listings *except* for the following:

Ascension	Pitcairn Island
Burma	Saint Helena
Central African Republic	Saint Pierre and Miquelon
Comoros	Sao Tome and Principe
Cuba	Sierra Leone
Equatorial Guinea	Solomon Islands
Falkland Islands	Somalia
Guinea-Bissau	Sudan
Iran	Syrian Arab Republic (Syria)
Kiribati	Tajikistan
Korea, Democratic People's Republic of (North Korea)	Tristan de Cunha
Libya	Turkmenistan
Nauru	Tuvalu
	Western Samoa

Only documents (see) may be sent to the following countries:

Andorra	Montenegro
Bhutan	Republic of Serbia
Iraq	

213.3 Pickup Service

- a. On-call and scheduled pickup services are available for an added charge of \$15.30 for each pickup stop, regardless of the number of pieces picked up. Only one pickup fee will be charged if domestic Express Mail, Express Mail International, domestic Priority Mail, Priority Mail International, and/or domestic Parcel Post is picked up at the same time.
- b. No pickup fee will be charged when Global Express Guaranteed is picked up during a delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with the information in DMM 507.6; for more information, also visit the online site at usps.com/pickup.

214 Service Guarantee

214.1 General

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

214.2 Transit Days for Shipments Containing Non-Documents

Total transit days for Global Express Guaranteed service for non-document items may be affected by general customs delays, specific customs commodity delays, holidays observed in the destinating country, and other factors beyond the Postal Service's control. See the Terms and Conditions on the Global Express Guaranteed Air Waybill/Shipping Invoice or in Publication 141 for details.

215 **Inquiries, Postage Refunds, and Indemnity Claims**

215.1 **Inquiries**

Inquiries concerning the delivery of Global Express Guaranteed items are made by calling 800-222-1811 or through the Postal Service Web site.

215.2 **Postage Refunds**

Postage may be refunded for a shipment mailed at a participating Post Office facility before the specified deposit time if the carrier does not deliver the shipment, does not attempt to deliver the shipment, or does not make the shipment available in accordance with the postage-refund delivery guarantee standards in Publication 141 on or before close of business in the local time zone in the delivery location. To request refunds or obtain details on how to file a claim, contact a customer service representative at 800-222-1811. The original receipt of the Global Express Guaranteed Air Waybill/Shipping Invoice (shipping label) is required for a postage refund. Requests for postage refunds must be made no later than 30 days from the date of mailing. Shipments to post office box addresses are not eligible for refunds. The signature of the recipient or recipient's agent is required upon delivery of the refund.

215.3 **Indemnity Claims**

If a shipment is lost or damaged, the sender may file a claim for document reconstruction costs (for document items), or for the declared value of the shipment costs (for non-document items). All claims must be initiated within 30 days of the shipment date by contacting a customer service representative at 800-222-1811. The representative will provide more details on how to file a claim. The original receipt of the Global Express Guaranteed Air Waybill/Shipping Invoice must be included when filing a claim. Consult Publication 141 for limitations and restrictions on indemnity payments for Global Express Guaranteed items. The Global Express Guaranteed customer service office will adjudicate refunds for Global Express Guaranteed. The Global Express Guaranteed customer service office can be contacted at 800-222-1811. Final approval and payment will be made by the Postal Service.

215.4 **Extent of Postal Service Liability for Lost or Damaged Contents**

Liability for a lost or damaged Global Express Guaranteed shipment is limited to the lowest of the following:

- a. \$100 or the amount of additional optional insurance purchased.
- b. The actual amount of the loss or damage.
- c. The actual value of the contents.

“Actual value” means the lowest cost of replacing, reconstructing, or reconstituting the allowable contents of the shipment (determined at the time and place of acceptance). See Individual Country Listings.

215.5 **Insurance**

215.51 **Insurance for Global Express Guaranteed**

Document reconstruction insurance (the reasonable costs incurred in reconstructing duplicates of nonnegotiable documents mailed) and non-document insurance for loss or damage up to \$100 per shipment are included at no additional charge. (See Individual Country Listings for availability.) Additional insurance may be purchased for document and non-document shipments (see [215.52](#)). The total cost of document reconstruction or for insurance purchased for non-documents cannot exceed \$2,499 or a lesser amount as limited by country, content, or value. Coverage, terms, and limitations are subject to change.

215.52 **Insurance Fees**

Insurance Amount	Fee
\$100	No Fee
\$200	\$1.00
\$300	\$2.00
\$400	\$3.00
\$500	\$4.00
For document reconstruction insurance or non-document insurance coverage above \$500, add \$1.00 per \$100 or fraction thereof, up to a maximum of \$2,499 per shipment.	
\$2,499	\$24.00

216 **Sizes and Weights**

216.1 **General**

The weight, dimensional weight, and size limits set forth in this section are for Global Express Guaranteed service shipments containing documents and non-documents unless otherwise noted in the Individual Country Listings.

216.2 **Weight Limits**

The maximum weight is 70 pounds.

216.3 **Determining Postage for Global Express Guaranteed Service**

216.31 **USPS-Produced Global Express Guaranteed Envelopes**

Postage for items mailed in USPS-produced Global Express Guaranteed envelopes is based on the weight of the piece. For items weighing 1/2 pound or less, the postage is the 1/2-pound price. For all other items, the postage is charged per pound or fraction thereof — any fraction of a pound is rounded up to the next whole pound.

216.32 **Mailer-Supplied Packaging**

Postage for items not mailed in USPS-produced Global Express Guaranteed envelopes is based on the dimensional weight, as calculated under [216.4](#), or the per-pound weight or fraction thereof rounded up to the next whole pound price, whichever is greater.

216.4 Dimensional Weight**216.41 Determining Dimensional Weight for a Rectangular-Shaped Parcel**

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

- a. Determine the length, width, and height in inches. Round off each measurement to the nearest whole inch.
- b. Multiply the length by the width by the height.
- c. Divide the result by 166. For weights less than 0.5 pound, round up to 0.5 pound. For all other weights, round up to the next whole pound.

216.42 Determining Dimensional Weight for a Nonrectangular-Shaped Parcel

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

- a. Determine the length, width, and height in inches. Measure the length, width, and height at their extreme dimensions. Round off each measurement to the nearest whole inch.
- b. Multiply the length by the width by the height.
- c. Multiply the result by an adjustment factor of 0.785.
- d. Divide the result by 166. For weights less than 0.5 pound, round up to 0.5 pound. For all other weights, round up to the next whole pound.

216.5 Size Limits**216.51 Minimum Size**

An envelope or package must be large enough to hold on its face the postage and the plastic pouch that carries the Global Express Guaranteed Air Waybill/Shipping Invoice (shipping label). The shipping label is approximately 5.5 inches high and 9.5 inches long, and the plastic pouch that carries it is approximately 7 inches high and 12 inches long.

216.52 Maximum Size

Length and girth combined may not exceed 108 inches. Individual dimensions may not exceed 46 inches in length, 35 inches in width, and 46 inches in height.

217 Mail Preparation**217.1 Preparation by the Sender**

- a. Prepare the item as a large envelope (flat) or package using either the Global Express Guaranteed envelope provided by the Postal Service or mailer-supplied packaging. Mailers using their own envelope or wrapping must also affix a Global Express Guaranteed sticker (Item 107PGG3) to the front and back of the item.
- b. Complete the Global Express Guaranteed Air Waybill/Shipping Invoice (Item 11FGG1) to show the complete address of the sender and addressee. Items cannot be addressed to APO or FPO addresses.

Post office box addresses may be used to certain international locations. See Publication 141, *Global Express Guaranteed Service Guide*, for information about areas served in the destination country.

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

217.2 **Preparation by Acceptance Employee**

- a. Check that the sender has properly completed the Global Express Guaranteed Air Waybill/Shipping Invoice.
- b. Complete the postage transaction if the item is not prepaid.
- c. Complete the “Origin” information.
- d. Remove the customer’s copy of the Global Express Guaranteed Air Waybill/Shipping Invoice and give it to the customer. Process the Global Express Guaranteed Air Waybill/Shipping Invoice according to directions on the shipping document.

217.3 **Customs Forms Not Required**

The Global Express Guaranteed Air Waybill/Shipping Invoice contains space for the sender to declare the contents. A separate postal customs declaration is not used.

220 Express Mail International

221 **General**

Express Mail International is a reliable high-speed mail service available to certain countries (see Individual Country Listings for service availability). Express Mail International with Guarantee service — which offers a date-certain, postage-refund guarantee — is available only to Australia, China, Great Britain and Northern Ireland, Hong Kong, Japan, the Republic of Korea (South Korea), and Spain. Express Mail International is available at designated Postal Service facilities authorized to accept domestic Express Mail.

221.1 **Express Mail International Flat-Rate Envelope**

Any item not prohibited in international mail and Express Mail International may be sent in the Express Mail International flat-rate envelope. Mailers are eligible for the flat-rate envelope price only with the use of a USPS-produced flat-rate envelope. The contents must fit securely in the envelope and be confined within the envelope with the provided adhesive as the means of closure. The envelope flap must be able to close within the prefabricated folds. Tape may be applied to the flap and seams for closure or to reinforce the envelope, provided the design of the envelope is not enlarged by opening the sides of the envelope and taping or reconstructing the envelope in any

way. All other Express Mail International standards and customs requirements apply.

221.2 **Eligibility**

Except for the items noted in the next paragraph, any item not prohibited in international mail may be sent with Express Mail International service. Refer to the “Country Conditions for Mailing” in the Individual Country Listings for individual country prohibitions.

The following items are prohibited in all Express Mail International shipments: coins; banknotes; currency notes, including paper money; securities of any kind payable to bearer; traveler’s checks; platinum, gold, and silver; precious stones; jewelry; watches; and other valuable articles.

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

221.3 **Mail Sealed Against Inspection**

Express Mail International mailpieces are sealed against inspection.

221.4 **Insurance and Indemnity**

Express Mail International items are insured against loss, damage, or missing contents at no additional cost. Indemnity will be paid by the U.S. Postal Service as provided in DMM 609 and 503. However, Express Mail International items are *not* insured against delay in delivery. Indemnity payments will not be made in the event of delay. Postage refunds for delay are considered only for countries with Express Mail International with Guarantee service.

221.41 **Express Mail International Merchandise Insurance**

Express Mail International merchandise insurance coverage against loss, damage, or missing contents is provided up to \$100 at no additional charge. Additional insurance coverage above \$100, up to a maximum of \$5,000, may be purchased at the sender’s option. See Individual Country Listings for merchandise insurance limits. See [Exhibit 221.41](#) for the fee schedule for optional Express Mail International merchandise insurance coverage.

Exhibit 221.41

Express Mail International Merchandise Insurance

Indemnity Limit	Fee
\$0.01 to \$100	\$0.00
100.01 to 200	0.75
200.01 to 500	2.15
500.01 to 1,000	3.55
1,000.01 to 1,500	4.95
1,500.01 to 2,000	6.35
2,000.01 to 2,500	7.75
2,500.01 to 3,000	9.15
3,000.01 to 3,500	10.55
3,500.01 to 4,000	11.95
4,000.01 to 4,500	13.35
4,500.01 to 5,000	14.75

221.42 **Purchase of Additional Insurance**

When a mailer purchases additional insurance coverage above \$100 for an Express Mail International merchandise shipment, the insurance fee is entered in the block marked “Insurance” on the mailing label. Coverage is limited to the actual value of the contents, regardless of the fee paid, or the highest insurance value increment for which the fee is fully paid, whichever is lower. See DMM 503

221.43 **Document Reconstruction Insurance**

Nonnegotiable documents are insured against loss, damage, or missing contents at no additional cost to the mailer. Document reconstruction insurance coverage is limited to a maximum of \$100 per shipment. Additional coverage beyond the \$100 indemnity limit is not available. See DMM 609 and 503.

Note: Express Mail International indemnity payments are subject to the provisions of DMM 609 and 503, and IMM 935. Indemnity payments will not be made in the event of delay. Postage refunds for delay are considered only for countries with Express Mail International with Guarantee service.

221.5 **Return Receipt Service**

Return Receipt service is available for Express Mail International items *only* to the following countries at no additional charge (see [340](#) for preparation procedures):

Argentina	Pakistan
Australia	Qatar
Bahrain	Singapore
Guinea-Bissau	South Africa
Hong Kong	Taiwan
Korea, Republic of (South)	Tunisia
Kuwait	

222 **Postage**

222.1 **Prices**

222.11 **Country Prices**

See the Individual Country Listings for countries that offer Express Mail International.

Regardless of the actual weight of the mailpiece, the Express Mail International flat-rate envelope is charged at a flat rate. Postage is required for each piece. Express Mail International flat-rate envelopes with prepaid postage may be used for international mail. Appropriate postage must be added prior to mailing. (See [Exhibit 222.11](#).)

Exhibit 222.11

Express Mail International Flat-Rate Envelope

Canada & Mexico	\$25.95
All other countries	\$27.95

222.12 Permit Imprint

Payment for Express Mail International by permit imprint through an advance deposit account is allowed only when guidelines for commercial base price incentives (see [222.122](#)) are followed.

222.121 Permit Imprint – General

Postage paid with permit imprint is subject to the general conditions in IMM [152.4](#) and DMM 124, 604, and 705. An Express Mail International shipment using a permit imprint does not qualify for postage guarantees.

222.122 Permit Imprint – Commercial Base Prices

Express Mail International commercial base postage prices will be 8 percent below retail prices for all postage paid with permit imprint. The commercial base price incentive applies only to the postage portion of Express Mail International prices. It does not apply to any other charges or fees, such as Pickup on Demand service, additional merchandise insurance coverage, or shipments made under a customized agreement.

To receive this commercial base price incentive, customers must do all of the following:

- a. Use USPS-produced Global Shipping Software (GSS).
- b. Pay for postage with a permit imprint through an advance deposit account or an Express Mail corporate account (see [222.13](#)).
- c. Meet manifesting and permit imprint requirements.

Customers who mail more than 5,000 Express Mail International pieces a year should contact the Postal Service to discuss customized agreements for commercial volume price incentives (see [297](#)).

222.13 Express Mail Corporate Account

A written application is required prior to mailing with an Express Mail corporate account (see DMM 114).

222.131 Express Mail Corporate Account – Commercial Prices

Express Mail International commercial prices will be 8 percent, 10 percent, or 12 percent below retail prices for postage paid directly through an Express Mail corporate account (EMCA) as shown in [Exhibit 222.131](#). There is no minimum volume requirement to receive the 8-percent incentive. The commercial base price incentive and the commercial volume price incentives apply only to the postage portion of Express Mail International prices. They do not apply to any other charges or fees, such as Pickup on Demand service, additional merchandise insurance coverage, or shipments made under a customized agreement. To receive commercial price incentives on postage, customers must use USPS-produced Global Shipping Software (GSS). Incentives will be applied to each mailing. See [222.132](#).

Exhibit 222.131

Express Mail Corporate Account Volume/Revenue Requirements

Annual Volume or Annual Postage		Commercial Base Price Incentive	Commercial Volume Price Incentive
Annual Volume	Annual Postage		
No minimum	No minimum	8%	None
1,000–2,999 pieces	\$20,000–\$59,999	None	10%
3,000 pieces and above	\$60,000 and above	None	12%

222.132 **Application of Commercial Volume Price Incentive**

A customer will receive an incentive of 8 percent during the first postal quarter of the initial mailing and through the subsequent full postal quarter. Thereafter, the incentive for each postal quarter will be determined by the actual annualized volume of Express Mail International mailed in the previous full postal quarter or the actual annualized amount of postage paid for Express Mail International in the previous full postal quarter, whichever is higher.

222.14 **Online Prices – General**

Commercial base prices apply to Express Mail International customers who prepare and pay for Express Mail International shipments online at usps.com or by using an authorized PC Postage vendor. Commercial base prices also apply to qualifying end-user customers who pay postage using information-based indicia (IBI) postage meters and electronically transmit customs forms.

222.141 **Eligibility for Online Prices**

Customers must register via the shipping site at usps.com. Registration is accomplished by selecting the designated icon on the Web site and following the accompanying instructions. This one-time registration will establish a shipping record and a customer history. To be eligible for online prices, customers must prepare their shipping labels and pay for their shipments online using a credit card. The following credit cards are accepted for payment online: American Express, Diner’s Club, Discover, MasterCard, and Visa.

222.142 **Online Prices**

For selected destination countries, Express Mail International items receive an 8-percent incentive below retail prices when customers utilize one of the following shipping methods:

- a. Click-N-Ship.
- b. Authorized PC Postage vendors.
- c. End-user customers using information-based indicia (IBI) postage meters, provided they electronically transmit customs forms.

The commercial base price is automatically applied to each shipment. The incentive applies only to the postage portion of the Express Mail International price. It does not apply to any other charges or fees, such as Pickup on Demand service, insurance fees, or shipments made under a customized agreement.

222.143 Computing Postage

For each addressed mailpiece, determine single-piece price based on weight and price group. Then multiply the retail price by 8 percent to obtain the discount amount. Subtract the discount amount (without rounding off) from the retail price and then round off the result (see [152.32](#)).

222.2 Payment of Postage**222.21 Methods of Payment**

Express Mail International may be paid by postage stamps, postage validation imprinter (PVI) labels, postage meter stamps, information-based indicia (IBI), PC Postage, through the use of an Express Mail corporate account, or with permit imprint under [222.12](#).

222.22 Official Mail**222.221 Mailings by Federal Agencies**

Express Mail International shipments that are entered by federal agencies and departments are subject to the same postage payment requirements, weight and size limits, customs form requirements, and general conditions for mailing as Express Mail International shipments that are originated by nongovernmental entities.

222.222 Postal Service Mailings

Express Mail International shipments mailed by U.S. Postal Service entities must bear the G-10 permit indicia that is prescribed for all Postal Service official mail. There is a 66-pound weight limit for Postal Service-originated Express Mail International shipments going to all destination countries, unless the destination country has a lower weight limit. See [142.2](#).

222.23 Pickup Service

On-call and scheduled pickup services are available for an added charge of \$15.30 for each pickup stop, regardless of the number of pieces picked up. Only one pickup fee will be charged if domestic Express Mail, Priority Mail International, Global Express Guaranteed, and/or domestic Parcel Post is picked up at the same time. No pickup fee will be charged when Express Mail International is picked up during a delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with the information in DMM 507.6; for more information, also visit the online site at usps.com/pickup.

223 Physical Characteristics**223.1 Weight Limits**

Weight limits for Express Mail International service vary by country and are noted in the Individual Country Listings.

223.2 Dimensions

- a. Maximum length: 36 inches.
- b. Maximum length and girth combined: 79 inches.

Note: For exceptional size limits, see Individual Country Listings for countries that offer Express Mail International.

224 Mail Preparation**224.1 Preparation by Sender**

- a. Complete the “From” and “To” portions of Label 11-B, *Express Mail Post Office to Addressee*, or online label for each piece of mail and affix the completed label to each piece.
- b. Prepare and affix the appropriate customs form to the piece of mail. See the Individual Country Listings for countries that offer Express Mail International for required customs declarations.

224.2 Preparation by Acceptance Employee

- a. Check the address label to ensure that the sender has completed the “From” and “To” portions.
- b. Verify that the customer has properly completed the appropriate customs declaration form, if required.
- c. Enter the originating facility ZIP Code; date and time received; weight; merchandise insurance fee, if applicable (see [221.41](#) and [221.42](#)); total postage; and initial. Ensure that the correct amount of postage is affixed to the mailpiece.
- d. Give the Customer Receipt copy to the mailer and retain the Finance Copy. Peel off the backing of the remaining portion and affix it to the item. For online shipments, customer receipts are not necessary; for non-IRT and POS offices, record the required finance information on the special form provided for this purpose.
- e. After acceptance, place each item in the appropriate working pouch and forward it to the international exchange office authorized to dispatch Express Mail International to that destination.
(See Handbook T-5, *International Mail Operations*.)

224.3 Customs Forms Required

See the Individual Country Listings for countries that offer Express Mail International. Mailers are responsible for determining customs requirements and complying with them. Before mailing merchandise, mailers should confirm whether an import license is required for that class of goods.

230 Priority Mail International

231 **General**

231.1 **Description**

Priority Mail International is considered a parcel stream for mail exchange purposes, with the exception of the flat-rate envelope and the small flat-rate box.

231.2 **Eligibility**

Written correspondence having the nature of current and personal correspondence is not permitted generally in Priority Mail International items but may be sent in the Priority Mail International flat-rate envelope or small flat-rate box.

231.3 **Mail Sealed Against Inspection**

Only the Priority Mail International flat-rate envelope and small flat-rate box are sealed against inspection. Any other Priority Mail International item (e.g., USPS-produced large flat-rate box, USPS-produced Tyvek envelope, or customer-supplied box) is not sealed against inspection. Regardless of physical closure, the mailing of Priority Mail International items constitutes consent by the mailer to inspection of the contents.

232 **Priority Mail International Flat-Rate Envelope and Small Flat-Rate Box**

232.1 **General**

All items that may be sent as First-Class Mail International (see [241](#)) may be sent in the Priority Mail International flat-rate envelope or small flat-rate box provided the contents are mailable, they fit securely in the envelope or box, and they are entirely confined within the container with the provided adhesive as the means of closure. The flap must close within the prefabricated fold. Tape may be applied to the flap and seams for closure or to reinforce, provided the design of the container is not enlarged by opening the sides and taping or reconstructing the container in any way. Registered Mail service is available. Insurance is not available.

232.2 **Prices**

The Priority Mail International flat-rate envelope and small flat-rate box are charged at a flat rate. The price does not depend on the weight of the item, provided it does not exceed the 4-pound limit in [232.3](#). Postage is required for each piece. Priority Mail flat-rate envelopes with prepaid postage may be used for international mail. Appropriate additional postage must be added prior to mailing. (See [Exhibit 232.2](#).)

Exhibit 232.2

Priority Mail International Flat-Rate Envelope and Small Flat-Rate Box

Canada & Mexico	\$10.95
All other countries	\$12.95

232.3 **Weight Limit**

The maximum weight for the flat-rate envelope and small flat-rate box is 4 pounds.

232.4 **Customs Forms Required**

All Priority Mail International flat-rate envelopes and small flat-rate boxes must bear PS Form 2976 or 2976-A depending on the value and weight of the item.

233 **Priority Mail International Regular/Medium and Large Flat-Rate Boxes**

233.1 **General**

All mailable items that qualify to be sent as Priority Mail International under [234](#) may also be sent in the Priority Mail International regular/medium and large flat-rate boxes. Written communications having the nature of current and personal correspondence are not permitted. The contents must fit securely and must be entirely confined within the box. The box flaps must be able to close within the prefabricated folds.

Regular/medium and large flat-rate boxes may be insured. See [320](#) and Individual Country Listings for insurance availability, limitations, and coverage. Registered Mail service is not available.

233.2 **Prices**

A Priority Mail International flat-rate box is charged at a flat rate. The price does not depend on the weight of the item. Postage is required for each piece. [Exhibit 233.2](#) lists the prices for Priority Mail International flat-rate boxes.

Exhibit 233.2

Priority Mail International – Regular/Medium and Large Flat-Rate Boxes

	Regular/Medium	Large
Canada & Mexico	\$25.95	\$32.95
All other countries	\$41.95	\$53.95

Note: Indemnity for items mailed in the regular/medium and large flat-rate boxes are based on the weight and indemnity limits shown in [Exhibit 234.4](#).

233.3 Weight Limit

The weight limit for the regular/medium and large flat-rate boxes is 20 pounds.

233.4 Customs Forms Required

Each Priority Mail International regular/medium or large flat-rate box must bear a properly completed PS Form 2976-A.

234 Priority Mail International Parcels**234.1 General**

Prices for parcels not using a flat-rate box vary by weight and country price group. See Individual Country Listings.

234.2 Indemnity

Ordinary — i.e., uninsured — Priority Mail International parcels, except the small flat-rate box, include indemnity coverage against loss, damage, or missing contents up to the amounts shown in [Exhibit 234.4](#). Indemnity is limited to the lesser of the actual value of the contents or the maximum indemnity based on the weight of the article. If the parcel has been delivered to the addressee, payment for damage and missing contents is made to the addressee unless the addressee waives payment, in writing, in favor of the sender.

Note: International insured mail service provides insurance coverage higher than the indemnity limits for ordinary Priority Mail International parcels to many countries. See [320](#) and Individual Country Listings for availability and limitations of coverage. When international insurance is purchased, it replaces the ordinary indemnity coverage.

Note: Priority Mail International parcels, including the regular/medium and large flat-rate boxes, may be insured, but not the Priority Mail International flat-rate envelope or small flat-rate box (see [322](#)).

234.3 Exclusions

Ordinary indemnity coverage is not paid for:

- a. Parcels containing coins; banknotes; currency notes, including paper money; securities of any kind payable to the bearer; traveler's checks; platinum, gold, and silver; precious stones; jewelry; watches; and other valuable articles.
- b. Consequential losses, delay, concealed damage, spoilage of perishable items, articles improperly packaged, articles too fragile to withstand normal handling in the mail, or prohibited articles.

234.4 **Ordinary Priority Mail International Weight and Indemnity Limits**

[Exhibit 234.4](#) lists the weight and indemnity limits for ordinary Priority Mail International parcels.

Exhibit 234.4

Ordinary Priority Mail International Weight and Indemnity Limits

Weight not over (lbs.)	Indemnity	Weight not over (lbs.)	Indemnity	Weight not over (lbs.)	Indemnity
1	\$67.17	25	\$145.41	49	\$223.65
2	70.43	26	148.67	50	226.91
3	73.69	27	151.93	51	230.17
4	76.95	28	155.19	52	233.43
5	80.21	29	158.45	53	236.69
6	83.47	30	161.71	54	239.95
7	86.73	31	164.97	55	243.21
8	89.99	32	168.23	56	246.47
9	93.25	33	171.49	57	249.73
10	96.51	34	174.75	58	252.99
11	99.77	35	178.01	59	256.25
12	103.03	36	181.27	60	259.51
13	106.29	37	184.53	61	262.77
14	109.55	38	187.79	62	266.03
15	112.81	39	191.05	63	269.29
16	116.07	40	194.31	64	272.55
17	119.33	41	197.57	65	275.81
18	122.59	42	200.83	66	279.07
19	125.85	43	204.09	67	282.33
20	129.11	44	207.35	68	285.59
21	132.37	45	210.61	69	288.85
22	135.63	46	213.87	70	292.11
23	138.89	47	217.13	—	-
24	142.15	48	220.39	—	-

234.5 **Mailing Locations**

Parcels may be presented for mailing at any Post Office retail service counter.

234.6 **Pickup Service**

Scheduled pickup service is available for an added charge of \$15.30 for each pickup stop, regardless of the number of pieces picked up. Only one pickup fee will be charged if domestic Express Mail, Express Mail International, domestic Priority Mail, Priority Mail International, Global Express Guaranteed, and/or domestic Parcel Post are also picked up at the same time. No pickup fee will be charged when Priority Mail International is picked up during a delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with the information in DMM 507.6; for more information, also visit the online site at www.usps.com/pickup.

235 Postage

235.1 Payment of Postage

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

235.2 Prices

235.21 Permit Imprint — Commercial Base Prices

Priority Mail International commercial base prices for postage paid with permit imprint will be 5 percent below retail prices. The commercial base price incentive applies only to the postage portion of Priority Mail International prices. It does not apply to any other charges or fees, such as Pickup on Demand service, insured fees, or shipments made under a customized agreement. To receive the commercial base price incentive on postage, customers must use USPS-produced Global Shipping Software (GSS). Postage paid with permit imprint is subject to the general conditions in IMM 152.3 and DMM 124, 604, and 705. Customers who mail more than 5,000 Priority Mail International pieces a year should contact the Postal Service to discuss customized agreements for commercial volume price incentives (see [297](#)).

235.22 Online Prices

For selected destination countries, Priority Mail International items receive a 5-percent incentive below retail prices when customers utilize one of the following shipping methods:

- a. Click-N-Ship.
- b. Authorized PC Postage vendors.
- c. End-user customers using information-based indicia (IBI) postage meters, provided they electronically transmit customs forms.

The commercial base price is automatically applied to each shipment. The incentive applies only to the postage portion of the Priority Mail International price. It does not apply to any other charges or fees, such as Pickup on Demand service, insurance fees, or shipments made under a customized agreement.

235.23 Computing Postage

For each addressed mailpiece, determine single-piece price based on weight and price group. Then multiply the retail price by 5 percent to obtain the discount amount. Subtract the discount amount (without rounding off) from the retail price and then round off the result (see [152.32](#)).

236 Weight and Size Limits

236.1 Weight Limits

- a. Flat-rate envelope and small flat-rate box: 4 pounds.
- b. Regular/medium and large flat-rate boxes: 20 pounds.
- c. Parcels: See Individual Country Listings.

236.2 **Size Limits**236.21 **Rectangular Parcels**

- a. Minimum length and width: 5-1/2 inches x 3-1/2 inches.
- b. Maximum length: 42 inches.
- c. Maximum length and girth combined: 79 inches.

236.22 **Circular Parcels**

Maximum girth (measured along diameter): 64 inches.

236.23 **Exceptional Size Limits**

The maximum size limit for rectangular-shaped parcels of 42 inches in maximum length and 79 inches in maximum length and girth combined applies to all countries except as follows:

- a. Maximum length and girth combined: 108 inches.

Canada
Hong Kong

- b. Maximum length: 60 inches

Maximum length and girth combined: 108 inches.

Andorra	Luxembourg
Austria	Macao
Azerbaijan	Malta
Belgium	Netherlands
Denmark	New Zealand
Finland	Norway
France	Poland
Germany	Portugal
Gibraltar	San Marino
Great Britain and Northern Ireland	Slovak Republic (Slovakia)
Greece	Spain
Ireland	Sweden
Italy	Switzerland
Japan	Vatican City
Liechtenstein	

237 **Mail Preparation**237.1 **Addressing**

Name and address of sender and addressee must also be recorded on a separate slip enclosed in the parcel. See [122](#).

237.2 **Marking**

Parcels that are paid for at the Priority Mail International postage price must be marked "AIRMAIL" or "PAR AVION" or bear one of the two prescribed airmail labels (i.e., either PS Label 19-A or PS Label 19-B). The airmail marking or label should be placed below and to the left of the delivery address.

237.3 Sealing**237.31 Requirements**

All international parcels must be sealed.

237.32 Sealing Materials

Senders must seal their own parcels. Wax, gummed-paper tape, nails, screws, wire, metal bands, or other materials may be used to seal parcels. The seal must be sufficient to allow detection of tampering.

237.4 Packaging**237.41 Packaging Requirements**

Every parcel must be securely and substantially packed. In packing, the sender must consider the nature of the contents, the climate, the length of the journey, and the numerous handlings involved in the conveyance of international mail.

237.42 Types of Containers

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

- a. Canvas or similar material.
- b. Double-faced corrugated or solid (minimum 275-pound test) fiber boxes or cases.
- c. Strong wooden boxes made of lumber at least 1/2-inch thick or plywood of at least three plies.

237.43 Use of Wrapping Paper

Heavy wrapping paper or waterproof paper is permitted only as the outside covering of a carton.

237.44 Boxes With Screwed or Nailed Lids

If otherwise acceptable, boxes with screwed- or nailed-on lids and bags closed by sewing may be used. Heavy objects, such as cans of food, must be surrounded with other contents or packing material in order to prevent their shifting within the parcel. For illustrations or recommended packing procedures, see DMM 601.

237.45 Customs Forms Required

All Priority Mail International parcels, except the small flat-rate box, must bear PS Form 2976-A.

237.46 Nonpostal Documentation

Forms required by nonpostal export regulations are described in chapter [5](#).

240 First-Class Mail International

241 **Description**

241.1 **General**

The First-Class Mail International classification encompasses all categories of international mail that prior to May 14, 2007, were categorized as airmail letter-post and economy letter-post, postcards, printed matter, and small packets that were formerly categorized as LC (letters and cards) and AO (other articles).

241.2 **Eligibility**

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

241.3 **Mail Sealed Against Inspection**

First-Class Mail International mailpieces are sealed against inspection.

241.4 **Color**

Light-colored envelopes and cards that do not interfere with the reading of the address and postmark must be used. Do not use brilliant colors.

241.5 **Quality**

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

241.6 **Window Envelopes**

Window envelopes must be used under the following conditions:

- a. For letter-size envelopes only, the address window must be parallel with the length of the envelope.
- b. For letter-size envelopes only, the address window must be in the lower portion of the address side.
- c. Nothing but the name, address, and any key number used by the mailer may appear through the address window.
- d. The return address should appear in the upper-left corner. If there is no return address and the delivery address does not show through the window, the piece will be handled as undeliverable mail.
- e. The address disclosed through the window must be on white paper or paper of a very light color.
- f. When used for Registered Mail, window envelopes must conform to the conditions in DMM 503.
- g. Open panel envelopes — i.e., those in which the panel is not covered with a transparent material — are not acceptable in international mail.

241.7 **Bordered Envelopes and Cards**

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

242 **Postage**

242.1 **Price Groups**

See the Individual Country Listings for First-Class Mail International postage prices that are applicable to specific destination countries and territorial possessions. The country-specific price group designations that apply to First-Class Mail International are shown in [Exhibit 242.1](#).

Exhibit 242.1

First-Class Mail International Price Groups

Country	Price Group
Afghanistan	6
Albania	4
Algeria	8
Andorra	5
Angola	7
Anguilla	9
Antigua and Barbuda	9
Argentina	9
Armenia	4
Aruba	9
Ascension	7
Australia	3
Austria	5
Azerbaijan	4
Bahamas	9
Bahrain	8
Bangladesh	6
Barbados	9
Belarus	4
Belgium	5
Belize	9
Benin	7
Bermuda	9
Bhutan	6
Bolivia	9
Bosnia and Herzegovina	4
Botswana	7
Brazil	9
British Virgin Islands	9
Brunei Darussalam	6
Bulgaria	4
Burkina Faso	7
Burma	6
Burundi	7
Cambodia	6
Cameroon	7

Exhibit 242.1

First-Class Mail International Price Groups (Continued)

Country	Price Group
Canada	1
Cape Verde	7
Cayman Islands	9
Central African Republic	7
Chad	7
Chile	9
China	3
Colombia	9
Comoros	7
Congo, Democratic Republic of the	7
Congo, Republic of the	7
Costa Rica	9
Cote d'Ivoire (Ivory Coast)	7
Croatia	4
Cuba	9
Cyprus	4
Czech Republic	4
Denmark	5
Djibouti	7
Dominica	9
Dominican Republic	9
Ecuador	9
Egypt	8
El Salvador	9
Equatorial Guinea	7
Eritrea	7
Estonia	4
Ethiopia	8
Falkland Islands	9
Faroe Islands	5
Fiji	6
Finland	5
France	5
French Guiana	9
French Polynesia	6
Gabon	7
Gambia	7
Georgia, Republic of	4
Germany	5
Ghana	7
Gibraltar	5
Great Britain and Northern Ireland	5
Greece	5
Greenland	5
Grenada	9
Guadeloupe	9
Guatemala	9
Guinea	7
Guinea-Bissau	7

Exhibit 242.1

First-Class Mail International Price Groups (Continued)

Country	Price Group
Guyana	9
Haiti	9
Honduras	9
Hong Kong	3
Hungary	4
Iceland	5
India	6
Indonesia	6
Iran	8
Iraq	8
Ireland	5
Israel	8
Italy	5
Jamaica	9
Japan	3
Jordan	8
Kazakhstan	6
Kenya	7
Kiribati	6
Korea, Democratic People's Republic of (North Korea)	6
Korea, Republic of (South Korea)	3
Kuwait	8
Kyrgyzstan	6
Laos	6
Latvia	4
Lebanon	8
Lesotho	7
Liberia	7
Libya	8
Liechtenstein	5
Lithuania	4
Luxembourg	5
Macao	6
Macedonia, Republic of	4
Madagascar	7
Malawi	7
Malaysia	6
Maldives	6
Mali	7
Malta	5
Martinique	9
Mauritania	7
Mauritius	7
Mexico	2
Moldova	4
Mongolia	6
Montenegro	5
Montserrat	9

Exhibit 242.1

First-Class Mail International Price Groups (Continued)

Country	Price Group
Morocco	8
Mozambique	7
Namibia	7
Nauru	6
Nepal	6
Netherlands	5
Netherlands Antilles	9
New Caledonia	6
New Zealand	6
Nicaragua	9
Niger	7
Nigeria	7
Norway	5
Oman	8
Pakistan	6
Panama	9
Papua New Guinea	6
Paraguay	9
Peru	9
Philippines	6
Pitcairn Island	6
Poland	4
Portugal	5
Qatar	8
Reunion	9
Romania	4
Russia	4
Rwanda	7
Saint Christopher and Nevis	9
Saint Helena	7
Saint Lucia	9
Saint Pierre and Miquelon	4
Saint Vincent and the Grenadines	9
San Marino	5
Sao Tome and Principe	7
Saudi Arabia	8
Senegal	7
Serbia, Republic of	5
Seychelles	7
Sierra Leone	7
Singapore	6
Slovak Republic	5
Slovenia	5
Solomon Islands	6
Somalia	n/a [*]
South Africa	7
Spain	5
Sri Lanka	6
Sudan	7

Exhibit 242.1

First-Class Mail International Price Groups (Continued)

Country	Price Group
Suriname	9
Swaziland	7
Sweden	5
Switzerland	5
Syrian Arab Republic	8
Taiwan	6
Tajikistan	6
Tanzania	7
Thailand	6
Togo	7
Tonga	6
Trinidad and Tobago	9
Tristan da Cunha	7
Tunisia	8
Turkey	4
Turkmenistan	6
Turks and Caicos Islands	9
Tuvalu	6
Uganda	7
Ukraine	4
United Arab Emirates	8
Uruguay	9
Uzbekistan	6
Vanuatu	6
Vatican City	5
Venezuela	9
Vietnam	6
Wallis and Futuna Islands	6
Western Samoa	6
Yemen	8
Zambia	7
Zimbabwe	7

* n/a = First-Class Mail International is not available.

242.2 **Price Computation**

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

242.3 **Payment of Postage**

A mailer of a First-Class Mail International item may pay postage with postage stamps, postage meter, postage validation imprinter (PVI) label, PC Postage, or permit imprint.

243 Physical Characteristics

243.1 Postcards

243.11 General

- a. Postcards consist of single cards sent without a wrapper or envelope. Folded (double) cards must be mailed in envelopes at the First-Class Mail International letter price.
- b. Postcards must be made of cardboard or paper that meets the material and color specifications in [241.4](#) and [241.5](#).

243.12 Addressing

See [122](#).

243.13 Postage Prices and Fees

The postage prices for postcards are as follows:

- a. Canada: \$0.75.
- b. Mexico: \$0.79.
- c. All other countries: \$0.98.

243.14 Description

243.141 Reply-Paid Cards

Reply-paid cards are not accepted in international mail, except as provided in [132.2](#).

243.142 Privately Manufactured Postcards

Privately manufactured postcards, except picture postcards, must bear the heading *Postcard*.

243.143 Weight Limit

Postcards must meet the requirements in [241.5](#).

243.144 Dimensions

Each postcard claimed at a card price must be:

- a. Rectangular.
- b. Not less than 3-1/2 inches high or 5-1/2 inches long or 0.007 inch thick.
- c. Not more than 4-1/4 inches high or 6 inches long or 0.016 inch thick.

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

243.15 Marking

The sender should mark postcards *Par Avion* or affix Label 19-A, *Par Avion Airmail*, or Label 19-B, *Par Avion Airmail*, on the left side on the front.

243.151 Right Half of Postcard

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

243.152 Left Half and Reverse Side

The sender may use the left half of the address side of the card and the reverse side for a message or permissible attachments. The sender must use the upper-left half of the address side for the return address.

Note: A card without a return address or that is otherwise undeliverable is disposed of in the country of destination.

243.16 Permitted Attachments

The following may be glued on the left half of the address side of a card, or on the side opposite the address side, if they are made of paper or other thin material and adhere completely to the card:

- a. Clippings of any kind.
- b. Illustrations or photographs.
- c. Labels other than address labels.
- d. Stamps of any kind, except stamps likely to be confused with postage stamps, must not be placed on the address side of the card.
- e. Address labels or address tabs that may be glued to the address side of the card.

243.17 Nonpermitted Attachments

A card may not bear an attachment that is:

- a. Other than paper.
- b. Not totally adhered to the card surface.
- c. An encumbrance to postal processing.

243.2 Letters**243.21 Weight Limit**

The weight limit is 3.5 ounces. (First-Class Mail International letter-size pieces over 3.5 ounces are charged First-Class Mail International flat-size prices.)

243.22 Dimensions

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

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

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

243.23 Nonmachinable Surcharge

A \$0.20 per-piece surcharge applies to a First-Class Mail International letter, regardless of weight, with one or more of the following nonmachinable characteristics:

- a. Has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5.
- b. Is polybagged, polywrapped, or enclosed in any plastic material.
- c. Have clasps, strings, buttons, or similar closure devices.
- d. Contains items such as pens, pencils, or loose keys or coins that cause the thickness of the mailpiece to be uneven.
- e. Is too rigid (does not bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn).
- f. Is more than 4-1/4 inches high or 6 inches long and less than 0.009 inch thick.
- g. Has a delivery address parallel to the shorter dimension of the mailpiece.
- h. Is a self-mailer with a final folded edge perpendicular to the address, if the piece is not folded and secured according to DMM 201.3.13.1.
- i. Is a booklet-type piece with the bound edge (spine) along the shorter dimension of the piece or at the top, unless prepared according to DMM 201.3.13.2.

243.3 Large Envelopes (Flats)**243.31 Weight Limit**

The weight limit is 4 pounds.

243.32 Dimensions and Characteristics

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

- a. More than 11-1/2 inches long, or more than 6-1/8 inches high or more than 1/4-inch thick.
- b. Not more than 15 inches long, or more than 12 inches high, or more than 3/4-inch thick.
- c. Flexible (see [243.33](#)).
- d. Rectangular.
- e. Uniformly thick as stated in [243.34](#).

Note: The length of a large envelope (flat) is the longest dimension. The height is the dimension perpendicular to the length. A First-Class Mail International large envelope (flat) that does not meet the standards in [243.3](#) is not eligible for large envelope (flat) size price and are charged the applicable package (small packet) price.

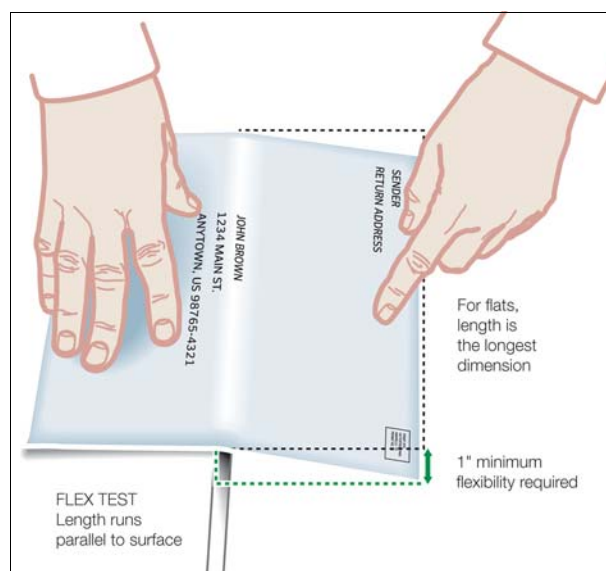
243.33 Minimum Flexibility

Large envelopes (flats) must be flexible. Boxes, with or without hinges, gaps, or breaks that allow the piece to bend, are not considered large envelopes (flats). Tight envelopes or wrappers that are filled with one or more boxes are

not considered large envelopes (flats). At the customer's option, a customer may perform the following test on their own mailpieces. When a postal employee observes a customer demonstrating that a flat-size piece is flexible according to these standards, the employee does not need to perform the test. Test flats as follows:

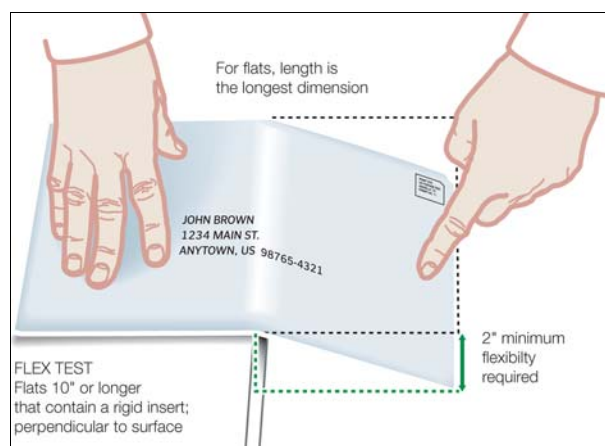
- a. All large envelopes (flats) (see [Exhibit 243.33a](#)):
 - (1) Place the piece with the length parallel to the edge of a flat surface and extend the piece halfway off the surface.
 - (2) Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's length, exerting steady pressure.
 - (3) The piece is not flexible if it cannot bend at least 1 inch vertically without being damaged.
 - (4) The piece is flexible if it can bend at least 1 inch vertically without being damaged and it does not contain a rigid insert. No further testing is necessary.
 - (5) Test the piece according to 243.33b or 243.33c below if it can bend at least 1 inch vertically without being damaged and it contains a rigid insert.

Exhibit 243.33a

Flexibility Test — All Large Envelopes (Flats)

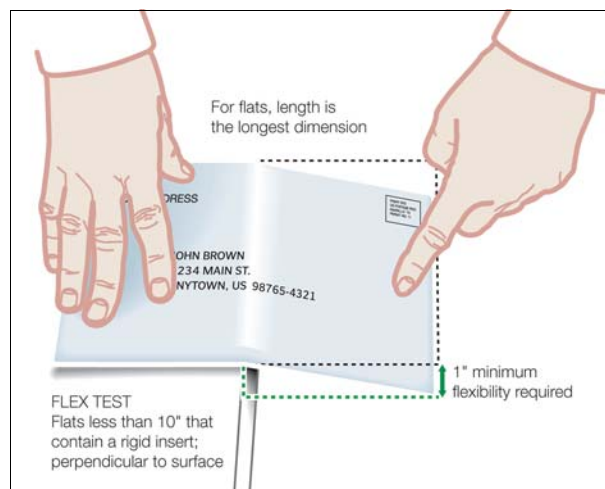
- b. Large envelopes 10 inches or longer that pass the test in 243.33a and contain a rigid insert (see [Exhibit 243.33b](#)):
 - (1) Place the piece with the length perpendicular to the edge of a flat surface and extend the piece 5 inches off the surface.
 - (2) Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's width, exerting steady pressure.
 - (3) Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 2 inches vertically without being damaged.

Exhibit 243.33b
Flexibility Test – Large Envelopes (Flats) 10 Inches or Longer



- c. Large envelopes less than 10 inches long that pass the test in 243.33a and contain a rigid insert (see [Exhibit 243.33c](#)):
 - (1) Place the piece with the length perpendicular to the edge of a flat surface and extend the piece one-half of its length off the surface.
 - (2) Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's width, exerting steady pressure.
 - (3) Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 1 inch vertically without being damaged.

Exhibit 243.33c
Flexibility Test – Large Envelopes (Flats) Less Than 10 Inches Long



243.34 **Uniform Thickness**

Large envelopes (flats) must be uniformly thick so that any bumps, protrusions, or other irregularities do not cause more than 1/4-inch variance in thickness. When determining variance in thickness, exclude the outside edges of a mailpiece (1 inch from each edge) when the contents do not extend into those edges. Also, exclude the selvage of any polywrap covering

from this determination. Mailers must secure nonpaper contents to prevent shifting of more than 2 inches within the mailpiece if shifting would cause the piece to be nonuniform in thickness or would result in the contents bursting out of the mailpiece.

243.4 **Packages (Small Packets)**

243.41 **Weight Limit**

The weight limit is 4 pounds.

243.42 **Dimensions**

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

- a. Maximum length: 24 inches. Length is the longest dimension.
- b. Maximum length, height, and depth (thickness) combined: 36 inches.
- c. Minimum size: Large enough to accommodate the postage, address, customs form, and other required elements on the address side.

243.43 **Rolls**

243.431 **Weight Limit**

The weight limit is 4 pounds.

243.432 **Dimensions**

Rolls must be within the following dimensions:

- a. Minimum length: 4 inches.
- b. Minimum length plus twice the diameter combined: 6-3/4 inches.
- c. Maximum length: 36 inches.
- d. Maximum length plus twice the diameter combined: 42 inches.

244 **Mail Preparation**

244.1 **Addressing**

See [122](#).

244.2 **Marking**

- a. First-Class Mail International items must be marked "AIRMAIL/PAR AVION" or have PS Label 19-A, *Par Avion Airmail*, or PS Label 19-B, *Par Avion Airmail*, affixed to the address side of the mailpiece.
- b. First-Class Mail International packages (small packets) and rolls, which because of their size, shape, or configuration might be mistaken for another category of international mail, should be marked "LETTER-POST" on the address side of the mailpiece.
- c. First-Class Mail International items that qualify as matter for the blind must bear the marking "FREE MATTER FOR THE BLIND" in the upper-right corner of the address side of the mailpiece. See [274.2](#).

244.3 **Sealing**

Unregistered First-Class Mail International items may be sealed at the sender's option. Registered Mail items must be sealed. (See [334.4](#) for sealing requirements for Registered Mail service.)

244.4 Packaging

The following packaging methods may be used when entering First-Class Mail International items:

- a. Mailers must package mailpieces to withstand normal transit and handling without content or package breakage, injury to USPS employees, or damage to other mail or USPS equipment.
- b. Mailers must package their contents to prevent their deterioration.
- c. Mail matter is admissible in envelopes, sleeves, or wrappers of varying sizes and thickness. **Note:** Transparent plastic packaging is acceptable for international mailing purposes.
- d. Bulkier items are admissible in boxes, cartons, tubes, or other types of containers that are commonly used to transmit shipments that are in package form.
- e. Except as provided in [292.4](#) and [293.4](#), folded mailpieces, without envelopes, are admissible provided that all of the open sides are secured with tape, tabs, or wafer seals of sufficient quantity and strength to prevent the mailpieces from opening or being damaged during postal handling.
- f. First-Class Mail International items, in card form, are permitted, so long as their overall dimensions do not exceed 4-3/4 inches or 9-1/4 inches. See [243.144](#).

244.5 Customs Forms Required**244.51 Dutiable Merchandise**

- a. Any merchandise sent to another country may be subject to duty under the customs regulations of that country. The Postal Service does not maintain or provide information concerning the assessment of customs duty.
- b. First-Class Mail International items may contain dutiable merchandise unless the country of destination prohibits dutiable merchandise in letters. (See Individual Country Listings.)
- c. When mailing articles that may be dutiable, the sender must use PS Form 2976 or 2976-A as defined in [123.61](#) and must follow the special instructions under “Customs Forms Required” and “Observations” in the Individual Country Listings.

244.52 Nondutiable Merchandise

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

Note: Because PS Form 2976 described in [123.61](#) generally denotes dutiable contents, it should be omitted from First-Class Mail International items weighing less than 16 ounces when the contents are not dutiable.

250 (Reserved)

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

261 Description

261.1 General

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

- a. Maximum weight of a sack: 66 pounds (including the tare weight of the sack). Lower maximum weights apply to certain countries. See the Individual Country Listings.
- b. Availability: All destinations that are referenced in the Individual Country Listings for Airmail M-bags, in [Exhibit 292.452](#) for IPA M-bags, and in [Exhibit 293.452](#) for ISAL M-bags.
- c. Identification: PS Tag 158, *M-bag Addressee Tag*, must be completed and attached to the neck of the sack.
- d. Postage: The applicable postage for Airmail M-bags, International Priority Airmail (IPA), and International Surface Air Lift (ISAL) must be affixed to PS Tag 158.
- e. Extra services: Certificate of mailing is available. Registry and insurance are not available.

261.2 Eligibility

261.21 Printed Matter

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

- a. Papers upon which words, letters, characters, figures, images, or any combinations thereof appear.
- b. Papers that do not have the character of a bill or statement of account.
- c. Papers that do not have the character of current and personal correspondence.

261.22 Other Articles

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

- a. The articles being sent are limited to discs, tapes, and cassettes; commercial samples shipped by manufacturers and distributors; or

other non-dutiable commercial articles or informational materials that are not subject to resale.

- b. The articles are related to the printed matter (see [261.21](#)) with which they are being mailed.
- c. The articles are affixed to or are otherwise combined with the accompanying printed matter.
- d. The combined weight of each printed matter mailpiece and the related articles may not exceed 4 pounds.
- e. The M-bag must be accompanied by a fully completed PS Form 2976, *Customs Declaration CN 22 – Sender’s Declaration* (green label), which is to be affixed to PS Tag 158, *M-bag Addressee Tag*.

261.23 **Mail Not Sealed Against Inspection**

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

262 **Postage Prices and Fees**

262.1 **Airmail M-bags**

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

262.2 **International Priority Airmail (IPA) M-bags**

IPA M-bags that are entered in conjunction with an IPA mailing (see [292](#)) may contain all types of allowable printed matter and certain other items (see [261.22](#)). See [Exhibit 292.31c](#) or [Exhibit 292.31d](#) for the postage price that applies to M-bags mailed to each IPA destination country. Each full service IPA M-bag that weighs 11 pounds or less is charged the applicable 11-pound price; a bag that exceeds 11 pounds is charged the applicable 11-pound price and the applicable per-pound price for each additional pound or fraction of a pound over 11 pounds. Each International Service Center (ISC) drop shipment IPA M-bag that weighs 5 pounds or less is charged the applicable 5-pound price; a bag that exceeds 5 pounds is charged the applicable 5-pound price and the applicable per-pound price for each additional pound or fraction of a pound over 5 pounds.

262.3 **International Surface Air Lift (ISAL) M-bags**

ISAL M-bags that are entered in conjunction with an ISAL mailing (see [293](#)) may contain all types of allowable printed matter and certain other articles (see [261.22](#)). See [Exhibit 293.31c](#) or [Exhibit 293.31d](#) for the postage price that applies to M-bags mailed to each ISAL destination country. Each full service ISAL M-bag that weighs 11 pounds or less is charged the applicable 11-pound price; a bag that exceeds 11 pounds is charged the applicable

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

262.4 **Postage Calculation**

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

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

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

- a. By affixing postage stamps, meter stamps, PC Postage, or a postage validation imprinter (PVI) label to PS Tag 158, *M-bag Addressee Tag*.
- b. By placing a permit imprint on PS Tag 158, *M-bag Addressee Tag*, and making payment through an advance deposit account. When this method of payment is used, the minimum quantity requirement (i.e., 200 pieces or 50 pounds) that is normally a prerequisite for permit imprint usage (see [152.43](#)) does *not* apply. The postage amount must be accounted for on PS Form 3700, *Postage Statement — International Mail*.

263 **Weight and Size Limits**

263.1 **Weight Limits**

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

263.2 **Size Limits**

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

264 **Mail Preparation**

264.1 **Marking**

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

264.2 Sacking and Labeling**264.21 Equipment**

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

264.22 Tagging

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

264.23 Multiple Sacks to One Addressee

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

264.24 Country Destination Name

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

264.3 Customs Forms Required

M-bags that contain potentially dutiable printed matter or any category of printed matter that is combined with allowable merchandise items (see [261.22](#)) must be accompanied by a fully completed PS Form 2976 or PS Form 2976-A, depending on value, which is to be affixed to PS Tag 158, *M-bag Addressee Tag*.

265 Extra Services

Certificate of mailing is available. Return receipts, restricted delivery, registry service, and insurance are not available with M-bags.

270 Free Matter for the Blind or Other Physically Handicapped Persons

271 Description**271.1 General**

Subject to the standards below and DMM 703, matter may be entered free of postage if mailed by or for the use of blind or other persons who cannot read or use conventionally printed materials due to a physical handicap. Matter for the blind in international mail is limited to the following:

- a. Books, periodicals, and other matter (including unsealed letters) impressed in Braille or other special type for the use of the blind.

- b. Plates for embossing literature for the blind.
- c. Discs, tapes, or wires bearing voice recordings and special paper intended solely for the use of the blind, provided they are sent by or addressed to an officially recognized institution for the blind.
- d. Sound recordings or tapes that are mailed by a blind person.

271.2 **Eligibility**

Eligible participants must be residents of the United States, which includes territories, insular possessions, and the District of Columbia, or American citizens domiciled abroad.

271.3 **Matter Sent to or by Blind or Other Physically Handicapped Persons**

Acceptable matter and the conditions for mailing such matter that may be sent free under this standard are limited to the items described in [271](#) and DMM 703.

272 **Postage Prices**

The postage price for an eligible item marked as “MATTER FOR THE BLIND” is free when sent as First-Class Mail International up to 4 pounds or Priority Mail International up to 15 pounds. If free matter for the blind is sent as Global Express Guaranteed or Express Mail International, the postage based on the weight of the article must be paid.

273 **Weight and Size Limits**

273.1 **Weight Limit**

The weight limit is 15 pounds.

273.2 **Size Limits**

273.21 **Envelopes and Packages**

- a. Minimum length and height: 5-1/2 inches x 3-1/2 inches.
- b. Minimum depth (thickness): .007 inch.
- c. Maximum length: 24 inches.
- d. Maximum length, height, depth (thickness) combined: 36 inches.

273.22 **Rolls**

- a. Minimum length: 4 inches.
- b. Minimum length plus twice the diameter combined: 6-3/4 inches.
- c. Maximum length: 36 inches.
- d. Maximum length plus twice the diameter combined: 42 inches.

274 **Mail Preparation**

274.1 **Addressing**

See [122](#).

274.2 Marking

First-Class Mail International accepted as free matter must be marked “Free Matter for the Blind or Handicapped” in the upper right-hand corner of the address side of the mailpiece.

274.3 Sealing

Matter for the blind must *not* be sealed, even if registered.

274.4 Packaging**274.41 Mail Not Sealed Against Inspection**

Free Matter for the Blind or Other Psychically Handicapped Persons items mailed under [270](#) are not sealed against inspection (see ASM 274). Items must be prepared in such a way that the contents are protected but inspection of the contents is not hindered.

274.42 Types of Containers

The items must be placed in wrappers, in rolls, between cardboard, or in bags, boxes, *unsealed* envelopes, or containers. Dangerous fasteners may not be used. The articles may also be tied with string or twine in a manner that will permit them to be easily untied.

275 Extra Services

Registered Mail and insurance are the only extra services that can be added to mail sent as free matter for the blind or handicapped.

276 Customs Forms Required

A fully completed PS Form 2976 or 2976-A, depending on value, must be affixed to each item. The known mailer exemption in IMM [123.62](#) does not apply to free matter for the blind or other physically handicapped persons.

280 (Reserved)

290 Commercial Services

291 (Reserved)**292 International Priority Airmail (IPA) Service****292.1 Description****292.11 General**

International Priority Airmail™ (IPA®) service is available for volume mailings of all First-Class Mail International postcards, letters, large envelopes (flats), and packages (small packets). The sender must prepare mailpieces in accordance with the shape-based requirements of First-Class Mail

International service (see [240](#)) and the requirements of this subchapter. Separate prices are provided for International Service Center (ISC) drop shipments, presorted mail, and worldwide nonpresort mail. Volume incentives are available through customized agreements.

292.12 **Mail Sealed Against Inspection**

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

292.13 **IPA M-bags**

IPA M-bags (direct sacks of printed matter to one addressee) may be entered in conjunction with an IPA mailing, are subject to the provisions of [260](#), and may be sent to all destination countries that are referenced in [Exhibit 292.452](#). When using this method of mail preparation, the sender must complete PS Tag 115, *International Priority Airmail*, and PS Tag 158, *M-bag Addressee Tag*. Tags must be securely attached to the neck of the sack.

292.2 **Eligibility**

292.21 **Qualifying Mailpieces**

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

292.22 **Availability**

IPA service is available to all the foreign countries that are as listed in [Exhibit 292.452](#), which shows the price group assigned to each country.

292.23 **Minimum Quantity Requirements**

292.231 **Minimum Quantity**

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

292.232 **Presort Eligibility – Full Service**

Only a direct country sack containing a minimum of 5 pounds qualifies for the presort price. All remaining mail must be prepared and paid at the worldwide nonpresort price.

292.233 **Presort Eligibility – ISC Drop Shipment**

Only a direct country sack containing a minimum of 5 pounds or a mixed country sack containing a minimum of 5 pounds qualifies for the presort price. All remaining mail must be prepared and paid at the worldwide nonpresort price.

292.24 **Dutiable Items**

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

292.25 **Customs Forms Requirements**

See [123](#) for customs forms requirements.

292.26 **Extra Services**

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

292.3 **Prices and Postage Payment Methods**

292.31 **Prices**

IPA service has two price options: a presort price with 15 price groups ([Exhibit 292.31a](#)), and a worldwide nonpresort price ([Exhibit 292.31b](#)). Both options offer full service prices ([Exhibit 292.31c](#)) for mail deposited at offices other than the drop shipment offices listed in [292.532](#), and drop shipment prices ([Exhibit 292.31d](#)) for mail deposited at one of the drop shipment offices. The per-piece price and per-pound price are shown in [Exhibit 292.31a](#) and [Exhibit 292.31b](#). The per-piece price applies to each piece regardless of its weight. The per-pound price applies to the net weight (gross weight minus tare weight of sack or tray) of the mail for the specific price group. Fractions of a pound are rounded to the next whole pound for postage calculation.

Exhibit 292.31a

IPA Prices — Direct Country Sacks and Mixed Country Sacks

Price Group	Direct Country Sacks			Mixed Country Sacks		
	Per Piece	Full Service Per Lb.	ISC Drop Shipment Per Lb.	Per Piece	Full Service Per Lb.	ISC Drop Shipment Per Lb.
1	\$0.43	\$7.12	\$4.62	—	—	—
2	0.15	6.69	4.19	—	—	—
3	0.42	9.07	6.57	—	—	—
4	0.45	9.52	7.02	—	—	—
5	0.43	9.26	6.76	—	—	—
6	0.44	9.26	6.76	—	—	—
7	0.42	9.00	6.50	—	—	—
8	0.41	9.00	6.50	—	—	—
9	0.33	9.97	7.47	—	—	—
10	0.41	9.20	6.70	—	—	—
11	0.40	9.00	6.50	\$0.42	—	\$6.83
12	0.15	8.00	5.50	0.16	—	5.78
13	0.16	7.35	4.85	0.17	—	5.10
14	0.15	9.00	6.50	0.16	—	6.83
15	0.12	9.50	7.00	0.13	—	7.35

Exhibit 292.31b

IPA Prices — Worldwide Nonpresort Sacks

Price Group	Per Piece	Full Service Per Lb.	ISC Drop Shipment Per Lb.
WW	\$0.47	\$10.98	\$8.09

Exhibit 292.31c
IPA M-bag Prices – Full Service

Price Group	Full Service Per Lb.
1	\$4.60
2	5.20
3	6.10
4	6.10
5	6.10
6	6.10
7	6.10
8	6.10
9	8.10
10	7.65
11	6.10
12	6.90
13	6.70
14	7.45
15	7.35

Note: IPA full service M-bags are subject to the minimum price for 11 pounds.

Exhibit 292.31d
IPA M-bag Prices – ISC Drop Shipment

Price Group	5 lbs.	6 lbs.	7 lbs.	8 lbs.	9 lbs.	10 lbs.	11 lbs.	Each Additional Pound
1	\$19.30	\$19.75	\$20.20	\$20.65	\$21.10	\$21.55	\$22.00	\$2.00
2	25.00	25.60	26.20	26.80	27.40	28.00	28.60	2.60
3	30.85	31.85	32.85	33.85	34.85	35.85	36.85	3.35
4	30.85	31.85	32.85	33.85	34.85	35.85	36.85	3.35
5	30.85	31.85	32.85	33.85	34.85	35.85	36.85	3.35
6	30.85	31.85	32.85	33.85	34.85	35.85	36.85	3.35
7	30.85	31.85	32.85	33.85	34.85	35.85	36.85	3.35
8	30.85	31.85	32.85	33.85	34.85	35.85	36.85	3.35
9	47.75	49.60	51.45	53.30	55.15	57.00	58.85	5.35
10	44.50	46.25	48.00	49.75	51.50	53.25	55.00	5.00
11	30.85	31.85	32.85	33.85	34.85	35.85	36.85	3.35
12	38.75	39.90	41.05	42.20	43.35	44.50	45.65	4.15
13	38.65	39.45	40.25	41.05	41.85	42.65	43.45	3.95
14	44.80	45.95	47.10	48.25	49.40	50.55	51.70	4.70
15	42.50	43.85	45.20	46.55	47.90	49.25	50.60	4.60

Note: IPA ISC drop shipment M-bags are subject to the minimum price for 5 pounds.

292.32 **Computation of Postage**

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

292.321 **Computing Worldwide Nonpresort Prices**

Compute postage at the worldwide nonpresort price as follows:

1. Multiply the number of pieces in the mailing by the applicable per-piece price.

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

292.322 **Computing Presort Prices**

Compute postage at the presorted price as follows:

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

292.33 **Postage Payment Methods**

292.331 **General**

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

292.332 **Postage Meter**

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

- a. *Piece Price.* The applicable per-piece postage shown in [Exhibit 292.31a](#) or [Exhibit 292.31b](#) must be affixed to each mailpiece when paying with a meter. A mailer who has an ICM agreement must affix the applicable per-piece postage as set forth in the ICM agreement.
- b. *Pound Price.* Postage for the pound price portion must be paid either by meter stamp(s) attached to the postage statement or from the mailer's authorized permit imprint advance deposit account.
- c. *Postage Endorsement.* Each piece must be legibly endorsed with the words "INTERNATIONAL PRIORITY AIRMAIL."
- d. *Specifications for Endorsement.* The endorsement required in [292.332c](#) must appear on the address side of each piece and must be applied by a printing press, hand stamp, or other similar printing device. It must be printed either above the name of the addressee and to the left or below the postage, or adjacent to the meter stamp in either the postal inscription slug area or ad plate area. If the postal endorsement appears in the ad plate area, no other information may be printed in the ad plate. The endorsement may not be typewritten or hand-drawn. The endorsement is not considered adequate if it is included as part of a decorative design or advertisement.
- e. *Unmarked Pieces.* Unmarked pieces lacking the postage endorsement are subject to the First-Class Mail International single-piece price.
- f. *Drop Shipment of Metered Mail.* A mailer who wants to enter metered IPA mail at a Post Office facility other than where the meter is licensed must obtain a drop shipment authorization. To obtain an authorization, the mailer must submit a written request to the postmaster at the office where the mail will be entered (see DMM 705).

292.333 **Precanceled Stamps**

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

- a. *Piece Price.* The same denomination of stamp must be affixed to every piece in the mailing.
- b. *Pound Price.* Additional postage is paid at the time of mailing by advance deposit account or meter stamp affixed to the back of the accompanying postage statement.
- c. *Postage Endorsement.* Each piece must be legibly endorsed with the words “INTERNATIONAL PRIORITY AIRMAIL.”
- d. *Specifications for Endorsement.* The endorsement required in [292.333c](#) must appear on the address side of each piece and must be applied by a printing press, hand stamp, or other similar printing device. It must be printed either above the name of the addressee and to the left or below the postage, or adjacent to the precanceled stamp. The endorsement may not be typewritten or hand-drawn. The endorsement is not considered adequate if it is included as part of a decorative design or advertisement.
- e. *Unmarked Pieces.* Unmarked pieces lacking the postage endorsement are subject to the First-Class Mail International single-piece price.

292.334 **Permit Imprint**

Mailers may use a permit imprint for mailings that contain identical weight pieces. Any of the permit imprint formats shown in [Exhibit 152.44](#) is acceptable but must include the “INTL PRIORITY AIRMAIL” rate marking. Postage is calculated as described in [292.32](#) and is deducted from the mailer’s advance deposit account. Permit imprints must not denote bulk mail, nonprofit, or other domestic or special mail. Mailers may use permit imprint with nonidentical weight pieces only if authorized to use postage mailing systems under DMM 705.

292.4 **Mail Preparation**292.41 **Addressing**

IPA service is subject to the addressing requirements contained in [122](#).

- a. **Exception – Canada:** IPA items destined for Canada must have the applicable alphanumeric postcode included in the delivery address. See [122.1k](#) for the address formatting requirements that generally apply to mailpieces sent to Canada.
- b. **Exception – Direct Country Sacks:** IPA items in direct country sacks (see [292.461](#)) are not subject to the interline addressing requirement that is specified in [122.1d](#). At the sender’s risk, the English translation of the destination post office or city name may be omitted from an address that is printed in Russian, Greek, Arabic, Hebrew, Cyrillic, Japanese, or Chinese characters. An English translation of the country name (for example, Japan) is still required on the individual mailpieces.

292.42 Marking**292.421 Letter-Size and Flat-Size Mailpieces**

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

292.422 Packages (Small Packets)

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

292.43 Sealing

Mail that is sent via IPA service may be sealed at the sender’s option. See [244.4](#) for the packaging methods that are applicable to all First-Class Mail International items.

Exception: For direct country sacks only, First-Class Mail International folded mailpieces, without envelopes, are admissible provided one of the following methods is used:

1. All of the open sides are secured with tape, tabs, or wafer seals of sufficient quantity and strength to prevent the mailpieces from opening or being damaged during postal handling.
2. The mailpieces meet the physical standards and tabbing requirements in DMM 201.3.

292.44 Physical Characteristics and Requirements for All Bundles

The following standards apply:

- a. *Thickness.* Bundles of letter-size mail should be no thicker than approximately a handful of mail (4 to 6 inches thick). Bundles of flat-size mail may be thicker than 6 inches but must not weigh more than 11 pounds.
- b. *Securing Bundles.* Each bundle must be securely tied to withstand normal transit. Placing rubber bands around the length and then the girth is the preferred method of securing bundles of letter-size mail. Plastic strapping placed around the length and then the girth is the preferred method of securing bundles of flat-size mail.
- c. *Separation of Bundles.* Letter-size and flat-size mail must be bundled separately.
- d. *Facing of Pieces.* All pieces in bundles must be faced in the same direction.

292.45 Sortation**292.451 Presort Mailings – General**

Follow these steps when preparing IPA presort mail:

- a. *Full Service.* For presort mailings, all mail that is addressed to an individual country and that contains 5 pounds or more must be sorted into direct country bundles and sacked in direct country sacks. Mail that cannot be made up into direct country sacks must be prepared and entered at the worldwide nonpresort price.

- b. *ISC Drop Shipment.* For presort mailings, all mail that is addressed to an individual country and that contains 5 pounds or more must be sorted into direct country bundles and sacked in direct country sacks. All mail that is addressed to individual countries within a single price group and that contains 5 pounds or more must be bundled separately and sacked in mixed country sacks. Mail that ultimately cannot be made up into direct country sacks or mixed country sacks must be prepared and entered at the worldwide nonpresort price.

Note: There are separate preparation requirements for mail to Canada. See [292.47](#).

292.452 **Presorted Mail – Direct Country Bundle Label**

A label (facing slip) for direct country bundles prepared for mixed county sacks must be completed and placed on the address side of the top piece of each bundle in such a manner that it will not become separated from the bundle. Bundle labels that are addressed to IPA foreign exchange offices (see [Exhibit 292.452](#)) must contain the following:

Line 1: Foreign Exchange Office.

Line 2: Country of Destination.

Line 3: Mailer, Mailer Location.

Example:

1150 VIENNA FLUG AUSTRIA RBA COMPANY WASHINGTON DC
--

Note: The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for IPA service.

Exhibit 292.452 (p. 1)

IPA Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	Destination Code	Price Group
Afghanistan	Kabul	KBL	15
Albania	Tirana	TIA	12
Algeria	Algiers	ALG	15
Andorra ¹			11
Angola	Luanda	LAD	15
Anguilla	The Valley	AXA	13
Antigua and Barbuda	St. John's	ANU	13
Argentina	Buenos Aires Avion	BUE	13
Armenia	Yerevan	EVN	15
Aruba	Oranjestad	AUA	13
Ascension ¹			12
Australia ²	Sydney	SYD	9
Austria	1000 Wien	VIE	11
Azerbaijan	Baku	BAK	15
Azores ¹			11
Bahamas	Nassau	NAS	13
Bahrain	Bahrain	BAH	15
Bangladesh	Dhaka Apt	DAC	15
Barbados	Bridgetown	BGI	13

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IPA Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	Destination Code	Price Group
Belarus	Minsk PI 2	MSQ	12
Belgium	Brussels EMC	BRU	11
Belize	Belize City	BZE	13
Benin	Cotonou	COO	15
Bermuda	Hamilton	BDA	13
Bhutan ¹			15
Bolivia	La Paz	LPB	13
Bonaire ^{1, 3}			13
Bosnia and Herzegovina	Sarajevo	SJJ	12
Botswana	Gabrone	GBE	15
Brazil	Rio de Janeiro	RIO	13
British Virgin Islands	Roadtown	RAD	13
Brunei Darussalam	Bandar Seri Begawan	BWN	14
Bulgaria	Sofia	SOF	12
Burkina Faso	Ouagadougou	OUA	15
Burma (Myanmar)	Rangoon	RGN	15
Burundi	Bujumbura	BJM	15
Cambodia	Phnom Penh	PNH	14
Cameroon	Douala	DLA	15
Canada	See 292.47 Canadian Labeling Information		1
Cape Verde	Praia	RAI	15
Cayman Islands	Grand Cayman	GCM	13
Central African Republic	Bangui	BGF	15
Chad	N'Djamena	NDJ	15
Chile	Santiago Avion	SCL	13
China	Beijing	BJS	14
Colombia	Bogota Aeropuerto	BOG	13
Comoros Islands ¹			15
Congo, Dem. Rep. of the	Kinshasa CTT	FIH	15
Congo, Rep. of the	Brazzaville	BZV	15
Cook Islands	Rarotonga	RAR	11
Corsica ¹			5
Costa Rica	San Jose	SJO	13
Cote d'Ivoire	Abidjan	ABJ	15
Croatia	Zagreb	ZAG	12
Cuba	Havana Avion	HAV	13
Curacao ³	Willemstad	CUR	13
Cyprus	Nicosia	NIC	15
Czech Republic	Prague 120	PRG	12
Denmark	Copenhagen INC	CPH	11
Djibouti	Djibouti	JIB	15
Dominica	Roseau	DOM	13
Dominican Republic	Santo Domingo	SDQ	13
Ecuador	Quito	UIO	13
Egypt	Cairo Int'l Airport	CAI	15
El Salvador	San Salvador	SAL	13
Equatorial Guinea	Malbo	SSG	15

Exhibit 292.452 (p. 3)

IPA Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	Destination Code	Price Group
Eritrea	Asmara	ASM	15
Estonia	Tallinn	TLL	12
Ethiopia	Addis Ababa	ADD	15
Falkland Islands ¹			13
Faroe Islands ¹			12
Fiji	Nadi	NAN	14
Finland	Helsinki	HEL	11
France	Roissy Cl	CDG	5
French Guiana	Cayenne	CAY	13
French Polynesia	PPT Centre Traitement Courier Air	FAA	14
Gabon	Libreville	LBV	15
Gambia	Banjul	BJL	15
Georgia, Republic of	Tbilisi	TBS	15
Germany	Frankfurt/M	FRA	4
Ghana	Accra	ACC	15
Gibraltar	Gibraltar	GIB	11
Great Britain (includes England, Scotland, Wales, Northern Ireland, Guernsey, Jersey, Alderney, Sark, and The Isle of Man)	Great Britain	LON	3
Greece	Athens	ATH	11
Greenland ¹			11
Grenada	St. George's	GND	13
Guadeloupe	Pointe-a-Pitre	PTP	13
Guatemala	Guatemala	GUA	13
Guinea	Conakry	CKY	15
Guinea-Bissau	Bissau	AXB	15
Guyana	Georgetown	GEO	13
Haiti	Port-au-Prince	PAP	13
Honduras	Tegucigalpa	TGU	13
Hong Kong	Victoria	HKG	14
Hungary	Budapest 1005	BUD	12
Iceland	Reykjavik	REK	11
India	Delhi Air	DEL	15
Indonesia	Jakarta Soekarnohatta	JKT	14
Iran	Tehran	THR	15
Iraq	Baghdad	BGW	15
Ireland	Dublin	DUB	11
Israel	Tel Aviv-Yafo	TLV	11
Italy	Milan	MIL	7
Jamaica	Kingston	KIN	13
Japan	Narita AP A	NRT	10
Jordan	Amman	AMM	15
Kazakhstan	Almaty PCI-5	ALA	15
Kenya	Nairobi	NBO	15
Kiribati	Tarawa	TRW	14

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IPA Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	Destination Code	Price Group
Korea, Democratic People's Republic of (North) ¹			14
Korea, Republic of (South)	Seoul IPO	SEL	14
Kuwait	Kuwait MSC	KWI	15
Kyrgyzstan	Bichkek PI-1	FRU	12
Laos	Vientiane	VTE	14
Latvia	Riga OE Letters	RIX	12
Lebanon	Beirut	BEY	15
Lesotho	Maseru	MSU	15
Liberia	Monrovia	MLW	15
Libya	Tripoli	TIP	15
Liechtenstein ¹			11
Lithuania	Vilnius	VNO	12
Luxembourg	Luxembourg Ville	LUX	11
Macao	Macao	MFM	12
Macedonia	1003 SKOP JEB	SKP	12
Madagascar	Antananarivo TRI	TNR	15
Madeira Islands ¹			11
Malawi	Limbe	LBE	15
Malaysia	Kuala Lumpur	KUL	14
Maldives	Male	MLE	15
Mali	Bamako	BKO	15
Malta	Valletta	MAR	15
Martinique	Fort de France	FDL	13
Mauritania	Nouakchott	NKC	15
Mauritius	Port Louis SSR	MRU	15
Mexico	Mexico Aereo DF	MEX	2
Moldova	Kishinev	KIV	15
Monaco	Monte Carlo	MCM	11
Mongolia	Ulaanbaatar CPO	ULN	14
Montenegro	Montenegro Post	TGD	13
Montserrat	Plymouth	MNI	15
Morocco	Casablanca CCI	CAS	15
Mozambique	CPI Maputo	MPM	15
Namibia	Windhoek	WDH	15
Nauru	Nauru	INU	14
Nepal	Kathmandu	KTM	14
Netherlands	Amsterdam EXP	AMS	8
Netherlands Antilles ^{1, 3}			13
New Caledonia	Noumea CTC	NOU	14
New Zealand ⁴	Auckland	AKL	11
Nicaragua	Managua	MGA	13
Niger	Niamey CNTLC	NIM	15
Nigeria	Lagos	LOS	15
Norway	Oslo Letter Centre	OSL	11
Oman	Muscat	MCT	15
Pakistan	Islamabad IM	ISB	15
Panama	Panama City	PTY	13

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IPA Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	Destination Code	Price Group
Papua New Guinea	Boroko	BOR	14
Paraguay	Asuncion	ASU	13
Peru	Lima Transito	LIM	13
Philippines	Manila	MNL	14
Pitcairn Island ¹			14
Poland	Warsaw Wer	WAW	12
Portugal	Lisbon Province	LIS	11
Qatar	Doha	DOH	15
Reunion	St. Denis	RUN	15
Romania	Bucuresti C	BUH	12
Russia	Moscow PCI-1	MOW	12
Rwanda	Kigali	KGL	15
Saba ^{1, 3}			13
Saint Christopher (St. Kitts) and Nevis	Basseterre	SKB	13
Saint Eustatius ^{1, 3}			13
Saint Helena ¹			13
Saint Lucia	Castries	SLU	13
Saint Maarten ³	Philipsburg	SXM	13
Saint Pierre and Miquelon ¹			13
Saint Vincent and The Grenadines	Kingstown	KTN	13
San Marino ¹			11
Sao Tome and Principe ¹			12
Saudi Arabia	Dammam Central Post	DMM	15
Senegal	Dakar Centre de Tri Postal	DKR	15
Serbia, Republic of	Belgrad C 11003 Letters	BEG	12
Seychelles	Victoria Seychelles Post Office	SEZ	15
Sierra Leone	Freetown	FNA	15
Singapore	Singapore	SIN	14
Slovak Republic (Slovakia)	Bratislava 090	BTS	12
Slovenia	Ljubljana 1003	LJU	12
Solomon Islands	Honiara	HIR	14
Somalia	Mogadishu	MGQ	15
South Africa	Johannesburg	JNB	15
Spain	Madrid Airport	MAD	11
Sri Lanka	Colombo	CMB	15
Sudan	Khartoum	KRT	15
Suriname	Paramaribo	PBM	13
Swaziland	Manzini	MTS	15
Sweden	Stockholm Flug	STO	11
Switzerland	Zurich 1	ZRH	6
Syria	Damascus	DAM	15
Taiwan	Taipei	TPE	14
Tajikistan	Dushanbe	DYU	15
Tanzania	Dar es Salaam	DAR	15
Thailand	Suvarnabhumai Mail Centre	BKK	14

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IPA Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	Destination Code	Price Group
Togo	Lome	LFW	15
Tonga	Nukualofa	TBU	14
Trinidad and Tobago	Port of Spain	POS	13
Tristan da Cunha ¹			15
Tunisia	Tunis	TUN	15
Turkey	Istanbul Uluslararası Posta Isleme	IST	12
Turkmenistan	Achgabat PI-1	ASB	12
Turks and Caicos Islands	Grand Turk	GDT	13
Tuvalu ¹			14
Uganda	Kampala	KLA	15
Ukraine	Kiev PI-1	IEV	15
United Arab Emirates	Dubai	DXB	15
Uruguay	Montevideo	MVD	13
Uzbekistan	Tashkent	TAS	15
Vanuatu	Port Vila	VLI	14
Vatican City	Vatican City	VAT	11
Venezuela	Caracas	CCS	13
Vietnam	Ho Chi Minh Ville	SGN	14
Wallis and Futuna Islands ¹			14
Western Samoa	Apia	APW	14
Yemen	Sanaa	SAH	15
Zambia	Lusaka Airmail	LUN	15
Zimbabwe	Harare CSO	HRE	15

¹ Direct country sacks are not made to these destinations. Prepare direct country packages and include in mixed direct country sacks labeled to the assigned U.S. Exchange Office listed in [Exhibit 292.462](#).

² At the mailer's option, a finer sortation for IPA items addressed to Australia may be used. If this option is chosen, items addressed with postal codes beginning with 0, 1, 2, 4, and 9 and uncoded mail should be sorted and packaged to Sydney. Direct country sacks should be tagged to Sydney as well. Both the three-letter exchange office code ("SYD") and the country name ("Australia") should be entered in the "TO" block of PS Tag 178, Airmail Bag Label LC (CN 35/AV 8) (white). Items addressed with postal codes beginning with 3, 5, 6, 7, and 8 should be sorted and packaged to Melbourne. Direct country sacks should be tagged to Melbourne as well. Both the three-letter exchange office code ("MEL") and the country name ("Australia") should be entered in the "TO" block of PS Tag 178.

³ Netherlands Antilles includes Bonaire, Curacao, Saba, St. Eustatius, and St. Maarten.

⁴ For all destinations to New Zealand other than Cook Islands. For Cook Islands, see the entry for Cook Islands in this exhibit.

292.453 Worldwide Nonpresort Mail — Bundles

IPA mail paid at the worldwide nonpresort price must be made into bundles as defined in [292.44](#). Letters and flats must be bundled separately, although nonidentical pieces may be commingled within each of these categories. Pieces that cannot be bundled because of their physical characteristics must be placed loose in the sack and do not require labeling (facing slips).

292.46 **Sacking Requirements**292.461 **Direct Country Sack (5 Pounds or More)**

The following standards apply:

- a. *General.* When there are 5 pounds or more of mail addressed to the same country, the mail must be enclosed in a direct country sack. All types of mail, including letter-size bundles, flat-size bundles, and loose items, can be commingled in the same sack for each destination and counted toward the 5-pound minimum. The maximum weight of the sack and contents must not exceed 66 pounds.
- b. *Direct Country Sack Tags.* Direct country sacks must be labeled with PS Tag 178, *Airmail Bag Label LC (CN 35/AV 8)*, and PS Tag 115, *International Priority Airmail*, as follows:
 - (1) PS Tag 178 is a white tag designed to route the sack to a specific country and airport of destination. The mailer must complete the “To” block showing the destination country. Postal Service personnel — not the mailer — must complete the blocks for date, weight, and dispatch information.
 - (2) PS Tag 115 is a pink tag that identifies the mail to ensure it receives priority handling. The mailer must specify the price group on the back of PS Tag 115.
- c. *Direct Country Sack Label.* The sack label must be completed as follows (see [Exhibit 292.462](#) for the list of U.S. Exchange Offices):

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

Example:

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

292.462 **Mixed Country Sacks (5 Pounds or More — ISC Drop Shipment Only)**

The following standards apply:

- a. *General.* When mail is prepared under the ISC drop shipment option, direct country bundles destined to a specific country that cannot be made up in direct country sacks must be prepared in a mixed country sack. A mixed country sack must be prepared for each price group. Only countries in price groups 11 through 15 are eligible for this price. The maximum weight of the sack and the contents must not exceed 66 pounds.
- b. *Mixed Country Sack Tags.* Mixed country sacks must be labeled with PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. The mailer must specify the price group on the back of PS Tag 115.

- c. *Mixed Country Sack Label.* The sack label must be completed as follows (see [Exhibit 292.462](#) for the list of U.S. Exchange Offices):

Line 1: Appropriate U.S. Exchange Office and Routing Code

Line 2: Contents — DRX MIXED

Line 3: Mailer, Mailer Location

Example:

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

Exhibit 292.462

Labeling of IPA Mail to Postal Service Exchange Offices

IPA Acceptance Office 3-Digit ZIP Code Prefix	U.S. Exchange Office and Routing Code for Line 1
004-005, 010-089, 100-268, 270-297, 400-418, 420-427, 470-471, 476-477	ISC NEW YORK NY 003
006-009, 298-339, 341-342, 344, 346-347, 349-397, 399	ISC MIAMI FL 33112
424, 430-469, 478-516, 520-528, 530-531, 534-535, 537-567, 570-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700-708, 710-799, 885	ISC CHICAGO IL 60290
590-599, 821, 832-838, 970-986, 970-999	AMC SEATTLE WA 980
800-816, 820, 822-831, 840-847, 893-898, 937-961	ISC SAN FRANCISCO CA 94013
850, 852-853, 855-857, 859-860, 863-865, 870-875, 877-884, 889-891, 900-908, 910-928, 930-936	ISC LOS ANGELES CA 900
967-969	P&DC HONOLULU HI 967

292.463 **Worldwide Nonpresort Mail Sacks**

The following standards apply:

- a. *General.* The working bundles of mixed country mail and loose items must be enclosed in sacks unless other equipment is specified by the acceptance office. Nonpresorted letter-size mail may be presented in trays if authorized by the acceptance office. The maximum weight of the sack and the contents must not exceed 66 pounds.

Note: Working bundles of mixed country mail cannot be enclosed in mixed country sacks.
- b. *Worldwide Nonpresort Sack Tags.* Sack tags for worldwide nonpresort sacks must be labeled with PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. The mailer must specify "WW" (for "worldwide") on the back of PS Tag 115.

- c. *Worldwide Nonpresort Mail Sack Label.* The sack label must be completed as follows (see [Exhibit 292.462](#) for the list of U.S. Exchange Offices):

Line 1: Appropriate U.S. Exchange Office and Routing Code

Line 2: Contents WKG

Line 3: Mailer, Mailer Location

Example:

ISC MIAMI FL	33112
IPA — WKG	
ABC COMPANY MIAMI FL	

292.47 **Mail Preparation for Canada**

For letter-size, flat-size, and package-size items destined to Canada, mail must be prepared in separate containers. To qualify for the presort price, the same eligibility requirements apply as for full service (see [293.232](#)) or ISC drop shipment (see [293.233](#)). If the total mailing contains less than 5 pounds of mail for Canada, then the mail qualifies only for the worldwide nonpresort price but may be included with mail for other countries. Mailings that contain only worldwide nonpresort mail for Canada (50-pound minimum) are prepared under [292.453](#) and [292.463](#). The preparation requirements of presorted mail to Canada are as follows:

- a. *Letter-Size and Flat-Size Mail.* Letter-size items are prepared in letter trays, either 1-foot or 2-foot, depending on volume. Flat-size items are prepared in flat trays. All items must be faced in the same direction, and all trays must be full enough to keep the mail from mixing during transportation. Do not prepare the content of the tray in bundles. Letter-size and flat-size trays must be sleeved or covered and secured with strapping. The mailer must identify each tray label to show the destination in Canada, the content, and the dispatching U.S. exchange office in the following format (see [Exhibit 292.47](#) for Canadian labeling information):

Line 1: Canadian Destination, U.S. Exchange Office Code

Line 2: Contents

Line 3: Mailer, Mailer Location

Example:

MONTREAL QC FWD	003
IPA	
ABC COMPANY NEW YORK NY	

In addition, the mailer must complete PS Tag 115, *International Priority Airmail*. Write "Canada" on the reverse and tape the tag to the tray sleeve. All trays must be banded.

- b. *Packages.* Items that cannot be prepared in trays because of their size or shape must be placed loose in sacks. Mailers must complete PS Tag 115. Write "Canada" on the reverse side of the tag. In addition, mailers must attach a completed PS Tag 178, *Airmail Bag Label LC (CN 35/AV 8) (white)*.

Exhibit 292.47

Canadian Labeling Information

Origin ZIP Code	Exchange Office	Canadian Destination	U.S. Exchange Office Code
004-005, 010-089, 100-268, 270-297, 400-418, 420-427, 470-471, 476-477	JFK	MONTREAL QC FWD	003
298-339, 341-342, 344, 346-347, 349-397, 399, 723	MIA	MONTREAL QC FWD	33112
430-469, 472-475, 478-516, 520-528, 530-567, 570-588, 600-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700-708, 710-722, 724-816, 822-831, 840-847, 870-885, 893, 898	ORD	TORONTO ON FWD	60290
590-599, 821, 832-838, 970-999	SEA	VANCOUVER BC FWD	98158
820, 894-895, 937-961	SFO	VANCOUVER BC FWD	94013
850, 852-853, 855-857, 859-860, 863-865, 889-891, 900-908, 910-928, 930-936	LAX	VANCOUVER BC FWD	90899
967-969	HNL	VANCOUVER BC FWD	96820

292.5 **Enter and Deposit**292.51 **Separation by Price Group**

The mailer must specify the price group on the back of PS Tag 115 (for example, with “1” for Canada or “WW” for worldwide nonpresort) and must physically separate the sacks by price group at the time of mailing.

292.52 **Full Service**

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

292.53 **Drop Shipment**292.531 **General**

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

292.532 Drop Shipment Locations

Drop shipments are available through the following offices:

New York:

JOHN F KENNEDY AIRPORT MAIL CTR
US POSTAL SERVICE
JOHN F KENNEDY INTERNATIONAL AIRPORT BLDG 250
JAMAICA NY 11430-9998

Florida:

MIAMI INTERNATIONAL SERVICE CTR*
US POSTAL SERVICE
11698 NW 25TH ST
MIAMI FL 33112-9997

MIAMI PROCESSING AND DISTRIBUTION CTR
US POSTAL SERVICE
2200 NW 72ND AVE
MIAMI FL 33152-9997

Texas:

NORTH TEXAS P&DC
US POSTAL SERVICE
951 W BETHEL RD
COPPELL TX 75099-8811

Illinois:

JT WEEKER INTERNATIONAL SERVICE CENTER
US POSTAL SERVICE
OHARE INTERNATIONAL AIRPORT
514 EXPRESS CENTER DR
CHICAGO IL 60688-9998

California:

LOS ANGELES ISC
US POSTAL SERVICE
5800 W CENTURY BLVD
LOS ANGELES CA 90009-9998

SAN FRANCISCO ISC
US POSTAL SERVICE
2650 BAYSHORE BLVD
DALY CITY CA 94013-1631

*Only plant-verified mail is transported to this facility by the mailer.

293 International Surface Air Lift (ISAL) Service**293.1 Description****293.11 General**

International Surface Air Lift® (ISAL®) service is a bulk mailing system that provides fast, economical international delivery of First-Class Mail International items. The price is lower than for First-Class Mail International service. ISAL shipments are flown to the foreign destinations and entered into that country's surface or nonpriority mail system for delivery. Separate

prices are provided for International Service Center (ISC) drop shipments, presorted mail, and nonpresorted mail. Volume incentives are available through customized agreements.

293.12 **Mail Sealed Against Inspection**

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

293.13 **ISAL M-bags**

ISAL M-bags (direct sacks of printed matter to one addressee) may be entered in conjunction with an ISAL mailing, are subject to the provisions of [260](#), and may be sent to all destination countries that are referenced in [Exhibit 293.452](#). When using this method of mail preparation, the sender must complete PS Tag 155, *Surface Airlift Mail*, and PS Tag 158, *M-bag Addressee Tag*. Tags must be securely attached to the neck of the sack.

293.2 **Eligibility**

293.21 **Qualifying Mailpieces**

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

293.22 **Availability**

ISAL service is available to all the foreign countries that are listed in [Exhibit 293.452](#), which shows the price group assigned to each country.

293.23 **Minimum Quantity Requirements**

293.231 **Minimum Quantity**

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

293.232 **Presort Eligibility – Full Service**

Only a direct country sack containing a minimum of 5 pounds qualifies for the presort price. All remaining mail must be prepared and paid at the worldwide nonpresort price.

293.233 **Presort Eligibility – ISC Drop Shipment**

Only a direct country sack containing a minimum of 5 pounds or a mixed country sack containing a minimum of 5 pounds qualifies for the presort price. All remaining mail must be prepared and paid at the worldwide nonpresort price.

293.24 **Dutiable Items**

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

293.25 **Customs Forms Requirements**

See 123 for customs forms requirements.

293.26 **Extra Services**

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

293.3 **Prices and Postage Payment Methods**

293.31 **Prices**

ISAL service has two price options: a presort price with 15 price groups ([Exhibit 293.31a](#)), and a worldwide nonpresort price ([Exhibit 293.31b](#)). Both options offer full service prices ([Exhibit 293.31c](#)) for mail deposited at offices other than the drop shipment offices listed in [293.532](#), and drop shipment prices ([Exhibit 293.31d](#)) for mail deposited at one of the drop shipment offices. The per-piece price and per-pound price are shown in [Exhibit 293.31a](#) and [Exhibit 293.31b](#). The per-piece price applies to each piece regardless of its weight. The per-pound price applies to the net weight (gross weight minus tare weight of sack or tray) of the mail for the specific price group. Fractions of a pound are rounded to the next whole pound for postage calculation.

Exhibit 293.31a

ISAL Prices — Direct Country Sacks and Mixed Country Sacks

Price Group	Direct Country Sacks			Mixed Country Sacks		
	Per Piece	Full Service Per Lb.	ISC Drop Shipment Per Lb.	Per Piece	Full Service Per Lb.	ISC Drop Shipment Per Lb.
1	\$0.43	\$3.85	\$2.85	—	—	—
2	0.12	4.86	3.86	—	—	—
3	0.43	4.49	3.49	—	—	—
4	0.43	4.59	3.59	—	—	—
5	0.43	4.56	3.56	—	—	—
6	0.43	4.45	3.45	—	—	—
7	0.44	4.66	3.66	—	—	—
8	0.43	4.45	3.45	—	—	—
9	0.31	4.76	3.76	—	—	—
10	0.46	4.67	3.67	—	—	—
11	0.43	4.49	3.49	\$0.46	—	\$3.67
12	0.15	5.45	4.45	0.16	—	4.68
13	0.15	5.55	4.55	0.16	—	4.78
14	0.15	5.45	4.45	0.16	—	4.68
15	0.12	6.60	5.60	0.13	—	5.88

Exhibit 293.31b

ISAL Prices — Worldwide Nonpresort Sacks

Price Group	Per Piece	Full Service Per Lb.	ISC Drop Shipment Per Lb.
WW	\$0.51	\$7.63	\$6.47

Exhibit 293.31c
ISAL M-bag Prices – Full Service

Price Group	Full Service Per Lb.
1	\$1.60
2	1.70
3	2.00
4	2.00
5	2.00
6	2.00
7	2.00
8	2.00
9	3.00
10	2.80
11	2.03
12	2.35
13	2.35
14	2.60
15	3.25

Note: ISAL full service M-bags are subject to the minimum price for 11 pounds.

Exhibit 293.31d
ISAL M-bag Prices – ISC Drop Shipment

Price Group	5 lbs.	6 lbs.	7 lbs.	8 lbs.	9 lbs.	10 lbs.	11 lbs.	Each Additional Pound
1	\$15.90	\$16.00	\$16.10	\$16.20	\$16.30	\$16.40	\$16.50	\$1.50
2	14.30	14.85	15.40	15.95	16.50	17.05	17.60	1.60
3	11.45	12.75	14.05	15.35	16.65	17.95	19.25	1.75
4	11.45	12.75	14.05	15.35	16.65	17.95	19.25	1.75
5	11.45	12.75	14.05	15.35	16.65	17.95	19.25	1.75
6	11.45	12.75	14.05	15.35	16.65	17.95	19.25	1.75
7	11.45	12.75	14.05	15.35	16.65	17.95	19.25	1.75
8	11.45	12.75	14.05	15.35	16.65	17.95	19.25	1.75
9	18.25	20.25	22.25	24.25	26.25	28.25	30.25	2.75
10	16.25	18.40	20.55	22.70	24.85	27.00	29.15	2.65
11	11.65	12.99	14.33	15.67	17.01	18.35	19.69	1.79
12	12.90	14.60	16.30	18.00	19.70	21.40	23.10	2.10
13	14.40	15.85	17.30	18.75	20.20	21.65	23.10	2.10
14	12.05	14.35	16.65	18.95	21.25	23.55	25.85	2.35
15	16.20	19.00	21.80	24.60	27.40	30.20	33.00	3.00

Note: ISAL ISC drop shipment M-bags are subject to the minimum price for 5 pounds.

293.32 Computation of Postage

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

293.321 Computing Worldwide Nonpresort Prices

Compute postage at the worldwide nonpresort price as follows:

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

293.322 Computing Presort Prices

Compute postage at the presorted price as follows:

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

293.33 Postage Payment Methods**293.331 General**

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

293.332 Postage Meter

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

- a. *Piece Price*. The applicable per-piece postage shown in [Exhibit 293.31a](#) or [Exhibit 293.31b](#) must be affixed to each mailpiece when paying with a meter. A mailer who has an ICM agreement must affix the applicable per-piece postage as set forth in the ICM agreement.
- b. *Pound Price*. Postage for the pound price portion must be paid either by meter stamp(s) attached to the postage statement or from the mailer's authorized permit imprint advance deposit account.
- c. *Postage Endorsement*. Each piece must be legibly endorsed with the words "INTERNATIONAL SURFACE AIR LIFT" or "ISAL."
- d. *Specifications for Endorsement*. The endorsement required in [292.332c](#) must appear on the address side of each piece and must be applied by a printing press, hand stamp, or other similar printing device. It must be printed either above the name of the addressee and to the left or below the postage, or adjacent to the meter stamp in either the postal inscription slug area or ad plate area. If the postal endorsement appears in the ad plate area, no other information may be printed in the ad plate. The endorsement may not be typewritten or hand-drawn. The endorsement is not considered adequate if it is included as part of a decorative design or advertisement.
- e. *Unmarked Pieces*. Unmarked pieces lacking the postage endorsement are subject to the First-Class Mail International single-piece price.

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

293.333 **Precanceled Stamps**

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

- a. *Piece Price.* The same denomination of stamp must be affixed to every piece in the mailing.
- b. *Pound Price.* Additional postage is paid at the time of mailing by advance deposit account or meter stamp affixed to the back of the accompanying postage statement.
- c. *Postage Endorsement.* Each piece must be legibly endorsed with the words "INTERNATIONAL SURFACE AIR LIFT" or "ISAL."
- d. *Specifications for Endorsement.* The endorsement required in [293.333c](#) must appear on the address side of each piece and must be applied by a printing press, hand stamp, or other similar printing device. It must be printed either above the name of the addressee and to the left or below the postage, or adjacent to the precanceled stamp. The endorsement may not be typewritten or hand-drawn. The endorsement is not considered adequate if it is included as part of a decorative design or advertisement.
- e. *Unmarked Pieces.* Unmarked pieces lacking the postage endorsement are subject to the First-Class Mail International single-piece price.

293.334 **Permit Imprint**

Mailers may use a permit imprint for mailings that contain identical weight pieces. Any of the permit imprint formats shown in [152.44](#) is acceptable but must include the "INTL SURFACE AIR LIFT" rate marking. Postage is calculated as described in [293.32](#) and is deducted from the mailer's advance deposit account. Permit imprints must not denote bulk mail, nonprofit, or other domestic or special mail. Mailers may use permit imprint with nonidentical weight pieces only if authorized to use postage mailing systems under DMM 705.

293.4 **Mail Preparation**

293.41 **Addressing**

ISAL service is subject to the addressing requirements contained in [122](#).

- a. **Exception – Canada:** ISAL items destined for Canada must have the applicable alphanumeric postcode included in the delivery address. See [122.1k](#) for the address formatting requirements that generally apply to mailpieces sent to Canada.
- b. **Exception – Direct Country Sacks:** ISAL items in direct country sacks (see [293.461](#)) are not subject to the interline addressing requirement that is specified in [122.1d](#). At the sender's risk, the English translation of the destination post office or city name may be omitted from an address that is printed in Russian, Greek, Arabic, Hebrew,

Cyrillic, Japanese, or Chinese characters. An English translation of the country name (for example, Japan) is still required on the individual mailpieces.

293.42 **Marking**

293.421 **Letter-Size and Flat-Size Mailpieces**

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

293.422 **Packages (Small Packets)**

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

293.43 **Sealing**

Mail that is sent via ISAL service may be sealed at the sender’s option. See [244.4](#) for the packaging methods that are applicable to all First-Class Mail International items.

Exception: For direct country sacks only, First-Class Mail International folded mailpieces, without envelopes, are admissible provided one of the following methods is used:

1. All of the open sides are secured with tape, tabs, or wafer seals of sufficient quantity and strength to prevent the mailpieces from opening or being damaged during postal handling.
2. The mailpieces meet the physical standards and tabbing requirements in DMM 201.3.

293.44 **Physical Characteristics and Requirements for All Bundles**

The following standards apply:

- a. *Thickness.* Bundles of letter-size mail should be no thicker than approximately a handful of mail (4 to 6 inches thick). Bundles of flat-size mail may be thicker than 6 inches but must not weigh more than 11 pounds.
- b. *Securing Bundles.* Each bundle must be securely tied to withstand normal transit. Placing rubber bands around the length and then the girth is the preferred method of securing bundles of letter-size mail. Plastic strapping placed around the length and then the girth is the preferred method of securing bundles of flat-size mail.
- c. *Separation of Bundles.* Letter-size and flat-size mail must be bundled separately.
- d. *Facing of Pieces.* All pieces in bundles must be faced in the same direction.

293.45 **Sortation**

293.451 **Presort Mailings — General**

Follow these steps when preparing ISAL presort mail:

- a. *Full Service.* For presort mailings, all mail that is addressed to an individual country and that contains 5 pounds or more must be sorted into direct country bundles and sacked in direct country sacks. Mail that cannot be made up into direct country sacks must be prepared and entered at the worldwide nonpresort price.
- b. *ISC Drop Shipment.* For presort mailings, all mail that is addressed to an individual country and that contains 5 pounds or more must be sorted into direct country bundles and sacked in direct country sacks. All mail that is addressed to individual countries within a single price group and that contains 5 pounds or more must be bundled separately and sacked in mixed country sacks. Mail that ultimately cannot be made up into direct country sacks or mixed country sacks must be prepared and entered at the worldwide nonpresort prices.

293.452 **Presorted Mail — Direct Country Bundle Label**

A label (facing slip) for direct country bundles prepared for mixed county sacks must be completed and placed on the address side of the top piece of each bundle showing the country of destination.

Note: The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for ISAL.

Exhibit 293.452 (p. 1)

ISAL Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	3-Letter Exchange Office Code	Price Group
Albania	Tirana	TIA	12
Algeria	Algiers	ALG	15
Angola	Luanda	LAD	15
Argentina	Buenos Aires	BUE	13
Aruba	Oranjestad	AUA	13
Australia	Sydney	SYD	9
Austria	Vienna	VIE	11
Bahrain	Bahrain	BAH	15
Bangladesh	Dhaka	DAC	15
Belgium	Brussels	BRU	11
Belize	Belize City	BZE	13
Benin	Cotonou	COO	15
Bolivia	La Paz	LPB	13
Brazil	Rio de Janeiro	RIO	13
Bulgaria	Sofia	SOF	12
Burkina Faso	Ouagadougou	OUA	15
Cameroon	Douala	DLA	15
Canada	See 292.47		1
Central African Republic	Bangui	BGF	15
Chile	Santiago	SCL	13
China	Beijing	BJS	14

Exhibit 293.452 (p. 2)

ISAL Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	3-Letter Exchange Office Code	Price Group
Colombia	Bogota	BOG	13
Congo, Democratic Republic of the	Kinshasa	FIH	15
Costa Rica	San Jose	SJO	13
Cote d'Ivoire (Ivory Coast)	Abidjan	ABJ	15
Cuba	Havana	HAV	13
Czech Republic	Prague	PRG	12
Denmark	Copenhagen	CPH	11
Dominican Republic	Santo Domingo	SDQ	13
Ecuador	Guayaquil	GYE	13
Egypt	Cairo	CAI	15
El Salvador	San Salvador	SAL	13
Ethiopia	Addis Ababa	ADD	15
Fiji	Nadi	NAN	14
Finland	Helsinki	HEL	11
France	Paris	PAR	5
French Guiana	Cayenne	CAY	13
Gabon	Libreville	LBV	15
Germany	Frankfurt	FRA	4
Ghana	Accra	ACC	15
Great Britain	London	LON	3
Greece	Athens	ATH	11
Guatemala	Guatemala City	GUA	13
Guyana	Georgetown	GEO	13
Haiti	Port-au-Prince	PAP	13
Honduras	Tegucigalpa	TGU	13
Hong Kong	Hong Kong	HKG	14
Hungary	Budapest	BUD	12
Iceland	Reykjavik	REK	11
India	Mumbai	BOM	15
Indonesia	Jakarta	JKT	14
Iran	Tehran	THR	15
Ireland	Dublin	DUB	11
Israel	Tel Aviv	TLV	11
Italy	Rome	ROM	7
Jamaica	Kingston	KIN	13
Japan ¹	Osaka Int'l	OSA	10
	Tokyo	TYO	10
Jordan	Amman	AMM	15
Kenya	Nairobi	NBO	15
Korea, Rep. of (South)	Seoul	SEL	14
Kuwait	Kuwait City	KWI	15
Lebanon	Beirut	BEY	15
Liechtenstein	Basel	BSL	11
Luxembourg	Luxembourg	LUX	11
Madagascar	Antananariva	TNR	15
Malaysia	Kuala Lumpur	KUL	14
Mali	Bamako	BKO	15

Exhibit 293.452 (p. 3)

ISAL Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	3-Letter Exchange Office Code	Price Group
Mauritania	Nouakchott	NKC	15
Mauritius	Port Louis	MRU	15
Mexico	Mexico City	MEX	2
Morocco	Casablanca	CAS	15
Mozambique	Maputo	MPM	15
Netherlands	Amsterdam	AMS	8
Netherlands Antilles	Curacao	CUR	13
New Zealand	Auckland	AKL	11
Nicaragua	Managua	MGA	13
Niger	Niamey	NIM	15
Nigeria	Lagos	LOS	15
Norway	Oslo	OSL	11
Oman	Muscat	MCT	15
Pakistan	Karachi	KHI	15
Panama	Panama City	PTY	13
Papua New Guinea	Port Moresby	POM	14
Paraguay	Asuncion	ASU	13
Peru	Lima	LIM	13
Philippines	Manila	MNL	14
Poland	Warsaw	WAW	12
Portugal	Lisbon	LIS	11
Qatar	Doha	DOH	15
Reunion Island	St Denis	RUN	15
Romania	Bucharest	BUH	12
Russia	Moscow	MOW	12
Saudi Arabia	Dhahran	DHA	15
Senegal	Dakar	DKR	15
Singapore	Singapore	SIN	14
Slovak Republic (Slovakia)	Bratislava	BTS	12
South Africa	Johannesburg	JNB	15
Spain ²	Madrid	MAD	11
Sri Lanka	Colombo	CMB	15
Sudan	Khartoum	KRT	15
Suriname	Paramaribo	PBM	13
Sweden	Stockholm	STO	11
Switzerland	Basel	BSL	6
Syria	Damascus	DAM	15
Taiwan	Taipei	TPE	14
Tanzania	Dar es Salaam	DAR	15
Thailand	Bangkok	BKK	14
Togo	Lome	LFW	15
Trinidad and Tobago	Port of Spain	POS	13
Tunisia	Tunis	TUN	15
Turkey	Istanbul	IST	12
Uganda	Kampala	KLA	15
United Arab Emirates	Dubai	DXB	15
Uruguay	Montevideo	MVD	13

Exhibit 293.452 (p. 4)

ISAL Country Price Groups and Foreign Exchange Offices

Country	Exchange Office Name	3-Letter Exchange Office Code	Price Group
Venezuela	Caracas	CCS	13
Yemen	Sanaa	SAH	15
Zambia	Ndola	NLA	15
Zimbabwe	Harare	HRE	15

¹ To expedite handling, Japan Post has requested that U.S. shippers make the following optional separation of their ISAL mail:

- Mail destined for locations in Japan with post code prefixes 52–93 should be labeled to Osaka International (OSA).
- Mail destined for all other post code prefixes should be labeled to Tokyo (TYO). All ISAL mail that is not optionally separated as specified above should be labeled to Tokyo (TYO).

² Spain includes the Canary Islands.

293.453 **Worldwide Nonpresort Mail – Bundles**

ISAL mail paid at the worldwide nonpresort price must be made into bundles as defined in 293.44. Letters and flats must be bundled separately, although nonidentical pieces may be commingled within each of these categories. Pieces that cannot be bundled because of their physical characteristics must be placed loose in the sack and do not require labeling (facing slips).

293.46 **Sacking Requirements**293.461 **Direct Country Sack (5 Pounds or More)**

The following standards apply:

- a. *General.* When there are 5 pounds or more of mail addressed to the same country, the mail must be enclosed in a direct country sack. All types of mail, including letter-size bundles, flat-size bundles, and loose items, can be commingled in the same sack for each destination and counted toward the 5-pound minimum. The maximum weight of the sack and contents must not exceed 66 pounds.
- b. *Direct Country Sack Tags.* Direct country sacks must be labeled with PS Tag 155, *Surface Airlift Mail*, which identifies the mail to ensure it receives priority handling. PS Tag 155 must show the destination country, and the mailer must specify the price group on the back of PS Tag 155.
- c. *Direct Country Sack Label.* The sack label must be completed as follows (see [Exhibit 293.462](#) for the list of U.S. Exchange Offices):
 Line 1: Appropriate U.S. Exchange Office and Routing Code
 Line 2: Contents – DRX COUNTRY
 Line 3: Mailer, Mailer Location

Example:

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

293.462 **Mixed Country Sacks (5 Pounds or More – ISC Drop Shipment Only)**

The following standards apply:

- a. *General.* When mail is prepared under the ISC drop shipment option, direct country bundles destined to a specific country that cannot be made up in direct country sacks must be prepared in a mixed country sack. A mixed country sack must be prepared for each price group. Only countries in price groups 11 through 15 are eligible for this price. The maximum weight of the sack and the contents must not exceed 66 pounds.
- b. *Mixed Country Sack Tags.* Mixed country sacks must be labeled with PS Tag 155, *Surface Airlift Mail*, which identifies the mail to ensure it receives priority handling. The mailer must specify the price group on the back of PS Tag 155.
- c. *Mixed Country Sack Label.* The sack label must be completed as follows (see [Exhibit 293.462](#) for the list of U.S. Exchange Offices):
 Line 1: Appropriate U.S. Exchange Office and Routing Code
 Line 2: Contents – DRX MIXED
 Line 3: Mailer, Mailer Location

Example:

ISC NEW YORK NY 003
 ISAL – DRX MIXED
 ABC STORE ALBANY NY

Exhibit 293.462

Labeling of ISAL Mail to Postal Service Exchange Offices

ISAL Acceptance Office 3-Digit ZIP Code Prefix	U.S. Exchange Office and Routing Code for Line 1
004–005, 010–089, 100–268, 270–297, 400–418, 420–427, 470–471, 476–477	ISC NEW YORK NY 003
006–009, 298–339, 341–342, 344, 346–347, 349–397, 399	ISC MIAMI FL 33112
424, 430–469, 478–516, 520–528, 530–531, 534–535, 537–567, 570–588, 600–620, 622–631, 633–641, 644–658, 660–662, 664–681, 683–693, 700–708, 710–799, 885	ISC CHICAGO IL 60290
590–599, 821, 832–838, 970–986, 970–999	AMC SEATTLE WA 980
800–816, 820, 822–831, 840–847, 893–898, 937–961	ISC SAN FRANCISCO CA 94013
850, 852–853, 855–857, 859–860, 863–865, 870–875, 877–884, 889–891, 900–908, 910–928, 930–936	ISC LOS ANGELES CA 900
967–969	P&DC HONOLULU HI 967

293.463 **Worldwide Nonpresort Mail Sacks**

The following standards apply:

- a. *General.* The working bundles of mixed country mail and loose items must be enclosed in sacks unless other equipment is specified by the acceptance office. Nonpresorted letter-size mail may be presented in trays if authorized by the acceptance office. The maximum weight of the sack and the contents must not exceed 66 pounds.

Note: Working bundles of mixed country mail cannot be enclosed in mixed country sacks.

- b. *Worldwide Nonpresort Sack Tags.* Sack tags for worldwide nonpresort sacks must be labeled with PS Tag 155, *Surface Airlift Mail*, which identifies the mail to ensure it receives priority handling. The mailer must specify "WW" (for "worldwide") on the back of PS Tag 155.
- c. *Worldwide Nonpresort Mail Sack Label.* The sack label must be completed as follows (see [Exhibit 293.462](#) for the list of U.S. Exchange Offices):

Line 1: Appropriate U.S. Exchange Office and Routing Code

Line 2: Contents WKG

Line 3: Mailer, Mailer Location

Example:

ISC MIAMI FL	33112
ISAL — WKG	
ABC COMPANY MIAMI FL	

293.5 **Enter and Deposit**

293.51 **Separation by Price Group**

The mailer must specify the price group on the back of PS Tag 155 (for example, with "1" for Canada or "WW" for worldwide nonpresort) and must physically separate the sacks by price group at the time of mailing.

293.52 **Full Service**

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

293.53 **Drop Shipment**

293.531 **General**

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

293.532 **Drop Shipment Locations**

Drop shipments are available through the following offices:

New York:

JOHN F KENNEDY AIRPORT MAIL CTR

US POSTAL SERVICE

JOHN F KENNEDY INTERNATIONAL AIRPORT BLDG 250

JAMAICA NY 11430-9998

Florida:

MIAMI INTERNATIONAL SERVICE CTR*
 US POSTAL SERVICE
 11698 NW 25TH ST
 MIAMI FL 33112-9997

MIAMI PROCESSING AND DISTRIBUTION CTR
 US POSTAL SERVICE
 2200 NW 72ND AVE
 MIAMI FL 33152-9997

Texas:

NORTH TEXAS P&DC
 US POSTAL SERVICE
 951 W BETHEL RD
 COPPELL TX 75099-8811

Illinois:

JT WEEKER INTERNATIONAL SERVICE CENTER
 US POSTAL SERVICE
 OHARE INTERNATIONAL AIRPORT
 514 EXPRESS CENTER DR
 CHICAGO IL 60688-9998

California:

LOS ANGELES ISC
 US POSTAL SERVICE
 5800 W CENTURY BLVD
 LOS ANGELES CA 90009-9998

SAN FRANCISCO ISC
 US POSTAL SERVICE
 2650 BAYSHORE BLVD
 DALY CITY CA 94013-1631

*Only plant-verified mail is transported to this facility by the mailer.

294 **(Reserved)**

295 **(Reserved)**

296 **(Reserved)**

297 **Customized Agreements**

297.1 **Description**

The Postal Service provides customized service for international mailings only for customers pursuant to the terms and conditions stipulated in a customized agreement between the Postal Service and a particular customer.

297.2 Qualifying Mailers

To qualify for customized service, a mailer must be capable, on an annualized basis, of either tendering at least 5,000 pieces of international mail to the Postal Service or paying at least \$100,000 in international postage to the Postal Service.

297.3 Criteria

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

- a. The type of mail to be tendered by the mailer.
- b. The term of the agreement.
- c. Weight and size limits.
- d. Preparation requirements.
- e. Makeup requirements.
- f. The services to be provided by the Postal Service.
- g. Minimum volume or postage commitment on the part of the mailer.
- h. Postage and method of payment.
- i. The location at which the mailer is required to tender its items to the Postal Service.
- j. Any other obligations of either party.